

**Minutes of the Regular Meeting of the
Northwest Regional Lancaster County Police Commission
Held on November 27, 2018**

- 1) Lisa S. Heilner called the meeting to order at 7:00 P.M. in the Mount Joy Township Municipal Building, 8853 Elizabethtown Road, Elizabethtown, PA 17022. Lisa S. Heilner led the pledge of allegiance.
- 2) Roll Call: Present – Lisa S. Heilner; Debra E. Dupler; David W. Sweigart, III; and Douglas A. Hottenstein.
Absent: Eric W. Kreider.
- 3) Public Comment: None.
- 4) Consent Calendar:
 - a. Approval and ratification of the minutes of the October 23, 2018 meeting.
 - b. Accept and ratify 1) the Treasurer's Report for the period of October 1, 2018 through October 31, 2018 subject to audit; and 2) the Commission Treasurer's Certificate of Deposit summary report.
 - c. Approve payment of all bills via Bill List #23-2018 in the amount of \$ 35,300.28; Bill List #24-2018 in the amount of \$ 17,055.51; and ratify payment of all payrolls for the period of October 13, 2018 through November 23, 2018, inclusive, in the amount of \$ 197,202.09, which represents three (3) pay periods.
 - d. Approve, ratify and confirm the Commission Treasurer's "NRLCPC 2019 Budget – 2nd Draft – 24 October 2018" as the approved 2019 NRLCPC Budget for 2019.
 - e. Calendar Year 2018 Audit: Authorize the Chair of the NRLCPC to sign the engagement letter from White, Rudy & Company LLP dated November 6, 2018 whereby the scope of the annual audit to be performed of the calendar year 2018 records is set forth.

A motion was made by Debra E. Dupler and seconded by David W. Sweigart, III to approve items a. through e. of the Consent Calendar as presented. All other members voted in favor of the motion.

5) Elizabethtown Booking Center:

Chief Mark Mayberry indicated the annual Booking Center agreement between the 4 police departments (NRLCPC, Elizabethtown Borough, Susquehanna Regional and Mount Joy Borough). The cost if all departments participate is \$1,688.00.

A motion was made by David W. Sweigart, III and seconded by Douglas A. Hottenstein to authorize the signing of the Annual Agency Authorization for calendar year 2019. All other members voted in favor of the motion.

6) NRLCPD Headquarters Rental Lease Agreement with Mount Joy Township:

Mr. Richard Forry indicated the Commission had authorized revisions to be made at the last meeting to the lease agreement. The rental fee works out to an annual fee of \$55,800.

A motion was made by Debra E. Dupler and seconded by David W. Sweigart, III to approve the revised NRLCPD Headquarters Rental Lease Agreement with Mount Joy Township establishing the annual rental fee at \$55,800. All other members voted in favor of the motion.

7) Advisements:

- The NRLCPD received generous donations from the American Legion Post 329, Sons of American Legion Post 329 and Auxiliary of the American Legion Post 329. A total of \$8,000.00 dollars was donated toward the Police Department's K-9 program. Commissioner Dupler requested a report showing revenues and expenses for the K-9 program be prepared for the next meeting.
- The NRLCPD will be participating in the Buckle Up enforcement program beginning November 19 and ending December 2, 2018. The NRLCPD was allocated \$1,650.00.

- Members of the NRLCPD participated in a Cram-a-Cruiser event on November 3 and November 10, 2018. Food items donated were given to the Elizabethtown Community Cupboard.

8) Correspondence:

- a. Calls for Service – October 2018.
- b. Police Activity Report – October 2018.
- c. Overtime Report – October 2018.
- d. Police Cruiser Mileage Chart – October 2018.

9) Other Business: Commissioner Sweigart indicated the road by Bear Creek School is being re-engineered and asked if Bear Creek Road could be made so you did not have to stop or make right turn only requesting that Chief Mayberry look at the plans and give a recommendation.

10) Next scheduled meeting of the Northwest Regional Lancaster County Police Commission to be held on Tuesday, December 19, 2018 beginning at 7:00 P.M, at the Mount Joy Township Municipal Complex, 8853 Elizabethtown Road, Elizabethtown, PA 17022.

11) Adjournment:

A motion was made by David W. Sweigart, III and seconded by Debra E. Dupler to adjourn the meeting at 7:22 P.M.

Respectfully submitted,

Richard E. Forry
Secretary/Treasurer
Northwest Regional Lancaster
County Police Commission