



MONROE COUNTY BOARD OF COMMISSIONERS' MEETING  
April 5, 2023

The regular meeting of the Monroe County Board of Commissioners meeting was held on Wednesday, April 5, 2023, in the Commissioners' 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, County Solicitor John D. Dunn, Chief Clerk/Administrator Greg Christine, and Administrative Secretary Cindy King.

Chairman Laverdure opened the meeting at 9:30 a.m. with a moment of silence and the pledge of allegiance to the flag.

**M-2023-72** Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below:

- 1) Approve the minutes of the 3/15/23 Commissioners' Meeting
- 2) Ratify the opening of the following bids for the Conservation District Roof Replacement Project:

	<u>BASE BID:</u>	<u>DAMAGED SHEATHING REPLACEMENT:</u>
a) Hulton Contracting, Inc.	\$87,878.40	\$3.40 sq. ft. (Didn't meet specs. or deadline)
b) Green Rhino Builders	\$145,144.70	\$4.70 sq. ft.
c) Spotts Brothers, Inc.	\$149,003.25	\$3.25 sq. ft.
d) Frank Cyrwus, Inc.	\$157,719.00	\$8.00 sq. ft.
e) Build All, Inc.	\$209,102.65	\$2.65 sq. ft.
f) Detweiler Roofing	\$447,810.00	\$10.00 sq. ft.

Chairman Laverdure welcomed and presented a proclamation to Ms. Lauren Peterson, Executive Director of Women's Resources a proclaiming the month of April "Sexual Assault Awareness Month" in Monroe County. Ms. Peterson thanked the Commissioners for their continued support.

**M-2023-73** Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to adopt the proclamation proclaiming April "Sexual Assault Awareness Month" in Monroe County.

Proclamation

WHEREAS, sexual assault affects every person in Monroe County, as a victim/survivor or as a family member, friend, neighbor or co-worker of a victim/survivor; and

WHEREAS, from July 2021 to June 2022, over 138 adult, teen, and child survivors of sexual violence have received 588 Hours of counseling and advocacy through Women's Resources and, yet we know that many sexual violence survivors never come forward; and

WHEREAS, it is crucial to increase public awareness of sexual violence in its many forms, to educate the community about the vital need for their involvement in efforts to reduce violence, to increase support for all agencies providing sexual assault violence services; and

WHEREAS, members of our community are urged to support and assist in any way possible to advance a society where all children, women and men, can live in peace free from violence and exploitation;

NOW THEREFORE, BE IT RESOLVED that the Monroe County Board of Commissioners hereby proclaims the month of April 2023 as Sexual Assault Awareness Month in Monroe County and further commends all who work towards eliminating sexual violence in our county.

**M-2023-74** Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve the actions listed below:

- a) Personnel Agenda:

## PERSONNEL AGENDA - NEW HIRES, SEPARATIONS &amp; CHANGES

BI-WEEKLY COMMISSIONERS MEETING of April 5, 2023						
Prepared by: Heather Lambert, Director of Human Resources						
COPIES TO: S.S. Laverdure, J. R. Moyer, J. Christy, G. Christine & Fiscal						
NAME:	DEPARTMENT:	POSITION:	DATE:	REASON:	SALARY:	
NEW HIRES:						
Lukas Carmella	Career Link	Laborer	3/6/23	New Hire	\$ 9.00	/hr
Danielle Scalo	C&Y	33 Fiscal Tech	3/20/23	New Hire/Replacement	\$ 36,084.56	/yr
Alexa Hanzimanolis	DA	12 Legal Secretary	3/13/23	Correct Position Title	\$ 37,302.37	/yr
Samantha Elliot	Emer Services	19 Emer Prep Planner	4/17/23	New Hire/Replacement	\$ 48,873.01	/yr
Raymond Scavo	Maintenance	14 Building Maint Mechanic Sr	3/27/23	New Hire/Replacement	\$ 47,840.00	/yr
Michelle Warsaw	Proth	8 Records Tech Proth	3/27/23	New Hire/Replacement	\$ 32,445.29	/yr
Tracy DePue	Proth	8 Records Tech COC	4/3/23	New Hire/Replacement	\$ 32,445.29	/yr
Joseph Debartolo	Sheriff Sheriff	Constable-Temp-Ramsey	3/15/23 3/20/23	New Hire/New Position New Hire/New Position	\$ 25.00	/hr
Wiliam Oneill		Constable-Temp-Ramsey			\$ 25.00	/hr
SEPARATIONS:						
Sherri Williams	Ag Ext	17 Coop Ext Prog Agt	5/1/23	Retired	\$ 61,986.60	/yr
Steven Baade	Cons	19 Res Cons Spec	4/7/23	Resigned	\$ 52,377.00	/yr
Lauren Stack	C&Y	35 Casw 2	3/31/23	Resigned	\$ 44,990.60	/yr
Alexa Hanzimanolis	DA	12 Legal Secretary	3/21/23	Resigned	\$ 37,302.37	/yr
Daris Jackson	DA	22 Asst. Dist. Attorney	3/28/23	Resigned	\$ 60,485.88	/yr
Jennifer Decker	Dom Rel	7 Office Asst Sr	2/8/23	Correct Reason to Retired	\$ 26,197.81	/yr
Nygel Brapham	Jail	CO	3/15/23	Self-Termed	\$ 47,463.94	/yr
Linda Lewis	Proth	10 Deputy Prothonotary	3/31/23	Retired	\$ 35,652.24	/yr
Rebecca Freshcorn	Sheriff	8 Records Tech	3/23/23	Retired	\$ 39,264.99	/yr
CHANGES:						
Cheryl Hosier	Aging	33 Fiscal Officer	3/21/23	975 Hrs Complete	\$ 52,079.04	/yr
Cindy Treible	Assessment	30 Chief Assr/Tax Claim Dir	3/19-3/26/23	LOA	\$ 99,037.38	/yr
Claribel Marin	C&Y	35 Casw 2	2/23-2/28/23	LOA	\$ 44,990.58	/yr
Claudia Vitiello	C&Y	37 Care Mgr 3	3/3/23	Probation Compete	\$ 48,916.34	/yr
Elizabeth Arzola-Plaza	C&Y	33 Fiscal Tech	3/10-9/9/23	Intermittent LOA	\$ 36,531.50	/yr
Jamie Armstrong	Courts	12 Minute Clk/Jud Asst	3/27/23	Transfer to FT/Replacement	\$ 33,357.87	/yr
Kelly Kelly	Courts	18 Court Reporter	3/28/23-4/18/23	LOA	\$ 51,466.32	/yr
Daris Jackson	DA	22 Asst. Dist. Attorney	2/16-3/27/23	LOA	\$ 60,485.88	/yr
Elsie Romero-Garcia	Dom Rel	7 Office Asst Sr.	3/17-3/20/23	Mod Duty	\$ 24,985.51	/yr
Elsie Romero-Garcia	Dom Rel	7 Office Asst Sr.	3/21-3/25/23	LOA	\$ 24,985.51	/yr
Elsie Romero-Garcia	Dom Rel	7 Office Asst Sr.	3/26-3/31/23	RTW Mod Duty	\$ 24,985.51	/yr
Cheryl Sims	Fiscal	19 Accountant I	4/11/22	Correct Grade	\$ 47,797.57	/yr
Cheryl Sims	Fiscal	20 Accountant II	4/11/23	Promotion	\$ 51,946.39	/yr
Jennifer Strauch	Fiscal	20 Grants Manager	4/3/23-4/24/23	Intermittent LOA	\$ 55,815.76	/yr
Kristine Wright	Fiscal	13 Acct Tech Fiscal	3/8-3/14/23	LOA	\$ 40,224.02	/yr
Charlie Silverio	Jail	CO	3/13/23	Reinstated	\$ 55,017.25	/yr
Charlie Silverio	Jail	CO	3/29-4/29/23	LOA	\$ 55,017.25	/yr
Frank Lantigua	Jail	CO	1/28-3/21/23	Correct LOA Dates	\$ 51,147.82	/yr
James Wise	Jail	CO	3/16-5/1/23	Extend Mod Duty	\$ 59,379.84	/yr
Justin Ortiz	Jail	CO	3/21-4/4/23	Mod Duty	\$ 47,463.94	/yr
Keisha Crawford	Jail	CO	2/24-4/2/23	LOA	\$ 55,017.25	/yr
Kohl Titman	Jail	CO	4/3/23	Shift Assignment 2nd Shift	\$ 47,463.94	/yr
Monet Cowan Schultz	Jail	4 Custodian	3/22/23	Probation Compete	\$ 28,195.23	/yr
Nicole Dixon-Betancourt	Jail	CO	3/16-4/14/23	Extend Mod Duty	\$ 54,823.18	/yr
Sheila Fish	Jail	7 Laundry Supply Clk	2/21-2/26/23	LOA	\$ 32,395.58	/yr
Taylor-Morgan Garnett	Jail	CO	4/3/23	Shift Assignment 2nd Shift	\$ 47,463.94	/yr
Jason Treantafelo	Jail	21 Lieutenant	2/27-4/6/23	LOA	\$ 70,948.80	/yr
Linda Destefano	Maint	4 Custodian Sr	2/21-8/20/23	Intermittent LOA	\$ 33,645.04	/yr
Morgan Martinez	Maint	4 Custodian Sr	4/11/23	Promotion	\$ 29,807.23	/yr
Kelly Gyarmati	Purchasing	10 Purchasing Spec	3/29-5/10/23	Extend LOA	\$ 30,524.13	/yr
Kiana Ruffin	Sheriff	8 Records Tech	4/3/23	Promotion	\$ 32,485.86	/yr

MISCELLANEOUS:						
Adopt the revisions to the Covid-19 (Coronavirus) Pandemic Policy as updated effective 5/11/23.						

Approve the discontinuation of the Covid-19 (Coronavirus) Expanded Disability Policy effective 5/11/23.						
Approve the request from Jen Barclay, Director of Fiscal, to allow Jen Strauch to work remotely 5 days per pay						
period through 4/24/23						

- b) Approve/Ratify Requests to work additional hours:
- i) Sheriff’s Office Overtime Report for the period ending 3/12/23:
    - (1) Deputies – 37.25 hours
    - (2) Security – 18.50 hours
    - (3) Clerks - .25 hours
  - ii) Sheriff’s Office Overtime Report for the period ending 3/26/23:
    - (1) Deputies – 30.25 hours
    - (2) Security – 26.25 hours
    - (3) Clerks – 2 hours

**M-2023-75** Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve the actions listed below:

- a) Vouchers Payable:
  - i) \$2,853,192.80 for the week ending 3/17/23
  - ii) \$826,021.95 for the week ending 3/24/23
  - iii) \$1,170,733.53 for the week ending 3/31/23
- b) Gross Payroll:
  - i) \$1,311,527.92 for the period ending 3/12/23
  - ii) \$1,355,960.21 for the period ending 3/26/23
- c) Healthcare Benefits Payments:
  - i) Highmark Blue Cross/Blue Shield:
    - (1) \$156,951.58 on 3/15/23
    - (2) \$90,257.84 on 3/21/23
    - (3) \$65,909.94
  - ii) Geisinger:
    - (1) \$58,240.42 on 3/14/23
    - (2) \$3,959.07 on 3/17/23
    - (3) \$101,248.65 on 3/21/23
    - (4) \$103,784.48 on 3/28/23
  - iii) Dental Claims:
    - (1) \$5,100.92 on 3/10/23
    - (2) \$2,501.76 on 3/10/23
    - (3) \$4,117.29 on 3/23/23
    - (4) \$4,453.43 on 3/27/23
    - (5) \$1,043.40 on 3/29/23
  - iv) Flexible Spending Account:
    - (1) \$176.00 on 3/16/23
    - (2) \$15.45 on 3/28/23
  - v) ConnectYourCare:
    - (1) \$3,594.34 on 3/10/23
    - (2) \$2,495.05 on 3/17/23
    - (3) \$632.20 on 3/27/23

**M-2023-76** Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve/ratify the Travel Request Report for the following departments: Assessment, Conservation District, Planning, Aging, Corrections, Controller and Children & Youth.

**M-2023-77** Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the following actions listed below:

- a) Ratify the Budget Adjustment Report dated 3/30/23 totaling \$827,679.00
- b) Approve the Budget Adjustment Report dated 3/30/23 totaling \$830,176.00
- c) Ratify the CDBG-CV Amendment No. 2 (#C000075473) extending the grant period to May 31, 2023 and further authorize the fiscal director to electronically sign on behalf of the Commissioners
- d) Accept a quote from Ruiz Lock & Key in the amount of \$4,465.00 to add an access control system at Ramsey School
- e) Approve the PA State Police 2023-2024 Automobile Theft/Motor Vehicle Insurance Fraud Grant in the amount of \$117,800.00
- f) Approve the following change order for the Courthouse Renovation/Expansion Project:
  - i) GC-11 - Lobar Construction - \$76,468.12 (ADD)
  - ii) GC-12 – Lobar Construction - \$32,988.64 (ADD)
- g) Ratify execution (electronically) of the Whole-Home Repairs Grant Program Contract for the period of 12/12/22 through 12/31/26, in the amount of \$1,581,333.00
- h) Execute a Contract for Services Agreement with Carey Group Inc. in the amount of \$50,000.00, to provide a gun violence community needs assessment and development of a strategic plan for a gun violence task force
- i) Accept a Planned Service Proposal from Johnson Controls to provide preventative maintenance service on the Metasis Software System for the period of 2/1/23 through 1/31/24 in the base amount of \$47,623.00
- j) Award the bid for the Conservation District Roof Replacement Project to Green Rhino Builders, LLC (second lowest bid) in the amount of \$145,140.00; low bidder not meet the bid deadline or bid specifications
- k) Adopt a Resolution approving amending the By-Laws of the Pennsylvania Northeast Regional Railroad Authority, as follows: (R-2023-3)
  - i) Extend its term of existence to 5/31/2073
  - ii) Allowing for acquiring and preserving rail transport facilities outside of the Commonwealth of PA
- l) Execute an Office Cooperative Agreement under Title IV-D of the Social Security Act to allow for reimbursement to the Sheriff's Office for child support enforcement services
- m) Ratify Execution of an Application for Language Access Reimbursable Costs to the AOPC seeking \$84,962.00 in interpreter costs for 2022
- n) Approve submission of the 2021-2022 HAP/HSDf NBG Report, as follows:
  - i) HAP - \$136,733.00
  - ii) HSDf - \$93,507.00
- o) Add the following vendors to the County List of Approved Vendors:
  - i) AGING:
    - (1) Helen B. Curtis
    - (2) Carolyn L. Schafft
    - (3) Llisha Mayo
    - (4) Joyce Comba
    - (5) Sarah E. Thomas
    - (6) Christine A. Amhurst
  - ii) FISCAL:
    - (1) Sewer Specialty Services Co., Inc.
  - iii) DISTRICT ATTORNEY:
    - (1) American Scientific Consultants Corp.
    - (2) Claimfox, Inc
  - iv) MCCF:
    - (1) Ward Trucking
  - v) OEM:
    - (1) Matt's Mobile Tools

**M-2023-78** Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below, as requested by Children and Youth Services:

- a) Ratify submission of the Second Quarter 2022-2023 C&Y Fiscal Report in the amount of \$7,539,167.00
- b) Execute an Adoption Assistance Agreement for J.L.
- c) Reappoint the following to the Children & Youth Advisory Board:
  - i) Annette Atkinson to 3/31/26
  - ii) Theresa Zuba to 3/31/26

**M-2023-79** Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to authorize submission of an application to PEMA for the Emergency Management Performance Grant in

the amount of \$156,352.49 and further authorize the Emergency Management Director to sign electronically on behalf of the Commissioners.

**M-2023-80** Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to authorize submission of an application to the Pennsylvania Department of Environmental Protection for Reimbursement for a County Recycling Coordinator for the 2022 calendar year, as requested the Municipal Waste Management.

**R-2023-4** Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to adopt a Resolution Certifying the Provision of Local Match for State Operating Financial Assistance granting the Authority \$218,661.00 as the requires County match, as requested by Monroe County Transportation Authority.

**RESOLUTION**

**BY MUNICIPALITY CERTIFYING PROVISION OF LOCAL MATCH FOR STATE OPERATING FINANCIAL ASSISTANCE**

The Commissioners of Monroe County, Pennsylvania resolves and certifies that it will provide Monroe County Transportation Authority local funds in the amount of \$218,661 to match state funds in the amount of \$2,681,608 provided pursuant to 74 Pa. C.S. Section 1513 in Fiscal Year 2023-24.

Further, the Monroe County Commissioners resolves and certifies that the required amount of local matching funds will be provided no later than the end of the State Fiscal Year, June 30, 2024. The following schedule indicates dates and payments of eligible local matching funds:

<u>Payment Date</u>	<u>Payment Amount</u>
<u>September 30, 2023</u>	<u>\$54,665</u>
<u>December 31, 2023</u>	<u>\$54,665</u>
<u>March 31, 2024</u>	<u>\$54,665</u>
<u>June 30, 2024</u>	<u>\$54,666</u>

**M-2023-81** Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve a one-time waiver of Section 7(4) of the Demolition Program guidelines to allow for a reimbursement to Chestnuthill Township for demolition of eight (8) blighted properties, as requested the Redevelopment Authority of the County of Monroe.

**M-2023-82** Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve the Capital Purchases Report dated 3/30/23, as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
<b>APPROVED CAPITAL:</b>						
Maintenance	101.4176.5522.0000	Minor Equipment	2	Two way radio bundles	Northern Tool - Lowest Quote	639.98
Maintenance	101.4176.5522.0000	Minor Equipment	5	Commercial upright vacuum cleaners	Zoro - Lowest Quote	2,607.50
<b>TOTAL APPROVED CAPITAL</b>						<b>\$ 3,247.48</b>
<b>REQUESTS WITH TRANSFER: (see Budget Adjustment Report)</b>						
Correctional Facility	101.4232.9575.0000	Capital Expenditure	1	Medication Punch Card Cart	Amazon - Lowest Quote	3,525.00
Domestic Relations	157.4187.5522.0000	Minor Equipment	1	Time, date document stamper	Amazon - Lowest Quote	311.18
<b>TOTAL REQUESTS W/TRANSFER</b>						<b>\$ 3,836.18</b>
<b>GRANT FUNDED &amp; OTHER:</b>						
<b>TOTAL GRANT FUNDED &amp; OTHER</b>						<b>\$ -</b>
<b>TOTAL CAPITAL REQUESTS</b>						<b>\$ 7,083.66</b>

**M-2023-83** Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the Computer Capital Purchases Report dated 3/30/23, as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
<b>APPROVED CAPITAL:</b>						
District Attorney	101.4172.9575.4194	Capital Expenditure	2	Fujitsu desktops scanners	SCW - Lowest quote	1,923.18
Public Defender	101.4172.9575.4152	Capital Expenditure	1	Dell laptop	Dell - State Contract	2,332.39
Information Systems	101.4172.9575.0000	Capital Expenditure	28	Outdoor security cameras	Odin Tech - Sole Source	15,000.00
Sheriff	101.4172.9575.4197	Capital Expenditure	1	Computer hardware package for Telesoft Case Mgmt system	Gov C - Lowest Quote	28,197.28
<b>TOTAL APPROVED CAPITAL</b>						<b>\$ 47,452.85</b>
<b>REQUESTS WITH TRANSFER: (see Budget Adjustment Report)</b>						
Adult Probation	101.4236.5522.0000	Minor Equipment	1	LaserJet Maintenance Kit	SCW - Lowest Quote	318.06
Treasurer	101.4139.9575.0000	Capital Expenditure	1	HP LaserJet printer	SCW - Lowest Quote	840.98
<b>TOTAL REQUESTS W/TRANSFER</b>						<b>\$ 1,159.04</b>
<b>GRANT FUNDED &amp; OTHER:</b>						
<b>TOTAL GRANT FUNDED &amp; OTHER</b>						<b>\$ -</b>
<b>TOTAL CAPITAL REQUESTS</b>						<b>\$ 48,611.89</b>

Commissioner Christy announced that Community Night is May 3, 2023 at the Northampton Community College Monroe Campus starting at 6:00 p.m. sponsored by the Children’s Roundtable of Monroe County.

Chairman Laverdure asked if there was any public comment.

Donald Kubik, Correctional Officer and other Correctional Officers were present to discuss ongoing issues at the Correctional Facility with the Commissioners.

The meeting was adjourned at 9:58 p.m.

\_\_\_\_\_  
Greg Christine, Chief Clerk/Administrator

**M-2023-72 thru M-2023-83**  
**R-2023-3 thru R-2023-4**

### TRAVEL REQUEST REPORT

Travel ID	Travel Date(s)	Traveler(s)	Destination	Purpose of Travel	Est. Costs
<b>AREA AGENCY ON AGING</b>					
2023-0073	04/10/2023 -- 04/14/2023	Megargle, Mary Claire	Department of Aging Harrisburg	To participate in testing new database application for protective services.	\$824.66
2023-0077	05/12/2023 -- 05/12/2023	Merle Turitz	PIKE COUNTY 911 Center - Hawley	PA LINK Workshop - Managing Self-Care - 3 Workshops: Stress Mgmt - Self Care - Effective Communication	\$0.00
<b>ASSESSMENT</b>					
2023-0069	04/14/2023 -- 04/14/2023	Treible, Cindy Storman, Deborah Hasker, Michelle Santos, Iylana	Wyoming County EMA 911 Center	ACT 319 CLASS	\$0.00
<b>CHILDREN &amp; YOUTH SERVICES</b>					
2023-0067	06/06/2023 -- 06/06/2023	Gill-DiPippa, Stacie VanDunk, Amanda	University of Scranton	Annual TAC officer training for JNET/CLEAN	\$80.95
<b>CONSERVATION DISTRICT</b>					
2023-0070	05/09/2023 -- 05/09/2023	Brittney Coleman	Bushkill Elementary School, Northampton County	"Pocono Wetlands" 4th grade program	\$0.00
2023-0075	03/28/2023 -- 03/29/2023	O'Connor, Iwona	2023 Verbal Judo for Conservation Districts, Bethlehem, PA	PACD 2023 Verbal Judo for Conservation Districts	\$0.00
<b>CONTROLLER</b>					
2023-0078	04/19/2023 -- 04/21/2023	Merhige, Marlo	State College	PSACC Spring Conference	\$576.00

### TRAVEL REQUEST REPORT

Travel ID	Travel Date(s)	Traveler(s)	Destination	Purpose of Travel	Est. Costs
<b>CORRECTIONAL FACILITY</b>					
2023-0074	04/27/2023 -- 04/28/2023	Thompson, Deborah	Best Western Premier; Harrisburg, PA	Attendance to the PA SHRM conference	\$338.95
2023-0079	04/20/2023 -- 04/22/2023	Haidle, Garry McCoy, Joseph	King of Prussia, PA	PPWA Warden's Conference	\$1,000.00
<b>PLANNING</b>					
2023-0071	03/21/2023 -- 03/21/2023	Sherer, Julia	Harrisburg	To pick up solutions from DEP for Water Quality Study	\$0.00
<b>VETERANS AFFAIRS</b>					
2023-0076	03/29/2023 -- 03/29/2023	Kaye, Lisa Marie	Harrisburg	Women's Day with the Governor	\$130.00