

**Minutes of the Regular Meeting of the
Northwest Regional Lancaster County Police Commission
Held on January 27, 2004**

1. Charles W. Ricedorf called the meeting to order at 6:33 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, Blaine E. Miller and Gerald G. Cole.

Absent – Roger M. Snyder and Stephen J. Speers.

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

3. Welcome new members to the Commission, i.e. Blaine E. Miller and Stephen J. Speers, and organize for Year 2004.

Gerald G. Cole felt that the Township in the minority should hold the Chairman position.

a. Chairman and Vice-Chairman:

A motion was made by Gerald G. Cole and seconded by Blaine E. Miller to nominate Roger M. Snyder of West Donegal Township as Chairman and Charles W. Ricedorf of Mount Joy Township as Vice-Chairman. All members present voted in favor of the motion

b. Secretary/Treasurer:

A motion was made by Charles W. Ricedorf and seconded by Gerald G. Cole to nominate Richard E. Forry as Secretary/Treasurer. All members present voted in favor of the motion.

4. Public Comment: None

5. 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 December 23, 2003 meeting.
- b. Approve payment of all bills via Bill List #8-2003 in the amount of \$ 11,728.20; and Bill List #9-2003 in the amount of \$ 20,201.24 and ratify payment of all payrolls for the period of December 13, 2003 through January 23, 2004, inclusive, in the amount of \$ 100,638.79, which represents three pay periods.
- c. Accept and ratify the Treasurer's Report for the period of December 1, 2003 through December 31, 2003, subject to audit.
- d. Ratify the hiring of Shirley W. Merrill, 486 Surrey Drive, Lancaster, PA 17601, as a full-time non-uniformed employee (i.e. a police secretary), effective January 19, 2004, at the compensation rate of \$ 12.00 per hour, in accordance with a memorandum from Police Chief Charles M. Kraus, III dated January 12, 2004.

A motion was made by Gerald G. Cole and Blaine E. Miller to approve the consent calendar as written. All members present voted in favor of the motion.

6. Non-Uniformed Employee Pension Plan:

Discussion on and, if appropriate, motion to 1) adopt and sign a resolution whereby the NRLCPC authorizes and approves enrollment in the PA Municipal Retirement System and agrees to be bound by all provisions of the Pennsylvania Municipal Retirement Law, as amended; 2) approve and sign the agreement between the Pennsylvania Municipal Retirement System and the Northwest Regional Lancaster County Police Commission; and 3) adopt and sign a resolution whereby the NRLCPC authorizes pension deductions from payroll prior to computation of federal income taxes in accordance with Section 414(h) of the Internal Revenue Code.

Entrance into the program begins at time of hire. There is a vesting period of 5 years. Richard E. Forry explained the situation concerning the contributions made by Shannon Ream. He will be in contact with PRMS on how this needs to be handled since she is no longer an employee and the account setup had not been finalized prior to her termination. The action to be taken will apply to anyone in this position in the future.

A motion was made by Gerald G. Cole and seconded by Blaine E. Miller to 1) adopt Resolution No. 1-2004 whereby the NRLCPC is authorized to enroll in the PA Municipal Retirement System, 2) authorize the Commission's Chairman and Secretary to sign the agreement between the PA Municipal Retirement System and the Northwest Regional Lancaster County Police Commission and 3) adopt Resolution No. 2-2004 whereby pension deductions from payroll are authorized to be made prior to computation of federal income taxes in accordance with Section 414(h) of the Internal Revenue Code. All members present voted in favor of the motion.

7. Sale of Used Police Cruisers:

Review of bids received and, if appropriate, motion to award the sale of two police cruisers (i.e. a 1999 Ford Crown Victoria and a 1995 Ford Crown Victoria) to Grace Quality Used Cars, 945 Lincoln Highway, Morrisville, PA 19067 for a total of \$ 3,002.00 (i.e. \$ 2,951.00 and \$ 51.00, respectively).

Chief Charles M. Kraus, III explained that a bearing was going out on the 1995 Ford Crown Victoria and that is why we only received \$51.00 for this vehicle. The Commission only received three (3) bids.

A motion was made by Gerald G. Cole and seconded by Blaine E. Miller to award the sale of the two police cruisers to Grace Quality Used Cars, 945 Lincoln Highway, Morrisville, PA 19067 in the amount of \$3,002.00. All members present voted in favor of the motion.

8. Other business.

- a. Chief Charles M. Kraus, III said that he would like authorization to put the 1993 Chevy Caprice up for sale. This vehicle was owned by West Donegal Township. It never had the radiator flushed out which is causing the head gasket to go bad. The vehicle has 150,000 miles on it and will cost \$500.00 to repair.

A discussion pursued on coming up with a long range (5 year) plan for the deposition and purchasing of new cruisers. We need to come up with a number of cruisers that are needed plus a spare. A system should be devised to keep track of the mileage so we know in a year how much is being put on the cruiser. In this plan we also need to look at the type of vehicles we need. Some 4-wheel drive vehicles may be needed since the NRLCPD does cover a rural area.

A motion was made by Gerald G. Cole and seconded by Blaine E. Miller to authorize the sale of the 1990 Chevy Caprice. All members present voted in favor of the motion.

- b. Chief Charles M. Kraus, III said that Mount Joy Township and the NRLCPD had an unfortunate situation the other day with the computer system whereby the police department was inadvertently the cause of the problem. The NRLCPC has the opportunity to have the police department connected to the County data processing, thus gaining access to the County exchange server. The NRLCPC would have access to the

District Attorney's office, the Coroner's office and all the police officer's in the county. It would make sense to do this.

The County came in and brought a router to get this completed. Chief Charles M. Kraus, III had Engle Business Systems come in as well to make sure everything was ok. Things went wrong and no one was able to work on their computers all day. Chief Kraus feels it is important for the police department to be on their own server. If the police were to experience problems it would not affect the Township and vice-versa. Chief Kraus had County refer him to an IT person to handle the police server. He has not been happy with the service that he has received over the years from Engle Business Systems. He is getting quotes for a new server for the police department. At this time he has no idea what the cost will be but he expects it to come in around \$800.00 to a \$1,000.00. Mr. Charles W. Ricedorf feels it would be good to separate the police department from the Township since it is a separate entity.

- c. Mr. Ricedorf asked Richard E. Forry for a quick financial overview for the police. Mr. Forry stated that the packet for tonight's meeting contains some financial information. Everything at this point is fine.
 - d. Chief Charles M. Kraus, III questioned the work that still needs to be done on the renovations such as the locker rooms. Mr. Charles W. Ricedorf stated that since it is the Township's building, he should discuss this matter with Commissioner Blaine E. Miller who is in charge of the Municipal Building for the Township. The NRLCPC would like to hold an open house in the spring and would like the renovations to be completed by then so the building looks good.
 - e. Gerald G. Cole questioned if we have anything in place for "night shift monitoring". He can see this being a problem sometime in the future. The NRLCPC has the Police Chief and two Lieutenants on duty during the day and no one in charge at night. Chief Charles M. Kraus, III explained that we have Lieutenants on until 7:00 P.M. They will be starting at 3:00 A.M. so they can start working with the other officers more. They are set up with platoons. Lt. Steinhart has one platoon and Lt. DeFrank has the other platoon. Excepting vacation time, Chief Kraus is always available if needed. Chief Kraus will be on vacation from February 14 to February 21, 2004.
 - f. Blaine E. Miller asked if the Commissioners receive a report on the department's activity. Mr. Charles W. Ricedorf explained that the Commission looks over the report to keep down the overtime. The NRLCPC has taken that responsibility off of Chief Kraus. Chief Kraus said that ruffled some feathers when he explained that to the officers. There is an Association meeting scheduled for February 29 to discuss the overtime situation.
9. Next regularly scheduled meeting of the Northwest Regional Lancaster County Police Commission will be held on February 24, 2004, beginning at 6:30 P.M.
 10. A motion was made by Blaine E. Miller and seconded by Gerald G. Cole to adjourn the meeting at 7:13 P.M. All members present voted in favor of the motion.

Respectfully Submitted,

Richard E. Forry
Secretary
Northwest Regional Lancaster County Police Commission