

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

**D R A F T   M I N U T E S**

MEETING OF:

**PENNSYLVANIA STATE  
NAVIGATION COMMISSION**

TIME: 10:32 A.M.

**PENNSYLVANIA DEPARTMENT OF STATE**

Eaton Board Room

Commonwealth HUB

2525 North 7th Street

Harrisburg, Pennsylvania 17110

as well as

**VIA MICROSOFT TEAMS**

November 4, 2024

Pennsylvania State  
Navigation Commission  
November 4, 2024

COMMISSION MEMBERS:

K. Kalonji Johnson, Chairperson, Deputy Secretary for  
Regulatory Programs, Chairperson  
Bevin Ann Buchheister, Esquire, Department of  
Environmental Protection Designee, Deputy  
Secretary, Office of Water Programs  
Altoro Hall, Senior Director of Manufacturing,  
Industrial Real Estate, and Retention, Philadelphia  
Department of Commerce  
Michael D'Agostino, Esquire, Delaware Seat,  
Governor's Appointee Delaware County  
William Keller III, Philadelphia Seat, Governor's  
Appointee Philadelphia County  
Sean Schafer, Esquire, Bucks County Seat, Governor's  
Appointee Bucks County  
Eric C. James, Mayor's Appointee  
James Roche, Mayor's Appointee  
Matthew Sullivan, Delaware Seat, Governor's Appointee  
Delaware County

COMMISSION PERSONNEL:

Jason McMurry, Esquire, Commission Counsel  
Karl Geschwindt, Esquire, Commission Pros Liaison  
Sparkle Thompson, Commission Administrator  
Andrew LaFratte, Deputy Policy Director, Pennsylvania  
Department of State  
Jennifer Papula, Fiscal Management Chief, Department  
of State  
Amanda Richards, Fiscal Management Supervisor, Bureau  
of Finance Operations

ALSO PRESENT:

Jennifer Smeltz, Republican Executive Director  
Jen Juniper  
Michael Merton  
Jacob Hill, Sargent's Court Reporting Service, Inc.

1 \*\*\*

2 Pennsylvania State  
3 Navigation Commission  
4 November 4, 2024

5 \*\*\*

6 The regularly scheduled meeting of the  
7 Pennsylvania State Navigation Commission was held on  
8 Monday, November 4, 2024. K. Kalonji Johnson,  
9 Chairperson, officially called the meeting to order at  
10 10:32 a.m.

11 Sparkle Thompson, Commission Administrator, noted  
12 the meeting is being recorded and that all should have  
13 their cameras on during the meeting and that those  
14 staying on the call are consenting to be included.

15 A roll call was taken.

16 \*\*\*

17 Approval of Minutes

18 CHAIR JOHNSON:

19 May I have a motion for approval of  
20 the May 9, 2024 meeting minutes?

21 MR. SULLIVAN:

22 So moved.

23 MR. ROCHE:

24 Second.

25 CHAIR JOHNSON:

1                   So having been moved and seconded I  
2                   will take a vote for approval of the  
3                   minutes.

4                   All in favor please say aye?

5                   All opposed? Any abstentions?

6                   Hearing none, that motion has  
7                   passed.

8 [The motion carried unanimously.]

9                   \*\*\*

10 Presentation

11 Apprentice Activity Report-Captain Jerry Medd

12 [Captain Jerry Medd, the Pilots' Association for the  
13 Bay and River Delaware, reported exams were completed  
14 on July 8 and September 30, 2024, and all apprentices  
15 have passed the appropriate exams. The next exam is  
16 scheduled for December 23, 2024 regarding Restricted  
17 Visibility Piloting and Rules of the Road which are  
18 taken quarterly.

19           Apprentices will attend a seminar that day  
20 regarding Working in Ice and then on February 10, 2025  
21 all will be sent to the Maritime Pilots Institute in  
22 Covington, Louisiana, to courses including Electronic  
23 Chart Display and Information Systems (ECDIs),  
24 Automatic Identification Systems (AIS), a PPU Course  
25 on the Portable Pilot Unit. Manned models for

1 emergency ship handling course will be taken on a lake  
2 in Louisiana. Apprentice Activity Reports were to be  
3 provided by Ms. Thompson.

4 Captain Medd indicated that David K. Cuff,  
5 President, Pilots' Association for the Bay and River  
6 Delaware is attending another meeting and would be  
7 happy to answer any questions on any association  
8 business.]

9 \*\*\*

10 Annual Budget Report

11 [Jennifer Papula, Fiscal Management Chief, on behalf  
12 of Amanda Richards, Fiscal Management Supervisor,  
13 Bureau of Finance Operations, presented the annual  
14 budget report.

15 She provided information on the six-year history  
16 of the licensee population broken out by class. A  
17 four percent decrease was noted as a result of two  
18 pilots retiring in 2023. Three pilots bumped to  
19 second class and one to third class in January of  
20 2023. Referring to the '21-'22 biennial period, Ms.  
21 Papula noted 38 total and '23-'24 and '24-'25 periods,  
22 36 total.

23 She noted there would be no projected increases in  
24 licensee renewal fees, that the last time there was an  
25 increase was in 2015. She referred members to

1 definitions for the revenue breakdown and reported all  
2 revenue is coming from renewals in May of every year.

3 Ms. Papula referred to expenditure definitions for  
4 discussion. Actual expenditures for '22-'23 and '23-  
5 '24 as well as expenses as of mid-October. Budgeted  
6 expenses for this year and for '25-'26 were noted.

7 Chairperson Johnson commented the '24-'25 budget  
8 money was projected but at the end of this fiscal year  
9 would just roll over.

10 Ms. Papula reported legal office admin increased  
11 due to minor changes for legal admin time and cost due  
12 to the OCC move to Theatre Drive.

13 She reported Prosecution expenses decreased due to  
14 having no open cases at this time.

15 Counsel expenses increased for BEI admin but there  
16 are no open cases at this time. Legal expenses being  
17 referred to are with the Office of Chief Counsel which  
18 has recently located into their own facility to  
19 centralize operations.

20 Actual expenses for the last biennial period were  
21 just over \$11,000 which is currently projected at an  
22 estimated \$16,000 for this fiscal year as well as  
23 next.

24 Regarding revenue and expenses it was noted this  
25 Commission was bringing in more revenue that was

1 estimated going out the door indicating no need for  
2 any fee increase.

3 Chairperson Johnson commented that the absence of  
4 any administrative fines, penalties or disciplinary  
5 costs and proceedings is a very shiny achievement for  
6 all licenses which indicates the piloting community is  
7 doing their jobs in the safest manner and were  
8 commended in that regard.]

9 \*\*\*

10 CHAIR JOHNSON:

11 I would ask for a motion to approve  
12 this budget report as presented by  
13 the Bureau of Finance Operations.

14 MR. ROCHE:

15 I'll make the motion.

16 CHAIR JOHNSON:

17 Motion has been made. Is there a  
18 second?

19 MR. SULLIVAN: I'll second that.

20

21 CHAIR JOHNSON:

22 Having been moved and seconded, all  
23 in favor? All opposed?  
24 Abstentions?

25 Hearing none, this annual budget

1 has been moved unanimously.

2 [The motion passed unanimously.]

3 \*\*\*

4 Report from Prosecutorial Division

5 [Karl Geschwindt, Esquire, was happy to state he had  
6 nothing to report.]

7 \*\*\*

8 Report from Commission Counsel

9 [Jason McMurry, Esquire, Commission Counsel, had no  
10 report.]

11 \*\*\*

12 [Chairperson Johnson noted the presence of both ladies  
13 and gentlemen on the Commission panel and apologized  
14 for misspeaking earlier.]

15 \*\*\*

16 Report from Probable Cause Screening Committee - No  
17 Report.

18 \*\*\*

19 Report from Diversity Committee - No Report

20 \*\*\*

21 Matters for Discussion - None

22 \*\*\*

23 Report from Commission Chair

24 [K. Kalonji Johnson, Chairperson, had no report other  
25 than to thank Commission members for their continued



1 service, hard work and for putting some concerns to  
2 rest.]

3 \*\*\*

4 Report from the Commission Administrator  
5 Sparkle Thompson, Commission Administrator, had no  
6 report.]

7 \*\*\*

8 Adjournment

9 CHAIR JOHNSON:

10 I will make a call for adjournment.

11 Do I have a motion?

12 MR. MCMURRY:

13 So moved.

14 MR. JAMES:

15 Second.

16 CHAIR JOHNSON:

17 Having been moved and seconded, I  
18 will adjourn this meeting at 10:56  
19 a.m.

20 \*\*\*

21 [There being no further business, the Navigation  
22 Commission for the Delaware River and its Navigable  
23 Tributaries Meeting adjourned at 10:56 a.m.]

24 \*\*\*

25

26

## CERTIFICATE

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



Jacob Hill

Minute Clerk

Sargent's Court Reporting  
Service, Inc.

NAVIGATION COMMISSION FOR THE DELAWARE RIVER AND ITS  
NAVIGABLE TRIBUTARIES  
REFERENCE INDEX  
November 4, 2024

TIME	AGENDA
10:32	Official Call to Order
10:32	Members Introduced
10:37	Adoption of Minutes
10:38	Presentation - Apprentice Report Activity
10:45	Presentation - Annual Budget Report
10:53	Report from Commission Chair
10:56	Adjournment