

**Minutes of the Regular Meeting of the
Northwest Regional Lancaster County Police Commission
Held on July 27, 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, Charles W. Ricedorf, Blaine E. Miller, Gerald G. Cole and Stephen J. Speers.

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

3. Public Comment: None
4. Consent Calendar:
 - a. Approval and ratification of the minutes of the June 22, 2004 meeting.
 - b. Accept and ratify the Treasurer's Report for the period of June 1, 2004 through June 30, 2004, subject to audit.
 - c. Approve payment of all bills via Bill List #12-2004 in the amount of \$ 13,009.83 and Bill List #13-2004 in the amount of \$7,227.39; and ratify payment of all payrolls for the period of June 12, 2004 through July 23, 2004, inclusive, in the amount of \$ 98,834.57, which represents three pay periods.

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. Year 2003 Annual Audit:

Mr. Phil O. Rudy, C.P.A., of White, Rudy and Company LLP, was in attendance to present the Year 2003 annual audit of the Northwest Regional Lancaster County Police Commission.

The budget process is set up to recognize billings and expenses as they occur. Due to this, no depreciation of vehicles and equipment is shown. This audit may not be suitable for bank financing. The largest liability is "accrued compensated absences". This represents monies that are due to officers for vacations, sick time and overtime that would be taken as leave from work. When an officer retires, the contract stipulates that they will be paid for a percentage of their "accrued compensated absences" as part of a severance package. Eighty-Three percent of the operating expenditures are payroll related. Mr. Forry has been given copies of the Year 2003 annual audit. Copies will be forwarded to Mount Joy Township and West Donegal Township once the audit is formally approved. Chief Kraus said there were questions on the leave time and how it is audited. Mr. Rudy indicated that Chief Kraus has started a procedure to deal with compensated absences. These records will be audited in the future.

A motion was made by Gerald G. Cole and seconded by Blaine E. Miller to accept and approve the Annual Audit for Year 2003 as presented. All members present voted in favor of the motion.

6. Accrued Compensated Absences:

There should a procedure in place to set aside monies each and every year to fund a portion of the "accrued compensated absences" in order that the Commission is prepared for future "severance package" payments. The monies would be placed in their own separate fund. Money could be deposited as often as decided upon. Mr. Forry would like to discuss this matter with Conrad Siegel Actuaries. He feels it would work like a pension plan. The investment of these funds could be handled in house or by Morgan Stanley.

A motion was made by Gerald G. Cole and seconded by Stephen J. Speers authorizing the Commission Secretary to prepare a resolution whereby, upon adoption, a sinking fund is created for accrued compensated absences. All members present voted in favor of the motion. (This resolution will be placed on the August 24, 2004 meeting agenda for consideration).

7. Building Renovations:

Chief Kraus said that he would suggest taking the cost of the renovations out of the General Fund so it does not appear as an unbudgeted item for either municipality. When the money comes in for the \$19,000.00 grant, it can be put back into the General Fund. Copies of all the bills that can be used for the grant have been assembled and the paperwork can now be submitted to the Commonwealth for reimbursement.

A motion was made by Charles W. Ricedorf and seconded by Blaine E. Miller to authorize the payment of building renovations from the NRLCPC General Fund and not bill Mount Joy Township and West Donegal Township for reimbursement. All members present voted in favor of the motion.

8. Correspondence:

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

Mr. Ricedorf would like to see the dollar value for overtime hours that are being accumulated in lieu of being paid. Chief Kraus indicated that each officer can accumulate up to 120 hours. Once this is reached then the officer would get paid if they would work overtime.

Chief Kraus reported that the Lieutenant Promotional Testing is scheduled for August 3rd at 9:00 A.M. There will be seven people taking the test. The testing for Police Officer will take place on August 18th at 6:00 P.M. There will be twelve applicants taking the test.

Mr. Ricedorf questioned why the brakes on the new Dodge cruiser needed replaced at 16,000 miles. He feels there should be some warranty on this since it was the rotors, not just the pads.

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

9. Other Business:

- a. Chief Kraus reported that the \$90,000.00 grant for the Chief's salary was sent in but was misplaced. It was resubmitted and received. It has been approved. The payments will be received quarterly in the amount of \$16,000.00 for four quarters. First payment should be received around October 1, 2004.
- b. Doug Pfautz, President of Elizabethtown Borough Council was present to explore the possibility of regionalization of the police department. The Elizabethtown Police Department will be experiencing numerous retirements in the near future. He feels it would benefit the region with a force of approximately 30 officers. Mr. Ricedorf questioned if the entire Council is behind this. Mr. Pfautz stated that they are. With the regional park in the works and all the development that is going on in the area, the population of West Donegal Township and Mount Joy Township will exceed that of Elizabethtown Borough. Mr. Pfautz presented the Commission with copies of the budget. In the next three years five officers will be eligible for retirement. The Chief of Elizabethtown Police Department could retire next year. Mr. Cole feels that several Commissioners, the Police Chiefs and several officers should get together to sit down and start some talks. Mr. Pfautz feels that the officers work well together when the departments request help from other departments. The consensus of the Northwest Regional Lancaster County Police Commission was to pursue regionalization with the Elizabethtown Borough Police Department. Chief Kraus stated that the two Police Associations met and

hammered out what they thought the contract should be when the regionalization occurred between Mount Joy Township and West Donegal Township. That is a good place to start.

10. Next regularly scheduled meeting of the Northwest Regional Lancaster County Police Commission will be held on August 24, 2004, beginning at 6:30 P.M.
11. A motion was made by Roger M. Snyder and seconded by Gerald G. Cole to adjourn the meeting at 7:28 P.M. All members present voted in favor of the motion.

Respectfully Submitted,

Richard E. Forry
Secretary
Northwest Regional Lancaster County Police Commission