

**Regional Police Development Committee  
North Cornwall Township & North Lebanon Township  
January 25, 2024**

**Call to Order:**

The January 25, 2024, meeting of the Regional Police Development Committee was called to order at 3:00 p.m. with the Pledge of Allegiance to the Flag. In attendance were Daniel Bost, District Director for Senator Gebhard; Tom Long, NCT Manager; Justin Thompson, NCT Assistant Manager; Chief Harry Ward, NCT Police Department; Mike Wahmann, NCT Supervisor, Lori Books, NLT Manager, Chief Timothy Knight, NLT Police Department, Arden Snook, NLT Supervisor and Gary Heisey, NLT Supervisor. Absent was Ron Sell, NCT Supervisor.

Others in attendance are listed on the sign-in sheet.

**Discussion:**

The Committee reviewed the meeting minutes from the December 13, 2023, meeting. Mr. Ward made a motion to approve the meeting minutes as written. Mr. Knight seconded the motion. All voted in favor.

**Charter Agreement:**

The Committee continued their discussion of Articles within the first draft of a charter agreement.

Article 7 – Apportionment Formula – An even split of expenses and income of a regional police department was discussed. A 50/50 split between North Cornwall Township and North Lebanon Township is preferred. All agreed to substitute language from Section 6 of the Eastern Berks County Charter Agreement for Article 7 in the next draft of the proposed charter agreement. Should an excess of funds be available at the end of a budget year, the excess should be divided evenly between the two municipalities. The even split of finances will be reevaluated as needed.

Article 8 – Finance – A draft of the Regional Police Department’s budget shall be made available by September 1<sup>st</sup> of the preceding year. Each municipality will make monthly payments to the department, due on the 1<sup>st</sup> of the month. A change from bimonthly payments to monthly payments will be made in the next draft of the charter. A CPA will complete annual audits.

Article 9 – Capitalization – The municipalities will combine funds for the initial capital. Vehicles, equipment and supplies from both current police departments will be reviewed by the Commission, who will determine which assets will be utilized by the regional department. Credit for such materials will be part of a municipality’s contributions to the regional police department. It was suggested that the Chiefs make an inventory list and all major items get an appraised value from a third party.

Article 10 – Pensions – A new pension fund will need to be established. Any current retirees at the time of regionalization enactment will remain on their current pension fund. The draft charter has two pension alternatives. Until a study is completed, both will stay in the draft. Discussion

followed.

Article 11 – Police Headquarters – Committee members discussed how to determine an appropriate lease amount.

Article 12 – Police Record System – Both Chiefs are currently working with the county to acquire the same records system, which can be used by the Regional Department. This section was missing in the draft and will be entered for the next meeting.

Article 13 – Immunity and Claims – Discussion was brief. There were no requested changes to this section regarding insurance for the department.

Article 14 – Joinder of Additional Municipalities – Ms. Books began the discussion questioning whether a new addition should be a charter member or a contracted member and what their contribution of funds should be based on. Mr. Long suggested utilizing legal counsel.

Article 15 – Withdrawal of Charter Municipality – Mr. Thompson suggested the removal of Section A- 1<sup>st</sup> paragraph. This paragraph is based on PPU's. Section B also mentions "units purchased." Both sections should have the wording changed from "units" to "capital contributions." No other changes were requested after the discussion of this article.

Article 16 – Term and Dissolution – Mr. Heisey suggested a 5-year initial term. All members agreed. After the initial term, the agreement will automatically renew each year, unless a new charter member joins.

Article 17 – Effect of Regionalization on Existing Police Departments – This article centers around the process of transitioning from Township Police Departments to a Regionalized Police Department after receiving written notice from the Commission of an operational date. Discussion was brief and there were no suggestions of additions or deletions.

**Next Meeting:**

The next meeting is February 22, 2024, at 3:00 p.m. at the North Lebanon Township Municipal Building, 725 Kimmerlings Rd., Lebanon, Lebanon County, Pennsylvania, 17042.

**Public Comment:** A question was asked about DCED's assistance with drafting a Charter Agreement. DCED will be consulted when needed in this process.

**Adjournment:**

Mr. Long motioned to adjourn the meeting at 4:13 pm. Chief Ward seconded the motion. All were in favor.