

**Minutes of the Regular Meeting of the
Northwest Regional Lancaster County Police Commission
Held on March 26, 2019**

- 1) Douglas A. Hottenstein called the meeting to order at 7:00 P.M. in the Mount Joy Township Municipal Building, 8853 Elizabethtown Road, Elizabethtown, PA 17022. Douglas A. Hottenstein led the pledge of allegiance.
- 2) Roll Call: Present – Debra E. Dupler; Douglas A. Hottenstein; E.W. Kreider, David W. Sweigart, III and John E. Martin, II. Absent: None.
- 3) Public Comment: None.
- 4) Consent Calendar:
 - a. Approval and ratification of the minutes of the February 26, 2019 meeting.
 - b. Accept and ratify 1) the Treasurer's Report for the period of February 1, 2019 through February 28, 2019 subject to audit; and 2) the Commission Treasurer's Certificate of Deposit summary report.
 - c. Approve payment of all bills via Bill List #5-2019 in the amount of \$ 36,857.89; Bill List #6-2019 in the amount of \$ 10,543.04; and ratify payment of all payrolls for the period of February 16, 2019 through March 15, 2019, inclusive, in the amount of \$ 253,373.21, which represents three (3) pay periods.
 - d. NRLCPC Police Pension Plan/Fund: Adopt Resolution No. 1-2019 whereby the police officers of the NRLCPD hired prior to January 1, 2014 are not required to financially contribute into the NRLCPC Police Pension Plan/Fund and, in accordance with the current collective bargaining agreement and effective April 1, 2018, due to the police pension plan's funding level exceeding 85% as set forth in the most recent actuary study, those police officers hired after January 1, 2014 are not required to contribute 2.25% of their gross wages into the Police Pension Plan/Fund for calendar year 2019.

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

- 5) Promotion to Detective – Charles A. Tobias:

Chief Mark Mayberry indicated Officer Tobias filled in last year in the Detective position in the Department when one of the Detectives was out on medical leave and has continued to assist with other investigations. With the Department having an opening for a third Detective, Chief Mayberry recommended promoting Officer Tobias to the position of Detective.

A motion was made by Debra E. Dupler and seconded by John E. Martin, II to approve promoting Charles A. Tobias to the position of Detective of NRLCPD effective March 26, 2019. All other members voted in favor of the motion.

- 6) Secondary Employment Request – Brad Redinger:

Chief Mayberry indicated Officer Brad Redinger is a certified Drug Recognition Expert and teaches for the DUI Association and is requesting permission to allow to continue these positions as a secondary employment. He will teach the DUI classes on his day off from the NRLCPD Department.

A motion was made by Debra E. Dupler and seconded by David W. Sweigart, III to approve the secondary employment request for Brad Redinger. All other members voted in favor of the motion with Lisa S. Heilner abstaining.

- 7) Advisements:

- All Department personnel attended the CODY Records Management System Training. Our CODY tentative "go-live" date is April 13, 2019.
- Detective Charles A. Tobias completed a one-day Pennsylvania State Police Intel Training.
- Officer Abigail Shaeffer attended a two-day Survive and Thrive Training.

- 8) Correspondence:
- a. Calls for Service – February 2019.
 - b. Police Activity Report – February 2019.
 - c. Overtime Report –February 2019.
 - d. Police Cruiser Mileage Chart – February 2019.
- 9) Other Business: Commissioner Sweigart asked how the phone system works at the Police Station as he has been receiving complaints that the phone is rarely answered. Detective Frank Ember indicated when calling in the public is given the option to either select the secretary, Sergeant or patrol. If no one answers, it will go to County. Commissioner Sweigart requested the system be set to go to staff during working hours. Detective Ember noted the phone system can be set to have staff answer Monday through Friday from 8am to 4pm and then will forward to County if they are not at their desk. Commissioner Dupler indicated if someone is in the station and the phone rings, it should be answered. Chief Mayberry commented that if the phone rings in the patrol area and someone is there, the phone will be picked up. If no one is there, it rings and eventually rolls to County. Detective Ember noted that if the secretary answers the phone and then forwards a call to County, those two lines will be tied up and the next caller will go to County. After some discussion, Chief Mayberry indicated he would have the system reset so the secretary will answer incoming calls and will research costs of adding additional lines.
- 10) Next scheduled meeting of the Northwest Regional Lancaster County Police Commission to be held on Tuesday, April 23, 2019 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 Debra E. Dupler and seconded by Eric W. Kreider to adjourn the meeting to Executive Session at 7:25 P.M.

Respectfully submitted,

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