

**MINUTES OF THE STROUD AREA REGIONAL POLICE COMMISSION  
REGULAR MEETING OF JANUARY 13, 2021**

The regular meeting of the Stroud Area Regional Police Commission was held on Wednesday, January 13, 2021, at 7:00 p.m. via Zoom virtual conference. Commission members in attendance via Zoom were: Mary Pat Quinn, Daryl Eppley, Joanne Kochanski, Tarah Probst, Brian Bond, and Rick Staples. Armand Martinelli, Sonia Wolbert and Rod Baechtold were absent. Also in attendance were: Chief Jennifer Lyon and Solicitor John Prevoznik.

**SPECIAL NOTE**

Mr. Eppley 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. Eppley called the January 13, 2021 reorganization meeting and the regular meeting of the Stroud Area Regional Police Commission to order at 7:00 p.m. and called roll.

**PLEDGE OF ALLEGIANCE**

Mr. Eppley led the Pledge of Allegiance.

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

Mr. Eppley read a letter, dated January 8, 2021, from Borough of Stroudsburg reappointing Mary Pat Quinn to the Police Commission for a three-year term expiring December 31, 2023.

Mr. Eppley read a letter, dated January 7, 2021, from East Stroudsburg Borough appointing Brian Bond to the Police Commission for a three-year term expiring December 31, 2023.

Mr. Eppley read a letter, dated January 7, 2021, from Stroud Township reappointing Rick Staples to the Police Commission for a three-year term expiring January 1, 2024.

**REORGANIZATION**

**Nomination of Temporary Chair**

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

**Appointment of Officers**

Mr. Eppley called for a motion to elect the slate of Officers for 2021. Motion by Ms. Kochanski, 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. Eppley remained as vice chair, in the absence of the chair, to hold the balance of the meeting.

### **Appointment of Professional Services and Standing Committees**

Motion by Ms. Kochanski, seconded by Ms. Probst to reappoint the Professional Services and Standing Committees from the a – k list below at the 2021 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, \$9500 as per the RFP.
- c) Pension Actuary: Beyer Barber, costs of: Benefit Calculations- \$175 per calc., GASB 68 Report \$950, Studies and other actuarial services – Time and charges: Larry Brisman - \$250/HR; Carrie Glazer - \$130/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; \$185 per hour, \$200 per hour for litigation matters and \$90 for paralegal.
- h) Commission Actuary: Conrad Siegal; \$340 per hour for consult and \$185 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. Quinn, seconded by Ms. Probst to reappoint Tom Josiah Consulting LLC as the Commissions Audit Consultant for 2021 in the amount of \$110 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. Kochanski, seconded by Ms. Probst 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. Probst, seconded by Ms. Kochanski to appoint the 2021 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, Rose Schwedler/alternative (*Scott Raymond, 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 Mr. Staples, 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 Ms. Quinn, 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.

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

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

Motion made by Ms. Quinn, seconded by Mr. Staples 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 09, 2020 REGULAR COMMISSION MEETING**

Motion by Ms. Quinn, seconded by Mr. Staples to accept the Minutes of December 09, 2020 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 2020**

After discussion, motion by Ms. Kochanski, seconded by Mr. Staples to accept the Department Report for December 2020 as submitted. All voted aye. Motion carried unanimously.

**COMMITTEE REPORTS**

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

**Operations Committee**

No Report

**Personnel**

No Report

**Safety**

No Report

**Police Pension Board**

No Report

**Non-Uniform Pension Board**

No Report

**Budget/Finance**

No Report

**Negotiation Committee**

Mr. Eppley reported that the December Negotiation meeting scheduled with the union was postponed due to waiting on information for healthcare. The next meeting is scheduled for January 21, 2021 at 9 AM.

**SARPD Foundation**

No Report

**Solicitor**

No Report

**OLD BUSINESS**

None

**TREASURER'S REPORT**

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

**BILLS PAYABLE THROUGH JANUARY 13, 2021**

Motion by Ms. Probst, seconded by Mr. Staples to accept and pay the bills payable through January 13, 2021. All voted aye. Motion carried unanimously.

**NEW BUSINESS**

**RTKL Fee Schedule**

Motion by Ms. Quinn, seconded by Ms. Kochanski to set the 2021 SARPD Right to Know Law Fee Schedule as presented by the Chief and shall be attached to the minutes. All voted aye. Motion carried Unanimously.

**Purchase of Two New Patrol Vehicles**

Motion by Ms. Quinn seconded by Ms. Kochanski, to purchase two (2) patrol ready 2021 Ford Interceptors from Ray Price Ford (Co-stars) at a cost not to exceed \$65,000.00 per vehicle and as per the budgeted line items. All voted aye. Motion carried unanimously.

**Sergeant James Wielgus Resignation**

Motion by Ms. Kochanski seconded by Ms. Quinn to accept Sergeant James Wielgus resignation from the SARPD effective 12/31/20. All voted aye. Motion carried unanimously.

**Sergeant James Wielgus DROP Penalty**

Motion by Ms. Probst, seconded by Mr. Bond to deduct 1% of Wielgus DROP monies in accordance with the departments DROP Policy; in which if you leave before your anticipated end date you must pay a 1% penalty and as per the signed agreement with Mr. Wielgus and as calculated by the pension auditor. All voted aye. Motion carried unanimously.

**Approval of Accrued Benefits- James Wielgus**

Motion by Ms. Quinn, seconded by Ms. Kochanski to approve payment of the audited accrued benefits (1.5 hrs. vacation- \$61.35, 1198 hrs. sick time at 50% - \$24,499.70) as per the CBA, for James Wielgus in the total amount of \$24,561.05 to be paid out of the PLIGIT undesignated funds. All voted aye. Motion carried unanimously.

**Transfer of Firearms Request- James Wielgus**

Motion by Mr. Staples, seconded by Ms. Probst to transfer retired Sergeant James Wielgus duty firearm, Glock Model 22, 40 Caliber, Serial #BEKW960, to his name as requested. All voted aye. Motion carried unanimously.

**Stroudsburg Area School District- School Resource Officer 5<sup>th</sup> Addendum**

Motion made by Ms. Kochanski, seconded by Ms. Probst to ratify the approval of the 5th Addendum of the SRO Agreement as presented at the September Commission meeting, in which the payment terms for the 2020/2021 school year were modified as a result of the COVID-19 Pandemic, a copy of which to be attached to minutes. All voted aye. Motion carried unanimously.

**2021 Additional Services - General**

Motion by Mr. Staples, seconded by Ms. Quinn to set the 2021 Additional Services hourly rate at \$95.00. All voted aye. Motion carried unanimously.

**2021 Additional Services – Housing Authority and BCRA Rate**

Motion by Ms. Probst, seconded by Ms. Quinn to set the 2021 Housing Authority and BCRA Additional Services rate at \$75.00 per hour. All voted aye. Motion carried unanimously.

**PUBLIC COMMENTS – NON-AGENDA ITEMS**

Chief Lyon reported that the local hospitals have opened up the COVID vaccines to police officers. Several Officers have already received their vaccine and others have scheduled their appointments.

Mr. Eppley reported that Mr. Bond had emailed out performance evaluations for the Chief. The commission members should fill them out and have them back to Mr. Bond via email or drop off by 1/22/21.

**ADJOURNMENT**

Motion by Ms. Probst, seconded by Mr. Staple to adjourn the meeting at 7:27 p.m. All voted aye. Motion carried unanimously.