

**Minutes of the Regular Meeting of the
Northwest Regional Lancaster County Police Commission
Held on December 28, 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:

Clair Hilsher, Supervisor for West Donegal Township said that he had been questioned by a resident of West Donegal as to why \$8,000.00 was being paid for secretarial work per month. Richard Forry, Commission Secretary, explained that this is the amount paid to Mount Joy Township for accounting services for a year. Mr. Kraus reported that \$700.00 is paid per month.

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 November 23, 2004 meeting.
- b. Accept and ratify the Treasurer's Report for the period of November 1, 2004 through November 30, 2004, subject to audit.
- c. Approve payment of all bills via Bill List #23-2004 in the amount of \$ 12,541.11 and Bill List #24-2004 in the amount of \$ 35,474.31; and ratify payment of all payrolls for the period of November 13, 2004 through December 24, 2004, inclusive, in the amount of \$ 97,254.33, which represents three 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.

6. NRLCPC Capital Reserve Fund:

At last month's meeting Mr. Cole had requested additional information concerning "Ginnie Mae" investments. Mr. Forry talked to Bruce DeBord of Morgan Stanley. This is a very open ended investment. There is no telling when you would receive your money since it would depend on when people payoff their mortgages. Mr. DeBord did not recommend this type of investment for what the Commission wants to do. He suggested that "CD's" be obtained and staggered. Mr. Forry suggested opening one certificate of deposit for 6-months and one for a year. After 6 months he would renew the one for a year. Once one of them reaches \$100,000.00 then it can be taken out for 3 or 4 years. The rate for one year ranges from 2.55 to 2.75.

A motion was made by Gerald G. Cole and seconded by Charles W. Ricedorf authorizing the Secretary to open two certificates of deposit on a staggered rotation; one for 6-months and one for a year, for the funds contained in the Northwest Regional Lancaster County Capital Reserve Fund. All members present voted in favor of the motion.

7. Part-Time Patrol Officers:

Chief Kraus was asked to research the hiring of part-time patrol officers with the idea that one of them would be promoted in the future to a full-time officer. By going with part-time it would allow time to evaluate the officer on his/her performance with the public and other officers without making a long term commitment up front. Six of the officers that previously applied for employment with the department look promising. Background checks have been started. Chief Kraus asked the commission for authorization to hire the six officers as part-time with the intent of promoting one of them to full-time in the future. Mr. Ricedorf asked if this would help to eliminate some of the overtime. Chief Kraus said that it would and that the department is budgeted for an additional full-time officer.

A motion was made by Gerald G. Cole and seconded by Stephen J. Speers authorizing the Chief of Police to hire six part-time officers with the intent of promoting one officer to full-time status in the future. All members present voted in favor of the motion.

8. Correspondence:

- a. Police Report – November 2004.
- b. Police Overtime Report – November 2004.
- c. Police Mileage Report – November 2004.
- d. Police Accrued Compensatory Time Report – As of December 22, 2004.

Mr. Snyder questioned the mileage report where some officers cover more area than others. Chief Kraus said it really depends on what is happening on that shift. One officer may be making phone calls or doing paper work. Mr. Snyder said that he does receive complaints from the residents in West Donegal that they do not see the police anymore on patrol. Chief Kraus will pass this on to the officers.

9. Other business:

- a. Mr. Ricedorf feels Chief Kraus should be commended for an outstanding job for controlling the overtime wages for 2004. Mr. Ricedorf recommended a bonus be paid to Chief Kraus in recognition of his dedication and hard work.

A motion was made by Charles W. Ricedorf and seconded by Blaine E. Miller authorizing a bonus to be paid to Chief Charles M. Kraus, III in the amount of \$900.00 to be paid after January 1, 2005 and credited to the Overtime Compensation Account. All members present voted in favor of the motion.

- b. Chief Kraus asked the commission to take action for adopting the amendment to the Police Manual concerning the "Use of Force". This has been reviewed by the attorneys and insurance carriers. Everyone has approved it.

A motion was made by Gerald G. Cole and seconded by Stephen J. Speers to adopt Resolution No. 10-2004 whereby the Northwest Regional Lancaster County Police Commission Police Manual is amended by establishing/adding policies and procedures relative to the Use of Force. All members present voted in favor of the motion.

- c. The question was asked as to where the update on the ordinances stands. Chief Kraus stated that they have been forwarded to the Solicitor. He will check to see how it is coming along.
- d. Mr. Ricedorf asked if any seminars have been found that the officers could attend relating to public relations. Chief Kraus has not been able to locate any as of yet. He will keep looking.

10. Next regularly scheduled meeting of the Northwest Regional Lancaster County Police Commission will be held on January 25, 2005, 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 6:54 P.M. All members present voted in favor of the motion.

Respectfully Submitted,

Richard E. Forry
Secretary
Northwest Regional Lancaster
County Police Commission