

**MINUTES OF THE STROUD AREA REGIONAL POLICE COMMISSION  
REGULAR MEETING OF JANUARY 12, 2022**

The regular meeting of the Stroud Area Regional Police Commission was held on Wednesday, January 12, 2022, in the Stroud Area Regional Police Meeting Room. Commission members in attendance were: Armand Martinelli, Sonia Wolbert, Mary Pat Quinn, Daryl Eppley, Joanne Kochanski, Rod Baechtold, and Brian Bond. Also in attendance were: Chief Jennifer Lyon, Tracie Kresge and Solicitor John Prevostnik. Commission members Rick Staples and Tarah Probst attended via Zoom along with Lieutenant Raymond.

**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 January 12, 2022 reorganization meeting and the regular meeting of the Stroud Area Regional Police Commission to order at 7:02 p.m. and called roll.

**PLEDGE OF ALLEGIANCE**

Mr. Martinelli led the Pledge of Allegiance.

**CORRESPONDENCE FROM MUNICIPALITIES REGARDING  
APPOINTMENTS TO THE STROUD AREA REGIONAL POLICE COMMISSION**

Mr. Martinelli stated that he received letters from Borough of Stroudsburg, East Stroudsburg, and Stroud Township reappointing Tarah Probst, Sonia Wolbert, and Daryl Eppley to the Police Commission for three-year terms expiring December 31, 2024.

**REORGANIZATION**

**Nomination of Temporary Chair**

Motion by Ms. Quinn, seconded by Ms. Wolbert to nominate Mr. Martinelli as Temporary Chair for the purpose of election a permanent chair. All voted aye. Motion carried unanimously.

**Nomination of Chair**

Motion by Ms. Kochanski, seconded by Ms. Wolbert to appoint Mr. Martinelli as the Chair of the Commission. All voted aye. Motion carried unanimously.

**Appointment of Officers**

Mr. Martinelli called for a motion to elect the slate of Officers for 2022. Motion by Ms. Kochanski, seconded by Ms. Wolbert to appoint the same slate of officers for Commission positions as was seated last year, to wit:

Armand Martinelli as Chair  
Daryl Eppley as Vice Chair  
Mary Pat Quinn as Secretary  
Brian Bond as Treasurer  
Rick Staples as Assistant Secretary/Treasurer

All voted aye, motion carried unanimously.

**Appointment of Professional Services and Standing Committees**

Motion by Mr. Eppley, seconded by Ms. Wolbert to reappoint the Professional Services at the 2022 rates listed herein as a-k, to wit:

- a) **Accountant:** Kirk Summa & Company LLP, \$125 per hour for the SARPC Foundation and SARPC.
- b) **Auditor:** BBD, Carl Hogan, \$9500 as per the RFP.
- c) **Pension Actuary:** Foster & Foster, costs of: Benefit Calculations- \$200 per calc., GASB 68 Report \$950, Studies and other actuarial services – Time and charges: Actuary - \$300/HR; Actuarial Assistant - \$200/HR.
- d) **Cobra Administrator:** Benecon; cost of 2% administrative fee.
- e) **Health Care Administrator:** Benecon; cost of 2% administrative fee.
- f) **Employment Counsel:** Campbell Durrant; \$325 per hour.
- g) **Commission Solicitor:** John Prevoznik; Attorney \$200 per hr/ Paralegal \$100 per hr for General Matters. Attorney- \$240 per hr/ paralegal -\$120 per hr for litigation matters.
- h) **Commission Actuary:** Conrad Siegel; \$350 per hour for consult and \$195 per hour actuarial analyst.
- i) **Uniform Pension Plan Manager:** PFM; as designated in existing contract (RFP).
- j) **Uniform Pension Plan Custodian.** Wells Fargo; as designated in existing contract (RFP).
- k) **Non Uniform Pension Plan Investment Manager and Plan Custodian/ Advisor:** Pennsylvania State Association of Boroughs (PSAB) Municipal Retirement Trust, as designated in existing contract (RFP).

All voted aye. Motion carried unanimously.

**Commission Audit Consultant**

Motion made by Ms. Probst, seconded by Ms. Kochanski to reappoint Tom Josiah Consulting LLC as the Commissions Audit Consultant for 2022 in the amount of \$115 per hour, not to exceed \$5000 and authorize Chair to sign the professional services agreement as approved by the solicitor. All voted aye. Motion carried unanimously.

**Designation of Accounts**

Motion made by Mr. Bond, seconded by Ms. Kochanski to retain the following Banking Depositories as listed: PNC- General Operating Account, ESSA- Accrued Liability/Equitable Sharing Account, and PLGIT- Accrued Liability. All voted aye. Motion carried unanimously.

**Signatories on Accounts**

Motion made by Ms. Kochanski, seconded by Ms. Quinn to appoint the 2022 Commission members holding the position of Chair, Vice Chair, and Treasurer as Signatories on the SARPD banking accounts. All voted aye. Motion carried unanimously.

**Appointment of Boards**

Motion made by Ms. Kochanski, seconded by Ms. Probst to appoint the members of the Police Pension, Non-Uniformed Pension, Hiring, Promotions, and Heart and Lung Boards and accept Union appointments as follows:

**Police Uniformed Pension Board:** Rick Staples- Chair, Ken Brown, Rod Baechtold, Mary Pat Quinn. (*Dan Munch, Steve Hettel, Dan Knowles*)

**Non-Uniformed Pension Board:** Mary Pat Quinn- Chair, Rod Baechtold, Tracie Kresge, and Harold Bentzoni.

**Hiring Board:** Greg Christine- Chair, Christa Caceres, William Parrish, Leonard Cimino, Barb Quarantello, *(Rob Cohowicz, Susan Charles, Chris Shelly, Robert Transue, Dan Knowles)*

**Promotions Board:** Armand Martinelli- Chair, Joanne Kochanski, Tarah Probst, Tom Jones. *(Susan Charles, Thomas Lemond).*

**Heart & Lung Board:** William Parrish, Rick Staples, VACANT. *(Robert Transue, Kenneth Palmer, George Dobson).*

All voted aye. Motion carried unanimously. *Note: names in parentheses are union appointments to the Boards.*

#### **Chief Administrative Officer (CAO) of Pension Plans**

Motion made by Ms. Kochanski, seconded by Mr. Eppley to appoint Mary Pat Quinn as the CAO for both the Police and Non-Uniformed Pension plans. All voted aye. Motion carried unanimously.

#### **Administrative Service Consultant for Pension Board**

Motion made by Ms. Wolbert, seconded by Ms. Kochanski to renew existing contract with J.S. Phillips LLC to provide administrative services to assist the Pension Board, for a period of one (1) year with the same terms and conditions as approved in 2020 and with the provision that the Pension Board may authorize an increase in the hourly rate charged to no more than \$70 per hour and not to exceed \$5000. All voted aye. Motion carried unanimously.

#### **Commission Bonding**

Motion made by Ms. Wolbert, seconded by Ms. Kochanski to obtain a bond in the amount of \$1,000,000 to secure the performance of signatories (Chair, Vice-Chair, and Treasurer) on the SARPC Accounts. All voted aye. Motion carried unanimously.

#### **Appointment of Stroud Area Regional Police Commission Foundation**

Joanne Kochanski- Chair, Rod Baechtold, Sonia Wolbert, Tracie Kresge, Jennifer Lyon.

Motion made by Mr. Bond, seconded by Mr. Eppley to appoint the above-noted members to the Stroud Area Regional Police Commission Foundation. All voted aye. Motion carried unanimously.

Motion made by Mr. Eppley, seconded by Ms. Wolbert to obtain a bond in the amount of \$1,000,000 to secure the performance of signatories (Chair, Treasurer, and Chief of Police) on the Foundation Accounts. All voted aye. Motion carried unanimously.

*End of Reorganization Meeting.*

### **Regular Meeting**

#### **MINUTES OF DECEMBER 08, 2021 REGULAR COMMISSION MEETING**

Motion by Ms. Wolbert, seconded by Ms. Quinn to accept the Minutes of December 08, 2021 as submitted. All voted aye. Motion carried unanimously.

#### **MINUTES OF DECEMBER 23, 2021 SPECIAL COMMISSION MEETING**

Motion by Ms. Quinn, seconded by Mr. Bond to accept the Minutes of December 23, 2021 as submitted. All voted aye. Motion carried unanimously.

#### **PUBLIC COMMENTS – AGENDA ITEMS**

None.

#### **CORRESPONDENCE**

Three Municipal appointments to the Commission read in during reorganization meeting.

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

After discussion, motion by Ms. Quinn, seconded by Ms. Wolbert to accept the Department Report for December 2021 as submitted. All voted aye. Motion carried unanimously.

**COMMITTEE REPORTS**

Mr. Martinelli reported that Committees are assigned by the Chair and anyone wishing to change committees should contact him to do so.

**Operations Committee**

No Report.

**Personnel**

No Report.

**Safety**

Mr. Staples reported that the Committee had a meeting on 1/11/22 in which they did their annual walk through of headquarters to look for safety hazards which is a requirement. The only concern found on the walk though was a couple of lights that needed to be replaced. The committee discussed one minor car accident with no injuries and minor damage.

**Police Pension Board**

No Report.

**Non-Uniform Pension Board**

No Report.

**Budget/Finance**

No Report.

**Negotiation Committee**

No Report.

**SARPD Foundation**

No Report.

**Solicitor**

No Report.

**OLD BUSINESS**

None.

**TREASURER'S REPORT**

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

Chief Lyon stated that she wanted to highlight that the budget is slated to come in under budget for the 2021 year. Chief acknowledged and thanked Tracie Kresge for all her hard dedicated work in assisting in managing the budget, paying the bills, and keeping the Chief informed on all financial activity.

**BILLS PAYABLE THROUGH JANUARY 12, 2022**

Motion by Ms. Wolbert, seconded by Ms. Quinn to accept and pay the bills payable through January 12, 2022. All voted aye. Motion carried unanimously.

Motion made by Mr. Eppley, seconded by Mr. Bond to ratify the payment made to Cowbell Cyber Insurance in the amount of \$4943.00 on 12/23/21 in order to avoid a policy lapse.

## **NEW BUSINESS**

### **Certify Promotions List.**

Mr. Martinelli stated that he participated in the promotion oral interview stage of the process and wanted to say how proud he is of this Department and the professionalism displayed by the candidates was exceptional.

Motion made by Ms. Wolbert, seconded by Ms. Kochanski to certify the 2022 Promotions list for Corporals and Sergeants for the period of one year. All voted aye. Motion carried unanimously.

### **Conditional Offers of Employment for Position of Police Officer.**

Motion made by Ms. Kochanski, seconded by Mr. Eppley to accept the request from Nicholas Lessig to withdraw his name from the conditional offer of employment due to personal reasons and be placed back on the certified hiring list for consideration of future employment. All voted aye. Motion carried unanimously.

Motion made by Ms. Kochanski, seconded by Ms. Wolbert to make a conditional offer of employment for Candidate ID #64723 on the Certified Hiring List, John Kulick-Cummings, as per the hiring policy, for the position of police officer, contingent upon successful completion of his background, psychological, and physical exams and further upon successful completion of the Allentown Police Academy application and Act 120 certification as paid for by the Commission. Employment to commence retroactive to January 3, 2022. He will be hired third. All voted aye. Motion carried unanimously.

### **Promotion of Scott Raymond to Captain.**

Mr. Martinelli stated that the Captain position is outside of the SARPD Bargaining Unit with a salary of \$120,000.00 already set by the Commission and is conditioned upon entering into an MOU with equivalent provisions of that of the previous Captain to include changes for salary and audited carry over time.

Motion made by Ms. Probst, seconded by Mr. Staples to promote Scott C. Raymond to the position of Captain starting on January 14, 2022 at an annual salary of \$120,000.00, a position outside of the SARPD Bargaining Unit, contingent upon a full execution of a signed MOU with equivalent provisions of that of the previous Captain to include changes for salary and audited carry over time. All voted aye. Motion carried unanimously.

### **2022 Additional Services - General**

Motion by Ms. Wolbert, seconded by Ms. Kochanski to set the 2022 Additional Services hourly rate at \$100.00. All voted aye. Motion carried unanimously.

### **2022 Additional Services – Housing Authority and BCRA Rate**

Motion by Mr. Bond, seconded by Mr. Eppley to set the 2022 Housing Authority and BCRA Additional Services rate at \$75.00 per hour. All voted aye. Motion carried unanimously.

## **PUBLIC COMMENTS – NON-AGENDA ITEMS**

None.

## **ADJOURNMENT**

Motion by Ms. Kochanski, seconded by Ms. Wolbert to adjourn the meeting at 7:30 p.m. All voted aye. Motion carried unanimously.