

**MINUTES OF THE STROUD AREA REGIONAL POLICE COMMISSION
ORGANIZATIONAL AND REGULAR MEETING OF JANUARY 11, 2023**

The organizational and regular meeting of the Stroud Area Regional Police Commission was held on Wednesday, January 11, 2023, at 7:00 p.m. in the Stroud Area Regional Police Meeting Room. Commission Members in attendance were: Armand Martinelli, Mary Pat Quinn, Daryl Eppley, Joanne Kochanski, Rod Baechtold, Brian Bond, Erica Bradley-McCabe, and Victor Brozusky. Commission Member Rick Staples attended via Zoom. Also in attendance were: Chief Jennifer Lyon, Captain Scott Raymond, Tracie Kresge, and Solicitor John Prevoznik.

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 11, 2023 reorganizational 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.

EXECUTIVE SESSION

Solicitor Prevoznik reported that an Executive Session was held prior to the meeting. The Executive Session began at 6:45 p.m. and ended at 7:03 p.m. All Members of the Commission were present. Mr. Staples attended via Zoom. Discussed were legal requirements of Executive Session, an existing litigation matter, a pending worker's compensation case, a security issue, and the Chief discussed personnel matters. No decisions were made.

Nomination of Temporary Chair

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

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

The Commission received a letter from Stroud Township to reappoint Rod Baechtold to the Police Commission for three-year terms expiring January 1, 2026.

Appointment of Officers

Ms. Quinn asked for nominations for Chair of the Commission.

Chair

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

Vice Chair

Motion by Ms. Quinn, seconded by Mr. Brozusky to appoint Mr. Eppley as the Vice Chair of the Commission. All voted aye. Motion carried unanimously.

Secretary

Motion by Mr. Baechtold, seconded by Ms. Kochanski to appoint Ms. Quinn as the Secretary of the Commission. All voted aye. Motion carried unanimously.

Treasurer

Motion by Mr. Baechtold, seconded by Ms. Quinn to appoint Mr. Bond as the Treasurer of the Commission. All voted aye. Motion carried unanimously.

Assistant Secretary/ Treasurer

Motion by Ms. Kochanski, seconded by Ms. Quinn to appoint Mr. Staples as the Assistant Secretary/Treasurer of the Commission. All voted aye. Motion carried unanimously.

Appointment of Professional Services and Standing Committees

Motion by Ms. Kochanski, seconded by Mr. Brozusky to reappoint the Professional Services at the 2023 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 \$210 per hr./Paralegal \$105 per hr. for General Matters. Attorney- \$250 per hr./paralegal \$125 per hr. for litigation matters.
- h) **Commission Actuary:** Conrad Siegel; \$390 per hour for consult and \$210 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. Kochanski, seconded by Mr. Brozusky to reappoint Tom Josiah Consulting LLC as the Commission's Audit Consultant for 2023 in the amount of \$120 per hour, not to exceed \$5,000.00 and authorize the 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. Brozusky, 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. Quinn, seconded by Ms. Kochanski to appoint the 2023 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 Mr. Brozusky, seconded by Mr. Eppley 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. *(Rob Cohowicz, Steve Hettel, Dan Knowles)*

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

Hiring Board: Christa Caceres, William Parrish, David Horton, Gary Hoffman, Barb Quarantello, *(George Dobson, Pete Petrosino, Chris Shelly, Robert Cohowicz, Dan Knowles)*

Promotions Board: Armand Martinelli- Chair, Joanne Kochanski, Erica McCabe, Thomas Jones. *(Susan Charles, Thomas Lemond)*.

Heart & Lung Board: William Parrish, Rick Staples, Dr. Michael Stein *(John Miller, 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 Mr. Eppley, seconded by Mr. Bond 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. Eppley, 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 \$72.00 per hour and not to exceed \$5,400.00. All voted aye. Motion carried unanimously.

Commission Bonding

Motion made by Ms. Kochanski, seconded by Mr. Brozusky to obtain a bond in the amount of \$1,000,000.00 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, Victory Brozusky, Tracie Kresge, Jennifer Lyon.

Motion made by Mr. Bond, seconded by Ms. Quinn 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. Quinn to obtain a bond in the amount of \$1,000,000.00 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 14, 2022 REGULAR COMMISSION MEETING

Motion by Mr. Eppley, seconded by Mr. Bond to accept the Minutes of December 14, 2022 regular Commission meeting as submitted. All voted aye. Mr. Brozusky and Ms. McCabe abstained due to absence from the meeting. Motion carried.

PUBLIC COMMENTS – AGENDA ITEMS

Mr. Michael Moreno was present and introduced himself as the new Mayor of Stroudsburg Borough.

CORRESPONDENCE

Chief reported that she received notification that a portion of her original application of the Local Law Enforcement Grant Application (\$1,539,641.00) was approved in the amount of \$1,184,150.00. The grant is for two (2) years with no matching funds. Items applied for were technology improvements and equipment and to support retention and recruitment efforts. Chief is waiting on confirmation from the PCCD on resolving any issues and budget reductions.

CHIEFS REPORT

Kohberger Extradition Hearing

Chief Lyon spoke about the collaboration from all agencies, planning involved, issues encountered in reference to extradition hearing held at the Monroe County Courthouse on 1/03/23. Chief also stated that the cost for the Department was estimated at approximately \$7,000.00 but could have been much worse if the State Police had not provided the additional manpower needed.

Tyler RMS Project

Chief reported that the RMS project is continuing to move forward but is an all-encompassing project with a lot of moving parts. The Department is continuing its training on the new platform, working through all the issues associated with this type of project, and getting all employees transitioned over. The Department is still working on its certification for Incident Based Reporting (IBR) for the new system. She discussed the complexities and robust reporting requirements once everything is implemented.

Body Cams

Chief stated they are preparing for the Body Cams, setting up training, and anticipates having the policy ready to present to the Operations Committee and Commission in the near future.

Chief concluded her report stating that she continues to work on other policies, the annual report, litigation responsibilities, and data security along with all her normal responsibilities.

DEPARTMENT REPORT FOR THE MONTH OF DECEMBER 2022

Motion by Ms. Kochanski, seconded by Ms. Quinn to accept the Department Report for December 2022 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. Ms. Bradley-McCabe to be placed on the Operations Committee and Mr. Brozuskys placed on the Capital Improvements Committee. Mr. Martinelli is replacing Ms. Wolbert on the Personnel Committee. Chief will update the Committees List.

Operations Committee

Approved the Modified Duty Policy on 12/15/2022.

Personnel

No Report.

Safety

No Report.

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

Modified Duty Policy

Motion made by Mr. Eppley, seconded by Mr. Bond to ratify the implementation of the amended Modified Duty Policy on 12/15/22 as it was approved by the union and operations committee. Policy to be attached to minutes. All voted aye. Motion carried unanimously.

TREASURER'S REPORT

Motion by Ms. Kochanski, seconded by Mr. Bond 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 2022 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 11, 2023

Motion by Mr. Eppley, seconded by Mr. Brozuskys to accept and pay the bills payable through January 11, 2023. All voted aye. Motion carried unanimously.

NEW BUSINESS

Swearing in/Promotion Ceremony

Chief stated that the six new hires and one promotion to Corporal is set to be performed on Thursday, 1/12/23, at 5:00 PM, in the Commission meeting room. All members are welcome to attend.

Administrative Salary/Wages

Chief of Police 2022 Salary

Motion made by Mr. Baechtold, seconded by Mr. Bond to increase the Chief's Salary in the amount of \$5,000.00 for the year 2022. All voted aye. Motion carried unanimously.

2023 Administrative Wages

Motion made by Mr. Brozusky, seconded by Mr. Bond to set the administrative wages for eight civilian employees and the Captain/Lieutenant positions for 2023 as per the attached recommendations by the Chief. List attached to minutes. All voted aye. Motion carried unanimously.

2023 Additional Services - General

Motion by Mr. Bond, seconded by Mr. Eppley to set the 2023 Additional Services hourly rate at \$105.00. All voted aye. Motion carried unanimously.

2023 Additional Services – Housing Authority and BCRA Rate

Motion by Mr. Eppley, seconded by Ms. Kochanski to set the 2023 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 Mr. Brozusky, seconded by Ms. Kochanski to adjourn the meeting at 7:43 p.m. All voted aye. Motion carried unanimously.