

**Minutes of the Special Meeting of the
Northwest Regional Lancaster County Police Commission
Held on September 30, 2003**

1. Charles W. Ricedorf called the meeting to order at 6:33 P.M. in the Municipal Building at 159 Merts Drive, Elizabethtown. Mr. Ricedorf led the pledge of allegiance.
2. Roll call: Present – Roger M. Snyder, Gerald G. Cole, Charles W. Ricedorf and Nancy Z. Garber.
Absent – Frank L. Hoover.

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

3. Public Comment: None
4. Consent Calendar:
 - a. NRLCPC Police Pension Plan/Fund – 2004 Minimum Municipal Obligation: Approve and ratify the transmittal of the 2004 Minimum Municipal Obligation Worksheet to Conrad M. Siegel, Inc. for uniformed employees.
 - b. NRLCPC Non-Uniformed Employee Pension Plan/Fund: Authorize the Commission Chairman or Vice-Chairman and Commission Secretary to execute any and all documents from the PA Municipal Retirement System and Internal Revenue Service, as required, to establish the NRLCPC Non-Uniformed Employee Pension Plan/Fund.
 - c. NRLCPC Police Pension Plan/Fund: Adopt Resolution 3-2003 whereby the full-time patrol officers are not required to contribute into the NRLCPC Police Pension Plan/Fund for the period of October 1, 2003 through December 31, 2003, in accordance with the current collective bargaining agreement.
 - d. NRLCPC Police Pension Plan/Fund: Adopt Resolution 4-2003 whereby the full-time patrol officers are not required to contribute into the NRLCPC Police Pension Plan/Fund for the period of January 1, 2004 through December 31, 2004, in accordance with the current collective bargaining agreement.

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

5. Disability Insurance:

Charles W. Ricedorf stated that action was taken on this at the last meeting of the Commission. Since then he received a call from Officer Ken Henry concerning the disability insurance. Officer Henry asked if the Commissioners would reconsider a change. Mr. Ricedorf said that he would discuss it with the other members of the Commission. Mr. Ricedorf proposed a fact-finding committee so when a problem comes up there is a system to work through. The Officers should sit down together and organize a committee. If the problem can't be worked out then the Officer is within his rights to file a grievance. Chief Kraus agreed and believes that the Officers understand that as well. It will just take a little time with all the changes to get everything organized.

Gerald G. Cole asked Chief Kraus to review the language in the grievance procedure contained in the collective bargaining agreement. Let's make sure that a procedure is in place as to how to handle a complaint prior to a grievance being filed.

6. Policies and Procedures Manual:

Chief Kraus received a few minor comments from the Commissioners subsequent to distributing the proposed Policies and Procedures Manual. The policies and procedures have been so revised.

Mr. Ricedorf believes this is a good start. As time goes by, it may be determined that additional policies, not currently included in the manual, will need to be added. We will be constantly adding polices and procedures as we go along.

A motion was made by Gerald G. Cole and seconded by Roger M. Snyder to adopt Resolution 5-2003 whereby the Polices and Procedures Manual for the Northwest Regional Lancaster County Police Department is adopted and established. All members present voted in favor of the motion.

7. Other business:

- a. NRLCPC Police Pension Plan/Fund: Authorize Conrad M. Siegel, Inc. to prepare police pension plan documents, utilizing the greater benefit of each Township's existing police pension plan and also including the mandatory requirements of Act 30 of 2002, as set forth in the letter received from Mr. Charles B. Friedlander, F.S.A. of Conrad M. Siegel, Inc. dated February 11, 2003.

A motion was made by Gerald G. Cole and seconded by Roger M. Snyder to authorize Conrad M. Siegel, Inc. to prepare police pension plan/fund documents. All members present voted in favor of the motion.

- b. Charles W. Ricedorf addressed the members of the Northwest Regional Lancaster County Police Department. This is a historical moment for both Mount Joy and West Donegal Townships. A special thanks to Elaine Kraus for providing refreshments for all. Thank you to District Justice Jayne Duncan for coming out and giving the Oath of Office to the Officers.

Tonight ends a long era of the two police departments and the beginning of the Northwest Regional Lancaster County Police Department. This took a lot of hard work between the two departments. To the Police Officers - Shortly you will be taking the Oath of Office, I ask that each of you listen closely to this oath and live by this commitment. To the Government Officials and Commission members - We realize we are making history tonight. The important part is we must give 100% support to the new department. We as officials sometimes place tax dollars ahead of public safety. The future will prove that this change will be cost effective. To members of the community - We have those that support this consolidation and we have some that aren't sure this is the right thing to do. It is easy to criticize the work of the police officers. I ask you to join me with full support of this change. I believe that history will prove that we made the right decision.

- c. Gerald G. Cole commended all the officers on coming together and trying to provide a better service for the community.
- d. Chief Kraus welcomed everyone to the Northwest Regional Lancaster County Police Department. It has been a long road. We look forward to serving both communities. A special thanks to everyone that has been working on the building renovations. Both Townships have had their Public Works Departments helping. Thanks to Jay Miller, a teacher at Mount Joy Career and Technical Center. As the Truck Driving Instructor, he takes his students around the East Coast and gets to Federal Surplus Buildings. He was

able to get the Regional Police Department approximately \$20,000.00 to \$30,000.00 worth of office furniture for the cost of fuel to get it here. Thanks to all the Officers for their hard work on getting everything together.

- e. Officer Carl Steinhart stated on behalf of the Officers that work began about two years ago on the Regionalization. The Police Associations had gotten together and of course the Officers talk at night. We have all worked together for years and felt this would be a betterment for the Community. We are ready to take this step into the future and make it work.
8. 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.
9. A motion was made by Roger M. Snyder and seconded by Nancy Z. Garber to adjourn the meeting at 7:04 P.M. All members present voted in favor of the motion.

Respectfully Submitted,

Richard E. Forry
Secretary/Treasurer
NRLCPC