

**Northwest Regional Lancaster County Police Commission**  
**8855 Elizabethtown Road**  
**Elizabethtown, PA 17022**

**Minutes of the Regular Meeting of the**  
**Northwest Regional Lancaster County Police Commission**  
**Held on May 26, 2020**

1. Debra E. Dupler called the virtual meeting to order at 7:00 P.M. in the Mount Joy Township Municipal Building, 8853 Elizabethtown Road, Elizabethtown, PA 17022.
2. Roll Call: Present – Douglas A. Hottenstein; David W. Sweigart, III; Kevin M. Baker; Eric W. Kreider; and Debra E. Dupler. Absent: None.
3. Public Comment: None.
4. Consent Calendar:

- a. Approval and ratification of the minutes of the February 25, 2020 meeting. [No meetings were held in March 2020 or April 2020].
- b. Accept and ratify 1) the Treasurer's Report for the period of January 1, 2020 through April 30, 2020 subject to audit; and 2) the Commission Treasurer's Certificate of Deposit summary report.
- c. Approve payment of all bills via Bill List #05-2020 in the amount of \$ 84,457.17; Bill List #06-2020 in the amount of \$ 16,901.55; Bill List #07-2020 in the amount of \$ 41,471.47; Bill List #08-2020 in the amount of \$ 37,166.25; Bill List #09-2020 in the amount of \$30,000.97; Bill List #10-2020 in the amount of \$22,583.48 and Bill List #11-2020 in the amount of \$31,432.39; and ratify payment of all payrolls for the period of February 15, 2020 through May 22, 2020, inclusive, in the amount of \$504,285.73, which represents seven (7) pay periods.

A motion was made by David W. Sweigart, III and seconded by Kevin M. Baker to approve items a. through c. of the Consent Calendar as presented. All members present voted in favor of the motion.

5. Promotion - Sergeant:

Chief Mark E. Mayberry reported the written tests were administered through the Pennsylvania Chiefs of Police Association, Standards and Associates out of Chicago. Six (6) officers took the written test with one (1) officer passing the test, i.e. Officer Adam M. Shope. He completed oral interviews a week and a half ago and did very well. The goal was to promote two sergeants when the process was started but there is only one candidate for the position at this time. Sergeant Daniel L. George, Jr. retired in January 2020 and Lieutenant Carl D. Steinhart retired in February 2020, which opened up two supervisory positions. The goal was not to hire another Lieutenant but to move Sergeant Michael R. Bryant into a Patrol Operations Sergeant and promote two sergeants rather than having a Lieutenant and three sergeants.

A motion was made by Kevin M. Baker and seconded by Douglas A. Hottenstein to approve the promotion of Officer Adam M. Shope to the rank of Sergeant, with the promotion effective May 30, 2020. All members present voted in favor of the motion.

6. Watchguard – Purchase of New Server:

Chief Mark E. Mayberry stated the current Watchguard server is the original server that was installed when the in-car camera system was purchased in 2015. Officer Bradley J. Redinger indicated the software update had issues due to the current server having a Windows 7 operating system. Microsoft stopped support for the Windows 7 system in January of 2020. The specifications for the new server include operating on Lynx, so the timeframe should be longer for the server's use. Sufficient storage capacity will exist if the Department moves forward with body cameras. The old server will be kept up and running until the videos on it are taken off. Chief Mayberry explained that it depends on what the recording is as to whether it needs saved or not as traffic stops or warnings may need to be retained for 30 days. The DUI arrests need to be maintained for 2 years and the video is copied off and placed in the case file. Officer Redinger indicated prior to working with NRLCPD he worked with Manheim Township Police for 10 years and prior to that worked in IT for 10 years. The cost of the server is \$5,795.00 with a turnaround time being the end of June 2020. In addition to the server, Officer Redinger recommended purchasing the 5-year warranty at a cost of \$650.00.

A motion was made by Douglas A. Hottenstein and seconded by Eric W. Kreider to authorize the purchase of a new Watchguard server for \$5,795.00 and the extended warranty for \$650.00 for the Police Department's mobile video recorders. All members present voted in favor of the motion.

7. Hiring of Replacement Officer:

Chief Mark E. Mayberry requested approval to hire an officer to fill the vacancy created with the retirement of Lieutenant Carl D. Steinhart. The position would be advertised with an application deadline of 30 days; interviews and backgrounds with potential candidates by August. Chief Mayberry noted there are currently 18 in the Department and they previously had 19. The question was posed as to whether there is a deficit in scheduling and manpower. Chief Mayberry stated calls for service have been down but are starting to pick back up as people are tired of being in a "lockdown" and are beginning to return to their previous activities since numerous restrictions have been eased. Chief Mayberry recommended having 19 officers but indicated the Department could operate at 18. After some discussion, this item was tabled.

8. Advisements:

- Officer Frank M. Jones, III is recognized as the 2019 Northwest Regional Police Department Officer of the Year. A formal presentation will be planned for a later meeting.
- NRLCPD has been approved to participate in the upcoming Buckle Up Enforcement Wave. The enforcement starts May 18, 2020 and ends on June 7, 2020. The NRLCPD was allocated \$3,100.00 for enforcement.
- The NRLCPD and other area First Responders participated in Celebration Drive-By events. The Celebration Drive-By events ended on May 16, 2020. We participated in 40 Celebration Drive-By events.
- National Night Out was scheduled to be held on August 4, 2020. The event is being postponed until October 6, 2020. National Night Out will be held at the West Donegal Township Municipal property, 1 Municipal Drive, Elizabethtown, PA from 6:00 P.M. to 9:00 P.M.
- Officer Bradley J. Redinger has been a very valuable resource for the Department's IT needs as well as being a very proactive, productive officer on the street. The TraCS system is installed and officers can process accident reports, issue notifications of accident exchange forms, warnings from traffic stops and citations through the car computer systems. In September 2020, the Police Department is scheduled to have the ability to automatically download citations in AOPC to the judge's office thus citations will no longer need to be hand delivered. Officer Redinger stated officers can now input a crash report in TraCS and it is now downloaded directly to PennDOT and Cody.

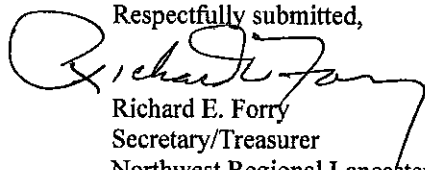
9. Correspondence:

- a. Calls for Service -- April 2020.
- b. Police Activity Report -- April 2020.
- c. Overtime Report -- April 2020.
- d. Police Cruiser Mileage Chart -- April 2020.

10. Other Business: None.

11. Next scheduled meeting of the Northwest Regional Lancaster County Police Commission to be held on Tuesday, June 23, 2020 beginning at 7:00 P.M., at the Mount Joy Township Municipal Complex, 8853 Elizabethtown Road, Elizabethtown, PA 17022.

12. A motion was made by Kevin M. Baker and seconded by David W. Sweigart, III to adjourn the meeting at 7:27 P.M.

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