

M I N U T E S

POCONO MOUNTAIN REGIONAL POLICE COMMISSION
ORGANIZATIONAL MEETING
11 JANUARY 1994

CALL TO ORDER:

THIS ORGANIZATIONAL MEETING OF THE POCONO MOUNTAIN REGIONAL POLICE COMMISSION WAS CALLED TO ORDER BY INTERIM MANAGER FOR TOBYHANNA TOWNSHIP - KELLY L. BIDDLE.

PRESENT:

ALFRED A. KERRICK - SUPERVISOR - TOBYHANNA TWP.
KELLY L. BIDDLE - INTERIM MANAGER - TOBYHANNA TWP.
DAVE MOYER - CITIZEN OF TOBYHANNA TOWNSHIP
MARIO SCAVELLO - MAYOR - MT. POCONO BOROUGH
ROY GROSS - COUNCIL MEMBER - MT. POCONO BOROUGH
RON SMEAL - CONSULTANT, CHIEF - NORTHERN YORK REGIONAL POLICE DEPARTMENT.

BUSINESS:

ITEM #1.

NOMINATION FOR CHAIRMAN

MARIO SCAVELLO MADE A MOTION TO NOMINATE ALFRED A. KERRICK TO SERVE AS CHAIRMAN OF THE POCONO MOUNTAIN REGIONAL POLICE COMMISSION, SECONDED BY DAVID MOYER. ALL MEMBERS OF THE POCONO MOUNTAIN REGIONAL POLICE COMMISSION VOTED IN FAVOR.

ITEM #2.

NOMINATION FOR VICE-CHAIRMAN

ALFRED A. KERRICK MADE A MOTION TO NOMINATE ROY GROSS TO SERVE AS VICE-CHAIRMAN OF THE POCONO MOUNTAIN REGIONAL POLICE COMMISSION, SECONDED BY DAVID MOYER. ALL MEMBERS OF THE POCONO MOUNTAIN REGIONAL POLICE COMMISSION VOTED IN FAVOR.

ITEM #3.

CHIEF OF POLICE SELECTION UPDATE

SPEAKER RON SMEAL

AFTER OUR LAST MEETING WE RECEIVED FOUR ADDITIONAL APPLICATIONS TO BRING THE TOTAL TO TWENTY NINE. THE SUCCESSFUL AND THE UNSUCCESSFUL APPLICANTS WERE NOTIFIED OF THE ONES THAT WERE SELECTED FOR AN INTERVIEW FOR NEXT WEEK. WE HAVE HAD ONE WITHDRAW. MR. SMITH FROM THE PITTSBURG POLICE DEPARTMENT HAS WITHDRAWN. THE PANEL HAS BEEN CONTACTED AND ARRANGED EVERYTHING TO PREPARE, SO WE ARE READY FOR THE 22ND.

ALFRED KERRICK ANNOUNCED THAT HE WOULD LIKE TO GO OVER THE APPLICATIONS, AND WILL RUN AN EXECUTIVE SESSION AT A LATER DATE.

RON SMEAL STATED THAT THE FIRST INTERVIEW IS SET FOR EIGHT O'CLOCK ON THE 22ND OF JANUARY 1994.

ALFRED KERRICK STATED THAT BOTH CHIEF'S FROM MT. POCONO AND FROM TOBYHANNA TOWNSHIP ARE ON THE LIST OF APPLICANTS.

RON SMEAL STATED THEIR ARE SIX ADDITIONAL APPLICANTS. THE CHIEFS FROM MT. POCONO AND FROM TOBYHANNA TOWNSHIP ARE THE FIRST TWO ON THE LIST.

ITEM #4. NOMINATION FOR SECRETARY

ALFRED KERRICK ADDED AN ADDITIONAL ITEM THAT WAS NOT LISTED ON THE AGENDA, WHICH IS TO ELECT A SECRETARY FOR POCONO MOUNTAIN REGIONAL POLICE COMMISSION MEETINGS. THIS WAY THE MINUTES CAN BE DONE.

KELLY L. BIDDLE VOLUNTEERED AS SECRETARY FOR THE POCONO MOUNTAIN REGIONAL POLICE COMMISSION MEETINGS.

ROY GROSS MADE A MOTION TO NOMINATE KELLY L. BIDDLE TO SERVE AS SECRETARY FOR THE POCONO MOUNTAIN REGIONAL POLICE COMMISSION, SECONDED BY MARIO SCAVELLO. ALL MEMBERS OF THE POCONO MOUNTAIN REGIONAL POLICE COMMISSION VOTED IN FAVOR.

ITEM #5. DISCUSSION OF COMMITTEE ASSIGNMENTS:

- A. INVENTORY
- B. PATCH

ALFRED KERRICK DISCUSSED THAT THE TWO COMMITTEE ASSIGNMENTS CAN BE ADDED TO. THE INVENTORY AND THE PATCH WERE THOUGHT OF BY KELLY BIDDLE AND RON SMEAL FOR AGENDA. ALFRED KERRICK STATED AS A STUDY TEAM, THIS IS SOMETHING WE WOULD LIKE TO GIVE TO THE POLICE DEPARTMENTS TO WORK ON THEM, AND GET INVOLVED WITH. ALFRED KERRICK OPENED THE DISCUSSION TO RON SMEAL BECAUSE HE HAS PRIOR EXPERIENCE THROUGH OTHER POLICE DEPARTMENTS.

RON SMEAL DISCUSSED THAT MANY POLICE OFFICERS FROM OTHER DEPARTMENTS CAME UP WITH THEIR OWN IDEAS AND DESIGNS FOR THEIR PATCH AND UNIFORMS, AND ALSO HAVING SCHOOL DISTRICT REPRESENTATIVES AND MUNICIPALITIES TO HELP WITH THEIR RECOMMENDATIONS FOR THE UNIFORM. THE INVENTORY SHOULD BE DONE FOR CALCULATIONS FOR BUDGET.

..... QUESTIONED THE INVENTORY FROM EACH DEPARTMENT, ALL THE EQUIPMENT, PATROL CARS, WEAPONS, AND ANY OTHER EQUIPMENT THAT WOULD BE INVOLVED WITH POLICE DEPARTMENT WORK.

RON SMEAL STATED IT WOULD THEN BE DISCUSSED WITH THE STUDY TEAM AND THE POLICE OFFICERS.

.....DISCUSSED INVENTORY AND THE PATCH FROM THE MT POCONO POLICE DEPARTMENT. MORITZ WAS MENTIONED IN REGARDS TO A DESIGN.

.....SUGGESTED MAYBE THE MEMBERS OF THE DEPARTMENTS ARE ARTISTIC AND CAN MAKE UP A DRAWING.

ALFRED KERRICK QUESTIONED JOHN LAMBERTON FROM THE TOBYHANNA TOWNSHIP POLICE DEPARTMENT IN REGARDS TO THE INVENTORY AND THE PATCH?

JOHN LAMBERTON STATED THAT NO INVENTORY WAS TAKEN AS OF YET. THE DEPARTMENT IS WORKING ON SEVERAL DESIGNS ON A PATCH. OFFICER MARTY REYNOLDS FIANCEE WORKS AS A GRAPHIC ARTIST AT MORITZ IN MT POCONO AND IS HELPING IN DESIGNING THE PATCH FOR US.

ALFRED KERRICK WOULD LIKE THE TWO DEPARTMENT'S TO DECIDE ON THE PATCH.

RON SMEAL QUESTIONED THE PATCH?

ALFRED KERRICK STATED THAT THE PATCHES ARE PRESENTLY ROUND, BUT DO NOT NECESSARILY HAVE TO REMAIN THAT WAY.

RON SMEAL MADE SOME SUGGESTIONS REGARDING THE PATCH.

JOHN LAMBERTON DISCUSSED THE PATCH.

ALFRED KERRICK WOULD LIKE THE POLICE OFFICERS TO DECIDE ON THE PATCH, AND IF THERE SHOULD BE ANY CHANGES TO DECIDE ON THEM AND BRING THEM BACK FOR DISCUSSION.

.....ALSO SUGGESTED IF ANY CHANGES SHOULD BE MADE TO BRING THEM BACK FOR DISCUSSION.

.....BROUGHT UP THE PATROL ZONES, AND THEIR LAYOUT IN MT. POCONO BOROUGH.

ALFRED KERRICK QUESTIONED TOMIN REGARDS TO WHAT THE MT POCONO COUNCIL WANTS?

TOM.....SAID AS FAR AS DAYS OF THE WEEK, NOTHING HAS BEEN SET.

ALFRED KERRICK TOLD THE DEPARTMENT'S THAT IF THERE IS ANYTHING ELSE THAT THEY WOULD LIKE TO GET INVOLVED WITH, TO LET HIM KNOW.

JEFF EVANS ASKED IF THE CARS WOULD BE REDONE RIGHT AWAY OR WHEN THEY NEED TO BE REPLACED?

ALFRED KERRICK MENTIONED THAT THE CARS LOGO AND STRIPING WOULD BE CHANGED, AND ALSO MENTIONED THAT MT. POCONO CARS ARE A DIFFERENT COLOR.

.....SAID DECISIONS NEED TO BE MADE AS TO WHEN THE CARS ARE GOING TO BE PHASED IN.

ALFRED KERRICK FEELS IT IS IMPORTANT THAT THE DEPARTMENT GETS BACK TO US WITH THEIR RECOMMENDATIONS AND THEN WE CAN LOOK AT THIS FINANCIALLY. WE WILL KNOW IF WE CAN AFFORD TO DO THIS ALL AT ONCE OR PHASE IT IN.

RON SMERAL SAID ONCE WE SIT DOWN AFTER THE CHIEF SELECTION IS OUT OF THE WAY, INVENTORY, EVIDENCE, NOTIFYING THE DISTRICT ATTORNEY, GETTING THE TELEPHONES STRAIGHTENED OUT, AND ALL THE OPERATIONAL THINGS YOU CAN SEE WHERE YOU ARE. SOME THINGS CAN WAIT AND BE PHASED IN LATER. THE COMPUTER SYSTEM, TIME SHEETS, AND ALL THE ADMINISTRATIVE THINGS ALSO HAVE TO BE DONE.

ITEM #6

PENSION PLAN
SPEAKER TOM KLAUM - PENNSYLVANIA STATE ASSOC.
OF BOROUGHS.

BERNARD PALLO MENTIONED THAT THOMAS KLAUM IS THE ASSISTANT EXECUTIVE VICE-PRESIDENT FOR THE STATE ASSOCIATION OF BOROUGHS. MT. POCONO HAS A PENSION PLAN WITH THE PENNSYLVANIA STATE ASSOCIATION OF BOROUGHS.

TOM KLAUM THANKED EVERYONE FOR THE OPPORTUNITY TO PRESENT THE RETIREMENT TRUST TO THE GROUP. IT COVERS SEVERAL ITEMS.

THE STATE ASSOCIATION OF BOROUGHES HAS HAD A TRUST SINCE 1972, AND CURRENTLY HAVE APPROX. 140 MUNICIPAL PLANS IN THE TRUST: A VARIETY OF UNIFORM AND NON-UNIFORM PLANS AND ALSO BOROUGH AND TOWNSHIP PLANS. THERE IS APPROX. 42 MILLION DOLLARS IN THE TRUST THAT WE ADMINISTER. THE ASSOCIATION OF CLERKS CONTRACTS OUT THE PROFESSIONAL EXPERTISE TO RUN THE TRUST.

THERE IS A BOARD OF DIRECTORS, A BOARD OF TRUSTEES MADE UP OF ELECTED OFFICIALS FROM GOVERNING BODIES THROUGHOUT THE STATE THAT OVERSEE THE TRUST ITSELF. THERE IS TWO PROFESSIONAL FIRMS THAT ARE HIRED. ONE THAT IS A GENERAL ADMINISTRATOR FOR THE TRUST AND THE OTHER IS OUR INVESTMENT ADVISOR.

TOM KLAUM WENT OVER THE PENSION PLAN INFORMATION BOOKLET. ACT 205 WAS IN EFFECT AROUND 1984 WHICH STRAIGHTENED OUT THE SAFE GUARD MUNICIPAL PENSIONS, BY PUTTING SOME RESTRICTIONS ON.

TOM KLAUM SPOKE OF OTHER PROFESSIONAL GROUPS: BANK TRUST DEPARTMENTS INSURANCE COMPANIES, INDEPENDANT MUNICIPAL PENSION CONSULTANTS, ACTUARIES, INVESTMENT ADVISOR FIRMS.

TOM KLAUM MENTIONED ONE OF THE MAJOR MUNICIPAL PENSION GROUPS IN PENNSYLVANIA THAT WAS CREATED BY STATUE IS P. M. R. S. - PENNSYLVANIA MUNICIPAL RETIREMENT SYSTEM. TOM KLAUM SAID THAT HIS SYSTEM AND P. M. R. S. PROVIDE A PACKAGE SITUATION WHERE ALL THE NEEDS THAT YOU HAVE FOR YOUR PENSION PLAN ARE MET.

TOM KLAUM DISCUSSES THE FIVE CATEGORIES OUTLINED.

1. CREATING DOCUMENTS
2. PLAN DOCUMENT
3. JOINDER AGREEMENT
4. ADMINISTRATION OF PLAN
5. INVESTMENT ASSETS

TOM KLAUM DISCUSSES THE P. S. A. V. TRUSTEES AND STAFF.

TOM KLAUM SPOKE OF THE INVESTMENT ADVISOR WHO ADVISES THE MERRILL LYNCH FIRM. WHAT STOCKS TO BUY AND SELL. HE KEEPS THE FEE DOWN TO 8 CENTS PER SHARE. IF HE CAN NOT MOVE IT, OR SELL IT, OR BUY IT, THEN THEY LOOK FOR ANOTHER BROKER.

TOM KLAUM DISCUSSED THE VALUE OF ASSETS, WHICH ADDRESSES THE CONTRIBUTIONS THAT GO IN, EXPENSES THAT ARE PAID OUT AND TOTAL RETURNS.

TOM KLAUM THEN SHOWED EXAMPLES OF HOW THIS WORKS.

TOM KLAUM DISCUSSED HOW THE STOCK AND BONDS WORK.

TOM KLAUM DISCUSSED THE EXIT COSTS. IF YOU SHOULD TERMINATE, IT TAKES 60 DAYS FROM THE TIME YOU WANT TO TERMINATE, THEN THE MONEY WOULD BE SENT TO YOU.

..... HAD A QUESTION IN REGARDS TO BENEFIT TOBYHANNA TOWNSHIP, MT. POCONO IS A BOROUGH AND BELONGS TO THE PENNSYLVANIA STATE POLICE ASSOCIATION OF BOROUGHES. SINCE TOBYHANNA IS A TOWNSHIP, IS THERE A FEE FOR THE TOWNSHIP TO COME INTO THE ASSOCIATION?

TOM KLAUM DISCUSSED DUES STRUCTURE FOR MEMBERS. MUNICIPAL ASSOCIATE MEMBERSHIP, WHICH IS THE MEMBERS WHO PAY DUES. THE FEE IS \$125.00 PER YEAR. THE REGIONAL GROUP COULD BE A MEMBER FOR \$125.00 PER YEAR.

..... MENTIONED THAT THE REGIONAL COMMISSION WOULD BE TREATED THE SAME AS THE TOWNSHIP BECAUSE THEY ARE NOT A BOROUGH.

TOM KLAUM DISCUSSED THAT THEY HAVE A COMPENSATION UNEMPLOYMENT PROGRAM.

ITEM #7

ADVERTISEMENT FOR SOLICITOR FOR POCONO MOUNTAIN REGIONAL POLICE COMMISSION.

.....MADE A MOTION TO ADVERTISE FOR A SOLICITOR FOR THE POCONO MOUNTAIN REGIONAL POLICE COMMISSION, SECONDED BY.....

ALFRED KERRICK MADE A MOTION TO RUN THE ADD FOR SOLICITOR FOR THE POCONO MOUNTAIN REGIONAL POLICE COMMISSION IN THE POCONO RECORD NEWSPAPER ON FRIDAY, 16 JANUARY 1994. ALL MEMBERS IN FAVOR.

ALFRED KERRICK SAID ALL APPLICATIONS MUST BE IN NO LATER THAN THE 25TH OF JANUARY 1994.

ITEM #8

ADVERTISEMENT FOR POSITIONS OF PATROLMAN
FOR THE POCONO MOUNTAIN REGIONAL POLICE DEPT.

.....QUESTIONED HOW MANY PATROLMAN DO
WE INTEND TO HIRE?

ALFRED KERRICK SAID WE NEED TO ADD FOUR ADDITIONAL
PERSONNEL.

.....SUGGESTED THAT WE CAN JUST ADVERTISE
FOR APPLICANTS FOR THE POSITION, AND THEN HIRE
AS MANY AS YOU NEED.

KELLY BIDDLE QUESTIONED IF WE SHOULD DO THIS PRIOR
TO THE HIRING OF THE CHIEF?

RON SMEAL STATED UNTIL WE START TO DO ALL OF THIS,
IT WILL JUST FALL IN LINE.

ALFRED KERRICK SAID TO PUT THE AD IN NOW, SO WHEN
THE CHIEF IS HIRED THE APPLICATIONS ARE ALREADY
BEING SUBMITTED BACK TO US.

ALFRED KERRICK MENTIONED CHANGING THE NAME FROM
TOBYHANNA TOWNSHIP TO POCONO MOUNTAIN REGIONAL
POLICE DEPARTMENT.

.....MENTIONED THAT THE MOUNT POCONO POLICE
DEPARTMENT HAS RECEIVED APPLICATIONS FOR PART TIME
POLICE OFFICERS, SO THESE APPLICATIONS WOULD NOT EVEN
BE CONSIDERED, BECAUSE THEY ARE A YEAR OLD.

ALFRED KERRICK MENTIONED USING THE SAME WORDING IN
THE ADVERTISEMENT AS THE LAST TIME.

.....MADE A MOTION TO ADVERTISE TO RECEIVE
APPLICANTS FOR POLICE OFFICER, SECONDED BY.....

KELLY BIDDLE QUESTIONED WHEN THE RESUME'S SHOULD BE
IN BY?

ALFRED KERRICK MENTIONED THIRTY DAYS.

.....SAID BY THE 14TH.

KELLY BIDDLE QUESTIONED ABOUT ONLY RUNNING THE AD
FOR ONE DAY? IN WHAT NEWSPAPER'S?

ALFRED KERRICK ASKED HOW WE RAN OUR LAST AD FOR
POLICE OFFICER?

KELLY BIDDLE SAID THE AD'S WERE RUN ON A WEDS., SAT.
AND THEY WERE IN THREE DIFFERENT NEWSPAPERS.
THE TIME'S LEADER, POCONO RECORD AND THE MORNING CALL.

.....SAID THAT SOUNDS LIKE A GOOD IDEA.

.....HAD A QUESTION IN REGARDS TO THE
APPLICATIONS THAT TOBYHANNA TOWNSHIP ALREADY RECEIVED
BE PUT ASIDE, AND THAT WE WOULD BE RECEIVING ALL NEW
APPLICATIONS FOR ANY FUTURE EMPLOYMENT?

ALL MEMBERS AGREED, THAT IS WHAT WOULD BE DONE
TO THE OLD APPLICATION'S.

DAVE MOYER ASKED HOW MANY APPLICATIONS WE RECEIVED
FOR TOBYHANNA TOWNSHIP?

ALFRED KERRICK MENTIONED THERE WERE SEVENTY SOME
APPLICATIONS RECEIVED, I BELIEVE.

JOHN LAMBERTON BELIEVES THERE WERE SEVENTY THREE.

..... SAID THEY RECEIVED THIRTY SOMETHING
APPLICATIONS JUST FOR PART TIME MOUNT POCONO POLICE
OFFICERS, AND WE ADVERTISED SEVERAL DIFFERENT TIMBS.

.....SAID THOSE APPLICATIONS WOULD BE NO
GOOD, THEN THEY WOULD HAVE TO REAPPLY.

THE MEMBERS AGREED THAT THEY WOULD HAVE TO REAPPLY.

ALFRED KERRICK SAID BECAUSE THEY WERE APPLYING FOR
TOBYHANNA TOWNSHIP POLICE DEPARTMENT, RATHER THEN
THE POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT.

ALFRED KERRICK SAID HE RECEIVED A LETER DATED
10 JANUARY 1994 FROM A JOHN PATTON IN REGARDS
TO THE GRANT APPLICATION BEING INCOMPLETE AS
PRESENTED. THE RESOLUTION FROM MOUNT POCONO
IS MISSING. THEY ARE BOTH THERE, ONE IS SIGNED.

ALFRED KERRICK MENTIONED THERE ARE FOUR THINGS,
BUT ACCORDING TO KELLY THE FOURTH THING IS JUST
ADMINISTRATIVE.

ALFRED KERRICK MENTIONED THAT THE FOURTH WAS
FEASIBILITY STUDY INDICATION, THE COST WILL
BE SPLIT SEVENTY-THIRTY. THE GRANT REQUEST
SHOWS AN EIGHTY-TWENTY.

RON SMEAL SAID THAT ALL YOU NEED TO DO IS AFTER AFTER FURTHER STUDYING THE REVIEW, WE FELT THAT THIS WAS A MORE WORKABLE ARRANGEMENT.

ALFRED KERRICK MENTIONED BECAUSE IT IS A FEASIBILITY STUDY, IT SHOULD BE DONE BY YOU.

DISCUSSION OPEN TO PUBLIC

MR. BURT WISHES THE COMMISSION AND THE NEW FORCE WELL. GOOD LUCK.

JEFF EVANS HAD A QUESTION REGARDING AFTER THE CHIEF IS DETERMINED, HOW WOULD THE REST OF THE LINE OFFICERS BE DETERMINED?

ALFRED KERRICK MENTIONED THE DISCUSSION WITH THE STUDY TEAM IS THAT THE CHIEF IS GOING TO BROUGHT INTO THAT, HOWEVER THERE HAS NOT BEEN ANY FIRM DECISION IN REGARDS TO THAT. THE INDIVIDUAL THAT IS GOING TO BE THE HEAD OF THE DEPARTMENT SHOULD HAVE A SAY AS TO HOW THE LINE OFFICERS ARE CHOSEN.

JOHN LAMBERTON SPOKE ON BEHALF OF THE TOBYHANNA TOWNSHIP POLICE DEPARTMENT. HE SUGGESTED THAT THERE SHOULD BE A PENSION BOARD FORMED AS A SEPERATE ENTITY FROM THE POLICE COMMISSION BOARD. BECAUSE WE WILL BE STARTING OUT WITH FIFTEEN EMPLOYEES AND GROW LARGER FROM THERE.

ALFRED KERRICK MENTIONED THAT THIS SUGGESTION CAME UP AT THE LAST STUDY TEAM MEETING, AND FEELS THAT IT IS A GREAT SUGGESTION, AND THAT THE COMMISSION IS NOT OPPOSED AT ALL.

JOHN LAMBERTON SUGGESTED THAT IT COULD BE SOMETHING THAT RON SMEAL CAN ADVISE THE DEPARTMENT OF.

RON SMEAL SAID TO SET UP THE BOARD EXACTLY THE WAY YOU DISCUSSED IT. HE MENTIONED THAT A MEMBER FROM THE OFFICERS ASSOCIATION, AND AT THE REORGANIZATIONAL MEETING, A COMMISSION MEMBER IS APPOINTED TO THAT BOARD, AND THEN A CITIZEN FROM THE COMMUNITY, A VERY KNOWLEDGABLE PERSON IN PENSIONS, AND FINANCES. THAT BOARD WOULD GOVERN THE PENSION AND DOES THE LEG WORK AND MAKES RECOMMENDATIONS TO THE BOARD.

.....SAID THAT FOR EXAMPLE IT WOULD WORK SOMETHING LIKE A PLANNING COMMISSION WOULD WORK FOR A BOROUGH. THERE WILL BE AN ADVISORY CAPACITY TO DO THE STUDY AND A MAKE SUGGESTIONS, AND RECOMMENDATIONS.

RON SMEAL SAID BECAUSE THERE WILL BE NO MUNICIPAL MANAGER, SO YOU WOULD THEN NEED A PLAN ADMINISTRATOR, THROUGH THE AUDITOR GENERAL ONE OF THE FINDINGS IN OUR PLANS WERE BECAUSE THERE WAS KNOW ONE ELSE, LIKE THE CHIEF OF POLICE, THERE WOULD BE A PLAN ADMINISTRATOR, WHO WOULD DO THE PAPER WORK, AND FORWARD IT BACK TO THE MUNICIPALITY. THIS WAY EVERYTHING IS AUDITED, AND ACCOUNTABLE. THE MONIES ARE FLOWED TO THE MUNICIPALITIES FROM THE STATE, WHICH ARE CASUALTY MONIES, AND THEN AN AUDIT TRAIL WOULD GO FROM THE POLICE DEPARTMENT TO THE BANK. THEN EVERYTHING IS ACCOUNTED FOR. THEN YOU NEED TO DRAW UP A NEW PLAN DOCUMENT FOR THE DEFINED BENEFITS DECIDING UNDER HOW YOU WANT TO BE GOVERNED, WHAT LAWS YOU WANT TO APPLY, WHO YOU ARE GOING TO HAVE YOUR PENSION WITH.

ALFRED KERRICK WOULD LIKE TO SET THE BOARD AT THE NEXT MEETING. ONE PERSON FROM COMMISSION, ONE OFFICER, AND ONE PERSON FROM THE PUBLIC.

RON SMEAL SAID THE OFFICERS ASSOCIATION COULD BE THINKING OF A MEMBER WHOM THEY WANT TO REPRESENT. THEN DECIDE WHO YOU WANT FROM THE AREA WHO IS KNOWLEDGABLE WITH PENSION PLANS AND FINANCES.

ALFRED KERRICK MENTIONED TO JOHN LAMBERTON TO CHOOSE SOMEONE TO SIT ON THE BOARD FROM THE DEPARTMENT.

JOHN LAMBERTON WILL SUBMIT A NAME AT THE NEXT MEETING TO BE ON THE PENSION BOARD.

ADJOURNMENT

.....MADE A MOTION TO ADJOURN, SECONDED BY KELLY L. BIDDLE. MEETING ADJOURNED APPROX. 8:15 P.M.

M I N U T E S

POCONO MOUNTAIN REGIONAL POLICE COMMISSION
REGULAR MEETING
25 JANUARY 1994

CALL TO ORDER:

This regular meeting of the Pocono Mountain Regional Police Commission was called to order by Supervisor Alfred Kerrick with the pledge of allegiance.

PRESENT:

Alfred A. Kerrick - Chairman
Roy Gross - Vice-Chairman
Kelly L. Biddle - Secretary
Mario Scavello - Member
Dave Moyer - Member
Ron Smeal - Consultant

BUSINESS:

ITEM #1. APPOINT MEMBERS TO POLICE PENSION BOARD
ONE YEAR TERM

Alfred Kerrick made a motion to appoint Mario Scavello to serve as Representative of the Pocono Mountain Regional Police Commission to the Police Pension Board, seconded by Roy Gross. All members voted in favor.

Dave Moyer made a motion to appoint David Cook to serve as Representative of the Police Department to the Police Pension Board, seconded by Mario Scavello. All members voted in favor.

Kelly Biddle made a motion to appoint Robert Hackenberg to serve as Citizen Representative to the Police Pension Board, seconded by Dave Moyer. All members voted in favor.

Roy Gross made a motion to form a Police Pension Board, terms of one year, seconded by Kelly Biddle. All members voted in favor.

ITEM #2. APPOINTMENT OF SOLICITOR
POCONO MOUNTAIN REGIONAL POLICE COMMISSION

Alfred Kerrick discussed the two applicants for solicitor.

1. Frank A. Martens Jr. - Reilly & Associates
2. Peter Quigley - Primrose, Lyons & Quigley

Alfred Kerrick discussed that he didn't know Mr. Martens Jr., but mentioned that Mr. Quigley is currently a solicitor for Tobyhanna Township.

Kelly Biddle discussed the fee for Mr. Quigley would be \$85.00 per hour.

Dave Moyer made a motion to appoint Peter Quigley to serve as Solicitor to the Pocono Mountain Regional Police Commission for the fee of \$85.00 per hour, seconded by Roy Gross. All members voted in favor.

ITEM #3. DISCUSSION ON THE FOLLOWING:

- A. NEW ADDRESS
- B. LETTER HEAD/ENVELOPES
- C. BANK ACCOUNT

NEW ADDRESS

Kelly Biddle suggested getting a new Post Office Box, because of the tremendous amount of correspondence. Pocono Pines Post Office is where the new PO Box will be located. The mail will be picked up at the Post Office.

Roy Gross made a motion to authorize either Al Kerrick or Kelly Biddle to open up a Post Office Box at the Pocono Pines Post Office, seconded by Mario Scavello. All members voted in favor.

LETTER HEAD/ENVELOPES

Kelly Biddle mentioned the need for new letter head, but thought it would be best to wait on the new logo first before ordering. Generic letter head will be used until we have the new logo.

Roy Gross mentioned that it would be best to wait until samples are submitted for the new logo, before ordering letter head and envelopes, hopefully by the next meeting.

BANK ACCOUNTS

Roy Gross suggested we should look into a local bank so this way it would be easier when making deposits, cashing checks, etc.

Tom Reed recommended looking into the First National Bank of Palmerton, they have a free checking, with no service charge.

Roy Gross suggested researching into a bank that can give us the better service.

Kelly Biddle raised a question as to whom would be signing these checks, and suggested at least two people would be needed to sign them.

Roy Gross suggested having the President of the Commission and the secretary to sign the checks.

Kelly Biddle questioned whether or not a Treasurer would also be needed?

Ron Smeal recommended getting signature cards, this way any member can sign, as long as there is two signatures. By just designating only two might not work out.

Mario Scavello made a motion to set up a bank account with either PNC Bank, First National Bank of Palmerton or Mellon Bank and to set up signature cards for the five members on the board. Alfred Kerrick would be the main signature, second signature would be any of the four members, seconded by Roy Gross. All voted in favor.

Kelly Biddle suggested monies needed in order to set the bank account up.

Alfred Kerrick mentioned contributions requesting each Municipality to start account.

Kelly Biddle suggested \$5,000.00 total to open up an account.

Alfred Kerrick mentioned \$2,500.00 from each Municipality.

Kelly Biddle made a motion that each Municipality contribute \$2,500.00 to set up bank account, seconded by Roy Gross. All members voted in favor.

Kelly Biddle suggested looking into PLIGIT to invest all money there.

ITEM #4 COMPUTER PROGRAM

Kelly Biddle suggested setting up the Townships old 36 computer in the Regional Police Department. This system would be sold to the Regional Police Dept. Mentor System would need to be contacted in order to set the program up. This System would be for budgeting, accounting, and personnel payroll.

Ron Smeal suggested if this is for budgeting and personnel and it's going to be sold to the Regional Police Department, then the Township should take care of the cost.

Alfred Kerrick mentioned that the monies are available in the Regional budget to buy the system.

Ron Smeal suggested looking at the cost of changing system and find out how much the Township will charge the Commission for the payroll services. Then make your decision.

Kelly Biddle mentioned the computer system in the Tobyhanna Township Police Department is approx. five years old.

Bernard Pallo suggested getting a new system for the Regional Police.

Ron Smeal mentioned some money from grant can be used for the computer.

Roy Gross mentioned that Mt. Pocono's computer could not produce billing as quickly.

Ron Smeal mentioned that his Department is upgrading their computer system. The system is a 386 and can handle three times as much input as Tobyhanna Township Police Departments can. Would like the Commission to consider looking into it.

Kelly Biddle will be checking into the computer system further.

Ron Smeal mentioned that Street Guard is the software that the Tobyhanna Township Police Dept. is presently using. Street Guard is familiar with consolidation. They have a lot of programs available.

ITEM #5 APPLICATIONS FOR POLICE OFFICER

Kelly Biddle mentioned there is a tremendous response to the ad for applications for the position of police officer. The cost to send these applications out is ninety eight cents per application. Because of the cost to send the applications it might be better to test everyone.

Ron Smeal mentioned that DCA-Department of Community Affairs will do the test labor free, but charges \$12.50 per applicant.

Kelly Biddle mentioned the fee for the test in December of 1993 was \$10.00 per applicant.

Roy Gross mentioned that the Mt. Pocono Borough gave a civil service test.

Alfred Kerrick suggested the applicants who are writing for applications are to be notified in writing of the date and time of the test.

Ron Smeal mentioned that DCA needs a letter of request, stating the requested date of test.

Kelly Biddle suggested that the date of the testing would be February 26, 1994.

George Menzel questioned what kind of test would be given?

Ron Smeal mentioned the test is a general intelligence test. Which includes verbal reasoning, spelling, math, etc.

Bernard Pallo questioned if all applicants were suppose to have their Act 120?

Alfred Kerrick mentioned that it was not a requirement to apply.

Ron Smeal questioned whether or not the Commission decided on Veterans preference?

Alfred Kerrick mentioned that it was discussed by the Commission.

UPDATE ON LOGO

John Lamberton mentioned that the Department has decided on one logo, but still working on the color for it. The Department will submit this to the Commission at the next scheduled meeting.

SET DATES FOR NEXT COMMISSION MEETINGS

Alfred Kerrick set the next regular meeting for the Pocono Mountain Regional Police Commission on February 8, 1994 at 7:00 p.m.

Roy Gross suggested setting a regular time for each month, and advertise the meetings in the paper.

Kelly Biddle questioned how often the Regional Boards meet?

Ron Smeal stated they meet once a month.

Dave Moyer suggested setting the meetings for every second and fourth week of each month.

Alfred Kerrick set the next two Regional Police Commission meetings for February 8th, and the 22nd, at 7:00 p.m.

UPDATE ON CHIEF

Ron Smeal mentioned that there were two no show applicants for the interviews. The board will be advised of the top two applicants that were picked from the six that were interviewed.

Roy Gross suggested Ron Smeal to describe the Board who did the interviewing for Police Chief.

Ron Smeal mentioned there were two other panel members besides himself. One was a police Chief from York County, Hal Kessler, and the other was a Commander with the Frederick County Maryland Criminal Investigation Division, Alison Chapman. The panel members underwent a training in assessment centers for interviewing and evaluating the candidates.

UPDATE ON GRANT APPLICATION /FEASIBILITY STUDY

Ron Smeal confirmed with Mr. Patten about the writing. It was satisfactory and a letter was forwarded. The Commission will receive a carbon copy of this response.

Kelly Biddle mentioned that the two applicants for Chief will be interviewed on Saturday, February 29, at 10:00 a.m. and 2:00 p.m.

OPEN DISCUSSION:

Roy Gross mentioned that the Pension Board needs to get together and meet. The attorney for the Pocono Mountain Regional Police Commission needs to be present to go over notes on Police Pension.

Ron Smeal mentioned that agreements need to be made by each of the two municipalities in conjunction with the Auditor General authorizing the merger of the two plans into the new one.

Bernard Pallo questioned the attorney fee instead of paying him by the hour, can he be on a retainer fee?

Alfred Kerrick mentioned that the attorney gave us a cut rate which consists of a total of \$20.00 an hour cheaper. The Township pays their solicitor by the hour and by the meeting.

Bernard Pallo mentioned that the Mt. Pocono Borough pays their solicitor by the year.

Kelly Biddle mentioned that the solicitor will be notified to attend the following Pocono Mountain Regional Police Commission meetings.

Ron Smeal mentioned that the Police officers should start looking into the ordinances that the two municipalities have.

John Lamberton questioned about the hiring of the new Chief whether he would be starting prior to the orientation of the new Regional Police Department.

Roy Gross mentioned that once the Chief is hired he would start right away in meeting everyone from both departments, etc.

Ron Smeal mentioned that he spoke with Mike Cosack who recently spoke to the commission in regards to the pension, he related that the Chief could be put under either pension plan until such time the new commission comes in. He would then get credit for his time, as it merged into the other department. You also need to decide the same for the police secretary. The police secretary is currently under the Townships pension plan. It needs to be decided whether she will continue to stay on the civilian plan with the Township or if the pension board would recommend on opening a civilian plan for her. This needs to be decided as she transfers employment. There is a certain procedure to go through that her previous holder would need to be notified.

Jeff Evans had several questions concerning the two chiefs that will be interviewed?

Alfred Kerrick mentioned that the commission will be going over the resumes of the two Chiefs after tonights meeting during the executive session.

Jeff Evans questioned whether or not the third and and fourth choice for police chief would be considered?

Alfred Kerrick mentioned that the decision to include the third and fourth choice for the the police chief interviews has not been considered as of this time.

John Lamberton questioned the starting date March first or April first when the Pocono Mountain Regional Police Department would begin?

Alfred Kerrick mentioned that April first would be more likely than March first at this point. The Pocono Mountain Regional Police Department will not be started until it is ready to be started.

John Lamberton questioned whether or not the Pocono Mountain Regional Police Department would be started prior to the new officers that will be hired?

Alfred Kerrick mentioned that the commission wants a fifteen member department before the Regional Police is underway.

John Lamberton questioned if there was another test besides the one from DCA that was given in the past?

Ron Smeal mentioned that DCA might have changed their test and are purchasing one from a company in Georgia. There are approximately three or four other tests, one is the International Managers Association, out of Maryland. The other tests that are being used are pretty compatible.

George Menzel questioned if the chief interviews were public knowledge?

Alfred Kerrick mentioned that the chief interviews were a personell matter and will be discussed at the executive session.

ADJOURNMENT

Mario Scavello made a motion to adjourn , seconded by Kelly Biddle. Meeting Adjourned at 8:15 p.m.

M I N U T E S

POCONO MOUNTAIN REGIONAL POLICE COMMISSION
REGULAR MEETING
22 FEBRUARY 1994

CALL TO ORDER:

This regular meeting of the Pocono Mountain Regional Police Commission was called to order by Chairman Alfred Kerrick with the pledge of allegiance.

PRESENT:

Alfred A. Kerrick - Chairman
Roy Gross - Vice-Chairman
Kelly L. Biddle - Secretary
Mario Scavello - Member
Dave Moyer - Member
Peter Quigley - Solicitor
Ron Smeal - Consultant

Alfred Kerrick announced the following executive sessions that were held for personnel matters.

1. Saturday, January 29, 1994 8:00 a.m. - 12:00 noon
2. Tuesday, February 1, 1994 6:30 p.m. - 8:00 p.m.
3. Friday, February 18, 1994 5:00 p.m. - 7:30 p.m.

Mario Scavello made a motion to consider the minutes of January 11, 1994 and January 25, 1994, seconded by Kelly Biddle. All members voted in favor.

BUSINESS:

UPDATE OF THE FOLLOWING:

CHIEF OF POLICE APPLICANTS

Alfred Kerrick mentioned that they are still reviewing the chief of police applicants. They are interviewing a second group of applicants which consists of six individuals on Friday, February 18, 1994.

Jeff Evans questioned what happened to the first eight applicants from the first interview?

Alfred Kerrick mentioned that two applicants out of the first group of eight were interviewed by the commission and the other applicants are being considered to interview, however the commission chose another group which consists of six more individuals from the twenty nine applicants.

Jeff Evans questioned why were the first group of individuals rejected by the commission?

Alfred Kerrick mentioned that the first group of individuals were not rejected by the commission. The top two applicants were interviewed by the commission, however the other applicants have not yet been interviewed as of this time. The commission interviewed one applicant on Friday, February 18, 1994 from the second group of individuals which consists of six applicants.

Jeff Evans questioned why the first group of applicants were not considered for an interview before the second group?

Ron Smeal mentioned that you can consider more than one group of applicants, and select some people from that group for further interviews by the commission. The commission chose fourteen people. Out of the fourteen applicants, three were referred for further interviews with the commission.

Jeff Evans questioned why the top eight candidates were not considered the best candidates for the interviews?

Ron Smeal mentioned that the top eight candidates had the best appearing resumes, but were not necessarily the best candidates. One of the applicants originally chosen for the first group, but was unable to attend the interview, was then chosen for the second group to be interviewed.

POLICE OFFICER APPLICANTS

Alfred Kerrick mentioned that there will be three opening slots for police officers. There are One Hundred and eighty one applicants that will be given a written exam given by the Department of Community Affairs on Saturday, February 22, 1994 at 10:00 a.m. at the Tobyhanna Elementary School in Pocono Pines, Pa.

Jeff Evans questioned when are we going to get a police chief?

Alfred Kerrick mentioned that the commission has not yet made that decision. The commission wants to make sure that the individual chosen is the right individual for the police chief position.

Jeff Evans questioned that the commission already interviewed three police chief applicants, are they going to interview more?

Roy Gross mentioned that the commission might interview more.

Jeff Evans questioned when will the Regional Police Chief be determined?

Alfred Kerrick mentioned that possibly by May 1, 1994 things will be determined, however not definitely.

Jeff Evans discussed his concerns about the time frame that it is taking to get the new police coverage.

Roy Gross mentioned that the commission was hoping to have a new chief on board in January, however it is going to take time to find the right candidate.

PENSION BOARD

Mario Scavello mentioned that the Pension Board had a meeting prior to the Regional Police Commission meeting with Spagnoli and Cosack a Registered Investment Advisory Firm to discuss the police pension. Board members present at the Pension Board meeting were Patrolman David Cook, Robert Hackenberg, Kelly Biddle and Mario Scavello. The Pension Board discussed with Representative Mike Cosack what his company has to offer.

The Pension Board will meet next month with PSAT, Municipal Retirement Trust Pension Representative for Mount Pocono. After we meet with the two companies the Pension Board will make a decision on which company will be handling the police pension.

NEW ADDRESS

Kelly Biddle mentioned the new address for the Pocono Mountain Regional Police Department is P.O. Box 2024, Pocono Pines, Pa. 18350

LOGO

John Lamberton showed a patch to the commission that both the Tobyhanna Twp. Police Department and the Mount Pocono Police Department agreed on, but are still working on a color for it. Moritz can make one or two sample patches for \$150.00 which is a refundable fee if order is placed with their company.

Alfred Kerrick questioned how long it would take to order these patches?

John Lamberton mentioned when ordering the patch it would take approximately four weeks.

John Lamberton also mentioned the badges that the Department was looking into.

Mario Scavello questioned how long it would take to order the badges?

John Lamberton mentioned that before ordering the police badges you need to know what your rank structure is going to be. To order these badges it would take approx. 6 weeks.

David Moyer made a motion to have a sample patch made for the police department at the cost of \$150.00, from Mortiz Company, seconded by Mario Scavello. All members voted in favor.

COMPUTER SYSTEM

Henry Bockelman discussed the computer system in the Tobyhanna Twp. Police Department. The computer generates the UCR report. In speaking with Mike Spirito a sales manager for Streetguard there are a few changes that would have to be made to the computer system. The cost to upgrade the system and make the necessary changes will cost approx. \$695.00 with at least one month lead time in order for the software to be installed and up and running in time. There is a budget finance program available, that does not do payroll, or print payroll checks. It will track expenditures, and print out accounting on a day to day basis. The cost of this budget finance program is \$395.00.

Ron Smeal mentioned that there should be only one ORI number for the combined police departments.

Bernard Pallo discussed that if the computer system can not generate the payroll, and there is no software for it to do the budget, then it is not even worth considering.

Ron Smeal mentioned that the computer system should be able to keep track of your accounts receivable and payroll. There are vendors that deal with just payroll.

Kelly Biddle mentioned that Tobyhanna Twp. has all of there budgeting, accounting and payroll with Mentor SCT. SCT gave us different prices. SCT recommended the PC software, instead of a module. It is a better system and more affordable. There are a lot of different programs available to accommodate the Departments needs.

Jeff Evans suggested checking into an outside payroll service.

BANK ACCOUNT

Mario Scavello made a motion to open up an account for the Pocono Mountain Regional Police Department at the Mellon Bank in Blakeslee, providing that all fees are waived, seconded by Roy Gross. All members voted in favor.

All signatures from the five member commission board are to be on bank cards, only two signatures are needed on payroll checks. Monies from both Tobyhanna Township and Mount Pocono are needed to open up the combined bank account for the Pocono Mountain Regional Police Department.

INVENTORY LIST

An inventory list is needed from both Tobyhanna Township Police and Mount Pocono Police Departments with the dollar values of inventory.

REGULAR MEETINGS

Roy Gross suggested that some of the regular meetings should be held at the Mount Pocono Municipality as well as the Tobyhanna Township Government Center Building.

The next scheduled public meeting will be on Tuesday night, 8 March 1994 at 7:00 p.m. at the Mount Pocono Municipal Building, Mount Pocono Blvd., Mount Pocono, Pa.

The commission board decided to have one meeting a month instead of two.

ADJOURNMENT

Roy Gross made a motion to adjourn, seconded by Mario Scavello. Meeting adjourned approx. 7:55 p.m.

M I N U T E S

POCONO MOUNTAIN REGIONAL POLICE COMMISSION
REGULAR MEETING
8 MARCH 1994

CALL TO ORDER:

This regular meeting of the Pocono Mountain Regional Police Commission was held at the Mt. Pocono Municipal Building in Mt. Pocono. The meeting was called to order by Chairman Alfred Kerrick with the pledge of allegiance.

PRESENT:

Alfred A. Kerrick - Chairman
Roy Gross - Vice-Chairman
Kelly L. Biddle - Secretary
Mario Scavello - Member
Dave Moyer - Member
Ron Smeal - Consultant

Alfred Kerrick announced the following executive sessions that were held.

1. February 22, 1994 8:30 p.m. - 9:30 p.m.
2. March 5, 1994 2:00 p.m. - 8:00 p.m.

Roy Gross made a motion to consider the minutes of February 22, 1994 as corrected, seconded by Kelly Biddle. All members voted in favor.

EXECUTIVE
SESSION

The Pocono Mountain Regional Police Commission were in an executive session from 7:05 p.m. to 7:30 p.m.

Alfred Kerrick read the letter dated February 24, 1994 from the Commonwealth of Pennsylvania Department of Community Affairs Acting Secretary Raymond S. Angeli. The Department of Community Affairs approved the Regional Police grant application for the Pocono Mountain Regional Police Commission project. The application was approved for the amount of \$42,400.

Kelly L. Biddle mentioned that next year the Pocono Mountain Regional Police Commission needs to reapply for the same grant. The amount of the grant would be \$33,000. The following year after that would be \$16,000.

BUSINESS:

UPDATE OF THE FOLLOWING:

CHIEF OF POLICE APPLICANTS

Alfred Kerrick mentioned that the Police Commission gave a proposal to one of the police chief applicants. This applicant was the top scorer that was interviewed by the panel. The Regional Police Commission will know his decision by Friday, March 11, 1994.

George Menzel questioned the difference in scores between the first, second, and third police chief applicants?

Ron Smeal mentioned the difference in scores from the first, second and third police chief applicants were between the high 70's to the mid 70's.

Kelly L. Biddle made a motion to have the Pocono Mountain Regional Police Consultant Ron Smeal readvertise for the position of police chief, seconded by Mario Scavello.

Mr. Rake questioned how many applicants the commission interviewed for the police chief position?

Alfred Kerrick mentioned there were twelve applicants interviewed by the panel for the police chief position.

Mr. Rake questioned if there were any other applicants other than the twelve that could have been qualified for the police chief position?

Ron Smeal mentioned that the resumes that remain do not meet the minimum requirements established by the board for the position.

Mr. Rake questioned whether the twelve police chief applicants met all the requirements for the police chief position?

Ron Smeal mentioned that the twelve applicants do meet the requirements, but the Police Commission chose to interview the top three applicants.

Mr. Tighe questioned how the police commission handles the order of the motions? If they allow the public to participate?

Alfred Kerrick mentioned that the police commission does allow the public discussion on the motion before it is voted on.

Mr. Tighe questioned Ron Smeal about the scores of the top three applicants being in the low 70's to high 70's for the police chief position?

Ron Smeal mentioned that the three applicants interviewed by the panel scored in the low 70's to high 70's.

Alfred Kerrick mentioned that these scores were not based on a written test. These were scores based on oral interviews.

Mario Scavello mentioned how the interview process was handled.

Mr. Krat questioned if there was a written test for the police chief applicants?

Alfred Kerrick mentioned that the process for the police chief hiring was done by a resume.

Roy Gross discussed the oral board which consists of the Police Commission's Consultant, Ron Smeal, and his trained team and its procedures in the interview process.

Mr. Krat questioned if the resumes were checked out for verification before they were interviewed?

Ron Smeal mentioned that the resumes were checked by him and the Police Commission.

Mr. Tighe questioned if the applicants credentials were verified or not?

Ron Smeal discussed the selection procedures that were followed by the board.

Chief Henry Bockelman discussed that he was one of the applicants that were interviewed and explained that it was a very thorough and difficult process.

All members voted in favor of the motion, to readvertise for the position of police chief.

POLICE OFFICER APPLICANTS

Alfred Kerrick mentioned that the test was given on 26 February 1994. There were 181 police applicants, but only 105 applicants took the written test.

Kelly L. Biddle mentioned that out of the 105 applicants that took the test, the commission will conduct interviews of the top 20 of the scores of the test. The written exam will be worth 70 percent and the oral test will be worth 30 percent. The total tabulation of these will give the commission an eligible list of 5 applicants. Out of the top 5 applicants, veterans will be given preference.

Alfred Kerrick mentioned this was confirmed by DCA, Department of Community Affairs.

Mr. Krat questioned how the written exams are going to be conducted?

Alfred Kerrick mentioned that the written tests were already conducted by the Department of Community Affairs.

Kelly L. Biddle mentioned that she received the test results back, but did not inform the commission until they decided to interview the top 20 applicants, because Alfred Kerrick's son was one of applicants who took the written test. So it was not known by Alfred Kerrick where his son fell on the list. This way impropriety would not be questioned.

Mr. Krat questioned if any consideration is being given to the present police officers from both the Mt. Pocono Police Department and Tobyhanna Township Police Department?

Alfred Kerrick mentioned that the full time officers from both the Mt. Pocono Police Department and the Tobyhanna Township Police Department are automatically members of the Pocono Mountain Regional Police Department. Full time personnel not part time.

Kelly Biddle mentioned that 3 more full time police officer positions are needed.

PENSION BOARD

Mario Scavello mentioned that the Pension Board met prior to the Pocono Mountain Regional Police Commission meeting. The Pension Board met with Tom Klaum, a representative from the Pennsylvania State Association of Boroughs. Board members present at the Pension Board meeting were Patrolman David Cook, Robert Hackenberg, and Mario Scavello. The Pension Board discussed with Tom Klaum what his company had to offer. Tom Klaum takes care of the Mt. Pocono's pension. On February 22, 1994 the Pension Board met with Spagnoli and Cosack, a Registered Investment Advisory Firm, to discuss the police pension. Spagnoli and Cosack takes care of the Tobyhanna Township Police Department pension. At the next Pension Board meeting it will be discussed which firm the Pension Board decides to go with.

BANK ACCOUNT

The board had nothing to discuss at the present time.

COMPUTER SYSTEM/OUTSIDE PAYROLL SERVICE

Henry Bockelman discussed the computer system that is presently in the Tobyhanna Township Police Department and also the software that can be added to update the existing programs. The computer system in the department has the capability to do the budgeting, but not payroll or payroll checks.

Ron Smeal mentioned that the accounts receivable and payable can be done in the computer and the checks can be written out by hand.

Kelly Biddle questioned whether or not the Police Departments computer has the capability to track the accounts receivable?

Henry Bockelman will look into whether or not the computer can track the accounts receivable.

Ron Smeal mentioned if the computer can track the accounts receivable and payable then it would just be a matter of getting a new printer.

Kelly Biddle mentioned that she was under the impression that the Police Departments computer does not have the capability for the accounts receivable and payable. It just has the capability to record.

Henry Bockelman mentioned the computer has the capability to record the transactions and gives a balance from different accounts.

Mario Scavello mentioned to check with Mellon Bank to see if they could do payroll and how much it would cost.

Ron Smeal mentioned that because your accounts receivable and payable have to be done on a daily basis it would be difficult to run back and forth everyday.

Mr. Krat questioned whether or not the commission consulted an expert on computers with problems and needs that would have to be resolved?

Alfred Kerrick mentioned that the commission has consulted with experts on the computer system.

Jeff Evans discussed the outside payroll service that his Association is dealing with.

Jeff Evans questioned whether or not Tobyhanna Township prints their own checks for accounts payable?

Kelly Biddle mentioned that Tobyhanna Township does all of their payroll in house. The Regional will be under a different tracking system and a different name.

Jeff Evans mentioned that their particular organization can do three different Associations in the same computer system, but on different books.

Kelly Biddle mentioned that Tobyhanna Township purchased their computer software. They can sell their services but can not sell the system out to the Regional Police.

Jeff Evans questioned if Tobyhanna Township can add on a second book set for the Regional police department?

Kelly Biddle mentioned that Tobyhanna Townships computer system would have to be upgraded and to do this it would cost to much.

Ron Smeal mentioned that the Xenix System the police department currently has, does not have any software programs available to meet the departments needs.

Henry Bockelman questioned if a PC can be purchased?

Kelly Biddle mentioned already looking into prices from SCT Public Sector Inc. for PC's. The Price for two PC's would be approximately \$5,000.00.

Ron Smeal mentioned the grant budget for computer equipment. You could write this off. The inner governmental cooperation grant is coming out in June, you could receive a maximum of \$10,000.00. Check with someone from the Department of Community Affairs.

Alfred Kerrick questioned Ron Smeal regarding a computer system that his department is selling?

Ron Smeal mentioned that his department is selling their computer system, if the commission is interested in looking at it.

INVENTORY

Henry Bockelman is waiting on a couple of prices in order to complete his departments inventory list.

Mario Scavello mentioned that he received Mt. Poconos inventory list.

PATCH/BADGE

John Lamberton showed a computer sample of the regional patch.

Mr. Tighe questioned whether or not the officers wear hats?

Alfred Kerrick mentioned that the officers wear campaign hats.

Alfred Kerrick mentioned ordering the badges.

Kelly Biddle mentioned that the price for the badges were cut.

John Lamberton mentioned the price for the badges from the book were \$81.00. The price the company quoted the police department for the badges were \$51.00. A total savings of \$30.00. The cost might even be less, depending on the quantity of badges ordered.

Henry Bockelman mentioned that 2 badges per officer is needed. One for the officers shirt, and one for the officers jacket.

Mario Scavello made a motion to purchase 30 duty badges. 2-Chiefs, 2-Lieutenants, 6-Sergeants, 20-Police Officer badges. Also, 15 off duty badges, 1-Chief, 1-Lieutenant, 3-Sergeants, and 10-Police Officer, seconded by Roy Gross. All members in favor.

Mr. Menzel questioned when the officers ranks will be determined?

Alfred Kerrick mentioned that the decision has not been made to set any other positions. The commission is waiting on the police chief first before making any other announcements.

Mr. Menzel questioned if the chief will be able to make the decisions of the positions under his rank?

Alfred Kerrick mentioned that once the police chief is hired, at that time the officers rank and file will be determined.

Mr. Krat questioned if the sergeants, lieutenants, and detectives are going to be given tests? Or will this be decided by the chief or the commission?

Alfred Kerrick mentioned that a written test will be given for the sergeants position.

Mr. Tighe thanked the commission for holding its regular meeting at the Mt. Pocono Municipal Building.

Mr. Rake questioned if the top scorer accepts or does not accept the police chief position, how long will it be before the Regional Police Department is on line?

Alfred Kerrick mentioned if the the top scorer accepts the police chief position, the Regional Police Department will be on line May 1, 1994. If the top scorer does not accept the position it will be longer. The commission will know by Friday, March 11, 1994 if he accepted the police chief position or not.

Mr. Krat hopes that the commission gives consideration to those who presently hold positions with the two departments.

Roy Gross mentioned that the commission will take into consideration those who presently hold positions in the two departments. No one will lose their rank other than the two chiefs.

Jeff Evans questioned if May 1, 1994 will be the first day for the police chief or the first day the Regional Police Department is started?

Alfred Kerrick mentioned that May 1, 1994 will be the first day for the chief. The Regional Police Department will start two weeks after May 1, 1994.

Jeff Evans questioned when the new police chief will be starting?

Alfred Kerrick mentioned that if the top scorer accepts the police chief position he will start 2 weeks prior.

Jeff Evans questioned that if the commission has to readvertise for the police chief position, will the regional police department start without the chief? What will happen to the hiring of the new officers?

Alfred Kerrick mentioned if the top scorer does not accept the police chief position then the Regional Police Department would not start until a later date than May 1, 1994, and the new officers will then be notified.

Jeff Evans questioned about the summer police coverage?

Alfred Kerrick mentioned that Tobyhanna Township will have police coverage for the summer, but without the Regional additional coverage if the new chief is not on board.

Mr. Tighe questioned the police coverage and the officers assignments when handling Tobyhanna Township and Mt. Pocono?

Alfred Kerrick mentioned that all officers will know the locations in both Mt. Pocono and Tobyhanna Township, and it will be decided within the department the areas the officers will cover.

John Lambertson mentioned that there is a borough map of Mt. Pocono that is located on the wall in the Tobyhanna Township Police Department for the officers to study.

REGULAR MEETINGS

Alfred Kerrick announced the next public meeting will be on Tuesday night, 5 April 1994 at 7:00 p.m. at the Tobyhanna Township Government Center Building, Pocono Pines, Pa.

ADJOURNMENT

Mario Scavello made a motion to adjourn, seconded by David Moyer. Meeting adjourned approx. 8:35 p.m.

M I N U T E S

POCONO MOUNTAIN REGIONAL POLICE COMMISSION
REGULAR MEETING
5 APRIL 1994

CALL TO ORDER:

This regular meeting of the Pocono Mountain Regional Police Commission was held at the Mt. Pocono Municipal Building in Mt. Pocono. The meeting was called to order by Chairman Alfred Kerrick with the pledge of allegiance.

PRESENT:

Alfred A. Kerrick - Chairman
Roy Gross - Vice-Chairman
Kelly L. Biddle - Secretary
Mario Scavello - Member
Dave Moyer - Member
Peter Quigley - Solicitor
Ron Smeal - Consultant

Mario Scavello made a motion to approve the minutes of 8 March 1994 at the next regular meeting, seconded by Dave Moyer. All members voted in favor.

Kelly Biddle made a motion to pay the bills for the Pocono Mountain Regional Police Department in the amount of \$1,952.50, seconded by Mario Scavello. All members voted in favor.

BUSINESS:

UPDATE OF THE FOLLOWING:

CHIEF OF POLICE

Alfred Kerrick mentioned that the applications will be accepted for the chief of police position until April 9, 1994. The interview panel will be meeting on April 23, 1994 to interview the applicants for police chief.

Ron Smeal advised the commission to look into an Inner Governmental Cooperation Grant. The maximum amount of the grant is \$10,000.

POLICE OFFICE APPLICANTS

Alfred Kerrick mentioned that the commission will be interviewing the top 21 police officer applicants on Saturday, April 9, 1994. The interviews will begin at 7:30 a.m. and end at 2:10 p.m. There were 21 applicants because the scores for number 20 and number 21 were tied. These interviews are for 3 full time police officer positions.

PENSION BOARD

Mario Scavello mentioned that the Pension Board will be meeting after the Pocono Mountain Regional Police Commission's regular meeting.

PATCH/BADGE

John Lamberton from Tobyhanna Township Police Department showed the commission the sample patch for the Pocono Mountain Regional Police Department that was put together by both Tobyhanna Township Police Department and Mount Pocono Police Department. Moritz Embroidery Work Inc. will be making 600 patches for the Pocono Mountain Regional Police Department free of charge.

Mario Scavello made a motion to send Mr. Moritz from Moritz Embroidery Work Inc. a thank you letter from the Pocono Mountain Regional Police for donating the 600 patches, seconded by Dave Moyer. All members voted in favor.

Roy Gross made a motion to order the 600 patches from Moritz Embroidery Work Inc. for the Pocono Mountain Regional Police Department, seconded by Kelly Biddle. All members voted in favor.

John Lamberton mentioned that it will take approximately 3-4 weeks before the commission will receive the patches from Moritz Embroidery Work Inc.

Alfred Kerrick questioned John Lamberton regarding whether or not the badges for the Pocono Mountain Regional Police Department have been ordered?

John Lamberton mentioned that the badges for the Pocono Mountain Regional Police Department have not yet been ordered, however will be ordered by next week.

CHANGE IN BANK ACCOUNT

Alfred Kerrick mentioned that the bank account for the Pocono Mountain Regional Police Department is no longer with Mellon Bank. The bank account is now with the First National Bank of Palmerton.

Kelly Biddle mentioned that the bank account was changed because Mellon Bank originally said that we were not going to be charged and that this was for payroll only. Now Mellon said there is a charge for the bank account. The commission had already made a motion prior to this to go to any bank. The First National Bank is where the new bank account will be for the Pocono Mountain Regional Police Department because there is not a fee.

COMPUTER SYSTEM

Alfred Kerrick mentioned that Kelly Biddle will be checking into the software for the police departments computer system.

INVENTORY

Mario Scavello mentioned that he has Mount Pocono Police Departments Inventory list and will submit it at the next regular meeting.

Joann Yakscoe presented the inventory list for the Tobyhanna Township Police Department.

MAINTENANCE OF VEHICLES/GASOLINE

Alfred Kerrick mentioned that all the garage owners in both Tobyhanna Township and the Mount Pocono area will be notified by a letter to let them know that the Pocono Mountain Regional Police Commission is accepting at this time proposals for the maintenance and/or gasoline for their fleet.

Dave Moyer made a motion to have Kelly Biddle send letters to all the service stations in both Tobyhanna Township and Mount Pocono to advise them that the Pocono Mountain Regional Police Commission is accepting proposals for the maintenance and/or gasoline for their fleet, seconded by Roy Gross.

Mr. Menzel suggested that it would be cheaper to have a bay and a mechanic to maintain these vehicles.

Kelly Biddle mentioned that machinery would have to be purchased if the Pocono Mountain Regional Police Department had their own service bay.

Alfred Kerrick mentioned that Tobyhanna Township fixes minor repairs to their vehicles in house, and also they have their own inspection mechanic.

All members voted in favor.

Mrs. Menzel had a question about how the Tobyhanna Township residences will be taxed once the Pocono Mountain Regional Police Department is formed? Will this be a separate tax bill?

Alfred Kerrick mentioned that there will not be a separate tax in regards to the regional, it will be included with the Township tax. The Township will be buying services from the regional police department. This is the same for the Mount Pocono Borough.

REGULAR MEETING

Alfred Kerrick announced the next regular meeting will be on Tuesday night, 26 April 1994 at 7:00 p.m. at the Mount Pocono Municipal Building, Mount Pocono Blvd., Mount Pocono, Pa.

OPEN DISCUSSION

Jeff Evans questioned when the regional police department will be starting?

Alfred Kerrick mentioned the starting date for the Pocono Mountain Regional Police Department will depend upon the upcoming candidates that will be interviewed, and their availability. If the availability is there, then the starting date for the Pocono Mountain Regional Police Department will be June 1, 1994.

Jeff Evans questioned whether or not the commission looked into vehicle, health and police professional liability insurance yet?

Kelly Biddle mentioned looking into the vehicle and health insurance. Some details needed to be changed, then a proposal will be given to us.

Mr. Menzel questioned whether or not Coolbaugh Township wanted to join on with Tobyhanna Township and Mount Pocono to form the Pocono Mountain Regional Police Department?

Alfred Kerrick mentioned that Coolbaugh Township was sent a letter by the Mount Pocono Borough to consider joining on with the regional police department.

ADJOURNMENT

Mario Scavello made a motion to adjourn, seconded by Dave Moyer. Meeting adjourned approx. 7:30 p.m.

M I N U T E S

POCONO MOUNTAIN REGIONAL POLICE COMMISSION
REGULAR MEETING
26 APRIL 1994

CALL TO ORDER:

This regular meeting of the Pocono Mountain Regional Police Commission was called to order by Chairman Alfred Kerrick with the Pledge of Allegiance.

PRESENT:

Alfred A. Kerrick - Chairman
Roy Gross - Vice-Chairman
Kelly L. Biddle - Secretary
Mario Scavello - Member
Dave Moyer - Member
Peter Quigley - Solicitor
Ron Smeal - Consultant

EXECUTIVE
SESSION

Alfred Kerrick announced there was an executive session, held on Saturday 23 April 1994 from 8:00 a.m. to 8:00 p.m. regarding personnel.

APPROVAL
MINUTES

Kelly Biddle made a motion to accept the minutes of March 8, 1994 and April 5, 1994, seconded by Roy Gross. All members voted in favor.

BUSINESS:

UPDATE OF THE FOLLOWING:

CHIEF OF POLICE INTERVIEWS

Alfred Kerrick mentioned that the executive session held on April 23, 1994 was for the interviews with the additional police chief applicants. A conditional offer might be offered at tonight's executive session after the regular meeting to one of two final top candidates that were interviewed.

POLICE OFFICER INTERVIEWS

Alfred Kerrick mentioned that the interviews were held on April 9, 1994. Three conditional offers were given.

Kelly Biddle mentioned that all three applicants for the police officer position have accepted their conditional offers.

Alfred Kerrick mentioned that out of the three individuals chosen for the police officers position, only one of them needs the Act 120 training. The other two individuals are trained to go out on the road.

Alfred Kerrick mentioned that there is a school available in May and also in July that offers the Act 120 training.

PENSION BOARD

Mario Scavello mentioned that the pension board had a meeting today April 26, 1994 at 3:00 p.m. at the Mt Pocono Municipal Building. The pension board met with Spagnola and Cosack. The pension board decided on how the portfollio would be diversified. There are 11 officers in the 12 1/2 years of service. The average age is 38 years old. There will not be for at least 3-4 years, anyone drawing from this plan. The total between Mount Pocono Borough, and Tobyhanna Township dollars, is approximately \$760,000.00 that will be going into this plan. The monies that are going into this plan will be invested into equities and fixed incomes. The break down for this will be a 10% annual return income. The money managers will be discussed and decided at the next pension board meeting. It has been agreed that for the next 3-4 years no monies will be distributed, only 6% of cash will be held.

Alfred Kerrick suggested that a resolution be made to appoint Spagnola and Cosack to be the pension board managers.

Mario Scavello made a motion to appoint Spagnoli and Kosack to be the pension board managers for the Pocono Mountain Regional Police, seconded by Kelly Biddle.

Mario Scavello mentioned reviewing the pension plan before making a motion.

Kelly Biddle questioned if a resolution is needed for each plan or just for the company?

Mario Scavello mentioned that the portfollio contains information of how the monies will be distributed and invested.

Kelly Biddle suggested that if any modifications to this plan in the future need to be made, then there is no need for this resolution.

Mario Scavello mentioned that there are other alternative plans.

Kelly Biddle mentioned the Resolution number would be 94-01.

All members voted in favor of the Pension Plan Resolution #94-01.

PROPOSALS FROM SERVICE STATIONS FOR MAINTENANCE/GASOLINE

Alfred Kerrick mentioned that 11 letters for proposals for maintenance/gasoline were sent out to all the garage owners in both Tobyhanna Township and Mount Pocono. The commission only received one proposal back as of 26 April 1994. All proposals must be sent into the commission by May 10, 1994.

David Moyer suggested having a second service station to maintenance the vehicles, just in case the other station can not maintenance the vehicle right away.

Roy Gross suggested having two service stations one for maintenance, and one for gasoline.

Alfred Kerrick mentioned that once all the proposals are submitted into the commission then a service station will be determined for maintenance/gasoline.

PATCHES/BADGES

John Lamberton mentioned that the patches and the badges for the Pocono Mountain Regional Police Department have been ordered.

Joann Yakscoe mentioned that there were 400 patches ordered, not 600 as quoted at the last regional meeting. A thank you letter will be sent to Moritz Embroidery Company after the patches have been received by the police department.

BILLS TO BE PAID FOR REGIONAL POLICE

Kelly Biddle mentioned that there were two bills that needed to be paid in the amount of \$2,935.50.

Kelly Biddle made a motion to pay two bills in the amount of \$2,935.50, seconded by Roy Gross.

Alfred Kerrick mentioned that the two bills were for badges and legal services.

All members voted in favor to pay the two bills for the regional police.

Kelly Biddle mentioned that more money is needed for the regional bank account. After the two bills are paid in the amount of \$2,935.50 there is only a minimal amount left in the regional bank account.

Kelly Biddle mentioned a total of \$5,000.00 is needed from both Tobyhanna Township and Mount Pocono for the regional bank account.

Kelly Biddle suggested applying for a tax-exemption status since the regional police qualifies for it.

OPEN DISCUSSION

Jeff Evans questioned about the chief of police and the three new police officers for the regional police department?

Alfred Kerrick mentioned that the regional police will be holding an executive session after the regular meeting and a conditional offer might be given at that time to one of the top two candidates for the police chief position. The three police officer candidates have accepted a written conditional offer and are presently working other jobs. The three police officer candidates were given a time frame which they agreed upon, and also were told about the regional police departments process by the regional police commission.

Jeff Evans questioned if June 1, 1994 is the starting date for the regional police department?

Alfred Kerrick mentioned that the month of June is a probable date for starting the regional police department.

John Lamberton suggested having the regional police department get their gas at the Tobyhanna Township Municipal Building. This is where the police presently get their gas. It makes it more convenient especially late at night when there are no other stations open.

Alfred Kerrick suggested waiting until all proposals are sent into the commission by May 10, 1994 before a decision about gasoline/maintenance can be made. Then the proposals will be looked over and discussed. If comparable in price there is a possibility that the police can purchase their gas during the day and be able to get gas at night at the Tobyhanna Township Municipal Building.

Mr. George Menzel mentioned that it would be cheaper in price to have the gas at the Tobyhanna Township Municipal Building.

Jeff Evans mentioned that having the gasoline available to the officers is extremely important.

NEXT REGULAR MEETING

Alfred Kerrick mentioned that the next regular meeting for the regional police commission will be held on May 10, 1994 at 7:00 p.m. at the Tobyhanna Township Municipal Building.

Mario Scavello mentioned that there will no longer be regular meetings held at the Mount Pocono Municipal Building.

ADJOURNMENT

Mario Scavello made a motion to adjourn, seconded by Kelly Biddle. Meeting adjourned approximately 7:35 p.m.

M I N U T E S

POCONO MOUNTAIN REGIONAL POLICE COMMISSION
REGULAR MEETING
10 MAY 1994

CALL TO ORDER:

This regular meeting of the Pocono Mountain Regional Police Commission was called to order by Chairman Alfred Kerrick with the Pledge of Allegiance.

PRESENT:

Alfred A. Kerrick - Chairman
Roy Gross - Vice-Chairman
Kelly L. Biddle - Secretary
Mario Scavello - Member
Dave Moyer - Member
Peter Quigley - Solicitor
Ron Smeal - Consultant

EXECUTIVE
SESSION

Alfred Kerrick announced there were two executive sessions held regarding personnel on May 5, 1994 from 5:00 p.m. to 8:00 p.m. and May 10, 1994 from 6:30 p.m. to 7:00 p.m.

APPROVAL
MINUTES

Mario Scavello made a motion to accept the minutes of April 26, 1994, seconded by Kelly Biddle. All members voted in favor.

BILLS TO
BE PAID

Roy Gross made a motion to pay two bills in the amount of \$163.85, seconded by Mario Scavello. All members voted in favor.

Peter Quigley mentioned the conditional offer states the starting date, with the exception of William Laverty, will be the start of the police force date.

All members voted in favor of the three new police officers.

CONSIDER EXPENDITURE OF FUNDS FOR POLICE OFFICER ACT 120 TRAINING

Alfred Kerrick mentioned that William Laverty, one of the new police officers hired for the Pocono Mountain Regional Police Department needs to obtain his Act 120 training.

Mario Scavello made a motion to spend the funds to send Officer William Laverty to the Act 120 training on May 23, 1994, seconded by Kelly Biddle. All members voted in favor.

CONSIDER RESOLUTION 94-002 POLICE PENSION PLAN

Peter Quigley mentioned that resolution 94-002 has to deal with the existing pension funds for the Tobyhanna Township Police Force and the Mount Pocono Police Force. At the last regular meeting for the Pocono Mountain Regional Police this proposed unified plan was discussed by the board. The proposed unified plan consists of the two pension funds that are merged into one pension plan to accommodate the police officers of the new Pocono Mountain Regional Police Force. Resolution 94-002 details some of the history of how this force is about to come into creation.

Kelly Biddle made a motion to adopt Resolution 94-002, seconded by David Moyer. All members voted in favor.

CHIEF OF POLICE

Roy Gross made a motion to hire Robert Martz as acting chief for the Pocono Mountain Regional Police Department, pending approval from the Department of Community Affairs, seconded Mario Scavello. All members voted in favor.

Alfred Kerrick introduced Chief Robert Martz. He has a bachelors of science degree in business education from Shippensburg University in 1969. He received his diploma from the Pennsylvania State Police Academy in Hershey Pennsylvania in 1972. He attended Luzerne County Community College and the Pennsylvania State University. He also received additional courses and instructions from the Federal Bureau of Investigations, the United States Attorneys Office and the Internal Revenue Services. He joined the Pennsylvania State Police in 1972. He is presently Captain in the Pennsylvania State Police with the Bureau of Liquor Control Enforcement.

Chief Martz introduced himself. For the past year 1/2 he worked as Director of Operations for Liquor Control Enforcement, commanding 158 enforcement officers, at nine district offices from Erie to Philadelphia. He has been with the State Police for 22 1/2 years, and retiring as Captain on Friday, May 20, 1994.

Alfred Kerrick thanked Ron Smeal the Consultant for the Pocono Mountain Regional Police Commission and his staff for all their hard work in the hiring process for the police chief position.

PENSION BOARD

Alfred Kerrick mentioned that the pension board did not meet and there was nothing to report at this time.

PROPOSALS FROM SERVICE STATIONS FOR MAINTENANCE/GASOLINE

Alfred Kerrick mentioned that 11 different service/gasoline stations from the Mount Pocono and Tobyhanna Township areas were notified by a letter to submit their proposals for maintenance/gasoline to the Pocono Mountain Regional Police Commission by May 10, 1994. There were only three that replied.

1. Hoffmans Texaco, Pocono Summit Tobyhanna Township,
2. Grogans, Mt. Pocono Mount Pocono Borough
3. Mountain Mobil, Pocono Summit Tobyhanna Township

Alfred Kerrick mentioned that the three proposals the commission received will be reviewed and discussed at the next Pocono Mountain Regional Police Commission meeting.

STARTING DATE FOR CHIEF/REGIONAL DEPARTMENT

Mario Scavello made a motion to start Chief Martz on June 1, 1994, seconded by Dave Moyer.

Mario Scavello made a motion to start the Pocono Mountain Regional Police Department on June 13, 1994, seconded by Dave Moyer.

All members voted in favor.

OPEN DISCUSSION

There were no questions from the public for the commission.

ADJOURNMENT

Mario Scavello made a motion to adjourn, seconded by Dave Moyer. Meeting adjourned approximately 7:35 p.m.

M I N U T E S

POCONO MOUNTAIN REGIONAL POLICE COMMISSION
REGULAR MEETING
24 MAY 1994

CALL TO ORDER:

This regular meeting of the Pocono Mountain Regional Police Commission was called to order by Chairman Alfred Kerrick with the Pledge of Allegiance.

PRESENT:

Alfred A. Kerrick - Chairman
Tom Reed - Alternate Member
Kelly L. Biddle - Secretary
Mario Scavello - Member
Dave Moyer - Member
Peter Quigley - Solicitor
Ron Smeal - Consultant

EXECUTIVE
SESSION

The Pocono Mountain Regional Police Commission were in an executive session from 7:05 p.m. to 7:10 p.m. to discuss a personnel matter with Alternate Tom Reed.

Alfred Kerrick mentioned that Tom Reed from the Mount Pocono Counsel will be the alternate to fill in for Roy Gross who just recently suffered from a heart attack. Tom Reed was nominated by the Borough Counsel to be an alternate for Roy Gross.

Alfred Kerrick also mentioned there was an executive session held on May 10, 1994 from 8:00 p.m. to approximately 10:00 p.m. for a personnel matter, interviewing employees for the position of Lieutenant.

APPROVAL
MINUTES

Mario Scavello made a motion to accept the minutes of May 10, 1994, seconded by Dave Moyer. All members voted in favor.

BILLS TO
BE PAID

Kelly Biddle made a motion to pay the bills in the amount of \$6011.21, seconded by Mario Scavello. All members voted in favor.

Dave Moyer questioned the \$50.00 per day for meal expense?

Kelly Biddle stated that the Township Policy has always been \$50.00 per day for meal expense. If the employee attends school or goes away on a business trip they are given \$50.00 per day for three meals and must return all receipts and money that was not used.

Chief Robert Martz questioned whether this meal expense qualifies for reimbursement from the Municipal Police Training?

Kelly Biddle stated that the meal expense does qualify for reimbursement from the Municipal Police Training.

Chief Robert Martz stated that some of the monies will be coming back in a form of a reimbursement from the Municipal Police Training Commission. They reimburse us for a certain amount the training expenditures.

Kelly Biddle stated the reimbursement from the new officers training is approximately 75%.

Alfred Kerrick stated 50% of the officers salary is also reimbursed.

Tom Reed stated that the commission should set up some new rules instead of going by what one municipality goes by.

Kelly Biddle stated that the \$50.00 per day meal expense was decided because the officers are following the Township contract.

Alfred Kerrick wants to check the Township contract to see if there is any dollar amount for the meal expense. If there is not a dollar amount for meal expense, then the commission can discuss this with Chief Martz and come up with a dollar amount.

All members voted in favor.

DECALS FOR POLICE CARS

Alfred Kerrick mentioned that the commission has a small version of the decals for the police cars but it will not be presented until the next meeting.

PENSION BOARD

Mario Scavello mentioned that the pension board had a meeting today, May 24, 1994, at 5:00 p.m. at the Tobyhanna Township Government Center Building. The pension board met with representative Cosack from Spagnola and Cosack. Present at the meeting were Bob Hackenberg Dave Cook from Tobyhanna Township Police Department and Mario Scavello. The Pension Board will meet on June 7, 1994 to discuss if there will be any further changes that need to be made to the pension plan. Tobyhanna Townships dollars have been released and the check was given to Mr. Cosack to be put into an account right now. When the funds from Mount Pocono are put in, it will be distributed accordingly according to the way it was agreed, the dollars will be separated.

PROPOSALS FROM SERVICE STATIONS FOR MAINTENANCE/GASOLINE

Alfred Kerrick mentioned the proposals that were received by:

- | | | | |
|-------------------------|-------------|----------|-----------|
| 1) Grogans Mt Pocono | Maintenance | \$ 38.00 | |
| | Gasoline | 5% | Discount |
| 2) R.P. Hoffmans Texaco | Gasoline | .05 | Over Cost |
| 3) Mountain Mobil | Gasoline | \$ 1.015 | Gallon |
| 4) Tobyhanna Township | Gasoline | .62 | Gallon |
| | Insurance | \$687.50 | Per Year |

These price quotes do not include tax.

Alfred Kerrick mentioned that by purchasing the gasoline from Tobyhanna Township it would be available 24 hrs. a day.

Chief Robert Martz mentioned that there are considerable amounts of record keeping, and book keeping involved in order to submit to the state and the Federal Government for tax refunds.

Henry Bockelman mentioned that it is definitely a savings to buy gasoline in bulk.

Tom Reed made a motion to use Tobyhanna Township as the gas supplier for the Pocono Mountain Regional Police Department, seconded by Kelly Biddle.

Tom Reed questioned if there is a time period? How long will .62 cents a gallon be good for?

Ron Smeal questioned Kelly Biddle regarding rebidding the gasoline? January?

Kelly Biddle mentioned that the .62 cents is not a yearly price. It changes according to the contract as do all of these. It changes according to that week or month.

Alfred Kerrick questioned about the state piggy back that the Township is guaranteed one set price?

Kelly Biddle mentioned that the price can not go above a certain percent. The .62 cents is not guaranteed. It can fluctuate. The \$687.50 per year for insurance was just paid for by Tobyhanna Township.

Mr. Menzel questioned the capacity of the Tobyhanna Township gasoline tanks?

Kelly Biddle mentioned the capacity for the Tobyhanna Township gasoline tank is 8,000 gallons. The tank is checked every week. When more gasoline is needed it takes approximately 2 days to receive.

Alfred Kerrick mentioned that there are different size tanks in the ground. The tank the Regional Police will be using is a 8,000 gallon tank.

All members voted in favor.

REPRESENTATIVE - PAUL PUGIELLI
BOWERS, SCHUMANN & WELCH INSURANCE

Mr. Paul Pugielli, Representative from Bowers, Schumann & Welch Insurance, presented his proposal of insurance to the Pocono Mountain Regional Police Commission. This insurance is for the new Pocono Mountain Regional Police Department. It is a combination of coverages for the police employees that were covered under the Tobyhanna Township insurance policy. Bowers, Schumann & Welch Agency located in Bethlehem handles insurance for over fifty municipalities.

POLICY

COMMERCIAL PACKAGE POLICY

- Property
- Inland Marine
- Automobile

WORKMANS COMPENSATION POLICY

Selective Insurance of America

MUNICIPAL LIABILITY POLICY

Selective Insurance of South Carolina

EXCESS LIABILITY POLICY

PUBLIC OFFICIAL LIABILITY POLICY

- Genstar
- Homestead

LAW ENFORCEMENT LIABILITY POLICY

- Genstar
- Homestead

Alfred Kerrick mentioned that Chief Robert Martz will be working as of June 1, 1994 and will be insured as of June 1, 1994. Mount Pocono Police Departments insurance will be picked up by Tobyhanna Township as of June 1, 1994, because their old policy will no longer be in effect. When Tobyhanna Township and Mount Pocono join forces on June 13, 1994 as the new Pocono Mountain Regional Police Department they will all be combined as one policy.

Representative Pugielli will bind the policy without a deposit.

Mario Scavello made a motion that the commission agreed to purchase insurance from the Genstar Group through Bower, Schumann & Welch as Agents for the Public Official Liability Policy and the Law Enforcement Liability Policy, with a \$250,000.00 coverage, seconded by Dave Moyer. All members voted in favor.

Peter Quigley recommended the motion for the insurance coverage, and strongly suggests that the commission goes with at least \$100,000.00 to \$250,000.00 for the uninsured/insured motorist coverage. This is an extremely important coverage.

UPDATE OF HEALTH INSURANCE

Kelly Biddle mentioned that the Health Insurance through Blue Cross/Blue Shield will be effective, but the Pocono Mountain Regional Police Department has to go on the Tobyhanna Township Policy for the first two weeks, then they start their own policy.

NEXT REGULAR MEETING

Alfred Kerrick mentioned that the next regular meeting for the Regional Police Commission will be held on June 7, 1994 at 7:00 p.m. at the Tobyhanna Township Municipal Building.

The Commission took a recess at 8:30 p.m. to 8:42 p.m.

Mario Scavello made a request to hold an executive session on a personnel matter after the regular meeting and also wanted the Mount Pocono Council to be moved down on the Agenda.

OTHER BUSINESS:

RECOMMENDATION FOR LIEUTENANT

Chief Robert Martz and Chief Ron Smeal conducted oral board examinations with the potential candidates on Tuesday, May 10, 1994. The oral boards were scored independently by Chief Robert Martz and Chief Ron Smeal. The scores were then combined with earlier oral board scores from other interviews that were given previously. When the scores were tabulated the highest score was the present Chief of the Tobyhanna Township Police Department, Henry Bockelman.

Chief Robert Martz recommended that Henry Bockelman be named for the Lieutenant position to the Pocono Mountain Regional Police Department.

David Moyer made a motion to appoint Henry Bockelman as Lieutenant for the Pocono Mountain Regional Police Department, seconded by Mario Scavello. All members voted in favor, with the exception of Alternate Tom Reed, he abstained because he was not involved with any of the prior interviewing.

OPEN DISCUSSION

Tom Reed questioned who would be servicing the police vehicles?

David Moyer stated to readvertise for proposals for the maintenance of the police vehicles.

Chief Martz stated that when any maintenance is required the commission could seek out bids.

Alfred Kerrick stated that seeking out bids for the maintenance of the police vehicles would be the best way to go. In the mean time, he suggested the Tobyhanna Township Maintenance Department could do the repair work.

Kelly Biddle was against the Tobyhanna Township Maintenance Department fixing any of the police vehicles, because of the road repair work they are currently doing. They would not have the time.

Alfred Kerrick stated that Tobyhanna Township has their own Inspection Mechanic.

Alfred Kerrick stated that the Chief of Police could notify the different garages for quotes at the time the service is needed.

Jeff Evans stated that since all the police vehicles are Chevrolets, depending on the warrantee of the vehicles have Ray Price Chevrolet service them.

Alfred Kerrick stated that the police vehicles are serviced by Ray Price Chevrolet if they are under warrantee. The Fern Ridge State Police Barracks uses Blakeslee Garage for the servicing of their police vehicles.

Chief Martz mentioned that the State Police are not bound by any bidding procedures. Each State Police Barracks has their own maintenance garage.

The commission suggested that the Chief of Police will decide where the police vehicles are serviced.

Peter Quigley mentioned that it is not necessary for a motion unless the commission requests a motion on the maintenance of the police vehicles.

The Mount Pocono Counsel wished to be withdrawn from the Agenda.

Alfred Kerrick stated that all Mount Pocono Citizens are welcomed to address any questions that they might have at the Pocono Mountain Regional Police Commission meetings and the questions will be answered by the Commission.

Kelly Biddle stated that the Mount Pocono Counsel requested to know where the \$10,000.00 for the Pocono Mountain Regional Police Department was spent. Kelly Biddle drew up a list to show the Mount Pocono Counsel where all the expenditures went, and mentioned that the Mount Pocono Borough only gave a total of \$7,500.00 not \$10,000.00. A check for \$2,500.00 in March, and a check for \$5,000.00 two weeks ago. Every bill pack is approved at every Pocono Mountain Regional Police Commission meeting.

Mount Pocono Counsel mentioned that Lori Yocum came up with a \$10,000.00 figure because she added in the salaries.

Kelly Biddle stated that the expense for salaries that were added into the Mount Pocono figure was paid through Mount Pocono only, Tobyhanna Township has no record of what Mount Pocono paid, only a record of what Tobyhanna Township or the commission paid. Tobyhanna Township also put out approximately \$1,000.00 for advertisements, and postage, etc. which have not been reimbursed for and should be presented at the next meeting.

Chief Martz stated about the letters of notification he needs to send to the Municipal Police Training, ORI numbers, U.C.R reports in Harrisburg etc. require a notification of the police department and providing the enabling ordinances from each Municipality indicating the effect date of the new department and the ordinance abolishing the existence of the local Municipality department on the new department starting up. The letters of notification are all done, however these copies are needed of the ordinances to send along with the letters.

Alfred Kerrick stated that Tobyhanna Township will be enacting the ordinance of the new Pocono Mountain Regional Police Department on June 6, 1994 at their special meeting.

Mario Scavello stated that Mount Pocono Borough will be enacting their ordinance around the same time frame.

Peter Quigley has a copy of ordinance creating the Pocono Mountain Regional Police Commission.

Chief Martz stated that both Municipalities are scheduled to have the new ordinances enacted before June 13, 1994.

Alfred Kerrick stated that there will be two executive sessions held prior to the next regular meeting. One executive session called by Mario Scavello and the other executive session held for the interviews of Sergeants.

ADJOURNMENT

Mario Scavello made a motion to adjourn, seconded by Dave Moyer. Meeting adjourned approximately 9:00 p.m.

M I N U T E S

POCONO MOUNTAIN REGIONAL POLICE COMMISSION
REGULAR MEETING
7 JUNE 1994

CALL TO ORDER:

This regular meeting of the Pocono Mountain Regional Police Commission was called to order by Chairman Alfred Kerrick with the Pledge of Allegiance.

PRESENT:

Alfred A. Kerrick - Chairman
Tom Reed - Alternate Member
Kelly L. Biddle - Secretary
Mario Scavello - Member
Dave Moyer - Member

APPROVAL
MINUTES

Mario Scavello made a motion to accept the minutes of May 24, 1994, seconded by Dave Moyer. All members voted in favor.

BILLS TO
BE PAID

Mario Scavello made a motion to pay the Swift & Barnes bill for office supplies in the amount of \$91.70, seconded by Kelly Biddle. All members voted in favor.

APPOINT (3) SERGEANTS

Chief Robert Martz announced the recommendations for the (3) Sergeants. Per agreement from the Police Agencies, rank will remain the same so that the three positions were actually two. The Det/Sgt. John Lambertson will stay the same. Four candidates were interviewed for the position of Patrol Supervisor Sergeant. Out of the four Candidates that Chief Smeal and Chief Martz conducted the four oral boards with the two high scores were David Swiderski and David Cook. Chief Robert Martz made a recommendation that David Swiderski and David Cook be appointed Sergeant.

Tom Reed made a motion to appoint David Swiderski and David Cook as Sergeant for the Pocono Mountain Regional Police Department, seconded by David Moyer.

Alfred Kerrick mentioned that the one Sergeant from Tobyhanna Township keeps his rank. There will be three Sergeants.

All members voted in favor.

APPOINT COMMISSION TREASURER

The Treasurers duties would be to sign Tax Exempt Status Forms, and other Administrative duties.

Alfred Kerrick made a motion to appoint Mario Scavello as Treasurer of the Police Commission, seconded by Tom Reed. All members voted in favor.

PENSION BOARD

Mario Scavello mentioned that the pension board did not meet and there was nothing to report at this time. The pension board will meet prior to the June 28, 1994 regular meeting.

Alfred Kerrick mentioned that an Actuary Study was done in December.

CHECKING/PAYROLL ACCOUNTS et. al.

Chief Robert Martz stated that the Payroll Account is now open. The checks will be received within two weeks.

The grant from the Department of Community Affairs has to be in a separate account all by itself. Monies will be withdrawn from the account as needed. Record keeping will be done by Chief Martz.

Chief Martz mentioned about opening either a saving account or PLGIT account to draw interest. With a PLGIT account interest is credited monthly, and takes three days for a check to clear, with a saving account, interest is credited quarterly, and check can be cleared at the time deposit is made. There is a fee of \$8.00 to wire money.

RESOLUTION #94-005

Kelly Biddle made a motion for Resolution #94-005 to open a PLGIT as a depository for Pocono Mountain Regional Police Commission accounts, seconded by Mario Scavello. All members voted in favor.

OTHER BUSINESS:

Chief Robert Martz stated that Tobyhanna Township Police Department and Mount Pocono Police Department both have a cooperative agreement with all the Municipalities in the area. They are now a separate police entity, Pocono Mountain Regional Police Department. Chief Martz will be approaching other police departments and initiate similar agreements.

Alfred Kerrick gave Chief Martz permission to go ahead with contacting other police departments to initiate similar agreements.

Chief Martz mentioned that a stamp machine is needed for the police department. The cost will be \$160.00 for rental of the machine. The department will be billed quarterly. The cost for postage is separate.

Alfred Kerrick mentioned that with the police assistance grant from Department of Community Affairs, they will be getting the interest.

PROJECTED POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT
BUDGET/JUNE THRU DECEMBER 1994

Chief Robert Martz presented the Projected Budget from June thru December 1994 for the Pocono Mountain Regional Police Department.

PROJECTED BUDGET TOTAL	\$586,798.00
PROJECTED REVENUE TOTAL	\$ 96,035.00
ADJUSTED EXPENDITURE BUDGET TOTAL	\$490,763.00

Alfred Kerrick mentioned that Chief Martz included all expenditures up until the present date in the budget.

Mario Scavello made a motion to accept the proposed Pocono Mountain Regional Police Department Budget as presented. The Regional Expenditure Budget of \$586,798.00 and the Revenue Adjusted Total Cost of \$490,763.00 seconded by Kelly Biddle.

After a lengthy discussion regarding all line items all members voted in favor.

Mr. John Tighe questioned whether or not the police department patrols Fox Fire Condominium Complex in the Mount Pocono area because it is a private development?

Chief Robert Martz stated that there is police patrol in condominium complexes, however the police can not enforce routine traffic violations on private property, only crimes code violations, and serious vehicle code violations.

ADJOURNMENT

Mario Scavello made a motion to adjourn, seconded by Dave Moyer. Meeting adjourned approximately 8:45 p.m.

M I N U T E S

POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT
REGULAR MEETING
28 JUNE 1994

CALL TO ORDER:

This regular meeting of the Pocono Mountain Regional Police Commission was called to order by Chairman Alfred Kerrick with the Pledge of Allegiance.

PRESENT:

Alfred A. Kerrick - Chairman
Kelly L. Biddle - Secretary
Mario Scavello - Member
Robert Martz - Chief
Peter Quigley - Solicitor

EXECUTIVE
SESSION

The Pocono Mountain Regional Police Commission held an executive session on 15 June 1994 at 8:00 p.m. in Mount Pocono for a personnel matter, the hiring of Brian Cummins.

Chief Robert Martz stated that a background investigation has been started on Brian Cummins and also authorization has been received for release of confidential information, medical and financial records. Upon conclusion of the background check a medical and required physiological will be done. If everything goes alright then he will be offered a contract. It will take approximately two weeks time to do the initial background check and another week or two for the medical and physiological. Brian Cummins would then have to give his employer a two week notice. Brian Cummins will start in approximately six weeks.

Alfred Kerrick stated the reason for the hiring of the new police officer was to replace an officer who recently resigned from the Tobyhanna Township Police Department.

APPROVAL
MINUTES

Mario Scavello made a motion to accept the minutes of 7 June 1994, seconded by Kelly L. Biddle. All members voted in favor.

BILLS TO
BE PAID

Mario Scavello made a motion to pay the bills in the amount of \$29,699.73, seconded by Kelly Biddle. All members voted in favor.

PENSION
BOARD

Mario Scavello stated that the pension board met at 5:30 p.m., June 7, 1994 at the Government Center Building. Present at the meeting were Bob Hackenberg, David Cook and Mario Scavello. At the meeting the pension board reviewed and discussed the police pension plan. The pension board will meet again in September when they receive their quarterly report. The pension board also mentioned that they are looking into a pension plan for a non-uniformed employee, Joann Yakscoe.

Kelly Biddle stated that Michael Cosack is working on a pension plan at this time for non-uniformed employee, Joann Yakscoe.

CHIEF
UPDATE

Chief Robert Martz gave an update to the police commission starting from June 13, to June 26, 1994 for the first two weeks of service. Hours of service for Tobyhanna Township provided was 811 3/4 hrs of coverage, and Mount Pocono received 300 hrs of coverage, 73% of coverage to Tobyhanna Township, 27% of coverage to Mount Pocono. The purchase allotted time for Tobyhanna Township was 77.5% which is 4 1/2% under on their service, Mount Pocono was 4 1/2% above their service.

This will be adjusted during the next two week period to bring it back in line. The number of complaints from Mount Pocono were high as expected it would be with the new police department. 4 1/2% is well within line and easily adjusted so the department is on line as far as purchased service. During the two week period the Regional Police Department responded to 254 complaints in both Municipalities. For the entire month of May was just over 320. The demand for service with the creation of the new police department has picked up. In the two week period there were 63 criminal arrests made in Tobyhanna Township, and 17 made in Mount Pocono. There were 7 traffic arrests in Tobyhanna Township and 21 traffic arrests in Mount Pocono. The Chief of Police will have a full report at the next regular meeting for the entire month of June and monthly there after.

Alfred Kerrick mentioned that the police department at the present time is operating one man short.

Chief Robert Martz stated that one man is presently in school which is administrative time, and one man in training, his time counts but it only puts one patrol vehicle on the road. Its a two man patrol because he is in training. The amount of coverage will increase when the two men go on the road by themselves with the addition of the new patrolman that will joining the force in August.

Chief Robert Martz mentioned that the police department is on line with all required insurance's. Contracts were signed for the Disability and Life Insurance's.

Solicitor Peter Quigley mentioned that he would like to review the coverage again from Bowers, Schumann, & Welch Insurance.

NEXT SCHEDULED MEETING

The next scheduled meeting for the Regional Police Commission will be held on July 19, 1994 at 7:00 p.m.. After the month of August the commission will hold its regular meetings every third Tuesday of every month thereafter at 7:00 p.m.

ADJOURNMENT

Mario Scavello made a motion to adjourn, seconded by Kelly Biddle. Meeting adjourned approximately 7:35 p.m.

M I N U T E S

POCONO MOUNTAIN REGIONAL POLICE COMMISSION
REGULAR MEETING
19 JULY 1994

CALL TO ORDER:

This regular meeting of the Pocono Mountain Regional Police Commission was called to order by Chairman Alfred Kerrick with the Pledge of Allegiance.

PRESENT:

Alfred A. Kerrick - Chairman
Roy Gross - Vice-Chairman
Kelly L. Biddle - Secretary
Mario Scavello - Member
David Moyer - Member
Peter Quigley - Solicitor

APPROVAL
MINUTES

Kelly L. Biddle made a motion to accept the minutes of June 28, 1994, seconded by Mario Scavello. All members voted in favor.

BILLS TO
BE PAID

Mario Scavello made a motion to pay the bills in the amount of \$22,270.44, seconded by Kelly L. Biddle. All members voted in favor.

PLGIT

Chief Robert Martz stated that he met with a representative from the PLGIT account, and is in the process of opening an account for when the grant money is received, and also an account will be set up for the monies the Regional Police receives from the municipalities so interest can be made. A resolution has been voted on at the last meeting to establish the account.

PENSION
BOARD

Mario Scavello mentioned that Mount Pocono Borough sent their check in the amount of \$140,000.00. This check will be mailed to Cosack & Spagnola.

JUNE
MONTHLY
POLICE
REPORT

Chief Robert Martz presented the Daily Activity for June, 1994. This report covers only the seventeen days that the Pocono Mountain Regional Police Department was in existence. In this time Tobyhanna Township was short 61.25 hrs., and the Mount Pocono Borough received 61.25 more hrs. than what they were budgeted for.

JUNE 13-30, 1994

	PAID	ACTUAL	OVER/UNDER
TOBYHANNA TOTAL HRS	1054.00	992.75	-61.25
MT POCONO TOTAL HRS	306.00	367.25	+61.25
	1360.00	1360.00	
TOBYHANNA	77.5%	72.9%	- 4.6%
MT POCONO	22.5%	27.1%	+ 4.6%

Mario Scavello made a motion to accept the monthly police report for June 13-30 1994, seconded by David Moyer. All members voted in favor.

OTHER BUSINESS

Chief Robert Martz stated that he will be meeting with representative Paul Pugielli from Bowers, Schumann and Welch Insurance on Thursday July 21, 1994 at 8:00 a.m.. Also Mario Scavello, and Solicitor Peter Quigley will be attending the meeting to review the police departments insurance coverage.

Chief Robert Martz stated that the background investigation for applicant Brian Cummins is nearly complete. Chief Robert Martz anticipated Brian Cummins to be on board with the Pocono Mountain Regional Police Department August 15, 1994.

Chief Robert Martz stated that William Laverty is scheduled to graduate August 19, 1994 from Harrisburg Area Community College and will then be on board with the Pocono Mountain Regional Police Department.

Chief Robert Martz stated he would receive reimbursement from the Municipal Police Training for William Lavertys training.

Chief Robert Martz submitted an application for a Council of Governments Grant. This is a 50/50 grant, matching monies, up to \$6,000.00 dollars.

There is a need to upgrade the computer systems main frame and increase the number of terminals in the police department. The deadline for the grant application is July 22, 1994 for submission. It is \$5,300.00 each. The police department would be putting \$5,300.00 up and getting back \$5,300.00 from the department of community affairs.

Chief Robert Martz stated a resolution is needed for the second year regional grant. The grant year runs from October 1, to September 30. Once the paper work is submitted then the grant will be processed and the monies will be forwarded to the Police Department. The amount of the grant anticipated on receiving would be \$33,400.00.

Chief Robert Martz, and Mario Scavello will be reviewing all the Ordinances from both Tobyhanna Township and Mount Pocono Borough.

NEXT SCHEDULED MEETING

The next scheduled meeting for the Regional Police Commission will be held on August 23, 1994 at 7:00 p.m.

ADJOURNMENT

Mario Scavello made a motion to adjourn, seconded by Dave Moyer. Meeting adjourned approximately 6:40 p.m.

M I N U T E S

POCONO MOUNTAIN REGIONAL POLICE COMMISSION
REGULAR MEETING
23 AUGUST 1994

CALL TO ORDER:

This regular meeting of the Pocono Mountain Regional Police Commission was called to order by Chairman Alfred Kerrick with the Pledge of Allegiance.

PRESENT:

Alfred A. Kerrick - Chairman
Roy Gross - Vice-Chairman
Kelly L. Biddle - Secretary
Mario Scavello - Member
David Moyer - Member
Peter Quigley - Solicitor

APPROVAL
MINUTES

Mario Scavello made a motion to accept the minutes of July 19, 1994, seconded by David Moyer. All members voted in favor.

BILLS TO
BE PAID

Mario Scavello made a motion to pay the bills in the amount of \$38,478.77, seconded by Kelly Biddle. All members voted in favor.

JULY POLICE
REPORT

The Chief of Police, Robert Martz presented the monthly police report for July.

JULY POLICE REPORT

	PAID	ACTUAL	OVER/UNDER	YEAR TO DATE
TOBYHANNA TOTAL HRS	1922	1955.23	+33.23	-28.02
MT. POCONO TOTAL HRS	558	524.77	-33.23	+28.02
TOBYHANNA	77.5%	78.84%	+ 1.34%	- 0.8%
MT. POCONO	22.5%	21.16%	- 1.34%	+ 0.8%

Roy Gross made a motion to approve the police report for the month of July, seconded by Dave Moyer. All members voted in favor.

RESOLUTION
94-007

REGIONAL POLICE ASSISTANCE PROGRAM

This Resolution authorizes the Chief to make application for a Regional Grant. This is a follow up to the first grant that was filed back in February. The State Department of Community Affairs provides for start up assistance for Regional Police Departments. The first year grant was for the amount of \$42,400.00. The second year grant that the Regional Department can qualify for is \$33,400.00.

This grant is for the chief of police salary, benefits, and operational costs.

Roy Gross made a motion to adopt Resolution 94-007, seconded by Kelly Biddle. A members voted in favor.

UPDATES

BOWER, SCHUMANN & WELCH INSURANCE
MEETING JULY 21, 1994

This meeting was held at the Regional Police Department on July 21, 1994. Present at the meeting were: Mario Scavello-Mayor, Peter Quigley-Solicitor, Representative-Bower, Schumann & Welch Insurance and Chief Robert Martz.

DISCUSSION:

The Tobyhanna Township Police and Mount Pocono Borough Police were added as additional insurers to the Liability Policy.

The excess liability policy was cancelled because it was an unnecessary coverage and too expensive. By doing this it saved the Regional Police Department \$1,400.00.

Workmans Compensation requirements were discussed.

Property/evidence while stored with the Regional Police is covered up to \$2,500.00.

Department property that has a value over \$250.00 will be covered.

**POLICE
ACADEMY
GRADUATION**

59TH HACC POLICE ACADEMY GRADUATION

Chief Robert Martz announced that William Laverty graduated from the Police Academy on August 19, 1994. William Laverty also received a reward for outstanding student for physical fitness. He started patrolling on Monday, August 22, 1994.

**FIREARMS
TRAINING**

FIREARM TRANSITIONAL TRAINING

Chief Robert Martz announced that all officers are trained with the firearms that they carry. The officers were trained by Sgt. David Cook, NRA Firearms Instructor for the Pocono Mountain Regional Police Department.

**MUTUAL AID
AGREEMENT**

MUTUAL AID AGREEMENT

Mario Scavello made a motion to allow Solicitor Peter Quigley to form a Mutual Aid Agreement to sign, seconded by Kelly Biddle. All members voted in favor.

PATROLMAN
VACANCY

PATROLMAN VACANCY - INTERVIEW AUGUST 5, 1994

Chief Robert Martz announced that on August 5, 1994 the new candidate Timothy McCarty was interviewed by Mario Scavello, Alfred Kerrick, David Moyer, Henry Bockelman and the Chief. He was already interviewed once before by the commission. He was ranked six on the list.

Timothy McCarty has over 4 years experience with Coopersburg Police Department.

Chief Robert Martz recommended Timothy McCarty be appointed as patrolman.

Roy Gross made a motion to appoint Timothy McCarty as patrolman pending the outcome of the psycological and physical exam, seconded by Mario Scavello. All members voted in favor.

Alfred Kerrick stated that number five declined the patrolman position because he took another job elsewhere.

The Regional Police Department now has 15 officers.

OTHER BUSINESS:

1995 BUDGET

A. 1995 PROJECTED POLICE DEPARTMENT BUDGET

The Commission will review the 1995 Budget for the next meeting.

B. PROPOSAL - PROMOTION
RECOMMENDATION WITHDRAWN AFTER DISCUSSION

C. PROPOSAL - CREATION OF CIVILIAN POSITION

D. PENSION PLAN/NON-UNIFORMED EMPLOYEES

All items B,C, and D will also be discussed at the next meeting because they pertain to the 1995 Budget.

Chief Robert Martz stated that the civilian position on the budget is for an Administrative Assistant, which would be primarily the Accountant/Bookkeeper. The Administrative Assistant would also handle staff service type matters, correspondence, etc.

Chief Robert Martz stated that there is one civilian employee that presently works for the Regional Police Department. The civilian employee was an employee of Tobyhanna Township Police Department. Tobyhanna Township initiated the non-uniformed pension plan. When the civilian employee was transferred from Tobyhanna Township to the Pocono Mountain Regional Police Department she no longer has a pension plan.

Alfred Kerrick stated that Joann Yakscoe, civilian employee is still listed on Tobyhanna Townships non-uniformed pension plan until the first of the new year when this non-uniformed pension plan is settled.

Chief Robert Martz stated that the police commission would contribute a fixed amount of 4% to the non-uniformed pension plan. The employee can elect to contribute 0 up to 4%. When the employee decides to terminate they can draw out what was paid into the pension plan, plus interest. After three years there is pension assistance for the 4%. It would be reimbursed back to the police commission and it wouldn't cost the commission anything.

Chief Robert Martz would like to have a second civilian employee on line by November 1, 1994.

ADVERTISE
CIVILIAN
POSITION

ADVERTISEMENT FOR ADMINISTRATIVE ASSISTANT

Mario Scavello made a motion to give the Chief of Police permission to advertise for an Administrative Assistant position and set interviews, seconded by Roy Gross. All members voted in favor.

M I N U T E S

POCONO MOUNTAIN REGIONAL POLICE COMMISSION
REGULAR MEETING
27 SEPTEMBER 1994

CALL TO ORDER:

This regular meeting of the Pocono Mountain Regional Police Commission was called to order by Chairman Alfred Kerrick with the Pledge of Allegiance.

PRESENT:

Alfred A. Kerrick - Chairman
Roy Gross - Vice-Chairman
Mario Scavello - Member
David Moyer - Member
Peter Quigley - Solicitor

APPROVAL
MINUTES

Mario Scavello made a motion to accept the minutes as corrected, seconded by Roy Gross. All members voted in favor.

BILLS TO
BE PAID

Roy Gross made a motion to pay the bills in the amount of \$29,608.37, seconded by Mario Scavello. All members voted in favor.

AUGUST POLICE
REPORT

The Chief of Police, Robert Martz presented the monthly police report for August, 1994.

AUGUST POLICE REPORT

	PAID	ACTUAL	OVER/UNDER	YEAR TO DATE
TOBYHANNA TOTAL HRS	1922	1933.96	+11.96	-16.06
MT POCONO TOTAL HRS	558	546.04	-11.96	+16.06
TOBYHANNA	77.5%	77.9%	+ .4%	- .25%
MT. POCONO	22.5%	22.1%	- .4%	+ .25%

Mario Scavello made a motion to approve the police report for the month of August, seconded by Roy Gross. All members voted in favor.

Chief Robert Martz suggested that Mount Pocono consider adding to the number of hours they currently contracted for, because the number of hours that are spent on investigations have increased and are now coming out of hours used for officers on patrol.

Mario Scavello will take the suggestion back to the Mount Pocono Borough Council for consideration.

UPDATES

BUDGET
1995

1995 PROJECTED POLICE DEPARTMENT BUDGET

Chief Robert Martz presented the 1995 Police Department Budget to the Commission.

The Projected Expenditure Budget Total for 1995 is \$1,010,122.00.
Revenue Adjusted Total Cost is \$918,662.00.

Roy Gross made a motion to table the 1995 Budget until the next regional police meeting when Secretary/Member Kelly Biddle is present, seconded by Mario Scavello. All members voted in favor.

PENSION
MMO

PENSION (MINIMUM MUNICIPAL OBLIGATION)

Chief Robert Martz discussed the 1995 Minimum Municipal Obligation.

Roy Gross made a motion to accept the Minimum Municipal Obligation report as presented, seconded by David Moyer. All members voted in favor.

LEASE
AGREEMENT

LEASE AGREEMENT

The Pocono Mountain Regional Police Department was given a Lease Agreement with Tobyhanna Township to utilize their offices at the Government Center Building. The Lease was provided to Solicitor Quigley for review.

GRANT
STATUS

GRANT STATUS - DEPARTMENT OF COMMUNITY AFFAIRS
MEETING.

The original grant that the Chief of Police applied for was amended by the Department of Community Affairs to run from July 1, 1994 to June 30, 1995 which restores the total amount.

First year grant total amount \$42,400.00
Second year grant total amount \$33,400.00
Third year grant total amount approximately \$19,000.00.

Chief Robert Martz stated that on Weds. September 21, 1994 the Department of Community Affairs came to the Pocono Mountain Regional Police Department, and were shown the Police Departments operations.

EXECUTIVE
SESSION

EXECUTIVE SESSION REGARDING PERSONNEL MATTER

The Regional Police Commission had an executive session during the meeting from 7:50 p.m. to 8:15 p.m. to discuss a personnel matter.

CIVILIAN
POSITION

CIVILIAN POSITION - ADMINISTRATIVE ASSISTANT

Chief Robert Martz stated at the last regional meeting he was authorized to advertise for the Civilian Position - Administrative Assistant. Since that meeting the Chief was approached by a candidate who is currently doing the books and checks for the police department. She has been a temporary employee with the Police Department. She indicated an interest in taking the full time position of Administrative Assistant for the Regional Police Department.

Chief Robert Martz made a recommendation to the police commission on hiring Kathleen Sherman to fill the position of Administrative Assistant pending the employment agreement.

Mario Scavello made a motion to accept the Chiefs recommendation of Kathleen Sherman to the position of Administrative Assistant, with a starting date of January 1, 1995, pending the employment agreement, seconded by David Moyer. All members voted in favor.

NEXT SCHEDULED MEETING

The next scheduled meeting for the Regional Police Commission will be held on September 27, 1994 at 7:00 p.m.

ADJOURNMENT

Mario Scavello made a motion to adjourn, seconded by Kelly Biddle. Meeting adjourned approximately 8:10 p.m.

STATEWIDE
REGIONAL
CHIEFS
MEETING

STATEWIDE REGIONAL POLICE CHIEFS MEETING

Chief Robert Martz attended the Statewide Regional Police Chiefs Meeting at the Mifflin County Regional Police Department, Lewistown, on Tuesday, September 20, 1994.

Chief Dan Spang hosted a statewide Regional Chiefs Meeting, Mifflin County Police Department, Lewistown. Mifflin County Police Department is the second largest Regional Police Department.

OTHER BUSINESS:

MUTUAL AID AGREEMENT

Peter Quigley stated that all Mutual Aid Agreements have been sent out to all Municipalities in Monroe County. Peter Quigley will also send a Mutual Aid Agreement to Kidder Township, Carbon County.

MONROE COUNTY SCHOOL BUS SAFETY FAIR

Chief Robert Martz stated that Det/Sgt. John Lamberton attended the Monroe County School Bus Safety Fair at the Stroud Mall on August 18, 1994. Det/Sgt. John Lamberton fingerprinted infants, toddlers and parents.

Chief Robert Martz received a letter from Nina Barbara, Coordinator from the Monroe County Highway Safety Program, commending Det/Sgt. John Lamberton.

NEXT SCHEDULED
MEETING

NEXT SCHEDULED POLICE COMMISSION MEETING

The next scheduled meeting will be held on October 18, 1994 at 7:00 p.m. at the Tobyhanna Township Government Center Building, State Ave., Pocono Pines.

ADJOURNMENT

Mario Scavello made a motion to adjourn, seconded by Dave Moyer. Meeting adjourned approximately 8:35 p.m.

M I N U T E S

POCONO MOUNTAIN REGIONAL POLICE COMMISSION
REGULAR MEETING
18 OCTOBER 1994

CALL TO ORDER:

This regular meeting of the Pocono Mountain Regional Police Commission was called to order by Chairman Alfred Kerrick with the Pledge of Allegiance.

PRESENT:

Alfred A. Kerrick - Chairman
Roy Gross - Vice-Chairman
Kelly Biddle - Secretary
Mario Scavello - Member
David Moyer - Member
Peter Quigley - Solicitor

APPROVAL
MINUTES

Roy Gross made a motion to accept the minutes of September 27, 1994, seconded by Kelly Biddle. All members voted in favor.

BILLS TO
BE PAID

Mario Scavello made a motion to pay the bills in the amount of \$27,442.37, seconded by Kelly Biddle. All members voted in favor.

SEPTEMBER
POLICE REPORT

The Chief of Police, Robert Martz presented the monthly police report for September, 1994.

SEPTEMBER POLICE REPORT

	PAID	ACTUAL	OVER/UNDER	YEAR TO DATE OVER/UNDER
TOBYHANNA TOTAL HOURS	1860	1822.62	-37.38	-53.44
MT POCONO TOTAL HOURS	540	577.38	+37.38	+53.44
TOBYHANNA	77.5%	75.9%	- 1.6%	- .61%
MT. POCONO	22.5%	24.1%	+ 1.6%	+ .61%

Roy Gross made a motion to approve police report for the month of September, seconded by Dave Moyer. All members voted in favor.

LETTER OF
COMMENDATION

Alfred Kerrick presented Det/Sgt John Lamberton with a letter of commendation from the Pocono Mountain Regional Police Commission for a recent Criminal Homicide Investigation.

UPDATES

BUDGET
1995

1995 PROJECTED POLICE DEPARTMENT BUDGET (REVISED)

Chief Robert Martz presented the 1995 Police Department Budget (Revised) to the Commission.

One amendment was made from the previous 1995 Budget presented by the Chief, item number 01.410.327, Radio Equipment Maintenance, amount cut from \$28,000.00 to \$14,000.00

Chief Robert Martz will look into a COG Grant for the Radio Equipment Maintenance expence.

Budget Expenditure for Tobyhanna Township
\$716,613.05

Budget Expenditure for Mount Pocono Borough
\$208,048.95

This will be billed in four quarterly payments.
Tobyhanna Township \$179,153.26
Mount Pocono Borough \$52,012.24

The Projected Expenditure Budget Total for 1995 is
\$1,016,122.00
Revenue Adjusted Total Cost is \$924,662.00

Mario Scavello made a motion to approve the 1995
Projected Expenditure Police Department Budget in
the amount of \$1,016,122.00, seconded by Dave
Moyer. All members voted in favor.

CIVILIAN POSITIONS

CIVILIAN POSITIONS/JOB DESCRIPTIONS

Chief Robert Martz presented two job descriptions
to the Police Commission for the Administrative
Assistant and the Police Department Secretary.

The Regional Police Commission will review the
job descriptions for the next meeting.

LEASE AGREEMENT

Peter Quigley, Solicitor made a few changes in
the Lease Agreement. The amended agreement will
be presented at next months meeting.

ALARM ORD PARKING FEES VIOLATIONS

Chief Robert Martz discussed the Ordinances
that apply in both Tobyhanna Township and Mount
Pocono Borough.

OTHER
BUSINESS:

GRANT
UPDATE

Chief Robert Martz received the final sealed contract for the first grant he applied for \$42,400.00, and the extended time. The Chief received the first check in the amount of \$15,600.00.

TRAFFIC
STUDY

Alfred Kerrick suggested having the speed limit lowered on Woodland Ave, in Lake Naomi.

Lt. Henry Bockelman stated that Penn Dot mandates the traffic study, and Tobyhanna Township would have to pay for the study to be done.

Chief Robert Martz recommends that Tobyhanna Township has the traffic study done on Woodland Ave, Lake Naomi.

NEXT
SCHEDULED
MEETING

The next scheduled meeting will be held on November 15, 1994, at 7:00 p.m. at the Tobyhanna Township Government Center Building, State Ave., Pocono Pines.

ADJOURNMENT

Mario Scavello made a motion to adjourn, seconded by Kelly Biddle. Meeting adjourned approximately 8:15 p.m.

M I N U T E S

POCONO MOUNTAIN REGIONAL POLICE COMMISSION
REGULAR MEETING
15 NOVEMBER 1994

CALL TO ORDER:

This regular meeting of the Pocono Mountain Regional Police Commission was called to order by Chairman Alfred Kerrick with the Pledge of Allegiance.

PRESENT:

Alfred A. Kerrick - Chairman
Roy Gross - Vice-Chairman
Kelly Biddle - Secretary
Mario Scavello - Member
David Moyer - Member
Peter Quigley - Solicitor

APPROVAL
MINUTES

Mario Scavello made a motion to accept the minutes of October 18, 1994, seconded by Roy Gross. All members voted in favor.

BILLS TO
BE PAID

Roy Gross made a motion to pay the bills in the amount of \$59,884.77, seconded by Kelly Biddle. All members voted in favor.

OCTOBER
POLICE REPORT

The Chief of Police, Robert Martz presented the monthly police report for October, 1994.

OCTOBER POLICE REPORT

	PAID	ACTUAL	OVER/UNDER	YEAR TO DATE OVER/UNDER
TOBYHANNA TOTAL HOURS	1922	1897.37	-24.63	-78.07
MT POCONO TOTAL HOURS	558	582.63	+24.63	+78.07
TOBYHANNA	77.5%	76.5%	- 1.0	- .7%
MT POCONO	22.5%	23.5%	+ 1.0	+ .7%

Roy Gross made a motion to approve the police report for the month of October, seconded by Mario Scavello. All members voted in favor.

LEASE
AGREEMENT

Mario Scavello made a motion to accept the Lease Agreement between Pocono Mountain Regional Police Department and Tobyhanna Township, seconded by Dave Moyer. All members voted in favor.

JOB
DESCRIPTIONS

Peter Quigley reviewed the two job descriptions presented by the Chief of Police, Robert Martz for the position of Administrative Assistant, and Police Department Secretary.

PENSION

Mario Scavello will have an update from the pension board for the next regional police commission meeting in December.

TRAINING

Chief Robert Martz announced that a Junior officer from the Police Department just completed a two week training course at the South East Training Center on Accident Investigations. Three officers attended a 40 hour course in Drug Identification and Investigations offered by the Attorney Generals Office. One officer is Certified as an Instructor in First Responder. The Chief mentioned that now the officers can get their training in house for Firearms Instruction, CPR and First Aid/First Responder.

RESOLUTION #94-008

PIGGYBACK PURCHASING PROGRAM

A Resolution requesting permission to participate in the Commonwealth of Pennsylvania Cooperative Purchasing Program.

Mario Scavello made a motion to accept Resolution #94-008 requesting permission to participate in the Commonwealth of Pennsylvania Cooperative Purchasing Program, seconded by Kelly Biddle. All members voted in favor.

RESOLUTION #94-009

FEDERAL "COPS GRANT"

A Resolution authorizing the application for funding an additional police officer for the Police Department.

Roy Gross made a motion authorizing the application for funding an additional police officer for the police department, seconded by Kelly Biddle. All members voted in favor.

OTHER BUSINESS

Alfred Kerrick introduced John Heller and Paul Wieand Jr., Supervisors from Tunkhannock Township.

John Heller and Paul Wieand Jr., Supervisors from Tunkhannock Township presented a letter dated November 14, 1994 to the Pocono Mountain Regional Police Commission. Tunkhannock Township is requesting to the commission that their Municipality be considered to become a member of the Pocono Mountain Regional Police Department effective January 1, 1995, coverage allotted to be for the 80 man hours per week. The cost of this per quote being \$129,453.00 paid in four equal installments due February, May, August, and November. Start up cost of \$14,285.68 payable up front, a one time payment only.

Mario Scavello made a motion to accept Tunkhannock Township to join Pocono Mountain Regional Police Commission, effective January 1, 1995, seconded by Kelly Biddle. All members voted in favor.

Chief Robert Martz stated that Chief Robert Bashore will be coming on board as a full time officer, effective January 1, 1995, if all municipalities vote in favor of Tunkhannock Township joining the Department.

One more full time officer will be needed, and must be Act 120 Certified. Chief Robert Martz will notify the next candidate from Februarys list of applicants. This individual is Act 120 Certified, and currently works two part time jobs as a police officer.

NEXT SCHEDULED MEETING

The next scheduled meeting will be held on December 20, 1994, at 7:00 p.m. at the Tobyhanna Township Government Center Building, State Ave., Pocono Pines.

AGREEMENT

The Agreement on Pocono Mountain Regional Police needs to add Tunkhannock Township and be approved by all three municipalities. Chief Martz will make the revisions.

ADJOURNMENT

Mario Scavello made a motion to adjourn, seconded by Kelly Biddle. Meeting adjourned approximately 8:15 p.m.

M I N U T E S

POCONO MOUNTAIN REGIONAL POLICE COMMISSION
REGULAR MEETING
20 DECEMBER 1994

CALL TO ORDER:

This regular meeting of the Pocono Mountain Regional Police Commission was called to order by Chairman Alfred Kerrick with the Pledge of Allegiance.

PRESENT:

Alfred A. Kerrick - Chairman
Roy Gross - Vice-Chairman
Kelly Biddle - Secretary
Mario Scavello - Member
David Moyer - Member
Peter Quigley - Solicitor

APPROVAL
MINUTES

Mario Scavello made a motion to accept the minutes of November 15, 1994, seconded by Dave Moyer. All members voted in favor.

BILLS TO
BE PAID

Kelly Biddle made a motion to approve the bills in the amount of \$27,642.51, seconded by Roy Gross. All members voted in favor.

NOVEMBER
POLICE REPORT

The Chief of Police, Robert Martz presented the monthly police report for November, 1994.

NOVEMBER POLICE REPORT

	PAID	ACTUAL	OVER/UNDER	YEAR TO DATE OVER/UNDER
TOBYHANNA TOTAL HOURS	1860.00	1914.46	+54.56	-23.61
MT. POCONO TOTAL HOURS	540.00	485.54	-54.46	+23.61
TOBYHANNA	77.5%	79.8%	+ 2.27%	- .002%
MT. POCONO	22.5%	20.2%	- 2.27%	+ .002%

Roy Gross made a motion to approve the police report for the month of November, seconded by Kelly Biddle. All members voted in favor.

RESOLUTION
#94-010

1994 BUDGET

A Resolution of the Pocono Mountain Regional Police Commission transferring unencumbered monies from one account to another.

Chief Robert Martz stated there are two amendments that need to be made to account 01.410.150 and 01.410.135.

Mario Scavallo made a motion to accept Resolution #94-010, with amendments to account 01.410.150 and 01.410.135, seconded by Roy Gross. All members voted in favor.

POLICE
SERVICE
AGREEMENT

Alfred Kerrick stated that Tobyhanna Township signed and approved the Police Service Agreement.

Mario Scavallo stated that Mount Pocono Borough Council approved Tunkhannock Township joining the Regional Police Department, but did not approve the Police Service Agreement.

Since the Police Service Agreement was not passed Tunkhannock Township will still be provided police service from the Pocono Mountain Regional Police but they will not have representation on the board until the Police Service Agreement is signed by all parties.

UPDATE

PENSION

Mario Scavello gave an update on the police pension.

Chief Robert Martz stated that he has all financial statements on the pension in his office, and are available for the public to review.

PIGGYBACK PURCHASING

Chief Robert Martz stated that the regional police commission is now a member of Piggyback Purchasing.

MUTUAL AID AGREEMENT

Peter Quigley stated that he has three of the Mutual Aid Agreements, and Chief Robert Martz has one. Stroud Township, Coolbaugh Township, Stroudsburg, and East Stroudsburg have all signed on. Four of the seven agreements that were sent out were received.

COG GRANT

Chief Robert Martz stated that he received a letter on December 14, 1994 from the Department of Community Affairs approving the Council of Governments/Intermunicipal Projects Grant application for the Police Computer project, in the amount of \$5,000.00. This amount varies from the amount requested. A revised budget needs to be resubmitted with an application to reflect the grant amount.

1995 BUDGET

The 1995 Budget was amended to reflect the COG Grant difference from \$5,300.00 to \$5,000.00

Mario Scavello made a motion to accept the 1995 Budget as amended, seconded by Kelly Biddle. All members voted in favor.

EXECUTIVE
SESSION

The Regional Police Commission had an executive session during the meeting from 8:10 p.m. to 8:55 p.m. to discuss a personnel matters.

PERSONNEL
MATTERS

Chief Robert Martz recommended Robert Bashore and Christopher Boheim to be patrolmen for the Pocono Mountain Regional Police Department.

Mario Scavello made a motion to accept Robert Bashore and Christopher Boheim as patrolman for for the Pocono Mountain Regional Police Department, seconded by Roy Gross. All members voted in favor.

NEXT
SCHEDULED
MEETINGS

The Pocono Mountain Regional Police Commission will hold its Public Meetings every third Tuesday, of each month at 7:00 p.m. at the Tobyhanna Township Government Center Building.

ADJOURNMENT

Meeting adjourned at approximately 9:30 p.m.