

**POCONO MOUNTAIN REGIONAL POLICE COMMISSION  
REGULAR BUSINESS MEETING  
10 October 2023**

**PRESENT:**

DAVID W MOYER	-TOBYHANNA TOWNSHIP	-CHAIRMAN
FRANCIS DePIANO	-TUNKHANNOCK TOWNSHIP	-VICE CHAIRMAN
TRACY FOX	-COOLBAUGH TOWNSHIP	-MEMBER
CRAYSON CHEUNG	-TUNKHANNOCK TOWNSHIP	-MEMBER
DON STRUCKLE	-MOUNT POCONO BOROUGH	-MEMBER
RANDY ALTEMOSE	-MOUNT POCONO BOROUGH	-MEMBER
WILLIAM WEIMER	-COOLBAUGH TOWNSHIP	-TREASURER
CHRIS WAGNER		-CHIEF OF POLICE
HARRY COLEMAN		-HARRY COLEMAN
LAW		

**ABSENT:**

DAVID CARBONE	-TOBYHANNA TOWNSHIP	-MEMBER
BRENDON CARROL	-TOBYHANNA TOWNSHIP	-MEMBER
KURT CUMMINGS	-COOLBAUGH TOWNSHIP	-MEMBER
JOHN SEESE	-BARRETT TOWNSHIP	-SECRETARY

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**CALL TO ORDER:**

The Regular Business Meeting of the Pocono Mountain Regional Police Commission was held at the Pocono Mountain Regional Police Building, and was called to order on October 10th, 2023, at 7:05 p.m. by Chairman Moyer and began with the Pledge of Allegiance.

**ROLL CALL:**

**APPROVE MINUTES:**

**Motion:**

Fran DePiano made a motion to approve the 12 September 2023 minutes as presented. William Weimer seconded the motion. The motion passed unanimously.

**APPROVE BILLS:**

Chief Wagner advised an adjustment needed to be made to the 12 September 2023 bill-pack. The Chief stated that a partial check run was conducted on 9 September and not included, leading to an addition of \$37,603.27. The new total for approval of the 12 September 2023 bill-pack is \$243,244.15.

The Chief requested a motion to approve the revised September Bill Pack.

Chief Wagner presented the 10 October 2023 bill-pack for approval in the amount of \$250,385.90.

**Motions:**

Fran DePiano made a motion to approve the adjustment of the bill-pack of 12 September 2023 totaling \$243,244.15. William Weimer seconded the motion and the motion passed unanimously.

Fran DePiano made a motion to approve the 10 October 2023 bill-pack in the amount of \$250,385.90, seconded by William Weimer. The motion passed unanimously.

**POLICE REPORT**

Chief Wagner advised that with the fall months and colder weather upon us, numbers of calls are dropping as typically seen throughout the years. The total calls for the month of September were 1047, consisting of 967 Complaints and 80 Accidents. There was a total of 100 Criminal Arrests, 198 Traffic Arrests, 179 Traffic Warnings and 13 Ordinance Arrests.

Chief Wagner went on to advise that patrol hours and paperwork hours were up, however, investigative time, court time, assigned time and training time were down for the month of September.

As Chief Wagner was going through stats of the individual municipalities, Fran DePiano noticed that the report in the members' packet was 2022 rather than 2023. The 2023 Police Report was distributed, and Chief Wagner continued the review of the monthly and year-to-date statistics.

**Motion:**

Fran DePiano made a motion to accept the September Police Report, seconded by Crayson Chueng and Bill Weimer. The motion passed unanimously.

**VEHICLE REPORT**

The Chief went over the high and low mileages of fleet vehicles, with Cars 3, 8 and 14 being over 3,000 miles for the month. Car 1 has the highest mileage of the fleet at 140,080 miles. Chief Wagner advised that he did reach out to the sales rep at New Holland regarding the vehicles on order and was told that the new Fords are scheduled for production at the end of October, and he is hoping to get a delivery date before the end of the year. He also advised there is a Dodge on order, in production, that the department can expect to be delivered at the end of October.

Chief Wagner went on to review the monthly and year-to-date vehicle costs.

**Motion:**

Fran DePiano made a motion to accept the September Vehicle Report, seconded by Crayson Cheung. The motion passed unanimously.

**NEW BUSINESS:**

- **Cyber Insurance**

Chief Wagner advised the cyber insurance would be expiring on the 13 October 2023. Chief Wagner reviewed the various proposals and his recommendation based on coverage and price.

**Motion:**

Fran DePiano made a motion to proceed with Hiscox Cyber Insurance. William Weimer seconded the motion and the motion passed unanimously.

- **Policy Updates**

**0-2 Preface:** Chief Wagner advised that in prior years, a hard copy of the manual would be handed out to each officer, and it would be theirs to keep. In more recent years, it has become an electronic file that is available to officers. Despite the manual changing from a hard copy to an e-file, officers are still required to be familiar with the manual and policies found within.

Chief Wagner updated the Preface of the Regulations Manual to include the joining of Barrett Township in 2015 under Public Service. He further went on to advise changing the language under Laws and Constitution, along with changing the title of Administrative Secretary to Executive Assistant.

**Motion**

Fran DePiano made a motion to approve the changes to the Preface of the Regulations Manual. William Weimer seconded the motion and the motion passed unanimously.

**1-5 Written Regulations:** Chief Wagner reiterated that the manual will no longer be in the form of hard copy, but electronic file. All officers can access the electronic file.

**Motion**

Fran DePiano made a motion to approve the changes made to Policy 1-5 Written Regulations. Crayson Cheung seconded the motion and the motion passed unanimously.

**1-7 Police Officer Job Description:** Chief Wagner reviewed the language changes/updates as well as the more significant changes as related to the purpose and policy of the job description of a police officer. Included in the update were language changes (i.e., Motor Vehicle Accidents to Motor Vehicle Crash), as well as updating the job description of an officer to reflect updates in requirements, equipment, and technology.

**Motion**

William Weimer asked if police officers were still doing hand sketching of crime scenes or if they were doing it all electronically. Chief Wagner advised he would make a revision to change “sketching” to “electronic” diagrams as well.

Fran DePiano made a motion to adopt the changes made to 1-7 Officer Job Description. Crayson Cheung seconded the motion and the motion passed unanimously.

**4-1 Selection and Hiring Policy:** Updates to the language to make this policy relevant and current. Also, this policy will include the addition of language in Subsection C-2 (c). ‘Any eventual finding of a falsification, omission or misrepresentation during the background check process, polygraph, physical and psychological examination may be cause of employment termination.’

**Motion**

Fran DePiano made a motion to approve the changes made to 4-1 Selection and Hiring Policy. William Weimer seconded the motion and the motion passed unanimously.

**RDS 6-3 Weapons Qualifications:** Language was added/changed to reflect current technology and requirements.

**Motion**

Fran DePiano made a motion to approve the changes made to RDS 6-3 Weapons Qualifications. William Weimer seconded the motion and the motion passed unanimously.

**7-2 Mobile Video/Audio Recording Systems:** This policy change is in section III (F)(2)(A)(2) and specifies that body worn cameras must be activated upon arrival to a call for service as a mandatory recording.

**Motion**

Fran DePiano made a motion to approve the changes made to 7-2 Mobile Video/Audio Recording Systems. Crayson Cheung seconded the motion and the motion passed unanimously.

- **Speed Studies**

Chief Wagner reviewed the monthly speed studies throughout the jurisdiction.

State Route 390 at Leavitt Road Southbound -Barrett Township  
State Route 196 at McNamara Northbound – Coolbaugh Township  
Rob Roy Southbound – Coolbaugh Township  
Echo Lake Road Westbound – Coolbaugh Township

- **2024 Hiring Process**

Chief Wagner reviewed the extensive list of items that have to be completed before a candidate can be extended an offer. The late start in 2023 produced a time crunch for the candidates' entry into the academy. For these reasons, Chief Wagner requested a motion to begin the 2024 Hiring Process.

**Motion**

Fran DePiano made a motion to begin the 2024 Hiring Process. William Weimer seconded the motion and the motion passed unanimously.

- **2024 Promotional Process**

Chief Wagner has been put on verbal notice that a potential supervisory position will be available in 2024. For this reason, Chief Wagner requested a motion to begin a 2024 Promotional Process.

**Motion**

Fran DePiano made a motion to begin the 2024 Promotional Process. William Weimer seconded the motion and the motion passed unanimously.

- **Personnel**

Chief Wagner requested a motion to recognize the hiring of Doreen Dantzler as Data Entry Clerk. Ms. Dantzler began her employment on October 2, 2023.

**Motion**

Fran DePiano made a motion to recognize PMRPD's hiring of Data Entry Clerk, Doreen Dantzler. William Weimer seconded the motion and the motion passed unanimously.

**UPDATE:**

- **Member Municipality Concerns**

**Tobyhanna Township** – Chairman Moyer thanked the Chief and the department for the constant professionalism.

**Tunkhannock Township** – Vice-Chairman DePiano thanked Det. Sgt. Bray for attending the meeting and said his presence set the calm tone. Great job.

**Coolbaugh Township** – Things are going well and they are grateful for the traffic control and speed timing.

**Mount Pocono Borough** – Commission Member Struckle thanked Chief Wagner for the officer attendance at Harvest Fest. There will be a Trunk or Treat in Mount Pocono on October 21, 2023 and requested an officer to be present.

- **2024 Budget**

Chief Wagner reviewed the 2024 Budget Draft I noting that a significant portion of the budget is contractual, including salaries and benefits. The Committee met and after careful consideration, review and revisions, the proposed budget increase is 7.8%. The individual municipalities will have until November 15, 2023 to respond in writing with any questions. If there are no questions, the municipalities will approve by resolution.

**Motion:**

Fran DePiano made a motion to approve the 2024 Budget Draft I. William Weimer seconded the motion and the motion passed unanimously.

- **2023 MMO State Aid**

The Chief reported that the MMO State-Aid received for 2023 in the amount of 427,374.71. This will be applied to the MMO and the balance due, if any, will be sent to the municipalities late October.

- **American Recovery Act Grant**

The Chief reported that the department is in the acquisition phase of the grant project. The department was approved to upfit the speed trailer with an LPR system. It was discovered that the current trailer is not compatible with the LPR system. The current speed trailer will be sold on Muncibid. Chief Wagner plans to purchase a new speed trailer with forfeiture funds and anticipates the cost at \$27,000. He requested a motion to apply the proceeds from the sale of the current trailer be applied to offset the balance of the new purchase.

**Motion:**

Fran DePiano made a motion to approve the proceeds from the sale of the current speed trailer on Muncibid be applied to the new speed trailer purchase. William Weimer seconded the motion and the motion passed unanimously.

- **LSA Grant:**

Nothing to report at this time.

- **Pension**

The next Pension Meeting is scheduled for November 21, 2023.

- **Community Events and Letters of Support**

9/9/23 – Cpl. Chaffee spoke at Fox Fire Condominiums regarding crime prevention.

9/9/23 – Cpl. Miller, Officer Borger and Officer Cinamella attended the Coolbaugh Township 911 ceremony.

9/11/23 – Lt. Vogt, Lt. Williams, Sgt. LaRue, Officer Dunlap and Chief Wagner attended a 911 ceremony at Pocono Country Place.

9/24/23 – Officer Swingle and Officer Sebastianelli attended mass at the United Methodist Church in Mount Pocono in honor of First Responder Appreciation.

9/29/23 – Officer Smelas spoke and read a book to the children at Mount Pocono Daycare.

9/30/23 – Officer Ksepka attended the Fall Fest and Touch-a-Truck at Pocono Country Place.

9/30/23 – Officer Campagna attended Fall Fest in Barrett Township.

### **PUBLIC PARTICIPATION**

Jeanine Hoffbauer reminded the Commission of the current Pocono Mountain Regional Police Foundation Donation Drive. Letters have gone out to residents and any and all public encouragement to participate is appreciated.

### **ADJOURNMENT**

#### **Motion:**

Fran DePiano made a motion to adjourn the meeting, seconded by William Weimer. The motion passed unanimously. The meeting was adjourned at 8:30 p.m.

Respectfully submitted,



William Weimer  
Pocono Mountain Regional Police  
Commission Treasurer