

**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 February 25, 2025**

1. Chairman Doug Hottenstein called the meeting to order at 7:00 P.M. in the Mount Joy Township Municipal Building, 8853 Elizabethtown Road, Elizabethtown, PA 17022. Doug Hottenstein led the pledge of allegiance.

Roll Call: Present – Douglas A. Hottenstein, John Rudy, Debra Dupler, Richard Gibble and Kevin Baker were in attendance. Also in attendance – Chief Mark Mayberry, Lisa Heilner.

The Commission held an Executive Session preceding the meeting to discuss personnel issues. Any official action taken based upon discussion will occur at an open public meeting.

2. Public Comment - none

3. Consent Calendar:

- a. Approval and ratification of the minutes of the January 28, 2025 meeting.
- b. Accept and ratify the Treasurer's Report for the period of January 1 to January 31, 2024, subject to audit.
- c. Approve payment of all bills via Bill List #1 and 2 in the amount of \$94,972.73; ratify payment of all payrolls for the period of January 2025 in the amount of \$229,906.007, which represents two pay periods.
- d. Raymond James Pension Account summary from December 31, 2024 through January 31, 2025.

A motion was made by John Rudy, seconded by Debra Dupler to approve items a. through d. of the Consent Calendar as presented. All members present voted in favor of the motion.

4. Old Business: Chief Mayberry advised the Commission was to be invoiced \$3196 for the Elizabethtown Regional Booking Center for 2025. Chief Derek Koch attended a Criminal Justice Advisory Board (CJAB) meeting and received reimbursement funding. Our new invoice amount for 2025 is \$1550.

5. New Business:

Chief Mayberry explained the scenario behind what occurs when vehicles are impounded in the event of an arrest. There are storage costs incurred at Cockers, which are generally covered by restitution in the event of an arrest, but sometimes passed along to the victim of a crime. The Chief asked that an on-site storage bay to impound vehicles would be considered. Two possible locations were discussed – the old road department shed on Trail Road or a small fenced in, securely locked cage at the municipal building. After some discussion, the Chief was directed to obtain quotes for a fenced in area at the municipal building.

6. Advisements:

Officer Evan Bigler attended required MCSAP updates.

NWRPD officers completed Defensive Tactics training and required Control Tactics Training.

Officers completed CPR/First Aid Training. Officer Shaeffer is now certified in teaching this training.

National Drug Take Back event will be held on April 26 at the Giant from 10 a.m. to 2 p.m.

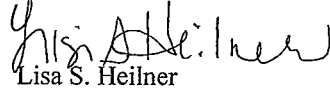
7. Correspondence:

- a. Calls for Service – January 2025
- b. Police Activity Report – January 2025
- c. Overtime Report – January 2025
- d. Police Cruiser Mileage Chart – January 2025

8. Other Business: Officer McCoy informed the Commission that there is no update at this point on the drone situation he reported on at last month's meeting. Chief Mayberry told the Commission that West Hempfield Township is presenting Officer McCoy with an award for his assistance with locating a missing person with the department drone.

A motion was made by Richard Gibble, seconded by John Rudy to adjourn the meeting at 7:15 p.m. All members voted in favor of the motion.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Lisa S. Heilner". The signature is written in a cursive style with some loops and flourishes.

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