

**Minutes of the Regular Meeting of the  
Northwest Regional Lancaster County Police Commission  
Held on May 27, 2008**

1. David W. Sweigart, III called the meeting to order at 6:32 P.M. in the West Donegal Township Municipal Building, 1 Municipal Drive, Elizabethtown, PA 17022. Mr. Sweigart led the pledge of allegiance.
2. Roll call: Present – Don L. Bosserman, J. Clair Hilsher, Roger M. Snyder and David W. Sweigart, III.  
Absent – Gerald G. Cole

Others Present: Chief Samuel H. Gatchell, III and Richard E. Forry.

3. Public Comment.

Elwood Tobias, West Donegal Township resident questioned if recreational fires are allowed in West Donegal Township. Mr. Snyder stated they were.

Mr. Bruce Debord of Morgan Stanley was in attendance to give an update relative to the various investments held in the NRLCPC Police Pension Fund. The total portfolio for 2007 had a return of 5.60%. The cash account is where pensions are to be paid from, which will begin July, 2008. Mr. Debord recommends increasing the International Portfolio by 6% to a total of 25% and reducing the Clearbridge All Cap Growth fund by the same amount.

A motion was made by Don L. Bosserman and seconded by Roger M. Snyder to approve the recommendation made by Bruce Deboard of Morgan Stanley to increase the International Portfolio by 6% and to reduce the Clearbridge All Cap Growth fund by the same. All members present voted in favor of the motion.

4. Consent Calendar:

- a. Approval and ratification of the minutes of the April 15, 2008 meeting.
- b. Accept and ratify the Treasurer's Report for the period of April 1, 2008 through April 30, 2008, subject to audit.
- c. Approve payment of all bills via Bill List #8-2008 in the amount of \$ 24,738.41; Bill List #9-2008 in the amount of \$ 3,901.94; and Bill List #10-2008 in the amount of \$ 10,207.22; and ratify payment of all payrolls for the period of April 12, 2008 through May 23, 2008, inclusive, in the amount of \$ 119,269.30, which represents three pay periods.

A motion was made by Roger M. Snyder and seconded by Don L. Bosserman to approve the Consent Calendar as written. All members present voted in favor of the motion.

5. Discussion Items:

- Hiring of Police Officer: Chief Gatchell explained that to hire an officer under the current policy only two officers on the list of 50 would be eligible. He has mixed feelings but would recommend approving the changes presented. Mr. Sweigart questioned if the requirements are being lessened. If the certification is no longer required, a potential candidate for hire would virtually have no training. The officers with the highest written test scores would be given the opportunity to participate in oral interviews. Chief Gatchell will send an e-mail to each Commissioner with the revisions including: not requiring Act 120 training prior to hiring and the choice to use the joint hiring program or hire on Commissioner's own initiative. Chief Gatchell explained if an officer would be hired and the department sent them to the academy, the State would pay 60% of their salary. Mr. Forry will review the 2008 budget to see if the funds are in place to hire an additional officer. Chief Gatchell stated an additional officer may help to reduce the amount of overtime.

- Regional Booking Center: There will be no cost for the balance of year 2008. All costs should be recouped through the processing fees which are currently set at \$100.00. Every person committing a finger printable offense would go through the booking center. Participating departments include Elizabethtown Borough, Mount Joy Borough, Susquehanna Regional and NRLCPD.

A motion was made by David W. Sweigart, III and seconded by Roger M. Snyder to approve the Regional Booking Center Documents: MOU, Letter of Authorization and Policies, Insurance Rider. All members present voted in favor of the motion.

- Temporary Part-time Secretary: A motion was made by Roger M. Snyder and seconded by J. Clair Hilsher to approve the hiring of Kristen Savoie as a Temporary part-time employee for summer time clerical help purposes up to 12 hours a week and additional hours as deemed necessary on vacation and holidays for Ms. Merrill at a rate of \$12.00 per hour with no benefits. All members present voted in favor of the motion.
- Stipend for Services Provided by the Secretary/Treasurer: A motion was made by Roger M. Snyder and seconded by J. Clair Hilsher to approve a \$75.00 monthly stipend compensation to Richard Forry for time and services provided to the NWRPD. All members present voted in favor of the motion.
- Discussion of eligibility and protocol for police officer hiring. (Chief Gatchell will provide police commission members with recommendations to discuss prior to meeting). Discussed earlier in the meeting.
- Fee Schedule for Documents, Materials, Photographs, etc.: Chief Gatchell reviewed fees charged by other departments to compose the list of fees. Information will only be released with the approval of the Chief of Police.

A motion was made by Roger M. Snyder and seconded by J. Clair Hilsher to authorize and approve the fee schedule for materials and labor to produce police documents, photographs and fingerprint card services to non law enforcement agencies and individuals. All members present voted in favor of the motion.

6. Correspondence:

- a. Police Report – April 2008.
- b. Overtime Report – January 1, 2008 through April 30, 2008.

7. Other business.

8. Next regularly scheduled meeting of the Northwest Regional Lancaster County Police Commission **will be held on June 24, 2008, beginning at 6:30 P.M, at the Mount Joy Township Municipal Building, 159 Merts Drive, Elizabethtown, PA 17022.**
9. A motion was made by Roger M. Snyder and seconded by J. Clair Hilsher to adjourn the meeting at 8:02 P.M. All members present voted in favor of the motion.

Respectfully Submitted,

Richard E. Forry  
Secretary  
Northwest Regional Lancaster  
County Police Commission