

Northern Lancaster County Regional Police Commission
MEETING MINUTES
December 11, 2014
7:00 PM

The Northern Lancaster County Regional Police Commission met on a regularly scheduled meeting date of December 11, 2014, at the Clay Township Municipal Office, 870 Durlach Road, Stevens, Pennsylvania, at a time and place duly established to hold such a meeting, and advertised and posted in accordance with the Sunshine Law.

Commission members present were David Kramer, Keith Martin, Timothy Lausch and Anthony Chivinski. Members Travis Rohrer and Ronald Krause were absent.

Others present: David Kratzer, Penn Township Manager, Daniel Zimmerman, Warwick Township Manager, David Steffen, Chief of Police and Rebecca Borne, Administrative Assistant. Mr. Lou Katz, Clay Township resident.

David Kramer called the meeting to order at 7:00 pm.

Business Items

1. Approval of Minutes

Anthony Chivinski made a motion, seconded by Timothy Lausch to approve the minutes from the October meeting as printed in the agenda. * The motion was unanimously approved.

2. Approval to Pay Bills

Timothy Lausch made a motion, seconded by Anthony Chivinski to approve payment of Invoices indentified in the amount of \$33,161.34. *The motion was unanimously approved.

3. Chiefs Report

Chief Steffen reviewed his report with the Commission. Township distributions for November were Penn Township 45%, Warwick Township 42% and Clay Township 13%.

The commission was provided by the Chief and municipal manager's details of a proposed agreement of services from the Revelstone LLC, NLCRPD on behalf of the charter municipalities. This provides services for performance measurements in local governmental organizations on a wide span of applications related to programming, service delivery, and other areas requiring key measurements of productivity and other critical performance indicators beyond the policing function. Under the terms of the proposed agreement between each of municipalities, the NLCRPD and the Revelstone LLC, full access and training will be provided to all parties of the agreement. The applied pricing structure terms allows for monthly payment of the subscription to Revelstone LLC via the NLCRPD for each of the charter member municipalities. This agreement will allow the NLCRPD and each of the municipalities to further advance service providing, identification of objectives, and strategic planning to meet the future needs of the community.

After discussion the board agreed to accept the recommendations to move forward on the project, with approvals being provided from each of the member governing bodies.

Anthony Chivinski made a motion, seconded by Timothy Lausch to approve accept the Revelstone LLC project. *The motion was unanimously approved.

A complete copy of the Chiefs report can be viewed at www.nlcrpd.org.

4. Fund Balance Policy – Draft Presentation – Resolution 12-11-14-02

The Commission was presented with a draft Resolution outlining a Fund Balance Policy for Agency. After the review it was agreed that the Policy was acceptable and given a Resolution number of 12-11-14-02. Keith Martin made a motion, seconded by Anthony Chivinski to adopt the Resolution. *The motion was unanimously approved.

5. Resolution 12-11-14-01, NLCRPD Recognition of Achievement Awards

Anthony Chivinski made a motion, seconded by Keith Martin to adopt the Resolution. *The motion was unanimously approved.

6. 2015 Meeting Dates

Anthony Chivinski made a motion, seconded by Timothy Lausch to approve the 2015 meeting dates. *The motion was unanimously approved.

Other Business

None

Executive Session

The Commission entered into Executive Session 7:30pm to discuss personnel matters. The following wage and salaries were approved by the Commission for 2015; Chief of Police \$95,481.00, Lieutenant of Operation \$87,433.14, Administrative Assistant \$48,048.00, Support Services Associate (full-time) \$32,760.00 and Support Services Associate (part-time) \$13,104.00 with effective dates of June 23, 2015 and February 3, 2015 respectfully.

Adjournment

Anthony Chivinski made a motion, seconded by Keith Martin to adjourn the meeting at 8:15pm. *The motion was unanimously approved.

Northern Lancaster County Regional Police
Commission

Keith Martin, Secretary