



MONROE COUNTY BOARD OF COMMISSIONERS
August 16, 2023

The regular meeting of the Monroe County Board of Commissioners was held Wednesday August 16, 2023, in the Commissioner's Public Meeting Room at the Monroe County Administrative Center with the following present: Chairman Sharon S. Laverdure, Vice-Chairman John R. Moyer, Commissioner John D. Christy, Solicitor John Dunn, Chief Clerk/Administrator Greg Christine, Administrative Secretary Cindy Cook.

Chairman Laverdure called the meeting to order at 9:32 a.m. with a moment of silence and the pledge of allegiance to the flag.

Chairman Laverdure recessed at 9:35 a.m. the meeting and opened a public hearing for the 2023 Emergency Solutions Grant Application.

Ms. Jennifer Strauch, Grants Manager explained the Emergency Solutions Grant (ESG) is a federal grant providing funding to assist with the rapid rehousing of homeless persons, street outreach, homelessness prevention, and emergency shelter activities. The program is authorized by McKinney-Vento Homeless Assistance Act as amended by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009. Monroe County will be applying for \$682,557 from the Department of Community and Economic Development with a dollar for dollar MATCH from sub-recipients for a total of \$1,365,114. Sub-recipients including, Family Promise of the Poconos, RHD-Street2Feet, Stroudsburg Wesleyan Church and Women's Resources of Monroe County have applied through a Request for Proposal process to be included in the Monroe County ESG application. The FY 2023 ESG application is proposing to serve 536 households.

Chairman Laverdure closed the public hearing at 9:41 a.m. and opened an Assessment Board meeting for corrections to the duplicate at 9:42 a.m.

M-2023-168 Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve the corrections to the duplicate, as follows, as recommended by Cindy Treible, Chief Assessor:

Additions-none
Subtractions-\$1,921,860

Chief Assessor Treible stated most of the subtractions were veteran exemptions as well as a hotel in Bartonsville being torn down.

Chairman Laverdure closed the Assessment Board meeting at 9:44 a.m. and continued with the regular meeting.

There was no public comment on the agenda items.

M-2023-169 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the minutes of the August 2, 2022 Commissioners' Meeting.

M-2023-170 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below:

a) Personnel Agenda:

NAME:	DEPARTMENT	POSITION:	DATE:	REASON:	SALARY:	
NEW HIRES:						
Linda Sarpong	Courts	20 Law Clerk	9/1/23	New Hire/Replacement	\$ 51,312.35	/yr
Desiree Crooks	MDJ	7 Tech - Floater	8/21/23	New Hire/Replacement	\$ 27,331.83	/yr
Inna Korobka	Proth	8 Records Tech	8/14/23	New Hire/Replacement	\$ 32,445.29	/yr
SEPARATIONS:						
Anna Smith	C&Y	33 Fiscal Tech	9/29/23	Retired	\$ 37,444.88	/yr
Monet Cowan Schultz	Jail	4 Custodian	8/17/23	Resigned	\$ 28,195.23	/yr
Sidney Jeffries	Planning	GIS/Planner Intern	5/23/23	New Hire/Temporary	\$ 15.00	/hr
CHANGES:						
Diana Brown	C&Y	37 Casw 3	8/4-9/4/23	LOA	\$ 50,546.34	/yr
Alexander Minor	Courts	20 Law Clerk	7/19/23	Passed the Bar	\$ 48,386.10	/yr
Alexander Minor	Courts	20 Law Clerk	8/14/23	Correct Date for Incr in Hrs	\$ 55,298.40	/yr
Asia Bolton	Courts	20 Law Clerk	8/14/23	Correct Date for Incr in Hrs	\$ 52,441.26	/yr
Diane Dagger	Courts	20 Law Clerk	7/19/23	Passed the Bar	\$ 47,398.10	/yr
Diane Dagger	Courts	20 Law Clerk	8/14/23	Correction to effect. date 35 to 40 hrs	\$ 54,169.26	/yr
Dina Welliver	Courts	16 Recorder/Transcriptionist	7/12-8/23/23	LOA	\$ 36,908.00	/yr
Kaitlyn Barr	Courts	20 Law Clerk	7/19/23	Cancel Increase to 40 Hrs	\$ 45,886.10	/yr
Kaitlin Fulmer	Courts	20 Law Clerk	7/19/23	Passed the Bar	\$ 48,386.10	/yr
Kaitlin Fulmer	Courts	20 Law Clerk	8/14/23	Correct Date for Incr in Hrs	\$ 55,298.40	/yr
Michelle Thoman	Courts	20 Law Clerk	7/19/23	Passed the Bar	\$ 61,904.54	/yr
Michelle Thoman	Courts	20 Law Clerk	8/14/23	Correction to effect. date 35 to 40 hrs	\$ 70,748.04	/yr
William Re	Courts	21 Law Clerk Sr	7/19/23	Passed the Bar	\$ 50,221.44	/yr
William Re	Courts	21 Law Clerk Sr	8/14/23	Correction to effect. date 35 to 40 hrs	\$ 57,395.73	/yr
Emmanuel Varkanis	DA	17 Detective - Auto Theft	7/31/23	Correct Job Position	\$ 72,384.00	/yr
Robert Sebastianelli	DA	17 Detective	7/31/23	Change Job Position	\$ 72,384.00	/yr
Felicia Stewart	HR	20 HR Officer/Benefits Coord	5/22/23	Regraded Position	\$ 51,828.92	/yr
Bradford Harkley	Jail	21 Bldg Maint Supervisor	8/14/23	Promotion/Replacement	\$ 58,291.84	/yr
Edwin Altamirano	Jail	CO	7/28-8/6/23	Extend LOA	\$ 52,743.18	/yr
Edwin Altamirano	Jail	CO	8/7-9/7/23	RTW Mod Duty	\$ 52,743.18	/yr
Lance Werkheiser	Jail	CO	7/31-8/6/23	Extend Mod Duty	\$ 64,272.00	/yr
Lance Werkheiser	Jail	CO	8/7/23	RTW Full Duty	\$ 64,272.00	/yr
Tara Doyle	Jail	CO	7/27-8/27/23	Extend Mod Duty	\$ 54,823.18	/yr
Waldemar Wozniak	Jail	CO	9/3-9/19/23	Personal LOA	\$ 57,299.84	/yr
Harold Ward	Maintenance	14 Bldg Maintenance Tech	8/15/23	Suspended w/o pay	\$ 53,941.68	/yr
Alyscia Hill	Prob - Adult	18 Prob Officer	9/20-11/1/23	LOA	\$ 57,284.45	/yr
Alyscia Hill	Prob - Adult	18 Prob Officer	11/2-12/12/23	LOA	\$ 57,284.45	/yr
Frank Biank	Prob - Adult	20 Prob Officer Sr	7/23-10/21/23	Military LOA	\$ 65,031.82	/yr
Tracy DePue	Proth	10 Deputy COC	8/14/23	Promotion/Replacement	\$ 35,040.70	/yr
MISCELLANEOUS:						
Approve the changes to the Meal Allowance section of the Travel policy to increase the daily allowance from \$41 to \$54.						
Adopt the Revised HR Officer/Benefits Coordinator Job Description at a Grade 20 effective 5/22/23.						
Adopt the revised Jury Manager Job Description at a Grade 17 effective 1/1/24.						
Approve the request from Adelaide Grace to hire a new Fiscal Tech to start no more than 2 weeks prior to Anna Smith's departure to allow for training.						

b) Approve/Ratify Requests to work additional hours:

i) Sheriff's Office Overtime Report for the period ending 7/30/23:

- (1) Deputies – 84.50 hours
- (2) Security – 29.00 hours
- (3) Clerks – 13.00 hours

ii) Assessment Office:

- (1) Five hours per week for the period of 8/7/23 through 9/30/23 for Deborah Storman, Susan Felker and Susan Sebring

iii) Tax Claim Bureau:

- (1) Two hours of overtime on 9/11/23 and 9/12/23 for Mindy Knitter, Lynn Dehaven, Stephanie Reed, Kelley Sickles, Tina Zito, Susan Kinsley and Marijana Mihalopoulos

M-2023-171 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below:

a) Vouchers Payable:

- i) \$1,406,627.37 for the week ending 8/4/23
- ii) \$3,528,327.22 for the week ending 8/11/23

b) Gross Payroll:

- i) \$1,345,489.21 for the period ending 7/30/23

c) Healthcare Benefits Payments:

- i) Highmark Blue Cross/Blue Shield:
 - (1) \$127,165.37 on 8/1/23

- (2) \$151,531.50 on 8/8/23
- ii) Geisinger:
 - (1) \$160,274,.08 on 8/1/23
 - (2) \$67,656.15 on 8/8/23
- iii) Dental Claims:
 - (1) \$4,778.22 on 8/8/23
 - (2) \$6,389.17 on 8/11/23
- iv) Flexible Spending Account:
 - (1) \$15.45 on 8/2/23
 - (2) \$246.84 on 8/8/23
- v) ConnectYourCare:
 - (1) \$555.16 on 8/11/23

M-2023-172 Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve/ratify the attached Travel Request Report for the following departments: Area Agency on Aging, Assessment, Correctional Facility, Human Resources, Public Defender, Tax Claim Bureau and Vector Control.

M-2023-173 Motion by Vice Chairman Moyer, seconded by Commissioner Christy and carried to approve the actions listed below as requested by the Area Agency on Aging:

- a) Execute the following Contract Amendments:
 - i) PurFoods, LLC d/b/a Mom's Meals – Increase reimbursement rates to \$6.33 for home delivered meals and \$7.27 for home delivered renal or pureed meals
 - ii) Tree of Hope Home Care, LLC – Increase rate to \$20.00 per hour for personal care and home support services

M-2023-174 Motion by Commissioner Christy, seconded by Vice Chairman Moyer and carried to approve the actions listed below as requested by Children & Youth Services:

- a) Approve submission of the 2024-2025 Needs Based Plan and Implementation Plan and execute the Assurance of Compliance and Participation Form
- b) Execute the following extensions of Purchase of Service Agreements:
 - i) New Way Youth Services – Extend contract through 6/30/24
 - ii) Justice Works Youthcare – Extend contract through 6/30/26
- c) Execute the following Purchase of Service Agreements for the period of 7/1/23 through 6/30/24:
 - i) Cornell Abraxas Group, LLC – \$850,000.00
 - ii) Colonial Intermediate Unit 20 – \$275,000.00
 - iii) Pathways Adolescent Centers, Inc. - \$230,000.00
- d) Execute the following Adoption Assistance Agreements:
 - i) L.N.
 - ii) T.N.
 - iii) L.N.

M-2023-175 Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve the actions listed below:

- a) Ratify the Budget Adjustment Report dated 8/10/23 totaling \$2,369,010.00
- b) Approve the Budget Adjustment Report dated 8/10/23 totaling \$2,413,453.00
- c) Accept a proposal from Reilly Associates with a maximum not to exceed \$8,300.00 to prepare specifications, bidding documents and construction administration for the repaving of the lower parking lot at the Administrative Center
- d) Approve the use of Courthouse Square by the Vietnam Veterans of America Pocono Chapter 678 on September 15, 2023 for the National POW/MIA Recognition Day
- e) Approve submission of the 2022/2023 State Food Purchase Program Final Report in the amount of \$281,489.72
- f) Approve the 2022-2023 Medical Assistance Transportation Program 4th Quarter Report in the amount of \$155,578.53
- g) Ratify approval for the Grants Manager to electronically submit the following:
 - i) 2023 Election Integrity Grant Program application in the amount of \$589,676.52
 - ii) 2023 Emergency Solutions Grant Application
 - iii) 2023 HUD Continuum of Care Rapid Rehousing Renewal Application in the amount of \$254,529.00

- iv) 2023 HUD Continuum of Care Rapid Rehousing new Application in the amount of \$295,771.00
- v) 2023 Emergency Solutions Grant:
 - (1) Limited English Proficiency Compliance
 - (2) Four Factor Analysis
 - (3) Language Access Plan
 - (4) Statement of Assurances
- h) Adopt a Resolution authorizing the filing of a proposal for the 2023 ESG in the amount \$1,365,114.00 (R-2023-6)

**Resolution of the Monroe County Commissioners
Authorizing the filing of a proposal for funds with the
Department of Community and Economic Development,
Commonwealth of Pennsylvania.**

WHEREAS, the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH) enacted into law on May 20, 2009, authorized the Emergency Solutions Grant (ESG) Program; and

WHEREAS, the Commonwealth of Pennsylvania through the Department of Community and Economic Development (DCED) has received ESG program funds and is making these funds available to units of local governments for eligible homeless services; and

WHEREAS, the Monroe County Commissioners desire to submit an application to DCED for ESG Program funds to provide homeless services or on behalf of other entities to provide homeless services.

NOW, THEREFORE BE IT RESOLVED AND IT IS HEREBY RESOLVED by the Monroe County Commissioners that:

1. The proposed projects Street Outreach, Rapid Rehousing, Homelessness Prevention, and Emergency Shelter to be funded by a grant from the Pennsylvania ESG Program meet the ESG interim rule requirements at §24 CFR 576 are eligible and approved.
2. The Monroe County Grants Manager on behalf of Monroe County is authorized and directed to execute an ESG Program application in the amount of \$ 1,365,114 to the PA Department of Community and Economic Development.
3. The contracted sub-recipients that are approved by the County will assume the responsibility for securing the required matching amount of project funds or request a waiver of funds to DCED.
4. The County of Monroe will reimburse the Commonwealth for any expenditure found to be ineligible.
5. The Monroe County Grants Manager is authorized to provide such assurances, certificates, and supplemental data or revised data that DCED may request in connection with the application.

(End of Resolution)

- i) Add the following vendors to the County List of Approved Vendors:
 - i) Aging:
 - (1) Norma R. Leap
 - (2) Joseph A. Boeglin

Vice-Chairman Moyer explained that \$2,200,000 of the budget adjustment is for the new roof at the Correctional Facility which is not being paid out of the general fund. He also stated \$2,400,000 of the budget adjustment is Emergency Rental Assistance Program funds that the County has received which will be used towards workforce and affordable housing.

Commissioner Christy stated the Election Integrity Grant is money allocated to help run the election. The grant is received every year and it is used to purchase tabulating equipment, provide extra help at the polling places and increase salaries for poll workers. The grant helps provide resources to get election results tabulated in a timely fashion.

M-2023-176 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below as requested by Domestic Relations:

- a) Execute the following Title IV-D Attorney Contracts:
 - i) Janet Catina, Esquire
 - ii) James Gregor, Esquire

M-2023-177 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below:

- a) Ratify the Capital Purchases Report dated 8/10/23 as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
TOTAL APPROVED CAPITAL						\$ -
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
TOTAL REQUESTS W/TRANSFER						\$ -
GRANT FUNDED & OTHER:						
Capital Projects - CH Expan	305.4600.9575.0000	Capital Expenditure	1	Weapons storage	Datum Storage - Single Source	48,940.96
TOTAL GRANT FUNDED & OTHER						\$ 48,940.96
TOTAL CAPITAL REQUESTS						\$ 48,940.96

- b) Approve the Capital Purchases Report dated 8/10/23 as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
TOTAL APPROVED CAPITAL						\$ -
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
TOTAL REQUESTS W/TRANSFER						\$ -
GRANT FUNDED & OTHER:						
Maintenance	101.4111.2010.7850.0030	Safety Program	1	Hand held digital scanner radio	Amazon - Lowest Quote	287.38
TOTAL GRANT FUNDED & OTHER						\$ 287.38
TOTAL CAPITAL REQUESTS						\$ 287.38

M-2023-178 Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve the actions listed below:

- a) Approve the Computer Capital Purchases Report dated 8/10/23 as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
TOTAL APPROVED CAPITAL						\$ -
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
TOTAL REQUESTS W/TRANSFER						\$ -
GRANT FUNDED & OTHER:						
Children & Youth	751.4428.6041.4640.0391	Grant Funded Expenses	2	Desktop scanners	Gov-C - Lowest Quote	973.48
Grants - American Rescue Plan	850.4173.8800.2108	Public Health Response	15	Laptops and docking stations	Dell - State Contract	32,846.55
TOTAL GRANT FUNDED & OTHER						\$ 33,820.03
TOTAL CAPITAL REQUESTS						\$ 33,820.03

Chairman Laverdure asked if there was any public comment. A question was asked about the Medical Assistance Transportation Program. Commissioner Christy and Chairman Laverdure explained the program is run through MCTA and it provides rides for people to get to doctor appointments, physical therapy etc.

The meeting was adjourned at 9:50 a.m.

Greg Christine, Chief Clerk/Administrator

**M-2023-168-M-2023 thru M-2023-178
R-2023-6**

TRAVEL REQUEST REPORT

Travel ID	Travel Date(s)	Traveler(s)	Destination	Purpose of Travel	Est. Costs
AREA AGENCY ON AGING					
2023-0176	09/24/2023 -- 09/27/2023	Gallagher, Neal	Hershey Lodge 325 University Drive Hershey, PA 17033	AmeriCorps Seniors quarterly meeting	\$790.00
2023-0177	09/19/2023 -- 09/20/2023	Laura Pride	State College, PA	2023 Health and Wellness Conference	\$254.33
ASSESSMENT					
2023-0175	09/01/2023 -- 09/01/2023	Treible, Cindy Storman, Deborah Felker, Susan Hasker, Michelle Santos, Iylana	Schuylkill County Mountain Valley Golf Course	Chapter Meeting	\$75.00
CORRECTIONAL FACILITY					
2023-0179	10/01/2023 -- 10/04/2023	Haidle, Garry McCoy, Joseph	Best Western Premier Conference Center, Harrisburg, PA	Warden's Conference	\$0.00
HUMAN RESOURCES					
2023-0178	09/13/2023 -- 09/15/2023	Ratliff, Theresa Thompson, Deborah Lambert, Heather	SCHRPP Conference Hershey PA	SCHRPP Conference	\$1,762.19
PUBLIC DEFENDER					
2023-0170	08/28/2023 -- 08/29/2023	Closs, Eric	Philadelphia Pa	Superior Court Argument	\$502.69
TAX CLAIM					
2023-0181	10/18/2023 -- 10/20/2023	Knitter, Melinda DeHaven, Lynn	Seven Springs Pa	Tax Claim Conference	\$410.00

TRAVEL REQUEST REPORT

Travel ID	Travel Date(s)	Traveler(s)	Destination	Purpose of Travel	Est. Costs
VECTOR CONTROL					
2023-0180	08/14/2023 -- 08/18/2023	D'Orsay <i>Hockenbury</i>	Pike County	Traveling for Mosquito and Tick trapping to fulfill grant requirements	\$0.00