

**Minutes of the Regular Meeting of the  
Northwest Regional Lancaster County Police Commission  
Held on April 27, 2021**

- 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.
- 2) Roll Call: Present – Debra E. Dupler; Ralph F. Horne; Eric W. Kreider; David W. Sweigart, III and Douglas A. Hottenstein. Absent: None.
- 3) Public Comment: None.
- 4) Consent Calendar:
  - a) Approval and ratification of the minutes of the March 23, 2021 meeting.
  - b) Accept and ratify the Budget Report for the period of March 1, 2021 through March 31, 2021, subject to audit.
  - c) Approve payment of all bills via Bill List #5-2021 in the amount of \$ 58,390.69; Bill List #6-2021 in the amount of \$12,453.54; Bill List #7-2021 in the amount of \$36,284.48 and ratify payment of all payrolls for the period of February 26, 2021 through March 25, 2021, inclusive, in the amount of \$ 165,681.88, which represents two (2) pay periods.

A motion was made by Debra E. Dupler and seconded by Ralph F. Horne to approve items a. through c. of the Consent Calendar as presented. All other members voted in favor of the motion.

5) Hiring of Officer:

Chief Mark Mayberry reported a conditional offer of employment was given to Samuel “Evan” Bigler with an effective date of May 17, 2021 pending background investigation.

A motion was made by David W. Sweigart, III and seconded by Eric W. Kreider to approve hiring of Samuel “Evan” Bigler as a NRLCPD police officer, effective date of May 17, 2021, to enter service at the probationary rate and serve a one-year probationary period pending background investigations. All other members voted in favor of the motion.

6) Capital Reserve Fund:

Mr. Marc Hershey noted he has been getting acclimated with the help of Lisa Heilner. Accruals were made for transfers to be made from the general fund transfer to the capital reserve fund for 2019 and 2020 in the amount of \$120,000 but the actual transfers were not done. As of March 31, 2021 the Capital Reserve balance is \$231,427. Mr. Hershey recommended transferring the \$60,000 that was accrued in 2019 and to not transfer the \$60,000 allocated for 2020. In the past, expenses appear to be paid out of the General Fund rather than the Capital Reserve Fund. The Capital Reserve Fund is normally used for large items such as the purchase of new cruisers.

A motion was made by David W. Sweigart, III and seconded by Debra E. Dupler to transfer \$60,000 as allocated in 2019 from the General Fund to the Capital Reserve Fund with no transfer being made for 2020. All other members voted in favor of the motion.

7) Accrued Comp Fund

Mr. Hershey reported the Accrued Comp Fund is established where each year the current leave balances of officers is used to calculate what future liability will be at retirement/separation date. Funds were accrued but not transferred from the Accrued Comp to the General Fund to offset the expenses of four (4) retirements. A transfer of \$213,000 will be made from Accrued Comp to the General Fund to cover those payroll expenses bringing the balance of the Accrued Comp Fund down to \$538,000. which is 40% higher than liability as of the end of the year 2020.

8) Investments

Mr. Hershey asked direction from the Commission as to whether they wish to approve investments made in money markets and CDs or do they wish to direct him to make those decisions. The Commission indicated they did not need to approve the transfers but would like updates.

9) Modified Cash Accrual

Mr. Hershey indicated he and Lisa Heilner met with Sean Carl from White & Rudy to prepare for the 2020 audit and discuss the current Modified Accrual method versus Modified Cash. White & Rudy recommends moving to Modified Cash Accrual which would require one adjustment each year to the Accrued Comp Fund but all other expenses and revenues would be made as a cash basis. After some discussion, this item was tabled with additional clarification being requested from White & Rudy.

10) Appointment of Secretary/Treasurer and Assistant Secretary/Treasurer

Mr. Hershey recommended appointing himself as Secretary Treasurer and Lisa as Assistant Secretary Treasurer so there is something official to provide to banking and investment companies.

A motion was made by Debra E. Dupler and seconded by David W. Sweigart, III to adopt Resolution No. 2-2021 appointing J. Marc Hershey as Secretary/Treasurer and Lisa S. Heilner as Assistant Secretary/Treasurer of the NWRPD. All other members voted in favor of the motion.

11) Advisements:

- The National Drug Take Back Event was held April 24, 2021 at the Giant Food Store, 1278 South Market Street from 10 a.m. to 2 p.m. with 85 lbs collected.
- All Department personnel completed CPR/First Aid certification provided by Northwest EMS.

12) Correspondence:

- a. Calls for Service – March 2021.
- b. Police Activity Report – March 2021.
- c. Overtime Report – March 2021.
- d. Police Cruiser Mileage Chart – March 2021.

13) Other Business: Commissioner Horne questioned the status of body cams. Chief Mayberry reported the grant has been submitted and are waiting to hear a response on the 10 body cams in order to cover shifts. Detective Ember noted the drone has been purchased and are waiting for it to be shipped.

14) Next scheduled meeting of the Northwest Regional Lancaster County Police Commission to be held on Tuesday, May 25, 2021 beginning at 7:00 P.M, at the Mount Joy Township Municipal Complex, 8853 Elizabethtown Road, Elizabethtown, PA 17022.

15) Adjournment:

A motion was made by Eric W. Kreider and seconded by Ralph F. Horne to adjourn the meeting to Executive Session to discuss personnel issues at 7:29 P.M. All other members voted in favor of the motion.

Respectfully submitted,

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