

**MINUTES OF THE STROUD AREA REGIONAL POLICE COMMISSION
REGULAR MEETING OF JANUARY 8, 2020**

The regular meeting of the Stroud Area Regional Police Commission was held on Wednesday, January 8, 2020, at 7:00 p.m., in the Stroud Area Regional Police Meeting Room.

CALL TO ORDER

Mr. Martinelli called the January 8, 2020 reorganization meeting and the regular meeting of the Stroud Area Regional Police Commission to order at 7:00 p.m. and Mr. Eppley called roll. Commission members in attendance were: Rick Staples, Mary Pat Quinn, Sonia Wolbert, Armand Martinelli, Daryl Eppley, Joanne Kochanski, and Tarah Probst who arrived at 7:25 p.m. Brian Bond and Rod Baechtold were absent. Also in attendance: Chief Jennifer Lyon, Captain Paul Gasper, and Solicitor John Prevoznik.

PLEDGE OF ALLEGIANCE

Mr. Martinelli led the Pledge of Allegiance.

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

Ms. Quinn read a letter, dated January 8, 2020, from Borough of Stroudsburg reappointing Joanne Kochanski to the Police Commission for a three year term expiring December 31, 2022.

Ms. Quinn read a letter, dated January 7, 2020, from East Stroudsburg Borough appointing Armand Martinelli to the Police Commission for a three year term expiring December 31, 2022.

Ms. Quinn read a letter, dated January 8, 2020, from Stroud Township reappointing Rodney Baechtold to the Police Commission for a three year term expiring January 1, 2023.

REORGANIZATION

Nomination of Temporary Chair

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

Appointment of Officers

Mr. Martinelli called for a motion to elect the slate of Officers for 2020. Motion by Mr. Eppley, seconded by Ms. Quinn to appoint the same slate of officers for Commission positions as was seated last year.

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.

Mr. Martinelli remained as permanent chair to hold the balance of the meeting.

Appointment of Professional Services and Standing Committees

Mr. Martinelli inquired as to the status of the appointment of the Standing Committees for 2020. Mr. Prevoznik stated the Standing Committees are an appointment made by the Chair. Mr. Martinelli noted that the list of Standing Committees was passed out at the December 11, 2019 meeting and that he received no requests for changes. Mr.

Martinelli designated the 2020 members for each of the Standing Committees as was presented in the list provided for the December 11, 2019 meeting. A list of the Standing Committee members for 2020 is attached to the Minutes.

Motion by Ms. Kochanski, seconded by Mr. Eppley to reappoint the Professional Services and Standing Committees from the a – k list below at the 2020 rates. All voted aye. Motion carried unanimously.

- a) **Accountant:** Kirk Summa & Company LLP, \$125 per hour for the SARPC Foundation and SARPC.
- b) **Auditor:** BBD, Carl Hogan, \$9000 as per the RFP.
- c) **Pension Actuary:** Beyer Barber, costs of: Benefit Calculations- \$175 per calc., GASB 40 or 68 Report \$950, Studies, and other actuarial services – Time and charges: Larry Brisman - \$240/HR. Carrie Glazer - \$120/HR.
- d) **Cobra Administrator:** Benecon; no cost.
- e) **Health Care Administrator:** Benecon; cost of 2% administrative fee.
- f) **Employment Counsel:** Campbell Durrant; \$325 per hour.
- g) **Commission Solicitor:** John Prevoznik; \$185 per hour, \$200 per hour for litigation matters and \$90 for paralegal.
- h) **Commission Actuary:** Conrad Siegel; \$335 per hour for consult and \$180 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).

Commission Audit Consultant

Motion made by Ms. Kochanski, seconded by Ms. Wolbert to reappoint Tom Josiah Consulting LLC as the Commissions Audit Consultant for 2020 in the amount of \$105 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 Ms. Wolbert, 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. Wolbert to appoint the 2020 Commission members holding the position of Chair, Vice Chair, and Treasurer as Signatories on the SARPD banking accounts and to renew the Fidelity Bond at current rate for all positions requiring bonding. All voted aye. Motion carried unanimously.

Appointment of Boards *(Note: names in parentheses are union appointments to the Boards.)*

Motion made by Mr. Eppley, seconded by Ms. Wolbert to appoint the members of the Police Pension, Non-Uniformed Pension, Hiring, Promotions, and Heart and Lung Boards and accept union appointments as set forth below. All voted aye. Motion carried unanimously

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

Non-Uniformed Pension Board: Mary Pat Quinn- Chair, Rod Baechtold, Kathy Lord.

Hiring Board: Greg Christine- Chair, Rose Schwedler, William Parrish, Leonard Cimino, Barb Quarantello (*Scott Raymond, Susan Charles, Chris Shelly, Robert Transue, Dan Knowles*)

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

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

Heart & Lung Vacancy

Solicitor Prevoznik inquired whether he should ask Dr. Daegler, Chief of Medicine of St. Luke's Monroe Campus, to fill the vacant position on the Heart & Lung Board. He was recommended by a former Heart & Lung Board member, Dr. Pete Casale. It was agreed that he should make the request.

Chief Administrative Officer (CAO) of Pension Plans

Motion made by Ms. Wolbert, seconded by Ms. Kochanski 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 Mr. Staples, 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 2019 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.

Appointment of Stroud Area Regional Police Commission Foundation

Joanne Kochanski- Chair, Rod Baechtold, Sonia Wolbert, Kathy Lord, Jennifer Lyon

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

End of Reorganization Meeting

Regular Meeting

MINUTES OF DECEMBER 11, 2019 REGULAR COMMISSION MEETING

Motion by Ms. Quinn, seconded by Ms. Kochanski to accept the Minutes of December 11, 2019 as submitted. Mr. Staples abstained due to not being on the Commission at that time.

Roll Call:

Aye: Ms. Quinn, Mr. Martinelli, Mr. Eppley, Ms. Kochanski, Ms. Wolbert (Ms. Wolbert noted she did not attend meeting)

Motion carried 5 - 0 with one abstention.

PUBLIC COMMENTS – AGENDA ITEMS

None

CORRESPONDENCE

Read into record during reorganization meeting.

DEPARTMENT REPORT FOR THE MONTH OF DECEMBER 2019

Motion by Ms. Wolbert, seconded by Ms. Kochanski to accept the Department Report for December 2019 as submitted. All voted aye. Motion carried unanimously.

COMMITTEE REPORTS

Operations Committee

No Report

Personnel

Solicitor Prevoznik reported he had items for Executive Session.

Safety

No Report

Police Pension Board

No Report

Non-Uniform Pension Board

No Report

Capital Improvement Committee

Mr. Prevoznik reported he received paperwork from the Architect regarding the roofing project and the balance of the invoice can be paid.

Budget/Finance

No Report

Negotiation Committee

No Report

SARPD Foundation

No Report

Solicitor

Solicitor Prevoznik reviewed the Benecon Amendment Liability Clause change.

Ms. Probst arrived at this time.

OLD BUSINESS

None

TREASURER'S REPORT

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

BILLS PAYABLE THROUGH JANUARY 8, 2020

Motion by Ms. Kochanski, seconded by Ms. Wolbert to accept and pay the bills payable through January 8, 2020 except for the bill from Johnson Fire Protection in the amount of \$10,941.66 which the Chief wants to review before paying. All voted aye. Motion carried unanimously.

NEW BUSINESS

Statement of Financial Interest

Mr. Martinelli reminded the Commission Members that their Statement of Financial Interest is due by May 1, 2020.

2020 Additional Services - General

Motion by Ms. Kochanski, seconded by Ms. Wolbert to set the 2020 Additional Services hourly rate at \$95.00. All voted aye. Motion carried unanimously.

2020 Additional Services – Housing Authority and BCRA Rate

Motion by Ms. Kochanski, seconded by Ms. Wolbert to set the 2020 Housing Authority and BCRA Additional Services rate at \$75.00 per hour. All voted aye. Motion carried unanimously.

PUBLIC COMMENTS – NON-AGENDA ITEMS

Ms. Probst asked about the cameras in Stroudsburg and if they worked. She also asked about how to receive accident reports which happened on Lower Main Street in Stroudsburg, Chief Lyon said to have Ms. Quinn, the Stroudsburg Borough Manager, request them.

There were discussions on fire lane violations.

EXECUTIVE SESSION

Motion by Ms. Wolbert, seconded by Mr. Eppley to adjourn into Executive Session at 7:35 p.m. All voted aye. Motion carried unanimously.

Motion by Ms. Kochanski, seconded by Ms. Probst to reconvene into Regular Session at 8:05 p.m. All voted aye. Motion carried unanimously.

Mr. Prevoznik reported personnel matters were discussed in Executive Session.

Set 2020 Administrative Wages

Motion by Ms. Kochanski, seconded by Ms. Probst to set the 2020 administrative wages rates for 11 employees as per the attached recommendations by the Chief. List attached to minutes retro to January 1, 2020. All voted aye. Motion carried unanimously.

New Civilian Position/Job Description

Motion by Ms. Wolbert, seconded by Ms. Kochanski to create a new civilian position for assisting the Chief and authorize the Chief to work with the Solicitor to create the new job description, alter existing job descriptions as needed to implement the new position and develop a hiring process for the new position. All voted aye. Motion carried unanimously.

ADJOURNMENT

Motion by Ms. Wolbert, seconded by Ms. Kochanski to adjourn the meeting at 8:07 p.m. All voted aye. Motion carried unanimously.

Mary Pat Quinn, Secretary