

**MINUTES OF THE STROUD AREA REGIONAL POLICE COMMISSION  
REGULAR MEETING OF DECEMBER 8, 2021**

The regular meeting of the Stroud Area Regional Police Commission was held on Thursday, December 8, 2021, at 7:00 p.m. in the Stroud Area Regional Police Meeting Room. Commission members in attendance were: Armand Martinelli, Daryl Eppley, Joanne Kochanski, Mary Pat Quinn, Tarah Probst, Brian Bond, Sonia Wolbert, and Rod Baechtold. Also in attendance were Chief Jennifer Lyon, Tracie Kresge, and Solicitor John Prevoznik. One Commission member attended via zoom: Rick Staples.

**SPECIAL NOTE**

Mr. Martinelli announced that due to the COVID-19 pandemic and to meet the requirements established by the Office of Open Records for virtual meetings, this meeting was being audio and video recorded via ZOOM from the initial announcement of the meeting until its end. The meeting zoom link was posted on the SARPD's website where the public could join the zoom meeting, interact, and ask questions in real time.

**CALL TO ORDER**

Mr. Martinelli called the December 8, 2021 regular meeting of the Stroud Area Regional Police Commission to order at 7:10 p.m. and Mr. Eppley called roll.

**PLEDGE OF ALLEGIANCE**

Mr. Martinelli led the Pledge of Allegiance.

**EXECUTIVE SESSION**

Solicitor Prevoznik reported that executive session was held prior to the meeting which began at 6:19 p.m. and ended at 7:10 p.m. All members of the Commission were present in person with the exception of Mr. Staples, who participated via zoom. Ms. Probst joined the executive meeting at 6:24 p.m. and Mr. Baechtold at 6:25 p.m. Discussed were personnel matters. At 6:52 the Chief was asked to leave and further personnel matters were discussed. No decisions were made.

**MINUTES OF NOVEMBER 10, 2021 COMMISSION MEETING**

Motion by Ms. Wolbert, seconded by Mr. Eppley to accept the November 10, 2021 Commission Meeting Minutes. All voted aye. Motion carried unanimously.

**PUBLIC COMMENTS – AGENDA ITEMS**

None.

**CORRESPONDENCE**

Mr. Martinelli reported that the Chief and Solicitor received an email from Mayor Probst regarding First Amendments rights and disorderly conduct issues and a copy of the email was included in the agenda packet for tonight's meeting for review.

**FREEDOM OF SPEECH/ DISORDERLY CONDUCT ISSUES**

First Assistant District Attorney Michael Mancuso was present and discussed freedom of speech/disorderly conduct issues with the Commission. He also provided a letter to the commission on the stance of the District Attorney's office in these matters. Mr. Mancuso concluded his presentation at 7:48 p.m. and left the meeting. Letter to be attached to minutes.

**DEPARTMENT REPORT FOR THE MONTH OF NOVEMBER 2021**

Motion by Ms. Wolbert, seconded by Mr. Bond to accept the November 2021 monthly report. All voted aye. Motion carried unanimously.

**COMMITTEE REPORTS**

**Operations Committee**

Chief Lyon reported that the Department's updated policies are in the process of being finalized.

### **Personnel**

Mr. Eppley reported that the personnel committee met in reference to the Chief's review and civilian salaries for 2021 and 2022. Mr. Eppley stated that he will speak on the matter at the appropriate agenda item.

### **Safety**

No report.

### **Police Pension Board**

Mr. Staples reported that he received a return on the police pension investments as of September 30 2021 and reviewed the report with the commission. Mr. Staples stated that although the pension is currently doing well in the market but noted that currently the Department is paying out more money to retirees than receiving in contributions from current participating officers. Mr. Staples cautioned that this could potentially be an issue in the future should the market not do well.

### **Non-Uniform Pension Board**

Ms. Quinn reported that a meeting is being scheduled for the 1<sup>st</sup> Quarter of the year to discuss 2021 non-uniform pension plan.

### **Budget/Finance**

No meeting.

### **Negotiation Committee**

No meeting.

### **SARPC Foundation**

No meeting.

### **Solicitor Report**

Solicitor Prevoznik reported that he had three issues to discuss. In the Dales lawsuit, the Commission's attorney filed a 12(b)(6) motion and was successful in removing a 1985 claim. The motion also resulted in the Plaintiffs being forced to provide more details in their amended complaint. In the second matter, Solicitor Prevoznik reported that there are no updates from the PHRC regarding the case. Finally, he reported that PFM has indicated that it will send an updated and executed Act 44 disclosure notice after the pending closing on its change of ownership from PFM to U.S. Bancorp Asset Management.

### **OLD BUSINESS**

#### **Commission Terms to Expire.**

Mr. Martinelli stated that Commission member Tarah Probst, from the Borough of Stroudsburg, has been reappointed. Commission members Daryl Eppley and Sonia Wolbert positions on the Commission are still up for reappointment.

#### **TREASURER'S REPORT**

Motion by Ms. Kochanski, seconded by Mr. Bond to accept the unaudited Treasurer's Reports as submitted. All voted aye. Motion carried unanimously.

#### **BILLS PAYABLE THROUGH DECEMBER 8, 2021**

Motion by Ms. Kochanski, seconded by Mr. Bond to accept and pay the bills payable through December 8, 2021. All voted aye. Motion carried unanimously.

### **NEW BUSINESS**

#### **Approve SARPC Year 2022 Meeting Schedule**

Motion made by Ms. Wolbert, seconded by Ms. Kochanski, to approve advertising the 2022 Commission Meeting Schedule for the second Wednesday of every month, none of which fall on a holiday. Schedule attached to the minutes. All voted aye. Motion carried unanimously.

#### **SARPD Boards and Committees List.**

Mr. Martinelli stated that the Chief has emailed out the committees list to the Commission and members should review it before the January meeting. Anyone wishing to change committees should contact him.

**Resolution 1-2021 to Set Employee Pension Contribution Rate for 2021**

Motion made by Ms. Probst, seconded by Ms. Wolbert to set the Employee Contribution Rate for the Uniformed Police Pension Plan for the 2021 year at 5% as per the CBA. All voted aye. Motion carried unanimously.

**2021 Certified Hiring List**

Motion made by Ms. Wolbert, seconded by Mr. Bond, to allow the current certified hiring list (certified on 6/09/21 and expires on 12/08/21) to expire and decertify the hiring list as of 12/09/21 at 12:01 a.m. All voted aye. Motion carried unanimously.

**Advertise for Special Commission Meeting**

Chief Lyon spoke about the progress of the current hiring process and that the new hiring list will be ready to certify after the oral interviews conclude on 12/12/21. She would like to get it certified this year to be able to hire as soon as possible. After discussion, motion by Ms. Probst, seconded by Ms. Quinn, to advertise for a special Commission meeting with the purpose of addressing hiring and any other business that may come before the Commission on 12/23/21 at 8:00 a.m. in the SARPD meeting room. All voted aye. Motion carried unanimously.

**Executive Assistant/Controller Job Description.**

Motion made by Ms. Kochanski, seconded by Ms. Wolbert, to approve the updated job description for Executive Assistant/Controller, as approved by the Personnel Committee and as presented by the Chief. Job Description to be attached to minutes. All voted aye. Motion carried unanimously.

**2021 Administrative Wages.**

Motion made by Ms. Kochanski, seconded by Ms. Wolbert, to set the administrative wages for 8 civilian employees, the Lieutenants and the Captain, retroactive to January 1, 2021 as per the attached recommendations by the Chief. List attached to minutes. All voted aye. Motion carried unanimously.

**2022 Administrative Wages.**

Motion made by Ms. Kochanski, seconded by Ms. Probst to set the administrative wages for 8 civilian employees and the Captain positions for 2022 as per the attached recommendations by the Chief. List attached to minutes. All voted aye. Motion carried unanimously.

**Chief of Police Salary.**

Motion made by Mr. Eppley, seconded by Ms. Wolbert, to set the 2021 Chief of Police salary at \$128,000.00, retroactive to 1/1/2021, as recommended by the Personnel Committee. All voted aye. Motion carried unanimously.

Motion made by Mr. Eppley, seconded by Ms. Probst, to set the 2022 Chief of Police salary at \$133,000.00, with a review before the end of the year, as recommended by the Personnel Committee. All voted aye. Motion carried unanimously.

**Secretary Job Description.**

Motion made by Ms. Wolbert, seconded by Ms. Kochanski, to approve the updated job description for Secretary as approved by the Personnel Committee and as presented by the Chief. Job Description to be attached to minutes. All voted aye. Motion carried unanimously.

**Secretary Position.**

Motion made by Ms. Wolbert, seconded by Mr. Eppley, to authorize the Chief to begin the process to advertise for and hire a full time police secretary at an hourly rate range between \$15.38 and \$18.27 (\$32,000 to \$38,000) depending upon candidate's qualifications and experience. All voted aye. Motion carried unanimously.

**Captain Paul Gasper Retirement.**

Chief Lyon reported that Captain Gasper has requested to retire at the end of the year due to being elected District Magistrate. His current audited sick time is 589.50 hours (73.69 days) of memorialized sick time (sick time accrued but unused prior to obtaining position of Lieutenant) in his MOU. He is requesting to use 176 hours (22 days) to extend his retirement pursuant to the CBA at the time he entered his MOU. If approved, he will have a remaining 413.50 hours of memorialized sick time.

Motion made by Mr. Bond, seconded by Ms. Wolbert, to accept Paul Gasper's request to use 22 days of his memorialized sick time as per the CBA to extend his retirement date and officially retire on 12/31/2021. All voted aye. Motion carried unanimously.

**Transfer of Firearm Request- Paul Gasper.**

Motion made by Ms. Kochanski, seconded by Ms. Wolbert, to transfer retired Captain Paul Gasper's duty firearm, Glock Model 22, 40 caliber, Serial # KAM175, to his name as requested, effective after 12/31/2021. All voted aye. Motion carried unanimously.

**Approval of Accrued Benefits- Paul Gasper.**

Motion made by Ms. Wolbert, seconded by Ms. Kochanski, to approve payment of the audited memorialized sick time (413.50 sick time paid out at 50% at rate of \$49.19 hr.) as per his MOU for Paul Gasper in the total amount of \$10,169.52, to be paid out of the PLIGIT undesignated funds upon his retirement. All voted aye. Motion carried unanimously.

**PUBLIC COMMENTS – NON-AGENDA ITEMS**

**ADJOURNMENT**

Motion by Ms. Wolbert, seconded by Mr. Bond to adjourn the meeting at 8:11 p.m. All voted aye. Motion carried unanimously.