

**BUFFALO VALLEY REGIONAL POLICE COMMISSION  
MINUTES  
March 12, 2025**

**Commission Members**

Chairman Jack Malloy  
Secretary Janice Butler  
Alternate Jordi Comas

Vice Chair Justin Madaus  
Commissioner Katie Evans  
Alternate Tom Zorn

Treasurer Jamie Grobes  
Commissioner Kendy Alvarez

The regular scheduled meeting (No. 2025-3) of the Buffalo Valley Regional Police Commission was held in the meeting room at the BVRP Office at 1610 Industrial Boulevard, Suite 500. Present: Commissioners Alvarez, Butler, Evans, Grobes, Malloy, and Madaus; Alternate Zorn; Solicitor Neidig; Chief Embeck and Lisa Wolfe. Also present: Tina Prowant, Jo Helwig, Justin Strawser and Gawhara Abou-Eid.

**CALL TO ORDER:** Chairman Malloy called the meeting to order at 5:00pm, followed by the Pledge of Allegiance.

**PUBLIC PARTICIPATION:** None

**APPROVAL OF MINUTES:** A motion was made by Commissioner Butler, seconded by Commissioner Grobes, to approve the minutes of the February 12, 2025 meeting. Commissioner Alvarez and Commissioner Evans abstained due to being absent from the meeting. Motion passed.

**COMMITTEE REPORTS:**

a. Finance: (Grobes)

Commissioner Grobes reported a balance of \$208,632.32 as of February 28, 2025 and a balance of \$121,182.69 as of March 12, 2025 in the Operating Account. Commissioner Grobes reported a balance of \$15,041.70 as of March 12, 2025 in the Payroll Account and a balance of \$141,441.32 as of March 12, 2025 in the Reserve Savings Account. A motion was made by Vice Chair Madaus, seconded by Commissioner Alvarez, to approve the Treasurer's Report and payment of bills. Motion was unanimously approved.

The February Budget report as well as the year-to-date budget were also discussed.

**ATTENDANCE**

**CALL TO ORDER**

**PUBLIC  
PARTICIPATION**

**APPROVAL OF  
MINUTES**

**COMMITTEE  
REPORTS**

**Finance**

b. Pension: (Malloy) – Nothing new to report.

c. Planning: (Butler)

Commissioner Butler stated that Mel Ortiz and Sam McBride meet with the Planning Committee to discuss photos needed for the website, Facebook page and the general department. After some discussion, a motion was made by Commissioner Evans, seconded by Vice Chair Madaus, to accept the contract with Lewisburg Studios to take photos for the website. Motion was unanimously approved.

Meet the Chief was also discussed. The event will take place at the Community Zone on March 27<sup>th</sup> from 4:00PM to 5:30PM.

Civil Services Rules and Regulations were also discussed.

#### **CHIEF'S REPORT**

Chief Embeck presented the monthly call log and the Calls for Service report. The Officers handled 318 calls in the month of February. The Officers wrote 38 traffic citations, 4 non-traffic citations, issued 5 written traffic warnings and 172 parking tickets.

Chief Embeck stated the handguns have been ordered. He is looking at a three to four month turn around time until they come in.

Chief Embeck stated the job descriptions for the Corporal and Sergeant are available for the Commission Members to see.

Chief Embeck stated the radios have been ordered. We do not have an ETA for their arrival.

Chief Embeck stated that he contacted Language Line. We now have a contract with Language Line to provide translation services for the department should an Officer need assistance.

There is a Health Fair at the Miller Center on March 22<sup>nd</sup>. Cpl. Burrows and Officer Faulkner will be there with some give aways for the kids.

**Pension**

**Planning**

**CHIEF'S REPORT**

Co-Responder interviews will take place over the next few weeks. There are two candidates to be interviewed.

Promotional written testing will take place on April 22<sup>nd</sup>.

Chief Embeck showed the Commission a Lewisburg Police Banner along with a newspaper article from the 60's that Chief Yost had given to the department.

**CHAIRMAN'S REPORT:** Nothing new to report.

**ATTORNEY NEIDIG'S REPORT:** Attorney Neidig discussed charitable donations.

### **UNFINISHED BUSINESS**

The Commission Members discussed paying Jim Sechrist for mileage and meals since he has agreed to consult with the Commission on the Civil Service Commission. A motion was made by Commissioner Butler, seconded by Commissioner Grobes, to compensate Jim Sechrist for miles and meals up to \$500. Motion was unanimously approved.

The Commission Members discussed Vendors for Online/Credit Card Payments. After much discussion, it was decided Lisa would do more research.

A motion was made by Commissioner Grobes, seconded by Commissioner Butler, to accept changes to the Civil Service Rules and Regulations with the additional substantive revision Commission Butler discussed. Motion was unanimously approved.

### **NEW BUSINESS**

A motion was made by Vice Chair Madaus, seconded by Commissioner Evans, to appoint Pete Bergonia to the Civil Service Commission. Motion was unanimously approved.

A motion was made by Chairman Malloy, seconded by Commissioner Evans, to appoint David Christensen as an Alternate to the Civil Service Commission. Motion was unanimously approved.

Chief Embeck requested approval to start the hiring process once the Civil Service Commission has everything in place. A motion was made by Commissioner Alvarez, seconded by Commissioner Butler, to approve Chief Embeck to start the hiring process once the Civil Service Commission has everything in place. Motion was unanimously approved.

**CHIEF'S REPORT  
CONT'D**

**CHAIRMAN'S  
REPORT**

**ATTORNEY  
NEIDIG'S  
REPORT**

**UNFINISHED  
BUSINESS**

**NEW BUSINESS**

Chief Embeck requested approval to purchase ammunition at a cost of \$5,200.00. A motion was made by Commissioner Alvarez, seconded by Commissioner Grobes, to approve the purchase ammunition at a cost of \$5,200.00. Motion was unanimously approved.

**EXECUTIVE SESSION:** A motion was made by Commissioner Grobes, seconded by Commissioner Alvarez, to recess the meeting for an Executive Session at 6:22pm regarding legal issues.

Commission Members returned to the regular scheduled meeting at 6:46pm.

**ADJOURNMENT:** There being no further business Chairman Malloy adjourned the meeting at 6:46pm.

Respectfully submitted,

Lisa K. Wolfe  
Recording Secretary

**NEW BUSINESS  
CONT'D**

**EXECUTIVE  
SESSION**

**ADJOURNMENT**