

**POCONO MOUNTAIN REGIONAL POLICE COMMISSION  
REGULAR BUSINESS MEETING  
14 MARCH 2023**

**PRESENT:**

DAVID W MOYER	-TOBYHANNA TOWNSHIP	-CHAIRMAN
FRANCIS DePIANO	-TUNKHANNOCK TOWNSHIP	-VICE CHAIRMAN
WILLIAM WEIMER	-COOLBAUGH TOWNSHIP	-TREASURER
BRENDON CARROLL	-TOBYHANNA TOWNSHIP	-MEMBER
TRACY FOX	-COOLBAUGH TOWNSHIP	-MEMBER
DON STRUCKLE	-MOUNT POCONO BOROUGH	-MEMBER
CHRIS WAGNER		-CHIEF OF POLICE

**ABSENT:**

JOHN SEESE	-BARRETT TOWNSHIP	-SECRETARY
CRAYSON CHEUNG	-TUNKHANNOCK TOWNSHIP	-MEMBER
DAVID CARBONE	-TOBYHANNA TOWNSHIP	-MEMBER
KURT CUMMINGS	-COOLBAUGH TOWNSHIP	-MEMBER
RANDY ALTEMOSE	-MOUNT POCONO BOROUGH	-MEMBER
HARRY COLEMAN		-HARRY COLEMAN LAW

**CALL TO ORDER:**

The Regular Business Meeting of the Pocono Mountain Regional Police Commission was held at the Pocono Mountain Regional Police Building and called to order at 7:05 p.m. by Chairman Moyer with the Pledge of Allegiance.

**ROLL CALL:**

**EXECUTIVE SESSION**

There was an Executive Session prior to the Regular Meeting on Personnel. The Executive Session started approximately 6:30 p.m. and ended approximately 7:00 p.m.

**APPROVE MINUTES:**

**Motion:**

Bill Weimer made a motion to adopt the minutes of 14 February 2023, seconded by Brendon Carroll. The motion passed unanimously.

**APPROVE BILLS:**

**Motion:**

Brendon Carroll made a motion to approve the Bill-pack of 14 March 2023 in the amount of \$203,688.77 seconded by Bill Weimer. The motion passed unanimously.

**POLICE REPORT:**

Total calls for the month of February were 927 consisting of 858 Complaints and 69 Accidents. There were a total of 103 Criminal Arrests, 109 Traffic Arrests, 153 Traffic Warnings and 4 Ordinance Arrests.

Chief Wagner went over the monthly and year to date activity numbers per municipality as well as the UCR Crime Stats.

Chief Wagner stated that as we get into race season, the department will try to build in a buffer for the expected increase in hours in Tunkhannock Township.

**Motion:**

Bill Weimer made a motion to accept the February Police Report, seconded by Tracy Fox. The motion passed unanimously.

**VEHICLE REPORT:**

Chief Wagner reviewed the mileage and expense report for February.

The department received notice that the two unmarked cars are in. PMRPD should be receiving them in the next month. These unmarked vehicles are not the standard police car colors. The standard color vehicles are still back ordered.

**Motion:**

Bill Weimer made a motion to accept the February Vehicle Report, seconded by Brendon Carroll. The motion passed unanimously.

**NEW BUSINESS:**

- **Personnel**

Executive Assistant Kathy Matisak will be retiring effective April 28, 2023. Chief Wagner requested discussion and a possible motion for having Kathy provide assistance to MaryEllen Sands-Drost after her retirement in the form of consulting at an hourly rate equal to that of her current salary. The Chief proposed that Ms. Matisak would be compensated for the time necessary to effectuate a smooth and complete transition to MaryEllen.

**Motion:**

Tracy Fox made a motion to accept the Chief's proposal to retain Kathy Matisak as a per diem consultant at her current hourly rate, billable in increments. The motion was seconded by Brendon Carroll and passed unanimously.

Additionally, the Commission was informed by Chief Wagner that Sara Bini tendered her resignation effective January 6, 2023. The Chief asked for a motion to officially recognize Molly O'Connor as the newly hired Data Entry Clerk.

**Motion:**

Bill Weimer made a motion to approve the hiring of Molly O'Connor as the department's Data Entry Clerk, seconded by Brendon Carroll. The motion passed unanimously.

Chief Wagner next proposed a change to the policy for unsworn employees from a 30-minute unpaid lunch to a 30-minute paid lunch.

**Motion:**

Bill Weimer made a motion to approve the policy for unsworn employees to be paid for their 30-minute lunch break, seconded by Brendon Carroll. The motion passed unanimously.

**UPDATE:**

- **Member Municipality Concerns**

Tobyhanna Township – Great job by the officers, thank you.

Mount Pocono – Grateful for the significant increase in the presence of officers at the five-points.  
Tunkhannock Township – Expressed gratitude for the dedication and leadership of PMRPD.  
Coolbaugh – Hats off to the officers for their professionalism.

- **LSA Grant**

No new update on the LSA Grant. Chief Wagner is expecting notification in the Spring of 2023.

- **American Recovery Act Grant**

Chief Wagner received notification from PCCD on the cuts that were made to the grant application as well as the corrections and updates necessary to proceed. There are also quotes that need to be updated and/or revised. The Chief has been and will continue to work diligently to plug in the numerous changes and updates required. Chief Wagner expressed his disappointment that the requested IT position was eliminated, and the hiring and retention bonuses were reduced by 90%.

- **2022/2023 Hiring Process**

The department has begun the 2023 Hiring Process and is in the advertising phase. The position is currently advertised on billboards, social media, the PA Police Chiefs website and in local newspapers. Additionally, Cpl. Chaffee has been visiting the local colleges and universities to promote the department and a career in law enforcement. The deadline to register to participate in the written exam is March 26, 2023. The written test is scheduled for April 2, 2023 at Kalahari Convention Center. Breakfast will be served for the participants prior to testing. Administration, the Honor Guard and officers will be present to meet and greet the applicants.

- **Pension**

Chief Wagner reviewed the PMRPD Pension Plan Investment Performance Review for the Quarter Ended December 31, 2022. The fourth quarter 2022 began with a market value of \$23,843,813.00. The net flows were \$179,537 and return on investment of \$1,487,470 ending the fund as \$25,510,820 as of December 31, 2022. The official presentation from PFM Asset Management will be in April.

- **Community Events / Letters of Support**

Lt. Vogt did an interview with an ESU senior for her student project on February 16, 2023. On that same day, Cpl. Nero and K9 Creed did a meet-and-greet at the Walmart Distribution Center. On February 17<sup>th</sup> Kost Tire catered a lunch for the department.

**PUBLIC PARTICIPATION:**

There was no public participation at this session.

**ADJOURNMENT:**

**Motion:**

Brendon Carroll made a motion to adjourn the meeting, seconded by Tracy Fox. The motion passed unanimously. The meeting adjourned approximately 7:41 p.m.

Respectfully submitted,



William Weimer  
Pocono Mountain Regional Police  
Commission Treasurer