

**Minutes of the Regular Meeting of the  
Northwest Regional Lancaster County Police Commission  
Held on October 26, 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, Blaine E. Miller, Gerald G. Cole and Charles W. Ricedorf. Absent: Stephen J. Speers.

Others Present: Charles Kraus, III and Richard E. Forry. Douglas W. Pfautz and Ralph E. Neidig, Jr. of Elizabethtown Borough Council were also in attendance.

3. Public Comment: None
4. Announcement by the Chairman:

The Commissioners held an Executive Session prior to tonight's meeting to discuss personnel matters. Any official action taken based upon discussions held in Executive Session will occur at an open public meeting.

Chief Charles Kraus, III explained the Commission discussed the request made by Elizabethtown Borough to have their police department join the Northwest Regional Lancaster County Police Department. A letter will be composed by the NRLCPC to be sent to Elizabethtown Borough stating the Commissioners thoughts and ideas.

5. Consent Calendar:
  - a. Approval and ratification of the minutes of the September 26, 2004 meeting.
  - b. Accept and ratify the Treasurer's Report for the period of September 1, 2004 through September 30, 2004, subject to audit.
  - c. Approve payment of all bills via Bill List #19-2004 in the amount of \$ 53,153.13 and Bill List #20-2004 in the amount of \$ 8,437.95; and ratify payment of all payrolls for the period of September 18, 2004 through October 15, 2004, inclusive, in the amount of \$ 66,397.74, which represents two 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.

6. Purchase of Police Cruiser:

Chief Kraus explained that a replacement cruiser was approved for purchase for this year. He is requesting permission to purchase another Ford Crown Victoria cruiser on the state contract. The 1998 Ford Crown Victoria would be retired with 110,000 miles. Chief Kraus will check what the Blue Book value of the vehicle is. If it is under \$2,000.00, it would not need to be advertised for bid. Mr. Ricedorf questioned if it would be feasible to purchase a new cruiser at the eleventh hour in 2004 but then to hold off using it until the winter weather has passed. Chief Kraus does not see a problem with doing this.

A motion was made by Charles W. Ricedorf and seconded by Blaine E. Miller to authorize the purchase of one new 2004 Ford Crown Victoria police cruiser from Warnock Fleet via State Contract #4600003521 in the amount of \$ 20,261.00 at the end of the year 2004. All members present voted in favor of the motion.

7. Proposed Calendar Year 2005 Budget for the NRLCPC:

- a. Presentation of the proposed Calendar Year 2005 budget.

Richard E. Forry, Commission Secretary gave a presentation of the proposed Calendar Year 2005 Budget. He encouraged the Commission to continue contributing 40% to the capital reserve fund. Since the hiring of an officer at this point is ongoing, it was put in the budget at the highest rate with the highest benefits. The hiring of an additional "probationary officer" was added at the request of Chief Kraus. There was some concern with the overhead costs for the maintenance of the municipal building. An appropriation of \$12,900.00 for the year has been included if the Commission desires to renegotiate the contract with Mount Joy Township. A spreadsheet was developed last year detailing the replacement of the cruisers. It is strongly recommended to get the fleet back up to the eleven cruisers. If it is not done now, it could result in quicker turnover for the vehicles.

Mr. Ricedorf stated that the budget shows a shortfall of \$21,000.00 for the year. He is not in favor of adding an additional officer at this time. He also does not feel there is a need for another cruiser to be added to the fleet. Mr. Ricedorf questioned the overtime figure in the budget. He cannot vote for the budget as presented unless there are some adjustments made. There should be a legal fund for arbitration set with an amount of \$30,000.00. Mr. Snyder questioned what is being done to receive compensation from Rapho Township. Chief Kraus said that NRLCPD goes to Rapho Township if they are called upon by the State Police. There was a continued discussion on the fleet of cruisers. Mr. Snyder questioned the overhead cost of the building and the accounting services that are now paid. The amount paid is for Sherri Minnich and Mr. Forry to do accounting work for the Commission. This is not paid to them individually. The amount for the overhead costs was devised using the square footage of the building in which the police department uses more than the Township. There was a discussion on worker's compensation and the heart and lung insurance.

- b. Discussion on and, if appropriate, take action relative to the lease between the NRLCPC and Mount Joy Township, re: rental of municipal building. No action was taken.
- c. A motion was made by Gerald G. Cole and seconded by Blaine E. Miller to 1) adopt the proposed 2005 budget of the Northwest Regional Lancaster County Police commission with the following amendments; eliminate the probationary officer, increase the capital reserve contribution to 45%, build up the legal fund to \$30,000.00, leave the fleet at ten vehicles and eliminate the holiday overtime; and 2) authorize the Commission Secretary to forward a copy of the adopted 2005 budget to Mount Joy Township and West Donegal Township for their approval. All members present voted in favor of the motion.

There was a discussion on the investing of the capital reserve. The Commission asked Chief Kraus to check with his representative at Morgan Stanley on investing the capital reserve money.

8. Correspondence:

- a. Police Report – September 2004.
- b. Police Overtime Report – September 2004.
- c. Police Mileage Report – September 2004.
- d. Police Accrued Compensatory Time Report – As of October 14, 2004.

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

9. Other business.

Officer Henry said that with all the development going on in both Mount Joy Township and West Donegal Township there is a need for more officers. Mr. Miller asked if there are any standards as to how many officers versus residents. Officer Henry said that for the state it is one officer per every 1000 residents. The NRLCPD is right on target.

There was a discussion on using remote speed timing devices.

Mr. Ricedorf questioned the cost of the devices that would override the traffic signals for emergency vehicles. This should be considered with new traffic signals that are to be installed. Chief Kraus will check into this.

10. Next regularly scheduled meeting of the Northwest Regional Lancaster County Police Commission will be held on November 23, 2004, beginning at 6:30 P.M.
11. 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  
Northwest Regional Lancaster  
County Police Commission