

**Minutes of the Regular Meeting of the
Northwest Regional Lancaster County Police Commission
Held on September 23, 2003**

1. Charles W. Ricedorf called the meeting to order at 6:30 P.M. in the Municipal Building at 159 Merts Drive, Elizabethtown.
2. Roll call: Present – Roger M. Snyder, Gerald G. Cole, Frank L. Hoover, Charles W. Ricedorf and Nancy Z. Garber

Others Present: Charles M. Kraus, III, Richard E. Forry, Morris P. DeFrank and Kenneth M. Henry

3. Public Comment: None
4. Consent Calendar:

- a. Approval and ratification of the minutes of the August 26, 2003 meeting.
- b. Approve payment of all bills via Bill List #1-2003 in the amount of \$ 42,552.84.

A motion was made by Roger M. Snyder and seconded by Gerald G. Cole to approve the consent calendar. All members present voted in favor of the motion.

5. Employment Matters for Regional Department:

Chief Casey Kraus stated that when the motion was made at a previous meeting to hire the fulltime police officers, the part-time officers were inadvertently missed. I am asking the Commission to name the three part-time officers of Mount Joy Township and appoint them as part-time officers of the Northwest Regional Lancaster County Police Department. Dan Ford has been a part-time officer with Mount Joy Township for approximately 16-17 years. Previously he worked as an officer for West Hempfield. Presently he works full-time as head of security for Lancaster General Hospital. Bill Roberts is currently acting Chief for Susquehanna Regional Department. Bill has worked for Mount Joy Township for about 5 years. He has been a police officer for 27-28 years. Shane Deardorff is a fulltime officer with Elizabethtown Borough. He has been with Mount Joy Township for 3 or 4 years.

Roger M. Snyder asked how often we use the part-time officers. Chief Kraus explained that they are not put on the schedule. They fill-in for full-time officers who have taken days off due to vacations, hunting, etc.

A motion was made by Roger M. Snyder and seconded by Frank L. Hoover to hire Shane M. Deardorff, G. Daniel Ford and William B. Roberts as part-time patrol officers for the Northwest Regional Lancaster County Police Department, effective October 1, 2003, at an hourly compensation rate of \$ 13.88. These part-time patrol officers will not be entitled to any of the benefits provided to the full-time patrol officers, excepting workers compensation insurance coverage. All members present voted in favor of the motion.

Chief Kraus said that originally we planned to bring all fulltime officers from West Donegal and Mount Joy Townships into the new department. In the last several weeks, Ronald Wayne Pearson, fulltime officer for West Donegal Township, resigned his position. In order for West Donegal Township to keep their COPS grant, they hired Charles A Tobias as a fulltime patrol officer, effective September 16, 2003. He would be hired as a 1-year probation officer. Chief Kraus has met Mr. Tobias several times in the last week but he does not know much about him. He worked for Elizabethtown Borough part-time for several years. Everyone that Chief Kraus has talked to concerning Mr. Tobias, felt that Mr.

Tobias is a good officer. Marty DeFrank stated that Mr. Tobias has a degree from Penn State in Criminal Justice and that Mr. Tobias has a good work habit.

A motion was made by Roger M. Snyder and seconded by Gerald G. Cole that the Commission, to the extent necessary, rescind any offer of employment to Ronald Wayne Pearson in recognition of his resignation from the West Donegal Township Police Department and that the Commission hire Charles A. Tobias, as a one year probation patrol officer of the West Donegal Township Police Department, as a member of the Northwest Regional Lancaster County Police Department. All members present voted in favor of the motion.

6. Lancaster County Purchasing Cooperative:

A motion was made by Gerald G. Cole and seconded by Frank L. Hoover to adopt Resolution 2-2003 whereby the Northwest Regional Lancaster County Police Department and the Northwest Regional Lancaster County Police Commission are authorized to participate in or purchase off of contracts for goods, materials or equipment entered into by the County of Lancaster. All members present voted in favor of the motion.

7. Payroll Payday Schedule:

Paychex will be doing the payroll for Northwest Regional Lancaster County Police Department. This is cheaper than doing it in house. We had discussed the possibility of holding 2 weeks; this is what West Donegal Township does currently. This was not received well by the Police Association members. With mortgages and bills to be paid they need that paycheck. Monday is such a busy day to be doing payroll, that by pushing the actual payday back one day to Fridays it will give Chief Kraus an extra day to gather the information.

All Commissioners will be listed on the paperwork from Union National to be able to sign checks.

A motion was made by Gerald G. Cole and seconded by Roger L. Snyder to approve the proposed payday schedule as agreed to by the Northwest Regional Lancaster County Police Association. All members present voted in favor of the motion.

8. Other business.

Renovations – Chief Kraus reported that the renovations are back on track. The Public Works crew from West Donegal Township was here today working on getting the police department secure. That was accomplished. They are well on their way in the squad room for getting the ceiling tile back in. The walls that we wanted removed have been knocked down. We will need to get the carpet ripped up and ready to lay the tile. The price we received is \$.58 per square foot, uninstalled, which is a good price. Chief Kraus has a contractor coming in to talk about installing the tile. We are matching the tile with what is in the Administration portion of the Mount Joy Township Municipal Building. Chief Kraus has been meeting with Bruce Hamer, Township Administrator on a regular basis concerning the renovations.

Nancy Z. Garber questioned using the West Donegal Township building as a sub-station. Marty DeFrank explained that the building is equipped with a holding cell. It would make it easier if they were to apprehend someone in the upper end of West Donegal Township and brought the person there for processing. Residents are accustomed to going to the West Donegal Township building so at least in the beginning we could meet them there to make it easier.

Chief Kraus reported that we will continue to use both Mount Joy Township's and West Donegal Township's phone numbers. If the West Donegal Township number is not answered it will go to County Radio. County will then call in here and we will return the call immediately.

A sign should be placed at the West Donegal Township building stating that, if there is no response, they should call the Mount Joy Township Police number or dial 911. They may also come to the Mount Joy Township office. The question was raised as to the possibility of having a telephone outside of the Mount Joy Township building that would have the capability of dialing 911 only. Chief Kraus

will look into it. At one time there was a telephone outside of the building but it was removed due to lack of use.

Chief Kraus was talking to Josele Cleary, Esq. about getting a Policy and Procedure Manual for the new Police Department. Josele had suggested taking either Mount Joy Township's or West Donegal Township's Police Manual and converting it to say Northwest Regional Lancaster County Police Department. The changes have now been completed. If this is not approved prior to October 1, 2003 we will hit the streets and not have policies and procedures in place. Since Chief Kraus used the manual for Mount Joy Township, he has not been able to compare the manual with that of West Donegal Township. The main thing is to get one up and running and it can always be updated as we go along. A special meeting will be held on Tuesday, September 30, 2003 at 6:30 P.M to discuss and, if appropriate, approve a Policy and Procedure Manual for the Northwest Regional Lancaster County Police Department.

The Swearing In Ceremony of the Northwest Regional Lancaster County Police Department will take place on Tuesday, September 30, 2003 at 7:00 P.M. at the Mount Joy Township Municipal Building.

Charles W. Ricedorf suggested holding an Open House after the monthly Commissioners meeting in November. The meeting would be held at 6:30 P.M. with an Open House to be held from 7:00 P.M. – 8:00 P.M. Any officers that would be available to be here would be good. We owe it to the residents to enable them to get to know the department and let them know we are here. Chief Kraus thinks that timetable will work. November 25, 2003 will be set for the Open House.

Mr. Ricedorf questioned if everything was set on all the insurances. Chief Kraus stated that with Harleysville Insurance which West Donegal Township had for their Short Term disability, was a \$200.00 per week payment if disabled with a work related or non-work related injury. Harleysville no longer offer's this plan. Chief Kraus received information for disability insurance for non-work related injury for a \$200.00 payment, \$450.00 payment and a \$500.00 per week payment plus a \$50,000.00 life insurance policy. He received a quote for \$500.00 per week payment for non-work related injury plus the \$50,000.00 life insurance. The quote came in at \$170.00 less then the two separate policies of disability and life insurance. Mr. Ricedorf questioned that with sick pay and this disability insurance they would be making out better than if they were working. Chief Kraus stated that there is a 7 day waiting period for the insurance to kick in. Mr. Ricedorf feels that the \$200.00 non-work related insurance would be enough coverage coupled with the sick pay. The \$200.00 disability insurance would have a premium of \$400.00 per month, \$400.00 payment has a premium of \$450.00 and the \$500.00 plan has a premium of \$500.00. All plans will include the \$50,000.00 life insurance. Any of the plans will come in under what has been budgeted.

A motion was made by Roger M. Snyder and seconded by Nancy Z. Garber to authorize the Police Chief to purchase the Disability Insurance Plan with a weekly payment of \$200.00 for non-work related injuries and \$50,000.00 life insurance for all uniformed members of the Northwest Regional Lancaster County Police Department. All members present voted in favor of the motion

9. Next regularly scheduled meeting of the Northwest Regional Lancaster County Police Commission will be held on October 28, 2003, beginning at 6:30 P.M.
10. A motion was made by Roger M. Snyder and seconded by Gerald G. Cole to adjourn the meeting at 7:15 P.M. All members present voted in favor of the motion.

Respectfully Submitted,

Richard E. Forry
Secretary/Treasurer
NRLCPC