

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

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

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

3. Public Comment: None
4. Consent Calendar:

The following agenda items will be acted on by a single motion unless any member of the Commission wishes to consider an item separately and for that item to be voted on separately:

- a. Approval and ratification of the minutes of the November 25, 2003 meeting.
- b. Approve payment of all bills via Bill List #6-2003 in the amount of \$ 15,302.15; and Bill List #7-2003 in the amount of \$ 9,598.94 and ratify payment of all payroll for the period of November 15, 2003 through December 12, 2003, inclusive, in the amount of \$ 69,152.21, which represents two pay periods.
- c. Accept and ratify the Treasurer's Report for the periods of November 1, 2003 through November 30, 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:

Discussion on and, if appropriate, motion to appoint Morgan Stanley, c/o Mr. Bruce Debord, 46 East King Street, P.O. Box 358, Lancaster, PA 17608-0358 as the police pension plan/fund investment firm.

The Police Committee met and discussed the options that were given to them by Morgan Stanley and Union National Community Bank. The feeling was that Morgan Stanley had more to offer. They were higher on the fees that were charged but the rate of return was better. Gerald Cole stated that the consensus was that they would get better a deal from Morgan Stanley and more options. The police officers stated they were satisfied with Morgan Stanley.

A motion was made by Gerald G. Cole and seconded by Roger M. Snyder to appoint Morgan Stanley as the police pension plan and fund investment firm. All members present voted in favor of the motion.

6. Other business:

- a. Richard Forry reported that at a prior meeting the Commission authorized the establishment of the PRMS account for the non-uniformed employee's of the Northwest Regional Lancaster County Police Department. A letter was written to get this completed. He was expecting to get their actuary study completed and the draft documents by mid-January. Part of the process is to send a package to the IRS so the plan can get qualified via what is called a "private letter ruling". This allows the 3% that is deducted from the paycheck to be tax deferred. Part of this process is the resolution that the

Commission has in front of them. The resolution will need to be part of the paperwork that is sent to the IRS.

A motion was made by Roger M. Snyder and seconded by Gerald G. Cole to adopt Resolution 6-2003 authorizing non-uniformed employee pension deductions from payroll to be tax deferred. All members present voted in favor of the motion.

- b. Mr. Cole asked about the 457 plan. Chief Kraus did not think we needed to do anything. Once opened, if the police officers want to contribute they could and it would be tax deferred. Mr. Forry said there may need to be a resolution written for this. He will check with Township Solicitor on this. Mr. Cole asked if there were any other vehicles that the commission could use to allow an individual to invest on their own. Mr. Forry believes that all falls under the 457 plan. Mr. Cole would like to give them several choices.
  - c. Mount Joy Township and West Donegal Township, both have approved the budget of the Northwest Regional Lancaster County Police Commission with the understanding that any fines or any money such as grants would come to the Police Department. It would be shared on a 52% / 48% basis no matter where the funds are coming from. The Commission will ask Mr. Forry to determine what kind of reduction in the monthly fees there will be. As for the 40% that will be put in the Capital Fund from incoming fine money, the money should be in a separate account to earn interest. Mr. Forry will create a spreadsheet to keep track. This will become part of the packet of information for each meeting.
  - d. Chief Kraus submitted an overtime summary report. Mr. Ricedorf thought it was very interesting. The total for overtime hours was 399 hours. Mr. Ricedorf questioned if that means if we pay that all as overtime or if some of it is compensation time. Chief Kraus reported that the officer states whether he wants it as comp time or overtime. Mr. Ricedorf asked that a column be added to show Compensation Time. Mr. Ricedorf asked what the Commissions position is on overtime. If Chief Kraus needs something from the Commission to give the Chief some guidance, a policy can be created. Mr. Ricedorf would like to keep a handle on the overtime. It will be hard to correct if we let it get out of hand.
  - e. Mr. Ricedorf is looking for a vehicle utilization schedule. Chief Kraus said that is on his schedule to do. Would like to have it within 90 days.
7. Next regularly scheduled meeting of the Northwest Regional Lancaster County Police Commission will be held on January 27, 2004, beginning at 6:30 P.M.
  8. A motion was made by Roger M. Snyder and seconded by Gerald G. Cole to adjourn the meeting at 7:07 P.M. All members present voted in favor of the motion.

Respectfully Submitted,

Richard E. Forry  
Secretary  
Northwest Regional Lancaster County Police Commission