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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

REGULAR MEETING OF:

**PENNSYLVANIA STATE
NAVIGATION COMMISSION**

TIME: 10:30 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, 2025

Pennsylvania State
Navigation Commission
November 4, 2025

COMMISSION MEMBERS:

K. Kalonji Johnson, Designee (Deputy Secretary for
Regulatory Programs), Chairperson
Jill Whitcomb, Designee (Department of Environmental
Protection) - Absent
Altoro Hall, Designee (Senior Director, Philadelphia
of Commerce) - Absent
Michael D'Agostino, Esquire (Delaware Seat) - Absent
William Keller III, (Philadelphia Seat)
Sean Schafer, Esquire (Bucks Seat) - Absent
Eric C. James (Mayor's Appointee)
James Roche (Mayor's Appointee)
Matthew Sullivan (Delaware Seat)

COMMISSION PERSONNEL:

Jason McMurry, Esquire, Commission Counsel
Sparkle Thompson, Commission Administrator
Adrienne E. Doll, Esquire, Commission Pros Liaison
Shana M. Walter, Esquire, Deputy Chief Counsel,
Prosecution Division
Amanda Richards, Fiscal Supervisor, Bureau of Finance
and Procurement, Department of State
Michael Howard, Analyst, Bureau of Finance and
Procurement, Department of State
Allison Easley

ALSO PRESENT:

Captain Jerry Medd, Chairman, Apprentice Program
Training Committee, Pilots' Association for the Bay
and River Delaware
Captain David Cuff, President, Pilots' Association
for the Bay and River Delaware
Allison Walker, Sargent's Court Reporting Service,
Inc.

1 ***

2 Pennsylvania State
3 Navigation Commission

4 November 4, 2025

5 ***

6 The special meeting of the Pennsylvania State
7 Navigation Commission was held on Tuesday, November 4,
8 2025. K. Kalonji Johnson, Chairperson, officially
9 called the meeting to order at 10:31 a.m.

10 Chair Johnson requested a roll call of attendees.

11 ***

12 [Pursuant to Section 708(a)(5) of the Sunshine Act, at
13 9:30 a.m., the Commission entered into Executive
14 Session with Jason McMurry, Esquire, Commission
15 Counsel, for the purpose of conducting quasi-judicial
16 deliberations and to receive the advice of Commission
17 Counsel. The Commission returned to open session at
18 10:30 a.m.]

19 ***

20 CHAIR JOHNSON:

21 I'd like to move onto the approval of
22 minutes. Do I have a motion?

23 MR. ROCHE:

24 I'll make that motion to approve the
25 minutes.

1 CHAIR JOHNSON:

2 Thank you. Do I have a second?

3 MR. JAMES:

4 I'll second it.

5 CHAIR JOHNSON:

6 Having been moved and seconded, all in
7 favor say, aye.

8 MR. ROCHE:

9 Aye.

10 CHAIR JOHNSON:

11 Aye. Any opposed? Any abstentions
12 having been voted upon, that motion is
13 approved.

14 [The motion carried unanimously.]

15 ***

16 Budget Presentation from the Bureau of Finance
17 [Amanda Richards, Fiscal Management Supervisor,
18 Department of State, provided the Commission's Annual
19 Budget Presentation.

20 Ms. Richards reviewed the breakdown of the
21 license population coming into the Commission. She
22 stated, for fiscal years 2022-2023 and 2023-2024, the
23 Commission had an average of 37 licenses. For fiscal
24 years 2024-2025 and 2025-2026, there were an average
25 of 36 licenses. She commented there were two

1 retirements prior to the renewal in 2023.

2 Ms. Richards stated, for each of the coming
3 renewal years from 2026 through 2029, the fee for all
4 of their license classes was \$400. The last time the
5 Commission increased its fees was the year 2015.

6 She reviewed the list of definitions for the
7 categories as they relate to the revenue that comes
8 into the Commission. She stated the total revenue
9 for the Commission on a biannual basis was around
10 \$28,805, and 100 percent was from licenses and
11 renewals.

12 Ms. Richards outlined the Commission's expenses
13 and provided a clarification thereof. She explained
14 the direct cost, an example being the court reporter
15 who was present for the meeting. The timesheet based
16 costs included anyone that did time or work for the
17 Commission and then charged that against their
18 timesheets. The third expense was the licensee
19 population. All of the boards and commissions pick
20 up a piece of the cost based on their licensee
21 population. Expenses are broken down into two
22 different sections, administrative costs and legal
23 costs.

24 Ms. Richards stated for the prior biannual year,
25 which included 2023-2034 and 2024-2025, this

1 Commission had approximately \$14,280.84 in expenses;
2 while in their current fiscal year, their budget was
3 \$8,000. She noted their expenses as of October 21st,
4 2025. She proposed a budget of \$8,000 for 2026-2027
5 and suggested there was not need to increase that
6 based on the Commission's current expenses.

7 Chair Johnson questioned if there was a concern
8 about raising fees given that their investigations
9 were around 10-15% of their annual revenues. Ms.
10 Richards replied, though there were higher expenses
11 for hearing examiners in 2023-2024, their hearings
12 were minimal. She reiterated there was no need to
13 increase fees at this point.

14 Ms. Richards discussed the Commission's revenue
15 versus expenses. She commented the Commission's
16 beginning balance was \$80,846.88. The Commission's
17 biannual revenue was \$28,805, and their expenses were
18 \$14,280.84. This gave the Commission a biannual
19 balance of about \$14,524.16.
20 versus expenses.

21 She stated the Commission was bringing in more
22 than enough revenue to meet its expenses.]

23 ***

24 Report from Prosecutorial Division

25 [Adrienne Doll, Esquire, Commission Pros Liaison,

1 introduced herself to the Commission. She advised
2 that she was taking over for Carl Geschwindt. Prior
3 to this position, she was a prosecutor for the Nursing
4 Board.]

5 ***

6 [Shana Walter, Esquire, Deputy Chief Counsel,
7 Prosecution Division, introduced herself to the
8 Commission. She provided a summary of her legal
9 background including the fact that she had been with
10 the Prosecution Division for some time. She looked
11 forward to presenting the Commission its annual report
12 in the Spring of 2026.]

13 ***

14 Report from the Diversity for the Apprentice Program
15 Committee

16 [Captain Jerry Medd, Chairman, Apprentice Program
17 Training Committee, The Pilots' Association for the
18 Bay and River Delaware, presented on the Apprentice
19 Activity Report.

20 He stated exams were completed on June 9th and
21 September 1st, 2025, with all apprentices passing
22 their exams. Their final exams are scheduled for
23 December 17th, 2025, and they will also draw the
24 Schuylkill River chart for their state license on
25 November 24th, 2025.

1 Mr. Medd advised the Commission that he would
2 report back to them with the December 17th, 2025, exam
3 results.]

4 ***

5 Report of Commission Counsel - No Report

6 ***

7 Report from the Probable Cause Screening Committee -
8 No Report

9 ***

10 Matters for Discussion

11 [Captain Cuff Sparkle, President, The Pilots'
12 Association for the Bay and River Delaware, stated he
13 looked forward to the apprentices completing their
14 apprentice in February and wished everyone a happy
15 holiday.]

16 ***

17 [Mr. Roche stated the apprentices that are finishing
18 up will be applying for their original license for a
19 start date in February. The Commonwealth of
20 Pennsylvania has their renewals going up in May. The
21 cost of applying for their license in January is
22 \$400. The renewal cost in May is also \$400. Mr.
23 Cuff inquired as to whether it might be possible to
24 waive the one-time renewal cost for the apprentices
25 since the filing cost was only a couple of months

1 prior to the renewal fee cost.

2 Chair Johnson stated he would defer to Commission
3 Counsel. His understanding was that this is a
4 regulatory, a three-month redundancy, a creature of
5 regulation.

6 Mr. McMurry advised the application fee could be
7 waived, but it was not the statutory fee. The license
8 fee was set up under the statute and not the
9 regulation. They originally had regulations regarding
10 the fees, but due to expense concerns of the
11 Commission and because the commission is so small,
12 doing regulation packages to update fees was extremely
13 expensive. The Commission has the ability to waive
14 regulations or administer its regulations, but it does
15 not have the ability to do that by statute. He
16 suggested the apprentices might want to wait until
17 February instead of January to apply for licensure.
18 That way they might end up paying for only one fee
19 since the renewal fee window would be open at that
20 time.

21 He continued by advising that the apprentices and
22 the association would have to work out their
23 appointments and timing for applications.

24 Chair Johnson remarked he did remember the
25 reasoning for moving it into the statute.

1 Mr. McMurry offered the explanation that because
2 the apprentice program was not an everyday thing and
3 it took a long time and was not routinely offered,
4 they did not have it open all the time at that time.
5 He will go back to and try to rework the statute for a
6 situation where there would be window of time.

7 Chair Johnson commented that it was one time fix.
8 He offered, anytime there was a need for a regulatory
9 change, it would be a minimum 18-month window for that
10 based on the process itself.]

11 ***

12 Report of the Commission Chair

13 [Chair Johnson updated the Commission by announcing
14 that the Bureau was heavily involved in a massive
15 modernization effort that will be affecting all boards
16 and commissions. He stated these efforts will
17 continue through next year with the expectation that
18 by the end of 2026 or beginning of 2027 the new system
19 will be in place. He will keep this Commission
20 updated and apprised of the ongoing work.]

21 ***

22 Report from the Commission Administrator - No Report

23 ***

24 Public Comment - No Report

25 ***

1 Adjournment

2 CHAIR JOHNSON:

3 I would then call for a motion for
4 adjournment.

5 MR. ROCHE:

6 I'll make the motion to adjourn.

7 MR. SULLIVAN:

8 I'll second that.

9 CHAIR JOHNSON:

10 All in favor of adjournment?

11 [The motion carried unanimously.]

12 ***

13 [There being no further business, the Pennsylvania
14 State Navigation Commission Meeting adjourned at 11:06
15 a.m.]

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CERTIFICATE

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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.



Allison Walker
Minute Clerk
Sargent's Court Reporting
Service, Inc.

Pennsylvania State
Navigation Commission
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TIME	AGENDA
10:31	Official Call to Order
10:31	Members Introduced
10:34	Approval of Minutes
10:35	Budget Presentation
10:53	Report from the Prosecutorial Division
10:53	Report from the Diversity
10:56	Matters for Discussion
11:03	Report from Commission Chair
10:06	Adjournment