

**Minutes of the Regular Meeting of the
Northwest Regional Lancaster County Police Commission
Held on June 23, 2009**

1. Charles A. Tupper called the meeting to order at 6:30 P.M. in the Mount Joy Township Municipal Building, 159 Merts Drive, Elizabethtown, PA 17022. Charles A. Tupper led the pledge of allegiance.
2. Roll Call: Present – Charles A. Tupper, Don L. Bosserman, Gerald G. Cole, Steven J. Speers, and Nancy Z. Garber.
3. Public Comment: None.
4. Consent Calendar:
 - a. Approval and ratification of the minutes of the April 28, 2009 meeting. [No meeting was held on May 26, 2009 due to lack of a quorum].
 - b. Accept and ratify the Treasurer's Report for the period of April 1, 2009 through April 30, 2009 and May 1, 2009 through May 31, 2009, subject to audit.
 - c. Approve payment of all bills via Bill List #10-2009 in the amount of \$ 53,068.69; Bill List #11-2009 in the amount of \$ 10,015.28; Bill List #12-2009 in the amount of \$ 21,534.19; Bill List #13-2009 in the amount of \$ 4,526.29; and Bill List #14-2009 in the amount of \$ 12,905.79; and ratify payment of all payrolls for the period of April 25, 2009 through June 19, 2009, inclusive, in the amount of \$ 169,944.04, which represents four (4) pay periods.
 - d. Authorize the payment of \$21,902.00 to Hertrich Fleet Services, Inc. (for the purchase of a police cruiser) to be taken/reimbursed from the NRLCPC Capital Reserve Fund since the invoice was received too late to be taken from the 2008 General Fund budget.
 - e. Approve, ratify and confirm Chief Gatchell's purchase of a mobile computer for a police cruiser. [Estimated cost is \$5,000.00].

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

5. NRLCPC Year 2008 Audit:

Mr. Philip O. Rudy, CPA of White, Rudy & Company, LLP was in attendance to formally present the NRLCPC Year 2008 audit. Mr. Rudy reviewed several items, which were found during the course of the audit, that he feels need to be addressed. These items include 1) the use of vehicle gas cards, 2) the frequency of computer back-ups, 3) the establishment of a formal contingency plan in the event of loss or interruption of office functions (including computerized operations), 4) the establishment of a fiduciary bond, 5) the annual review of the dollar amount of the fidelity and fiduciary bonds and the revision thereof as needed, 6) the establishment of formal policies and procedures for accounting and financial affairs, 7) the annual review of the dollar amount being placed in the Accrued Compensated Absences Fund and the revision thereof as necessary, and 8) the continual monitoring of the Commission's investment program.

Mr. Rudy commended the Commission and staff for their efforts in operating the police department within the limits of the approved budget. Mr. Rudy also stated the monthly financial reports as supplied by staff present an accurate "financial picture" of the Commission.

A motion was made by Gerald G. Cole and seconded by Steven J. Speers to accept and approve the Commission's Year 2008 audit as presented. All members present voted in favor of the motion.

6. Appointment of Liaison to the NRLCPC in 2nd Roger M. Snyder Civil Action:

A motion was made by Nancy Z. Garber and seconded by Steven J. Speers to appoint Chief Samuel H. Gatchell, III as liaison to the NRLCPC relative to the 2nd Roger M. Snyder Civil Action. All members present voted in favor of the motion.

7. Commendation Presentations:

Chief Samuel H. Gatchell, III presented commendations to Officers Randall J. Aument and Michael D. Shetter.

8. Correspondence:

- a. Calls for Service – April & May 2009.
- b. Police Activity Report – April & May 2009.
- c. Overtime Report – April & May 2009.
- d. Police Cruiser Mileage Chart – April & May 2009.

9. Other business:

Gerald G. Cole led a discussion relative to the Right-To-Know Act, the requirement to maintain a listing of all requests made and the retainage of e-mails. No formal action was taken.

10. The next regularly scheduled meeting of Northwest Regional Lancaster County Police Commission to be held on July 28, 2009 at 6:30 PM at the Mount Joy Township Municipal Building, 159 Merts Drive, Elizabethtown, PA 17022.

11. A motion was made by Steven J. Speers and seconded by Gerald G. Cole to adjourn the meeting at 7:30 P.M. All members voted in favor of the motion.

Respectfully submitted,

Richard E. Forry
Secretary
Northwest Regional Lancaster
County Police Commission