

**Minutes of the Regular Meeting of the
Northwest Regional Lancaster County Police Commission
Held on January 26, 2021**

- 1) Debra E. Dupler called the 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 – Debra E. Dupler; Ralph F. Horne; Douglas A. Hottenstein; Eric W. Kreider; and David W. Sweigart, III. Absent: None.
- 3) Reorganization of the Commission:

A motion was made by David W. Sweigart, III and seconded by Eric W. Kreider to appoint Douglas A. Hottenstein as Chair. All members voted in favor of the motion.

A motion was made by David W. Sweigart, III and seconded by Eric W. Kreider to appoint Debra E. Dupler as Vice Chair. All members voted in favor of the motion.

A motion was made by Debra E. Dupler and seconded by David W. Sweigart, III to appoint Richard E. Forry as Secretary/Treasurer. All members voted in favor of the motion.
- 4) Public Comment: None.
- 5) Consent Calendar:
 - a) Approval and ratification of the minutes of the November 24, 2020 meeting.
 - b) Approve payment of all bills via Bill List #24-2020 in the amount of \$ 39,012.40; Bill List #25-2020 in the amount of \$ 11,356.70; Bill List #26-2020 in the amount of \$43,080.32 and ratify payment of all payrolls for the period of October 24, 2020 through December 25, 2020, inclusive, in the amount of \$381,140.01, which represents five (5) pay periods.

A motion was made by Debra E. Dupler and seconded by David W. Sweigart, III to approve items a. through b. of the Consent Calendar as presented. All other members voted in favor of the motion.
- 6) NRLCPC Year 2019 Audit:

Mr. Philip O. Rudy, CPA and Sean Carl of White, Rudy & Company, LLP were in attendance and presented a review of the NRLCPC Year 2019 Audit. Mr. Rudy indicated police coverage for the year per capita costs \$198.00 per resident. Mr. Rudy complimented Mr. Forry's accuracy on budgeting numbers. Mr. Rudy indicated engagement letters for the 2020 audit were being provided for the Commission's approval. Mr. Rudy noted the Commission is currently on a modified accrual basis so any money received or paid that should be charged to the prior year has adjustments that need to be made within 60 days of the close of the year and recommended changing to a cash basis accounting system for 2021.

A motion was made by Ralph Horne and seconded by Debra E. Dupler to accept the 2019 Review Audit as presented. All other members voted in favor of the motion.

A motion was made by David W. Sweigart, III and seconded by Debra E. Dupler to authorize the Chair of the NRLCPC to sign the engagement letter from White, Rudy & Company LLP whereby the scope of the annual audit to be performed of the calendar year 2020 records is set forth. All other members voted in favor of the motion.
- 7) 2020 Review of Officer Arlo:

Officer Tyler Seidel was in attendance to provide an overview of Officer Arlo's statistics. In 2019 the year ended with a balance around \$33,000. and in 2020 ended the year at \$40,375. There were no large fundraisers done due to COVID. In 2019 there were 90 deployments and in 2020 there were 68 deployments. Even though the months March to May were slow due to COVID, patrol deployments were up compared to the previous year. Narcotic seizures were down with just under \$10,000 seized in cash; 3 firearms were recovered; and Officer Arlo was involved in 8 felony warrants. Training was switched to a different group as the company changed hands. Commissioner Dupler recommended a spreadsheet be set up with the statistics so a quick view would show the varying statistics from year to year.
- 8) Part-Time Employment (Christopher R. Good):

Chief Mayberry reported Officer Christopher R. Good has part-time employment where he drives truck for GFI and is requesting approval to continue this part-time position.

A motion was made by Debra E. Dupler and seconded by David W. Sweigart, III to approve Officer Christopher R. Good's part-time employment as a truck driver for GFI Transport. All other members voted in favor of the motion.

9) Advisements:

- The NWRPD received \$2,500.00 in January to conduct an Aggressive Driving program. Four police agencies in Lancaster County were approved for additional monthly funding (Lancaster City, Manheim Township, East Lampeter Township and NRLCPD). NWRPD will be receiving \$2,500.00 in additional funding for the month of February in addition to the normal funding given throughout the year.
- Officer Frank Jones, III was named 2020 SERT Negotiator of the Year.
- The Department raised \$1,390.00 for Beards for Brothers.
- The Elizabethtown American Legion donated \$2,500.00 to the Department.
- The NWRPD Officer's Association delivered presents to two families in need in our jurisdiction.
- Detective Frank Ember and Officer Carl Bergmark completed a one week training class "Using UAV (Unmanned Aerial Vehicle) and Pix4D in Collision Investigation".
- The NWRPD is participating in a "Bleed Blue" blood drive event being held January 4-29, 2021. A blood donor event is also being held at the West Donegal Township building on January 27, 2021.

10) Correspondence:

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

11) Other Business:

Chief Mayberry expressed his appreciation for Lisa Heilner stepping up to take care of things during Rich Forry's health issues. Ms. Heilner noted Morgan Stanley had asked for a formal motion designation an Assistant Secretary/Treasurer to enable release of pension information.

A motion was made by David W. Sweigart, III and seconded by Debra E. Dupler to designate Lisa Heilner as Assistant Secretary/Treasurer of the NWRPD. All other members voted in favor of the motion.

Commissioner Dupler noted that a motion would need to be made so all Commissioners would be authorized to sign checks with the Northwest Savings Bank.

A motion was made by Debra E. Dupler and seconded by David W. Sweigart, III to authorize members of the 2021 Police Commission as signatories for the Northwest Savings Bank. All other members voted in favor of the motion.

12) Next scheduled meeting of the Northwest Regional Lancaster County Police Commission to be held on Tuesday, February 23, 2021 beginning at 7:00 P.M, at the Mount Joy Township Municipal Complex, 8853 Elizabethtown Road, Elizabethtown, PA 17022.

13) Adjournment:

A motion was made by Ralph F. Horne and seconded by Eric W. Kreider to adjourn the meeting to Executive Session to discuss personnel issues at 7:55 P.M. All other members voted in favor of the motion.

Respectfully submitted,

Lisa Heilner
Assistant Secretary/Treasurer
Northwest Regional Lancaster
County Police Commission