

**Minutes of the Regular Meeting of the
Northwest Regional Lancaster County Police Commission
Held on June 22, 2004**

1. Roger M. Snyder called the meeting to order at 6:30 P.M. in the Mount Joy Township Municipal Building at 159 Merts Drive, Elizabethtown, PA 17022. Mr. Snyder led the pledge of allegiance.
2. Roll call: Present – Roger M. Snyder, Blaine E. Miller, Gerald G. Cole and Stephen J. Speers.
Absent – Charles W. Ricedorf
Others Present: Charles M. Kraus, III, Richard E. Forry, Kenneth M. Henry and Frank H. Ember, Jr.

3. Public Comment: None

4. Consent Calendar:

- a. Approval and ratification of the minutes of the May 25, 2004 meeting.
- b. Accept and ratify the Treasurer's Report for the period of May 1, 2004 through May 31, 2004, subject to audit.
- c. Approve payment of all bills via Bill List #10-2004 in the amount of \$ 5,467.13 and Bill List #11-2004 in the amount of \$18,459.45; and ratify payment of all payrolls for the period of May 15, 2004 through June 11, 2004, inclusive, in the amount of \$ 67,419.40, which represents two pay periods.

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

5. Police Manual Amendment – Hiring Policy:

Chief Kraus stated that a copy of the Police Manual, that included the proposed policies and procedures relative to the hiring of employees, was given to each member of the commission prior to this meeting in order that the commission members would have time to review it. Chief Kraus stated that he had received several comments and has incorporated them into the manual.

A motion was made by Gerald G. Cole and seconded by Stephen J. Speer to adopt Resolution No. 7-2004 whereby the Northwest Regional Lancaster County Police Commission Police Manual is amended by adding policies and procedures for the hiring of employees. The revisions suggested by the Commission members are hereby approved and shall be included in the police manual. All members present voted in favor of the motion.

6. Police Officer Applications:

- a. Chief Kraus stated that, prior to this meeting, a copy of the “application for police officer” form was given to each member of the Commission. Chief Kraus explained that this form is recommended by the Department of Community and Economic Development. He has made some changes/revisions to the form. It has been reviewed by Josele Cleary, Esq. Chief Kraus feels that the application provides good releases that will allow a thorough review into the applicant’s past history.

A motion was made by Gerald G. Cole and seconded by Blaine E. Miller to approve the “application for police officer” as presented. All members present voted in favor of the motion.

- b. Chief Kraus stated that Lt. Carl D. Steinhart did research on agencies that perform both entry level and promotional police testing. A list was compiled of the various agencies and references were obtained. Orndorf Associates has a long history of working with police departments and

also the PA Department of Community Affairs. Several of the names on the list were given to the Police Association for their review. Orndorf Associates was approved by the Association.

A motion was made by Gerald G. Cole and seconded by Stephen J. Speers to approve the hiring of Orndorf Associates to perform both promotional and entry level police testing. All members present voted in favor of the motion.

- c. Chief Kraus asked how the Commission wanted to handle interviews. Either a committee could be formed or, since it is a personnel issue, the entire Commission could be involved.

A motion was made by Gerald G. Cole and seconded by Blaine E. Miller to appoint Stephen J. Speers, Charles W. Ricedorf and Charles M. Kraus III as the committee to conduct interviews of persons applying as a new hire and persons applying for the position of lieutenant. All members present voted in favor of the motion.

7. Correspondence:

- a. Police Report – May 2004.
- b. Police Overtime Report – May 2004.
- c. Police Mileage Report – May 2004.

Looking at the bottom line for the entire budget, the department is operating within the budget.

A motion was made by Gerald G. Cole and seconded by Blaine E. Miller to accept the monthly reports as presented. All members present voted in favor of the motion.

8. Other business.

- a. Ordinances – Chief Kraus remarked that there are differences in several local ordinances between Mount Joy Township and West Donegal Township. This creates a problem for the police department. These ordinances state the former police departments' names. Lawyers would probably be able to fight these in court. It could be made generic in naming a certain police department. Also the fines for the various ordinances should be standardized.

A motion was made by Gerald G. Cole and seconded by Blaine E Miller authorizing a letter to be sent to both municipalities with a revised version of the affected ordinances requesting that the municipalities approve the recommended changes. All members present voted in favor of the motion.

- b. Chief Kraus commented that this police department was one of the original participating agencies of the Northwest Lancaster County Crash Team. There are five or six local municipalities that came together to put together a vehicle crash team to investigate fatal and very serious accidents. This team includes accident reconstruction. The NwLC Crash Team is endorsed by the District Attorney's office.

Another team is trying to get started for "Motor Carrier Safety Inspections". Officer Henry has been involved in that process. Officer Henry stated that there are nine trained municipal police officers in motor carrier enforcement in Lancaster County. There is a need for a regional approach for truck safety. The nine officers feel there is a need to come together to regionalize. The District Attorney's office agrees, but is not willing to get involved due to the workload that they now have. This group would like to develop a task force that would be modeled after the task force located in Buck's County. Officer Henry gave a detailed explanation of the operation of the task force.

The Commission gave its endorsement for the creation of the "Motor Carrier Safety Inspections Task Force".

9. Next regularly scheduled meeting of the Northwest Regional Lancaster County Police Commission will be held on July 21, 2004, beginning at 6:30 P.M.

10. A motion was made by Gerald G. Cole and seconded by Stephen J. Speers to adjourn the meeting at 7:18 P.M. All members present voted in favor of the motion.

Respectfully Submitted,

Richard E. Forry
Secretary
Northwest Regional Lancaster County Police Commission