

Northwest Regional Lancaster County Police Commission
155 Merts Drive
Elizabethtown, PA 17022

Minutes of the Regular Meeting of the
Northwest Regional Lancaster County Police Commission
Held on November 23, 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 and Richard E. Forry.
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.
5. Consent Calendar:
 - a. Approval and ratification of the minutes of the October 26, 2004 meeting.
 - b. Accept and ratify the Treasurer's Report for the period of October 1, 2004 through October 31, 2004, subject to audit.
 - c. Approve payment of all bills via Bill List #21-2004 in the amount of \$ 9,208.40 and Bill List #22-2004 in the amount of \$ 30,897.78; and ratify payment of all payrolls for the period of October 16, 2004 through November 12, 2004, inclusive, in the amount of \$ 66,261.61, which represents two pay periods.

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

A motion was made by Gerald G. Cole and seconded by Blaine E. Miller to approve the 2005 Meeting Schedule as presented. All members present voted in favor of the motion.
6. NRLCPC Capital Reserve Fund:

Richard E. Forry reported that Chief Charles M. Kraus, III received information from Morgan Stanley concerning investment options for the Capital Reserve Fund by the way of Certificates of Deposit. Currently there is \$34,400.00 in the fund to invest. Mr. Forry questioned the length of the CD's that the Commission is looking for. He suggested taking the money at the end of the year and opening a CD for 12-months which then could be added to at the end of 2005. The interest range would be between 2.55% and 2.65% for the year. Mr. Cole questioned the information received concerning the "Ginnie Mae" investments. Mr. Forry will get some additional information on this item.
7. Section 457 Plan:

There was some interest by the officers at the time the department was created concerning Section 457 Plans. West Donegal Township has a plan that is currently inactive. Mr. Forry had a meeting with Kylan Financial to discuss what would be needed to get this plan up and running again. A plan document would need to be created as a first step. An administrator would need to be appointed. Conrad Siegel Actuaries has acted in this capacity for other plans. To get this plan set up it would cost approximately \$4,500.00, which would be a one-time expense. There could be an administrative fee involved. Mr. Forry asked if the Commission would like to pursue the establishment of a Section 457 plan. Mr. Cole commented that due to receiving correspondence

concerning contractual violations, he would want to make sure there would be no contractual problems. This would not include any money contributed by the Commission. It would be strictly money contributed by the officers. Officer Frank H. Ember, Jr. questioned why, if West Donegal Township officers had this benefit prior to the creation of the Northwest Regional police department, it could not have been transferred to the new department when it was created. Officer Ember was under the impression the plan was going to be part of the new department and he was told it did not cost West Donegal Township anything to establish the plan. Kylene Financial said that a new plan would need to be created. The money that is currently in the West Donegal Township plan could then be rolled over. After a lengthy discussion, the Commission authorized Mr. Forry to obtain additional information to be presented at a later meeting.

8. Correspondence:

- a. Police Report – October 2004.
- b. Police Overtime Report – October 2004.
- c. Police Mileage Report – October 2004.
- d. Police Accrued Compensatory Time Report – As of November 18, 2004.

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

9. Other business.

Chief Kraus has been working on revising the “Use of Force” policy. This will be an amendment to the police policy manual. A copy was sent to Josele Cleary, Solicitor, for her approval. It has been sent back with some changes. Chief Kraus will send it to PIRMA for their approval as well. Mr. Forry will prepare the resolution for the December meeting. Mr. Snyder questioned how the officers are trained for the changes that are being made. The officers are required to sign that the policy has been read. They are obligated to receive the training that is mandated in the policy. Chief Kraus believes that the training is completed yearly. Lt. Carl Steinhart is a certified trainer and will be able to train the department in house.

Chief Kraus gathered information on traffic signal emergency tripping devices that had been discussed at a previous meeting. The cost for the device for five vehicles is \$16,703.00 on the “out of city” program. Chief Kraus feels that this cost should fall back to the Townships. The Commission would pay for the installation in the vehicles. The cost to have it installed in the vehicles is approximately \$600.00 per vehicle. They can be transferred to other vehicles. This device would only be installed at lights where it would be needed. Chief Kraus has spoken to the township engineer concerning having this device included on any new traffic signals that are installed. Mr. Cole asked Chief Kraus to speak to the engineer about having a sign installed prior to the light at Schwanger Road indicating that the light is red.

Mr. Speers questioned if creating the Northwest Regional Lancaster County Police Department saved any money. Chief Kraus indicated it is hard to say if we did. Would the police departments have stayed the same size, would there have been any changes in wages or benefits, etc. Mr. Speers commented that the residents were told that is why the two departments were coming together. The cost for the operation of this police department will not have increased for twenty-seven months, i.e. through the end of calendar year 2005. Would the cost have stayed the same if the police officers were still with their respective Townships? Mr. Cole feels the main reason the department was created was to give the residents better police coverage not just to save money.

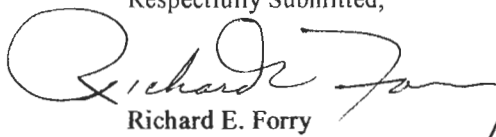
Chief Kraus strongly recommends to Mount Joy Township that guide rails be installed in front of the building at the meeting room for safety reasons. He explained that as the meeting was going on someone pulled into one of the front parking spaces. There is nothing to stop them from coming in through the window.

Officer Ember indicated he feels the department should have a detective. No other department in the county goes without a detective. An officer could be promoted to detective and then hire a probationary officer. The detective would be an officer when on duty. Officer Ember gave the

Commission examples of townships and boroughs that have less residents but more officers and detectives than this department.

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

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Richard E. Forry". The signature is written in a cursive style with a large initial "R" and a long, sweeping tail that extends to the right.

Richard E. Forry
Secretary
Northwest Regional Lancaster
County Police Commission