

**Minutes of the Special Meeting of the  
Northwest Regional Lancaster County Police Commission  
Held on August 26, 2003**

1. Roger M. Snyder called the meeting to order at 6:05 P.M. in the Municipal Building at 159 Merts Drive, Elizabethtown, PA 17022.
2. Roll call: Present – Roger M. Snyder, Gerald G. Cole and Frank L. Hoover. Absent – Charles W. Ricedorf and Nancy Z. Garber.

Others Present: Charles M. Kraus, III and Richard E. Forry.

3. Public Comment: None
4. A motion was made by Gerald G. Cole and seconded by Frank L. Hoover to approve and ratify the minutes of the August 12, 2003 meeting. All members present voted in favor of the motion.

5. Employment Matters for Regional Department:

- a. A motion was made by Frank L. Hoover and seconded by Gerald G. Cole to hire Charles M. Kraus, III as the Police Chief for the Northwest Regional Lancaster County Police Department effective October 1, 2003, at an annual salary of \$70,000.00. Further, Chief Kraus shall be given all benefits, including but not limited to vacation, insurances and pension that the Commission provides to all other officers of the Regional Department. All members present voted in favor of the motion

The position was advertised in the Merchandiser and one resume was received, i.e. Harold Keister, former Police Chief from Highspire Borough and West Manchester Township. He retired from police work and is now a minister.

6. Housekeeping Motions:

- a. A motion was made by Gerald G. Cole and seconded by Frank L. Hoover to authorize the Police Chief to enter into a group insurance contract with HealthGuard to provide the health insurance benefits for 1) police officers of the NRLCP Department as set forth in the Collective Bargaining Agreement; and 2) non-uniformed employees of the NRLCP Department. All members present voted in favor of the motion.

Casey is still waiting for answers from HealthGuard concerning prices on various plans.

- b. A motion was made by Gerald G. Cole and seconded by Roger M. Snyder to authorize the Police Chief to enter into a group insurance contract with United Concordia to provide the dental insurance benefits for 1) police officers of the NRLCP Department as set forth in the Collective Bargaining Agreement; and 2) non-uniformed employees of the NRLCP Department. A deductible of \$50.00 per individual and \$150.00 per family will be reimbursed until another plan is found. All members present voted in favor of the motion.

Casey Kraus reported that West Donegal Township was covered in the past by Blue Cross/Blue Shield and did not have a deductible. One of the officer's family members went to the dentist and was charged a \$50.00 deductible. Apparently the plan was changed and no one was notified. Gerald Cole stated that we should sign now so the employees have coverage but to continue to look for something

better. United Concordia told Casey Kraus that they do not sell a plan with a zero deductible. Morris P. DeFrank suggested that the deductible, \$50.00 per individual and \$150.00 per family be reimbursed until something else is found. The dental is paid on a monthly basis.

- c. A motion was made by Gerald G. Cole and seconded by Frank L. Hoover to authorize the Police Chief to enter into a group insurance contract with Clarity Vision to provide the vision (i.e. eye care) insurance benefits for 1) police officers of the NRLCP Department as set forth in the Collective Bargaining Agreement; and 2) non-uniformed employees of the NRLCP Department. All members present voted in favor of the motion.
- d. A motion was made by Gerald G. Cole and seconded by Frank L. Hoover to authorize the Police Chief to enter into a group insurance contract with the best available price to provide the disability insurance benefits for 1) police officers of the NRLCP Department as set forth in the Collective Bargaining Agreement; and 2) non-uniformed employees of the NRLCP Department. All members present voted in favor of the motion.

West Donegal Township had coverage with Harleysville Insurance. Since West Donegal Township Police Department will be dissolved at midnight on September 30, 2003, we cannot pick up the same coverage since the plan had been grandfathered in. Casey Kraus is looking into getting a quote on life insurance and disability insurance combined.

#### 7. Payroll Schedule:

Casey Kraus said we were hoping to gain additional time between “the time we get the paperwork, i.e. timecards, turned in” and “the time that we have to turn the information into Paychex”. We always have to make corrections. Payday is now Thursday. Casey has checked with the guys and they did not feel it would be a problem to move payday to Friday. This would give us an extra day to do the paperwork in case there are any questions.

Rich Forry devised a schedule whereby you take a 14-day period and pay them for 13 days. It would take 14 weeks to make up the two-week waiting period. That way they would be receiving a paycheck on a regular basis and be able to meet their responsibilities and it would give us the extra time that we need. We are not trying to hinder anyone. We are trying to work out a way that works well with everyone and gives us more time to get the payroll in so it can be accurate.

For the first 14 weeks there would be two different pay periods. Once this is done, everyone would be on the same pay schedule. Rich will create a spreadsheet for the Mount Joy Township officers and one for the West Donegal Township officers. Every officer will be contacted so that they understand the situation.

#### 8. Policies and Procedures:

- a. Establish purchasing policy, i.e. 1) establish dollar threshold above which needs NRLCP Commission approval; 2) who in NRLCP Department is authorized to purchase needed materials; and 3) procedure to accomplish the said purchasing.

A motion was made by Gerald G. Cole and seconded by Frank L. Hoover to authorize the Police Chief to purchase non-budgeted items up to \$500.00, to follow the second class township code purchasing requirements for all purchases and to authorize the acquisition of a Northwest Regional Lancaster County Police Department credit card. All members present voted in favor of the motion.

- b. Establish General Fund investment policy, i.e. certificates of deposit, etc.

It may be premature at this point to establish this policy. It is not known for certain what revenues will be coming in, not immediately utilized and available for investment.

A motion was made by Gerald G. Cole and seconded by Frank L. Hoover to table this item until the New Year, i.e. 2004. All members present voted in favor of the motion.

c. Regional Department policies and procedures.

Casey Kraus is working on this. It was suggested to utilize Mount Joy Township Police Department policies and procedures and change them to Northwest Regional Lancaster County Police Department policies and procedures. No action was taken at this time.

d. Job descriptions.

No action was taken at this time.

9. Mount Joy Township Emergency Management Agency:

The Mount Joy Township Board of Supervisors, at a special meeting held on August 4, 2003, authorized transferring the duties of the Mount Joy Township Emergency Management Agency to the regional police department. It may make it easier if we would tie into West Donegal Township and Elizabethtown Borough. Casey Kraus will gather information and report back to the Commission at the September meeting.

10. Other Business:

Kenneth M. Henry stated that the Police Officers are behind Casey and trust in the decisions that he makes. They are worried that he will be micro-managed.

The decision was made to go with white cruisers. It seems that when colors are chosen, after a few years they need to be repainted and the colors are out dated. The emblem (decal) on the cruisers will be a maroon and gray. The unmarked cars are a dark blue Chevy Impala and a dark blue Caprice. It is Casey's feeling that the unmarked cars are a necessary item. He realizes there was some concern about having them on the roads after dark. The fleet that we have has the sirens and has enough lights that are just like a marked car when turned on. If someone would be acting as an imposter, more than likely they would not have the equipment that we have.

Roger M. Snyder said that he missed the "Dare Dunk Tank" at the Elizabethtown Fair this year. Morris P. DeFrank explained that after you paid the fair fee of \$450.00, the profit was not there to divide between five departments, i.e. it was not worth the effort put forth.

Roger M. Snyder asked that if the water regionalization ever went through, would it be possible to use the West Donegal Township Building? Morris P. DeFrank said that the basement could be divided between the Police Substation and the Authority.

11. Next regularly scheduled meeting of the Northwest Regional Lancaster County Police Commission will be held on September 23, 2003, beginning at 6:30 P.M.

12. A motion was made by Frank L. Hoover and seconded by Gerald G. Cole to adjourn the meeting at 6:55 P.M. All members present voted in favor of the motion.

Respectfully Submitted,

Richard E. Forry  
Sec/Treas.  
NRLCPC