



MONROE COUNTY BOARD OF COMMISSIONERS
March 20, 2024

The regular meeting of the Monroe County Board of Commissioners was held Wednesday, March 20, 2024, in the Commissioner's Public Meeting Room at the Monroe County Administrative Center with the following present: Chairman John D. Christy, Vice-Chairman David C. Parker, Commissioner Sharon S. Laverdure, Solicitor Deborah L. Huffman, Chief Clerk/Administrator Robert J. Gress, Administrative Secretary Cindy Cook.

Chairman Christy called the meeting to order at 9:30 a.m. with a moment of silence and pledge of allegiance to the flag.

Chairman Christy recessed the regular meeting at 9:34 a.m. to convene an Assessment Board meeting for corrections to the duplicate.

M-2024-87 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the corrections to the duplicate, as follows, as requested by Cindy Treible, Chief Assessor.

Additions - \$280.00
Subtractions - \$1,419,310

Chairman Christy closed the meeting at 9:37 a.m. and continued with the regular meeting.

Chairman Christy asked if there was any public comment on agenda items. Theresa Pesce asked for a better definition on the Fiscal Year 2023 State and Local Cybersecurity Grant Program Consent agreement. Chairman Christy and Patrica Clancy, director of Information Services explained the item. Theresa Pesce also asked for clarification on the agreement with Clear Ballot Group, Inc. Chairman Christy gave clarification.

M-2024-88 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the minutes of the 3/06/2024 Commissioners' Meeting.

M-2024-89 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to adopt the following proclamations and certificate.

Proclamation

PENNSYLVANIA 4-H WEEK

WHEREAS, 4-H is America's largest youth development organization, supporting nearly six million youth across the country; and

WHEREAS, 4-H has helped 400 youth in Monroe County to become confident, independent, resilient, and compassionate leaders as they learn by doing; and

WHEREAS, 4-H in Pennsylvania is delivered by Penn State Cooperative Extension in rural areas, small towns, and cities in all 67 counties of the Commonwealth to more than 77,000 youth ages 5-18; and

WHEREAS, 4-H youth in Pennsylvania are served by a network of staff members and more than 6,000 adult volunteers who engage and mentor youth in learning activities and hands-on projects in topics such as animal science, civic engagement, STEM, and health and wellness; and

WHEREAS, Pennsylvania 4-H Week showcases the incredible ways that 4-H inspires kids to achieve and highlights the remarkable 4-H youth in Monroe County who work each day to make a positive impact on those around them; and

WHEREAS, 4-H's network provides youth with opportunities for leadership development, career exploration, problem solving, friendships, community involvement, passion, and purpose

NOW, THEREFORE, we do hereby proclaim March 17-23, 2024, as PENNSYLVANIA 4-H WEEK throughout the county and encourage our citizens to acknowledge and celebrate 4-H for its valuable service and continued efforts to empower youth with a foundation of success for a lifetime.

-End of Proclamation-

PROCLAMATION

WHEREAS, colon and rectal cancers are one of the most frequently diagnosed cancers in Northeast Pennsylvania; and

WHEREAS, incidence rates in some areas are as much as 17% higher than the U.S. average; and

WHEREAS, about 75% of new cases of colon and rectal cancer occur in patients of average risk; and

WHEREAS, approximately 516 new cases are diagnosed, and about 200 patients die from colon cancer each year in the counties of Lackawanna, Luzerne, Monroe, Pike, Susquehanna, Wayne, and Wyoming combined; and

WHEREAS, the Northeast Regional Cancer Institute has been easing the burden of cancer in Northeastern Pennsylvania for over 30 years through community and patient services, hospital and practice support services, and cancer surveillance programs specifically designed to meet the unique needs of our region; and

WHEREAS, on Thursday, March 28, 2024, the Northeast Regional Cancer Institute will sponsor the 21st annual C.A.S.U.A.L. (Colon Cancer Awareness Saves Unlimited Adult Lives) Day to increase colon cancer awareness throughout Northeastern Pennsylvania; and

WHEREAS, C.A.S.U.A.L. Day was established by the family of Helen Phillips, who fought a courageous battle against colon cancer and died in the summer of 2002.

NOW, THEREFORE, We, the Board of Commissioners of the County of Monroe do hereby urge residents of Monroe County to be screened for early detection of colon cancer, participate and support the Northeast Regional Cancer Institute in its colon cancer awareness efforts, and designate the month of March as Colon Cancer Awareness Month and March 28, 2024, as C.A.S.U.A.L. Day in Monroe County.

-End of Proclamation-

Vice-Chairman Parker presented the 4-H Proclamation to the following 4-H teen Council members, Dominico Corbo, Micah Staples, Hazel Staples, Abigail Smith and Xavier Staples.

Vicky Staples, Club Leader, Erin Greenleaf, Monroe County 4-H Educator and Paula Schwenk, Penn State Extension Monroe County Office Manager, Jen Smith, Pete Clausen and Nellie Gordon were also present.

Commissioner Laverdure thanked the advisors and the parents for their support of the program.

Thomas John Cullen-Eagle Scout-Certificate

M-2024-90 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the actions listed below:

- a) Agenda:

NAME:	DEPARTMENT:	POSITION:	DATE:	REASON:
NEW HIRES:				
Amber Gross	C&Y	35 Casw II	3/18/24	Rehire/Replacement
Joshua Moxam	Courts	13 Executive Asst	3/18/24	New Hire/New Position
Carrie Pace	DR	7 Office Assistant Sr.	3/6/24	Change Start Date
Nnemdina Anderson	DR	12 Enforcement Specialist Sr.	3/6/24	Change Start Date
Patricia Juarbe	DR	7 Office Assistant Sr.	4/8/24	New Hire/Replacement
Ralph Ayala	Maintenance	3 Custodian	4/1/24	New Hire/Replacement
Lenna Kuehner	Proth	8 Records Tech	1/29/24	Correct to Rehire/Replacement
Russell Siple	Sheriff	17 Deputy Sheriff	11/21/23	Reinstated
SEPARATIONS:				
Tara-Lynn Krizek	C&Y	35 Casw 2	3/22/24	Resigned
Carrie Pace	DR	7 Office Asst Sr.	3/6/24	Resigned
Elsie Romero-Garcia	DR	11 Intergov Specialist	3/6/24	Resigned
CHANGES:				
Eric Budelmann	C&Y	33 Casw 1	2/28/24	975 Hrs Complete
Eric Budelmann	C&Y	35 Casw 2	2/29/24	Promo w/o Exam
Ganna Alsharife	C&Y	35 Casw 2	1/29-2/4/24	LOA
Susan Martens	C&Y	33 Fiscal Tech	4/22/24	FT to PT
Derek Lederer	Conservation	17 Enviro Educator	3/4/24	Probation Complete
Amanda Ferraro	Courts	10 Admin Assistant	3/24/24	Probation Complete
Kelly Kelly	Courts	18 Court Reporter	3/4-9/3/24	Intermittent LOA
Leona Sharpstene	Courts	21 Law Clerk Sr.	1/29/24	Promotion
Barbara Molkenthin	DR	11 Intergov Spec	2/23-4/15/24	WC LOA
Tara Felicien	DR	10 Enforc & Data Image Tech	3/25/24	Lateral Transfer
Anthony Perez	Jail	22 Lieutenant	3/12/24	Unpaid Suspension
Brianna Miller	Jail	18 Sergeant	3/11/24	Shift Assignment - 3rd
Corey Keida	Jail	18 Sergeant	3/11/24	Shift Assignment - 1st
Derlindra Watts	Jail	CO	2/26-3/16/24	Unpaid Suspension
Keisha Crawford	Jail	CO	2/26-3/15/24	Unpaid Suspension
Matthew Magnin	Jail	CO	9/21-11/10/23	Extend WC LOA
Matthew Magnin	Jail	CO	11/11/23-2/4/24	WC LOA
Matthew Magnin	Jail	CO	2/5-3/20/24	Extend WC LOA
Dustin Bush	Maintenance	20 Operations & Maint Supervisor	3/11/24	Promotion
Ashley Messoline	PD	22 Asst PD - PT	2/28/24	Correct Depart/Contractual Inc
Paola Medrano	Pre-Trial Services	22 Director	2/29/24	Probation Complete
Brian Holley	Prob- Juvi	21 Prob Supervisor	3/18/24	Promotion
Elena Bentzoni	Prob - Adult	9 Prob Secretary	3/10/24	Probation Complete
Vernell Bunn-Mckenzie	Prob - Adult	17 Prob Officer	2/20-4/2/24	LOA
Vernell Bunn-Mckenzie	Prob - Adult	17 Prob Officer	4/3-5/1/24	LOA
Donna Stevens	R&R	9 Deputy, Recorder	3/25-4/25/24	LOA
Thomas McNeil	Sheriff	Constable - Temp	2/26/24	Correct Start Date
MISCELLANEOUS:				
Approve the request from Tom Stone, Operations and Maintenance Supervisor, to replace one 13 Bldg Maint Tech with a 20 Assistant Operations and Maintenance Supervisor effective 3/11/24				
Approve the request from Cori Doughty, Court Administrator, to convert one 13 Temp Executive Court Admin to a regular FT position.				
Approve the request from Sheriff Nicholas Cirranello to change the title of Courthouse Security/Bailiff to Bailiff				
Approve the request from Sheriff Nicholas Cirranello to change the title of Armed Courthouse Security/Bailiff to Armed Bailiff				
Approve the request from Jessica Spencer, Court Admin, to allow Jessica Muehleisen to use her 17.5 hrs of carry over vacation time during the first week of her planned LOA (4/13/24 to 7/5/24)				
Approve the Request from Adelaide Grace to allow Amanda Van Dunk to switch one of her working days from Friday 6/14/24 to Wednesday 6/12/24 for training.				
Approve the request from Tom Stone, Maintenance Supervisor, to extend Donald Hershman's 40 hours of Carryover Vacation until 5/31/24				

- b) Approve/Ratify Requests to work additional hours:
 - i) Sheriff's Office Overtime Report for the period ending:
 - (1) Deputies – 103.50 hours
 - (2) Security – 28.00 hours
 - (3) Clerks - 11.50 hours

M-2024-91 Motion by Vice-Chairman Parker, seconded Commissioner Laverdure and carried to approve the actions lister below:

- a) Vouchers Payable:
 - i) \$1,514,570.99 for week ending 3/8/2024
 - ii) \$2,443,659.05 for week ending 3/15/2024
- b) Gross Payroll:
 - i) \$1,382.667.46 for week ending 3/10/2024
- c) Healthcare Benefits Payments:
 - i) Highmark Blue Cross/Blue Shield:
 - (1) \$76,943.48 on 3/5/2024
 - (2) \$67,286.99 on 3/12/2024
 - ii) Geisinger:
 - (1) \$31,151.32 on 3/4/2024

- (2) \$26,86.46 on 3/12/2024
- iii) Dental Claims:
 - (1) \$3,929.07 on 3/8/2024
 - (2) \$7,719.89 on 3/8/2024
 - (3) \$8,450.13 on 3/15/2024
- iv) Flexible Spending Account:
 - (1) \$2,333.10 on 3/8/2024
 - (2) \$3,577.45 on 3/15/2024
 - (3) \$151.25 on 3/14/2024

M-2024-92 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve/ratify Travel Requests for the following– Assessment, Commissioners, Controller, Emergency Services, Human Resources and Treasurer.

M-2024-93 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to execute a contract with MedScope America, LLC through 6/30/2026 for Personal Emergency Response Systems at \$25.00 per unit of service as requested by the Area Agency on Aging.

M-2024-94 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below as requested by Children and Youth Services:

- a) Reappoint the following to the Advisory Board:
 - i) Nellie Gordon with a new term to expire 1/31/2027
 - ii) Heather Hunter Hulse with a new term to expire 1/31/2027

M-2024-95 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below:

- a) Approve Budget Adjustment dated 3/14/2024 in the amount of \$775,913.00
- b) Approve use of Courthouse Square by Pocono Area Transitional Housing (PATH) on Sunday, May 5, 2024, for the annual Karen Nichols Memorial PATHwalk
- c) Extend Lease Agreement with Stroudsburg Area School District for lease of 528 Thomas Street Property for one (1) additional year
- d) Approve opening of a bank account with the PA Local Government Investment Trust (PLIGIT) for the 2024 TRAN
- e) Announce that the county does not wish to approve to expand the extension of Heart and Lung benefits under Act 60 of 2023
- f) Execute professional services agreement with Obermayer, Rebmann, Maxwell & Hipple, LLP for legal services in connection with study, upgrades and contractual related water and wastewater systems in Snydersville at a rate of \$385.00 per hour
- g) Approve submittal of the Fiscal Year 2023 State and Local Cybersecurity Grant Program Consent agreement through PA Emergency Management Agency for Intrusion Detection, Security Awareness, Vulnerability Management and Security Information and Event Management Services at no cost to county
- h) Add the following Vendor to the County List of Approved Vendors:
 - i) Commissioners:
 - (1) Elliott’s Quartermaster Store

M-2024-96 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the actions listed below as requested by the Grants Department:

- a) Approve the Fiscal Director to electronically sign Part 1: ESG FY 2023-2025 Grant Award and Contract (C000088339) for the period January 26, 2024-July 26, 2025, in the amount of \$103,070.00. for homeless assistance funding for Emergency Shelter, Homeless Prevention and Rapid Rehousing
- b) Approve the Fiscal Director to electronically sign Part 2: ESG FY 2023-2025 Grant Award and Contract (C000088348) for the period January 26, 2024-July 26, 2025, in the amount of \$196,930.00 for homeless assistance for Street Outreach, Emergency Shelter, Homeless Prevention and Rapid Rehousing
- c) Approve Cares Act funding to Family Promise in the amount of \$690,000.00 for home purchases and rehabilitation programs

M-2024-97 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to acknowledge receipt of the 2023 Annual Report as presented by the Monroe County Planning Commission.

M-2024-98 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below as requested by Office of Emergency Management

- a) Ratify the submittal of the County Annual HAZMAT Report for the year 2023 to Pennsylvania Emergency Management Agency
- b) Execute agreement with Strauser Nature’s Helpers for lawn maintenance and cleaning at the Monroe County Public Safety Center in Snydersville for 2024 totaling \$8,878.60 (lowest of 3 quotes)
- c) Execute agreement with RW Masten for repairs to fire Training building at a cost of \$8,200.00

M-2024-99 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve an agreement with Clear Ballot Group, Inc. for the period 4/9/2024 through 4/8/2025 totaling up to \$71,896.66 for software licenses and extended warranty.

Vice-Chairman Parker stated he wanted the motion to reflect up to \$71,896.66 as the warranty status on some of the equipment is being researched. The original bill has already been reduced by almost \$12,250.00 and it could possibly be reduced by another \$5,000.00.

M-2024-100 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the Capital Purchases Report dated March 13, 2024, as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
Emergency Management	101.4291.9575.0000	Capital Expenditure	1	Diesel fuel tank kit	Grainger - Lowest Quote	4,481.49
MDJ 43-3-01	101.4184.9575.0000	Capital Expenditure	1	Judge's robe	Bentley & Simon - Lowest Quote	540.95
Sheriff	101.4197.9575.0000	Capital Expenditure	6	Bullet proof vests	Star Uniform - State Contract	6,791.70
TOTAL APPROVED CAPITAL						\$ 11,814.14
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
Corrections	101.4232.5522.0000	Minor Equipment	2	Flags	The Flag Store - Lowest Quote	\$641.02
TOTAL REQUESTS W/TRANSFER						\$ 641.02
GRANT FUNDED & OTHER:						
TOTAL GRANT FUNDED & OTHER						\$ -
TOTAL CAPITAL REQUESTS						\$ 12,455.16

M-2024-101 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the Computer Capital Purchases Report dated March 14, 2024, as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
TOTAL APPROVED CAPITAL						\$ -
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
Courthouse Expansion	305.4600.9575.1500	Capital Outlay - General	2	ST2D Phone switches	Norstar - State Contract	13,275.00
TOTAL REQUESTS W/TRANSFER						\$ 13,275.00
GRANT FUNDED & OTHER:						
Information Systems	101.4172.9575.0000	Capital Expenditure	1	HP Laserjet printer	SCW - Lowest Quote	811.59
TOTAL GRANT FUNDED & OTHER						\$ 811.59
TOTAL CAPITAL REQUESTS						\$ 14,086.59

Chairman Christy reminded everyone about Community Night being held on April 30, 2024, at Northampton Community College in Tannersville from 6:00 p.m. to 8:00 p.m.

Chairman Christy asked for public comment. Theresa Pesce from Effort, PA spoke about the \$71,000.00 contract with Clear Ballot and stated it is for software and licensing it does not include the cost of the machines which she states was about \$600,000.00. Ms. Pesce also commented on the Fiscal Year 2023 State and Local Cybersecurity Grant Program. She stated that while the funding through the grant program may not be coming out of the county budget, it is coming from the federal and state budget which means the taxpayers are still paying for it. She also mentioned that Albert Sensors have been monitoring internet activity for years. (Albert Network Monitoring & Management is part of Center for Internet Security.)

The meeting was adjourned at 10:00 a.m.

Robert J. Gress, Chief Clerk/Administrator

M-2024-87 thru M-2024-101