

**Minutes of the Regular Meeting of the
Northwest Regional Lancaster County Police Commission
Held on November 25, 2003**

1. Charles W. Ricedorf called the meeting to order at 6:30 P.M. in the Municipal Building at 159 Merts Drive, Elizabethtown, PA 17022. Mr. Ricedorf led the pledge of allegiance.
2. Roll call: Present – Charles W. Ricedorf, Roger M. Snyder, Gerald G. Cole and Frank L. Hoover.
Absent – Nancy Z. Garber.

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

3. Public Comment:

An executive session will be held following this to discuss personnel matters. Any official action taken based upon discussions held in the Executive Session will occur at an open public meeting.

4. Consent Calendar:

- a. Approval and ratification of the minutes of the October 28, 2003 meeting.
- b. Approve payment of all bills via Bill List #4-2003 in the amount of \$ 3,715.96; and Bill List #5-2003 in the amount of \$ 13,810.29 and ratify payment of all payrolls for the period of October 18, 2003 through November 14, 2003, inclusive, in the amount of \$ 66,872.60, which represents two pay periods.
- c. Accept and ratify the Treasurer's Report for the periods of October 1, 2003 through October 31, 2003, subject to audit.

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

5. Investment of Police Pension Funds: (Each presentation shall be limited to 15 minutes).

- a. Presentation by Mr. John Boyer of Union National Community Bank as to the services that are available for the investment of police pension funds.

John Boyer and John Murphy presented investment options for the police pension funds. Union National Community Bank has a good reputation with both Mount Joy Township and West Donegal Township. Union National Advisors is a division of Union National Community Bank.

- ◆ Use multiple money managers.
- ◆ 5 to 6 funds in each category.
- ◆ When picking fund companies, the track record, expense ratio and how much risk they take are looked at.
- ◆ Our funds usually out perform the market average due to our proactive style.
- ◆ The 457 plan is also offered.

- b. Presentation by Mr. Bruce Debord of Morgan Stanley as to the services that are available for the investment of police pension funds.

Bruce Debord and Craig Ebersole presented Morgan Stanley's options for a police pension plan.

- ◆ Specialty is Corporate and Municipal Pension Plans.
- ◆ We work with pension plans that are seeking a customized plan.

- ◆ We work with 100 – 125 money managers out of 30,000 worldwide.
- ◆ With respect to the current Mount Joy Township plan, we meet quarterly with representatives of the Township and would continue to do this with representatives of the regional police department.
- ◆ For pension plans Morgan Stanley uses separately managed accounts instead of mutual funds.

Both companies supplied the Commissioners with material on the options that they have.

6. Year 2004 Budget of the NRLCPC:

The main item that has been included in the budget, and will require approval, is the utilization of the fine monies that are currently received by both Townships. It is proposed that all fine monies received should be placed in a Capital Reserve Fund. This will then be used for future Capital expenditures. The Commission needs to discuss this matter and decide how this is to be handled and then both Township Boards of Supervisors will need to approve.

Mr. Ricedorf feels that with all the fine money going into the capital reserve it would be too much. Some of the fine money should go into the operating costs for the Police. We are looking at \$90,000.00 in fines. Maybe what the Township pays a month could be reduced with the use of the fine money.

Mr. Snyder stated the budget for West Donegal Township is very tight. He had a conversation with Mr. Charles Tupper, a fellow West Donegal Township Supervisor. The placement of some of the fine monies in the capital reserve is fine. West Donegal Township needs some of the fine monies credited against the monthly fee to help their budget.

Mr. Cole asked if it would help to put a certain percentage in the capital reserve and the rest to go against the monthly payment the Township makes. Mr. Snyder agreed that it would be beneficial.

Richard E. Forry pointed out that the pension costs associated with the hiring of two new officers by West Donegal Township prior to the formation of the NRLCPD will not show up on the actuary studies for 6 years, i.e. there will be additional costs incurred due to what transpired prior to the merger.

Mr. Cole suggested a letter be composed to the two municipalities with Mr. Ricedorf's idea of putting a certain percentage in the capital reserve.

A motion was made by Gerald G. Cole and seconded by Frank L. Hoover to adopt the proposed budget as the final Year 2004 Budget of the Northwest Regional Lancaster County Police Commission, with the caveat of all fine monies received by Mount Joy Township and West Donegal Township being transferred to the NRLCPC with forty percent (40%) of this money going into the Capital Reserve Fund and the balance being credited as part of the municipalities' monthly contribution. All members present voted in favor of the motion.

7. Year 2004 Meeting Dates:

Review of and, if appropriate, motion to approve the Year 2004 meeting dates and authorize the Commission Secretary/Treasurer to advertise the same.

The fourth Tuesday of each month at 6:30 P.M. works well for all Commission members. There is a problem with the location since the Authority meets at 7:30 P.M. on the same evening.

A motion was made by Gerald G. Cole and seconded by Frank L. Hoover to approve the year 2004 meeting dates. All members present voted in favor of the motion. (Location will be decided on by next month).

8. Health Insurance Coverage:

A motion was made by Gerald G. Cole and seconded by Roger M. Snyder to 1) ratify the purchase of health insurance coverage from HealthAmercia HealthAssurance; 2) terminate the health insurance policy currently held with HealthGuard of Lancaster, Inc., effective December 1, 2003; and 3) authorize the reimbursement of any additional co-payment costs incurred that exceed the current co-payment provisions contained in the HealthGuard of Lancaster, Inc. health insurance policy. All members present voted in favor of the motion.

By changing insurance companies, a substantial cost savings will result, i.e. approximately \$40,000.00-\$50,000.00 per year. The change will become December 1, 2003.

9. Other business:

Chief Kraus stated that, upon receipt of the two new police cruisers, the department will need to dispose of two vehicles. We normally put them out for bids.

A motion was made by Gerald G. Cole and seconded by Frank L. Hoover authorizing the Chief of Police to advertise for sale the two vehicles that will no longer be used by the Northwest Regional Lancaster County Police Department. All members present voted in favor of the motion.

Mr. Ricedorf would like to see bids for fuel and uniform cleaning. Chief Kraus said that he has a contract with Highlander for the uniform cleaning. He feels he got a good price from them. As for vehicle fuel, that is purchased via the Lancaster County contract. That contract comes up for re-bidding in February or March.

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

11. A motion was made by Gerald G. Cole and seconded by Frank L. Hoover to adjourn the meeting at 7:35 P.M. All members present voted in favor of the motion.

Respectfully Submitted,

Richard E. Forry
Secretary
Northwest Regional Lancaster County Police Commission