

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 August 24, 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. Douglas A. Hottenstein led the pledge of allegiance.
2. Roll Call: Present – Debra E. Dupler, Ralph Horne, Douglas A. Hottenstein, David W. Sweigart III and Eric Kreider.
3. Public Comment: None
4. Consent Calendar:
 - a. Approval and ratification of the minutes of the July 27, 2021 meeting.
 - b. Accept and ratify the Treasurer’s Report for the period of January 1 through July 31, 2021, subject to audit.
 - c. Approve payment of all bills via Bill List #14-2021 in the amount of \$13,549.23; Bill List #15 in the amount of \$19,562.33; ratify payment of all payrolls for the period of 7-1-2021, 7-15-2021 and 7-29-2021 inclusive, in the amount of \$297,474/32, which represents three (3) pay periods.

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

5. New Business:
 - a. Officer Redinger was in attendance and explained the proposal to purchase Microsoft Email Licensing and a cloud backup. All e-mail addresses will be transitioned from the county addresses to the nwrpd.org ones. This would become effective in January so there would be a six month transition period to move everything over to our in house system. The second part of the quote was the Microsoft Office licensing, however Officer Redinger suggested tabling that for now until Office 2022 comes out. Office 2022 will provide seven years of licensing versus the up front cost of doing recurring licensing. This will be more cost effective for the Commission. A motion was made by Debra E. Dupler and seconded by David W. Sweigart III to purchase the email licensing and cloud back up as proposed by Officer Redinger at a cost of approximately \$3900. All members present voted in favor of the motion.
 - b. Treasurer Marc Hershey discussed the changes in the PA Sunshine Laws as outlined by Solicitor Josele Cleary in a July 15, 2021 letter. The changes are effective August 29, 2021. The highlights include that the final agenda must be posted in a conspicuous location at least 24 hours in advance of the meeting; there can be no additions or changes to the agenda once it is published except for bonafide emergencies; and the agenda should also be posted on the website.
 - c. Mr. Hershey discussed the preliminary 2022 budget. It was his recommendation that funds for vehicle replacement be transferred into the Capital Reserve fund each year so the funds are available when needed. Marc and Chief Mayberry discussed the replacement of portable radios as needed. They were purchased in 2013-14 and will possibly need to be replaced as needed in the near future. Marc also recommended transferring funds to the Capital Reserve fund for radio replacement when the need arises. The initial first draft of the budget is looking to have a 4% increase. The formula for municipal contribution was discussed and whether or not to redo the formula every year or every 2-3 years.
6. Old Business:
 - a. Chief Mayberry reported on the three recent community events – Cones With A Cop, National Night Out and Cool Off With a Cop. Three Cones with a Cop were held at Rita’s and three at Udder Bliss. All were well attended. National Night out was very successful this year with large attendance numbers. Cool Off With A Cop was a program initiated by Officer Shetter and was well received by the community.
 - b. Insurance Update – Treasurer Marc Hershey reported that the prescription copays have been updated and will be effective September 1 with no cost adjustment to the Commission at this point. July, August and September invoices have been received and paid.
 - c. Raymond James Update – Mr. Hershey reported that all pension funds have been transferred. September 1 payments to retirees are set to go.

- d. Paycom Update – Mr. Hershey informed the commission that the first round of paychecks with Paycom commenced on August 12. There were a few glitches and 3 manual checks had to be issued. An issue with the 457 Plans was discussed. Marc will contact Phil Rudy for advice with this.

7. Advisements:

- a. Chief Mayberry advised that Officer Carl Bergmark attended a class entitled Using Microsoft Excel in Collision Reconstruction.

8. Correspondence:

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

9. Next scheduled meeting of the Northwest Regional Lancaster County Police Commission to be held on Tuesday, September 28, 2021 beginning at 7:00 P.M., at the Mount Joy Township Municipal Complex, 8853 Elizabethtown Road, Elizabethtown, PA 17022.

10. A motion was made by Ralph Horne and seconded by Eric Kreider to adjourn the meeting at 7:51 p.m.

Respectfully submitted,

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