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COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF STATE
BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS

F I N A L M I N U T E S

MEETING OF:

**PENNSYLVANIA STATE
NAVIGATION COMMISSION**

TIME: 10:34 A.M.

Held at

PENNSYLVANIA DEPARTMENT OF STATE

2601 North Third Street

One Penn Center, Board Room C

Harrisburg, Pennsylvania 17110

as well as

VIA MICROSOFT TEAMS

December 16, 2022

1 Pennsylvania State
2 Navigation Commission
3 December 16, 2022
4

5 COMMISSION MEMBERS:
6

7 K. Kalonji Johnson, Chairperson, Deputy Secretary for
8 Regulatory Programs
9 Lisa Daniels, Department of Environmental Protection
10 designee
11 Michael D'Agostino, Esquire, Delaware Seat,
12 Governor's
13 Appointee Delaware County
14 William Keller III, Philadelphia Seat, Governor's
15 Appointee Philadelphia County
16 Sean Schafer, Esquire, Bucks County Seat, Governor's
17 Appointee Bucks County
18 Eric C. James, Mayor's Appointee
19 James Roche, Mayor's Appointee
20 Matthew Sullivan, Delaware Seat, Governor's Appointee
21 Delaware County
22
23

24 COMMISSION PERSONNEL:
25

26 Jason E. McMurry, Esquire, Commission Counsel
27 J. Karl Geschwindt, Esquire, Commission Prosecution
28 Liaison
29 Matthew Eaton, Commission Administrator
30 Amanda Li, Commission Administrator
31 Amanda Richards, Fiscal Chief, Bureau of Finance and
32 Operations, Department of State
33 Michelle Witmer, Fiscal Management Specialist 1,
34 Bureau of Finance and Operations, Department of
35 State
36 Jennifer Gage, Fiscal Management Specialist,
37 Department of State
38 Tamie Laudenslager, Fiscal Specialist, Bureau of
39 Finance and Operations, Department of State
40
41

42 ALSO PRESENT:
43

44 David K. Cuff, President, Pilots' Association for the
45 Bay and River Delaware
46 Jennifer Smeltz, Republican Executive Director,
47 Senate
48 Consumer Protection & Professional Licensure
49 Committee
50 Steve McGinnis

1 ***

2 Pennsylvania State
3 Navigation Commission

4 December 16, 2022

5 ***

6 The regularly scheduled meeting of the
7 Pennsylvania State Navigation Commission was held on
8 Friday, December 16, 2022. K. Kalonji Johnson,
9 Chairperson, Deputy Secretary for Regulatory
10 Programs, officially called the meeting to order at
11 10:34 a.m.

12 ***

13 [Roll Call of Commission Members and Introduction of
14 Attendees]

15 ***

16 Approval of Minutes

17 MR. MCMURRY:

18 We have the July 29, 2022 minutes. You
19 hopefully got a chance to review those
20 prior to the meeting. I would look for
21 a motion to approve those minutes if
22 there are no corrections or changes.

23 MR. SCHAFER:

24 I'll make that motion to approve.

25 MR. SULLIVAN:

1 I'll second that motion.

2 MR. MCMURRY:

3 Motion and a second. Any questions on
4 the motion? All in favor, say aye.

5 Any opposed?

6 [The motion carried unanimously.]

7 ***

8 Report of Prosecutorial Division

9 [J. Karl Geschwindt, Esquire, Commission Prosecution
10 Liaison, reported three new cases and one closed case
11 for 2022.]

12 ***

13 Appointment - Bureau of Finance and Operations

14 Annual Budget Presentation

15 [Amanda Richards, Chief of Fiscal Management, Bureau
16 of Finance and Operations, Department of State,
17 provided a chart showing licensee population from
18 2017 to the present. She noted the current licensee
19 population is 38.

20 Ms. Richards informed Commission members that
21 revenue is reviewed on a biennial basis. She
22 reported revenue for FY20-21 at \$16,005 and FY21-22
23 at \$15,210 for a biennial total of \$31,215. She
24 noted FY20-21 revenue renewals is for 39 licensees
25 and FY21-22 is for 38 licensees.

1 Ms. Richards stated the expenses are broken down
2 into administrative costs and legal costs. She noted
3 expenses hit the Board from direct charges,
4 timesheet-based charges, and license population-based
5 charges. She reported on the expenses in FY20-21,
6 FY21-22, and as of the date the report was created on
7 December 5. She stated the budget figure for FY22-23
8 was more than adequate.

9 Ms. Richards addressed revenue and expenses noting
10 the projected balance at the end of FY22-23 and
11 growing through FY25-26. She explained that revenue
12 is decreasing in FY23-24 because they are
13 anticipating the retirement of one to two pilots.
14 She mentioned the new apprentice program would be
15 full swing shortly but would be about three years
16 until anyone is paying a renewal fee and would show
17 up in the FY26-27 projected number. She noted the
18 Commission has a very healthy balance and retirement
19 would not affect anything.

20 Chairperson Johnson requested information
21 regarding the cost of marketing and advertisement for
22 the apprenticeship program.

23 Ms. Li stated that the apprenticeship program was
24 not advertised in the newspapers because nobody
25 returned her request regarding billing. She noted

1 the apprenticeship program was posted on the
2 Navigation Commission's website and shared with the
3 Pilot's Association.]

4 MR. MCMURRY:

5 We need a motion to approve the
6 upcoming budget for next year.

7 MR. KELLER:

8 I'll make the motion to approve the
9 budget for the next coming year.

10 MR. MCMURRY:

11 Could I have a second?

12 MR. JAMES:

13 I'll second that.

14 MR. MCMURRY:

15 All in favor, say aye. Any opposed?

16 [The motion carried unanimously.]

17 ***

18 Report of Commission Counsel

19 [Jason E. McMurry, Esquire, Commission Counsel,

20 mentioned the importance of getting the

21 apprenticeship program up and running to fill any

22 future vacancies of any retirements.

23 Ms. Li noted receiving and forwarding over 60

24 applications.]

25 ***

1 Report from the Probable Cause Screening
2 Committee - No Report

3 ***

4 Report from the Apprentice Program Committee
5 [Eric C. James, Mayor's Appointee, commented that
6 they received a lot of applications and is looking
7 forward to making a decision.

8 Mr. Schafer thanked Ms. Li for the great job
9 organizing everything and providing the applications
10 to committee members. He mentioned that all three
11 committee members reviewed and discussed applicant
12 qualifications and believed the next step would be
13 setting up interviews.

14 Mr. McMurry stated that once the applicants are
15 narrowed down through the interview process and a
16 decision is made regarding the seven candidates, the
17 plan would be to schedule a State Navigation
18 Commission Meeting for the purposes of an apprentice
19 program. He noted the candidates would be presented
20 at that time for the entire Commission to consider
21 and a vote would be taken at that time.

22 Mr. Schafer commented that January 10 was open
23 for everybody and that the committee would start the
24 interview process as soon as possible.

25 Mr. Sullivan informed everyone that he reserved

1 the PhilaPort Board Room in North Philadelphia on
2 January 10 for the interview process. He noted that
3 Ms. Li would send notifications to the candidates and
4 have a meeting scheduled in late January or early
5 February.]

6

7 Report of Commission Chair

8 [K. Kalonji Johnson, Chairperson, Deputy Secretary
9 for Regulatory Programs, had nothing new to report.
10 He addressed the transition of the administration,
11 noting it is scheduled for January 17.

12 Ms. Daniels stated that her Commission seat would
13 change over and recommended the Commission ensure a
14 quorum if the appointments are not made in time. She
15 suggested possibly getting something in before
16 January 17.]

17

18 Report of Commission Administrator - No Report

19

20 Public Comment

21 [David K. Cuff, President, Pilots' Association for
22 the Bay and River Delaware, thanked the Commission
23 for all of their work on behalf of the Pilot's
24 Association.]

25

1 [Jason E. McMurry, Esquire, Board Counsel, informed
2 everyone that the Commission is still waiting on the
3 next meeting date and is why it is not on the
4 agenda.]

5 ***

6 Approval of the Agenda

7 MR. MCMURRY:

8 Could I have a motion to approve the
9 agenda for today?

10 MR. ROCHE:

11 I'll make the motion.

12 CHAIR JOHNSON:

13 I second.

14 MR. MCMURRY:

15 All in favor, say aye. Any opposed?

16 [The motion carried unanimously.]

17 ***

18 Adjournment

19 MR. MCMURRY:

20 Motion to adjourn the meeting.

21 CHAIR JOHNSON:

22 So moved.

23 MR. ROCHE:

24 Second.

25 MR. MCMURRY:

1 All in favor? No opposed.

2 ***

3 [There being no further business, the Pennsylvania
4 State Navigation Commission Meeting adjourned at
5 11:04 a.m.]

6 ***

7

8 CERTIFICATE

9

10 I hereby certify that the foregoing summary
11 minutes of the Pennsylvania State Navigation
12 Commission meeting, was reduced to writing by me or
13 under my supervision, and that the minutes accurately
14 summarize the substance of the Pennsylvania State
15 Navigation Commission meeting.

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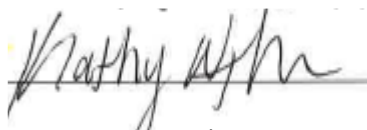
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Kathryn Witherow,

Minute Clerk

Sargent's Court Reporting
Service, Inc.

PENNSYLVANIA STATE
NAVIGATION COMMISSION
REFERENCE INDEX

December 16, 2022

	TIME	AGENDA
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8		
9		
10	10:34	Official Call to Order
11		
12	10:34	Roll Call of Commission Members and
13		Introduction of Attendees
14		
15	10:36	Approval of Minutes
16		
17	10:38	Report of Prosecutorial Division
18		
19	10:38	Appointment - Bureau of Finance and
20		Operations Annual Budget
21	10:46	Report of Commission Counsel
22		
23	10:48	Report from the Apprentice Program
24		Committee
25		
26	10:56	Report of Commission Chair
27		
28	11:02	Public Comment
29		
30	11:02	Approval of the Agenda
31		
32	11:04	Adjournment
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