

**Minutes of the Regular Meeting of the
Northwest Regional Lancaster County Police Commission
Held on February 24, 2004**

1. Roger M. Snyder called the meeting to order at 6:30 P.M. in the Municipal Building at 159 Merts Drive, Elizabethtown, PA 17022. Mr. Snyder led the pledge of allegiance.
2. Roll call: Present – Roger M. Snyder, Charles W. Ricedorf, Stephen J. Speers (arrived at 6:32 P.M.), Gerald G. Cole and Blaine E. Miller

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 January 27, 2004 meeting.
- b. Approve payment of all bills via Bill List #1-2004 in the amount of \$ 10,401.32; and Bill List #2-2004 in the amount of \$ 7,753.90 and ratify payment of all payrolls for the period of January 24, 2004 through February 20, 2004, inclusive, in the amount of \$ 69,020.08, which represents two pay periods.
- c. Accept and ratify the Treasurer's Report for the period of January 1, 2004 through January 31, 2004, subject to audit.
- d. Adopt Resolution #3-2004 whereby the Northwest Regional Lancaster County Police Commission Capital Reserve Fund is created.

A motion was made by Charles W. Ricedorf and seconded by Gerald G. Cole to approve the consent calendar as written. All members present voted in favor of the motion.

5. Sale of Used Police Cruiser:

Review of bids received and, if appropriate, motion to award the sale of the 1993 Chevrolet Caprice police cruiser.

Charles W. Ricedorf questioned the procedure used to advertise. The cost to advertise this car was over \$300.00 which was half the price of what we received for the car. Chief Casey Kraus stated that he is starting to get a database of the local used police car businesses that have asked to be put on a mailing list. He thinks we could fulfill the obligation of advertising by mailing them the information. Township code states that you must advertise if it is for over \$1,000.00. Mr. Ricedorf said that a good indicator would be to look at the "Kelly Blue Book". Advertising in the Chronicle may be more cost effective and also would give a wide range of coverage since they publish in the different areas.

A motion was made by Gerald G. Cole and seconded by Stephen J. Speers to award the sale of the 1993 Chevy Caprice police cruiser to Grace Quality Used Cars, 945 Lincoln Highway, Morrisville, PA 19067 in the amount of \$625.00. All members present voted in favor of the motion.

6. Police Cruiser Replacement Amortization Schedule:

Presentation and review of proposed amortization schedule for the replacement of police cruisers. Chief Kraus stated that the schedule that has been presented is a rough draft. He explained how he came up with the numbers. Mr. Ricedorf questioned the replacement dates that show replacing a car in 2005, no cars in 2006 and then in 2010 replacing 3 vehicles in one year. He would like to move the cars around so that we can replace one each year. Also he feels 10 years is a long time for a police car to be in service. Richard Forry explained the chart in a little more detail. Chief Kraus stated that 10 cars would be the maximum that we would need at this time. Right now there are two vehicles out of service. We need to have extra to cover for this. Chief Kraus and the two Lieutenants have cruisers that they use to go from home to work. Mr. Ricedorf questioned if it was necessary that the Lieutenants have vehicles. Mr. Snyder said that with the three vehicles being taken home and two vehicles out of service that leaves the department with only five vehicles. Mr. Speers asked what the rationale is to taking a vehicle home. Chief Kraus explained that for the Administrators it is for being called out at night. Lt. Steinhart is our main investigator and has the most training in crime scene investigation. He is also a member of Lancaster County's Forensic Team. He keeps his vehicle equipped with items that he needs to do the investigations. Mr. Cole asked what kinds of vehicles we need. We may need to break the schedule down even farther. It would be good to stay away from purchasing three in one year. Mr. Forry commented that maybe this is something that the Chief will need to review every six months. Chief Kraus feels that Ford's Crown Victoria seems to be the most durable vehicle. The Dodge Intrepid was approximately \$5,000.00 less. They are also more economical for fuel usage. The discussion continued on what is considered when purchasing a police cruiser.

A motion was made by Charles W. Ricedorf and seconded by Gerald G. Cole to approve the Cruiser Replacement Amortization Schedule as submitted with the understanding that it will be reviewed in six months to ascertain if revisions are needed. All members present voted in favor of the motion.

7. Correspondence:

- a. Police Report – December 2003.
- b. Police Report – January 2004.
- c. Police Overtime Report – January 2004.

Mr. Ricedorf feels the report looks good. He would also like to see a bill for anything over 40 hours that the Lieutenants put in. He feels this information will be important in the future.

- d. Police Mileage Report – January 2004.
- e. Copy of NRLCPC 2004 Budget (as revised on November 25, 2003).

8. Other business:

- a. Northwest Regional Lancaster County Police Pension Plan: Adopt Resolution whereby the Northwest Regional Lancaster County Police Pension Plan Trust Agreement is approved and adopted.

Mr. Forry reported that he can not have any money transferred to Morgan Stanley until this trust agreement is formally adopted due to the Patriot's Act.

A motion was made by Charles W. Ricedorf and seconded by Stephen J. Speers to adopt Resolution #4-2004 whereby the Northwest Regional Lancaster County Police Pension Trust Agreement is approved. All members present voted in favor of the motion.

- b. DOT Checks:

Mr. Ricedorf questioned if the department is doing PENNDOT checks on trucks. Chief Kraus reported that they are being done. He reported that two weeks ago the Department hosted a re-certification class. PENNDOT officials were here and Officer Ken Henry along with about twenty other officers from various police departments was re-certified. Apparently rumors have been going around that we were not doing the PENNDOT checks anymore.

- c. Chief Kraus reported that there was an officer slightly hurt when a person under arrest was put in the cruiser. The person kicked out the side window of the cruiser as well as bent the door of the vehicle. When the window broke, the glass flew into the officer's face. There was concern for his vision. He was taken to Norlanco to be checked. Luckily he only received minor cuts on his face and hands. The officer had no lost time. Mr. Ricedorf asked if we will be able to recover any of the costs incurred. Chief Kraus said that we try. The person will be charged with aggravated assault on an officer, intimidating a witness along with several other charges. Whether we get any of the money we don't know. Worker's compensation insurance will pay the injury bills; the vehicle insurance company has been contacted for the vehicle repairs. At this point the only thing we will need to pay out is the \$500.00 deductible.

- d. Computer Server:

Chief Kraus received some prices on a server for the Police Department. This would separate them from the Township. For a Dell server off of the state contract would cost \$3,500.00 - \$4,000.00 for the software and the server. The set up cost would be approximately \$800.00 - \$900.00. We were just notified that we received a \$19,000.00 grant for start up costs for the new department. The money is available and part of it was for computer upgrade equipment. The Chief feels that some of the grant money could be used for the new server. Mr. Speers questioned the need for a new server because of one problem. Chief Kraus explained that we have almost doubled the number of people using the server that Mount Joy Township had. We thought at the time that the server could handle it. We are finding that there is too much traffic and too much data for the current server. The speed of the server is declining. With the police department on with the county it would be good to have our server on the police side.

A motion was made by Gerald G. Cole and seconded by Stephen J. Speer authorizing the Chief of Police to proceed with the purchase of the computer upgrade. All members present voted in favor of the motion.

- e. Radio System:

The former West Donegal Township Police Department houses radio equipment with external speakers and external microphone systems. It is not doing us any good over in the West Donegal Township Building. Chief Kraus received a price of \$2,000.00 for removal of the equipment and then to have it installed at the Mount Joy Township building. The main station would be in the secretary's office. There would then be sub-stations at various locations. The cost for this would also come from the grant.

A motion was made by Charles W. Ricedorf and seconded by Gerald G. Cole authorizing the moving of the radio system from the former West Donegal Township Police Department to the Mount Joy Township building at the cost of \$2,000.00. All members present voted in favor of the motion.

- f. There was a discussion on the storage of records. Everything that could fit here at the Mount Joy Township building has been moved. There are still boxes of information at West Donegal Township. Chief Kraus wanted to know if West Donegal Township was willing to provide the Northwest Regional Lancaster County Police Department any space for storage in/at the West Donegal Township Municipal Building. Chief Kraus needs to decide how much space he will need. Mr. Snyder said that the locks can be changed so they can have their own keys to keep it secure.

9. Next regularly scheduled meeting of the Northwest Regional Lancaster County Police Commission will be held on March 23, 2004, beginning at 6:30 P.M.

10. A motion was made by Charles W. Ricedorf and seconded by Gerald G. Cole to adjourn the meeting at 7:20 P.M. All members present voted in favor of the motion.

Respectfully Submitted,

Richard E. Forry
Secretary/Treasurer
Northwest Regional Lancaster County Police Commission