



MONROE COUNTY BOARD OF COMMISSIONERS
September 18, 2024

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday September 18, 2024, in the Commissioners' 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 Todd W. Weitzmann, Chief Clerk/Administrator Robert J. Gress and Administrative Secretary Cindy Cook.

Chairman Christy opened the meeting at 9:30 a.m. with a moment of silence followed by the pledge of allegiance to the flag.

There was no public comment on agenda items.

Chairman Christy recessed the regular meeting at 9:32 a.m. and opened an Assessment Board meeting for corrections to the duplicate.

M-2024-288 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the corrections to the duplicate, as follows as requested by Deborah Storman, Deputy Chief Assessor.

Additions - \$0
Subtractions - \$2,697,230.00

Chairman Christy closed the Assessment Board meeting at 9:34 a.m. and continued with the regular meeting.

M-2024-289 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to amend Motion 2024 -243 dated 08/07/2024 to replace "Attachment C" to show corrected rate and add to the current contract.

M-2024-290 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the minutes of the 09/04/2024 Commissioners' Meeting.

M-2024-291 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to award Janitorial Service Bid for MDJ Offices to Jan Pro of NEPA in the amount of \$44,590.00.

M-2024-292 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:				
Daryl Sanders	Career Link	Laborer	10/1/24	Rehire
Fantaisha Palmer	Career Link	Laborer	10/1/24	Rehire
Kaylee Strunk	Career Link	Laborer	10/1/24	Rehire
Kevin Cloward	Career Link	Laborer	10/1/24	Rehire
Ontea Gates	Career Link	Laborer	10/1/24	Rehire
Alfred Chapman	Correctional Facility	CO I	9/23/24	New Hire/Replacement
Ariel Jones	Correctional Facility	CO I	9/23/24	New Hire/Replacement
David Bicknell	Correctional Facility	CO I	9/23/24	New Hire/Replacement
Emily Ramirez	Correctional Facility	CO I	9/23/24	New Hire/Replacement
Jessica Holloway	Correctional Facility	CO I	9/23/24	New Hire/Replacement
Karl Anstett	Correctional Facility	CO I	9/23/24	New Hire/Replacement
Kasey Coston	Correctional Facility	CO I	9/23/24	New Hire/Replacement
Nathaniel Copeland	Correctional Facility	CO I	9/23/24	New Hire/Replacement
Nathaniel Reinhardt	Correctional Facility	CO I	9/23/24	New Hire/Replacement
Pamela Keemer	Correctional Facility	CO I	9/23/24	New Hire/Replacement
Paul Candelario	Correctional Facility	CO I	9/23/24	New Hire/Replacement
Randa Thomas	Correctional Facility	CO I	9/23/24	New Hire/Replacement
Victoria Lawton	Correctional Facility	CO I	9/23/24	New Hire/Replacement
Daris Jackson	DA	22 Asst DA	9/25/24	Rehire/Replacement
Donna Dottery Scavo	District Justices	7 Tech Floater	9/23/24	New Hire/Replacement
Jenny Nino-Bonilla	District Justices	7 Tech Floater	9/23/24	New Hire/Replacement
Amalia Rosen	Fiscal	19 Accountant I Temp	9/16/24	Correct Title
Jacqueline Genest	Fiscal	13 Acct Tech Fiscal	10/7/24	Rehire/Replacement
Eric Closs	PD	23 Chief Appellate/Motions Writer	9/30/24	Rehire/New Position
Connor Kearns	Sheriff	8 Bailiff - Nights	9/9/24	New Hire/Replacement
Ismael Ramos	Sheriff	8 Bailiff	9/9/24	New Hire/Replacement
Kristina Manko-Vachtar	Sheriff	17 Deputy Sheriff	9/23/24	New Hire/Replacement
SEPARATIONS:				
Roger Spotts	Conservation	21 Enviro Educ Coord	1/17/25	Retired
Kyle Flyte	Correctional Facility	14 Bldg Maint Tech	8/23/24	Resigned
Dawn Millwood	District Justices	7 Tech - 43-2-01 - Anzini - Stbg Boro	8/23/24	Terminated
Tara Felicien	DR	10 Enforc & Data Img Tec- Jud	9/18/24	Resigned
Robert Catina	Jury Mgt	Tipstaff/Crier	7/26/24	Retired
Cindy Treible	Tax Assessment	30 Chief Assr/Tax Claim Director	11/15/24	Retired
Chantel Young	PD	10 Application Intake Analyst	8/30/24	Resigned
CHANGES:				
John Sefain	C&Y	33 Fiscal Tech	8/13/24	Probation Complete
Nicole Dima	C&Y	33 Casw 1	8/13/24	Probation Complete
Nicole Dima	C&Y	35 Casw 2	8/14/24	Promo w/o Exam
Frank Lantigua	Correctional Facility	CO II	8/30-10/3/24	Extend WC LOA
Gregory Reese	Correctional Facility	CO II	9/25/24	Probation Complete
James Wise	Correctional Facility	CO II	9/3/24	RTW Full Duty
Jarrett Bowlby	Correctional Facility	CO II	9/25/24	Probation Complete
Jennifer Shay	Correctional Facility	CO II	6/5-8/27/24	LOA
Jennifer Shay	Correctional Facility	CO II	8/28-9/25/24	LOA
Kristijan Frank	Correctional Facility	CO II	9/12-9/20/24	Mod Duty
Louis Abbatiello	Correctional Facility	CO II	8/2-8/12/24	LOA
Malik Fearon	Correctional Facility	CO II	9/25/24	Probation Complete
Michael Ackerman	Correctional Facility	CO II	8/5/24-2/4/25	Intermittent LOA
Samantha McManus	Correctional Facility	7 Office Asst Sr	9/9/24	PT to FT
Vincent Stasulli	Correctional Facility	CO II	9/3-9/11/24	WC LOA
Yvette Samuel	Correctional Facility	CO II	8/26/24-2/25/25	Intermittent LOA
Kathy McBride	Courts	10 Admin Asst/Courts	9/18/24	Probation Complete
Gayle Stumpp	DR	10 Enforc & Data Img Tech	9/1/24-2/28/25	Intermittent LOA
Nnemdia Anderson	DR	12 Enforcement Specialist Sr.	9/6/24	Probation Complete
Aubrey Levy	Maintenance	10 Admin Secretary	9/4-9/6/24	Unpaid Suspension
Dustin Bush	Maintenance	20 Asst Ops & Maint Supervisor	9/29/24	Probation Complete
Danielle DeMatteo	PD	12 Legal Secretary	9/16/24	Promotion
Nathaniel Staruch	Planning	22 Infrastructure Planner	9/25/24	Probation Complete
Brian Holley	Prob - Juv	21 Prob Supervisor	9/18/24	Probation Complete
Linda Orehek	Prothonotary	10 Deputy Proth	9/6/24	RTW Full Duty
Marijana Mihalopoulos	Tax Claim	9 Accounting Tech	9/9/24	Lateral Transfer
MISCELLANEOUS:				
Approve the job description for the new Chief Appellate Motions Writer as a grade 23				
Approve the request from Jason Labar to convert one 22 Public Defender position to a 23 Chief Appellate Motions Writer				
Adopt the updates to the following policies in the Employee Manual:				
Bereavement - Eliminate requirement to requirement to attend funeral services.				
Disability - Allow intermittent leave as an ADA accommodation.				
Holidays - Add requirement to use a rescheduled holiday within 2 weeks of the holiday.				
Approve the formatting and organizational updates to all policies related to Time Off:				
Benefit Time, Paid, and Unpaid				

b) Approve/Ratify Requests to work additional hours:

- i) Elections/Voter Registration 10 hours per week through pay period ending 11/09/2024
 - ii) Sheriff's Office Overtime Report for period ending 09/08/2024
 - (1) Deputies – 7.00 hours
 - (2) Security – 72.75 hours
- c) Electronic Financial Transactions (Ratify):
- 1) Vouchers Payable:
 - i) \$701,888.46 dated 09/06/2024
 - ii) \$996,655.06 dated 09/13/2024
 - 2) Gross Payroll:
 - i) Pay period ending 09/08/2024 in the amount of \$1,378,501.41
 - 3) Healthcare Benefits Payments:
 - i) Highmark Blue Cross/Blue Shield:
 - (1) \$104,081.92 on 09/03/2024
 - (2) \$ 85,301.84 on 09/11/2024
 - ii) Geisinger:
 - (1) \$84,073.04 on 09/09/2024
 - iii) Dental Claims:
 - (1) \$3,655.45 on 09/03/2024
 - (2) \$5,400.84 on 09/10/2024
 - (3) \$5,259.87 on 09/13/2024
 - iv) Flexible Spending Account:
 - (1) \$2,311.90 on 09/03/2024
 - (2) \$572.76 on 09/06/2024
 - (3) \$278.74 on 09/06/2024

M-2024-293 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve/ratify the Travel Request Report – Children & Youth, Conservation District, Human Resources, Public Defender, Treasurer and Vector Control.

M-2024-294 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below as requested by Area Agency on Aging:

- a) Approve contract addendum to the following contracts for the period 7/01/2024 through 6/30/2025:
 - i) Connectamerica.com, LLC for Personal Emergency Response (ERS) in the amount of \$20.00 for standard landline, \$25.00 for Cellular monthly, \$30.00 for Mobile/GPS and \$5.00 for Fall Detection
 - ii) Amazing Souls Homecare, LLC for personal care and home support services in the amount of \$19.85 per hour

M-2024-295 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to execute a GIS Custom Development Service Agreement with GeographIT/EBA Engineering for the period September 1, 2024, through August 31, 2025, in the amount of \$60,500.00 as requested by the Assessment Office.

M-2024-296 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve a Professional Services for drug and alcohol, case management and assessment services at the MCCF for the period of September 1, 2024, through December 13, 2024, at a rate of \$6,786.60 to be paid from the Opioid Settlement Funds as requested by Carbon-Monroe-Pike Drug and Alcohol Commission.

Chairman Christy stated this is to provide drug and alcohol services at the Correctional Facility. Chairman Christy commended Jamie Drake and her staff for moving forward on this program.

M-2024-297 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) Execute Purchase of Service Agreements for the period July 1, 2024 – June 30, 2025, with the following:
 - i) Bancroft, contract limit totaling \$500,000.00 (residential program)
 - ii) Clear Vision Residential Treatment Services, Inc., contract limit totaling \$125,000.00 (residential program)

- iii) Alternative Living Solutions, contract limit totaling \$150,000.00 (independent living)
- b) Execute an Adoption Assistance Agreement for L. I.
- c) Approve submittal of the Fourth Quarter 2023-2024 Fiscal Report
- d) Approve Child Welfare Education for Leadership (CWEL) agreement with University of Pittsburgh and LRC graduate level social work program as outlined in the Title VI-B Part1 of the Commonwealth's Child and Family Services Plan

M-2024-298 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below:

- a) Ratify the Budget Adjustment Report dated August 30, 2024, in the amount of \$26,326.00
- b) Approve the Budget Adjustment Report dated September 13, 2024, totaling \$15,500.00
- c) Execute a Memorandum of Understanding and Agreement with Justin's House, LLC to provide 77% of funding request towards the purchase of a vehicle for the transportation of opioid clients in the amount of \$60,151.58 to be paid from the Opioid Settlement Funds
- d) Ratify payment of \$2,425.50 to Stroudsburg Borough for permit for Parking Repairs Project
- e) Approve agreement with the Monroe County Transportation Authority for Shuttle Service during the Parking Deck Repair Project in an amount of \$550.00 per day of services actually provided (estimate totaling \$30,800.00)
- f) Authorize chief clerk to submit County Certification of funds account to the PA Opioid Trust Administrator for 2024 Distribution
- g) Approve proposal from E.F. Possinger & Sons, Inc. in the amount of \$13,395.00 for the demolition and removal of outbuilding at the MCCF (lowest of 3 quotes)
- h) Approve the following vendors:
 - i) Scientific Fire Analysis, LLC- Public Defenders
 - i) Approve the use of Courthouse Square by Safe Monroe on October 17, 2024, for annual Candlelight Vigil
 - j) Authorize Chief Clerk to advertise for the following items:
 - i) Correctional Officers & Deputy Sheriff Uniforms
 - ii) Fuel Oil for Various County Facilities
 - iii) Inmate Uniforms & Supplies
 - iv) Janitorial Supplies
 - v) Office Supplies & Toner
 - vi) Propane for Various County Facilities
 - vii) Refuse Hauling (3-year contract)
 - viii) Sewage Sludge Hauling Services for the Sewage Treatment Plant (2-year contract)
 - ix) Snow Removal
 - x) 2025 Budget Hearings

Chairman Christy explained the budget adjustment reports by department.

M-2024-299 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to execute Partnership Agreement with Monroe County Career and Technical Institute (MCTI) to enhance student education within Monroe County through joint initiatives, resource sharing and educational programs as requested by the Office of Emergency Management.

M-2024 -300 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below as requested by the Fiscal/Grants Department:

- a) Ratify approval of The Emergency Food Assistance Program (TEFAP) Program Management (UPDATED) Agreement for the 2023/24 Fiscal Year providing bonus commodities to TEFAP when available
- b) Acknowledge notification of the extension of the Hazardous Materials Emergency Preparedness Grant Agreement (HMEP C950003939) to March 30, 2025
- c) Adopt resolution authorizing submittal of an application to the Commonwealth Financing Agency for replacement of items in the burn building at the Monroe County Burn Building in the amount of \$70,000.00 **(R-2024-8)**

Resolution

Be it RESOLVED, Monroe County Commissioners hereby request a Statewide Assessment grant of \$71,300.00 from the Commonwealth Financing Authority to repair and replace doors for the Monroe County Firemen’s Training Facility.

Be it FURTHER RESOLVED, that the Applicant does hereby designate John D. Christy, Authorized Representative, and Robert J. Gress, Chief Clerk as the officials to execute all documents and agreements between Monroe County and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

I, John D. Christy, duly authorized Representative of the Commissioners of Monroe County, PA, hereby certify that the foregoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Monroe County Commissioners at a regular meeting held September 18, 2024, and said Resolution has recorded in the Minutes of the Monroe, County of and remains in effect as of this date.

End of Resolution

- d) Ratify the authorization of Jennifer Barclay, Fiscal Director to electronically sign the FY 2024 Election Integrity Grant Program Contract in the amount of \$588,504.63
- e) Approve the 2024/2025 fiscal year budgets Fund 850:
 - i) Continuum of Care- Rapid Rehousing \$220,587.00
 - ii) TEFAP \$ 92,190.00
 - iii) ESG 23-25, part 2 \$196,930.00
 - iv) VOCA \$194,355.00
 - v) Emergency Food & Shelter Program \$ 2,371.00
 - Total \$706,433.00**

M-2024-301 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the By-Law revisions of the Monroe County Industrial Development Authority (MCIDA), Pocono Mountains Industrial Park Authority (PMIPA) and the Pocono Mountains Industries, Inc. (PMI) as requested by the Pocono Mountains Economic Development Corporation.

M-2024-302 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the Capital Purchases Report dated 09/13/2024 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:						
Adult Probation	101.4236.7101.1300	Field Materials/Supplies	1	Action Target Full Standing Clearing Trap	Costars - State Contact	1,090.95
TOTAL GRANT FUNDED & OTHER						\$ 1,090.95
TOTAL CAPITAL REQUESTS						\$ 1,090.95

Chairman Christy asked if there was any public comment.

Theresa Pesce stated her comments were concerning how long a person may vote after they have moved from their residence. Ms. Pesce requested information concerning the requirement that constables have insurance. Ms. Pesce also spoke about information she received concerning an audit with Pennsylvania Motor Voter registrations.

Janet Dooner asked for clarification concerning the partnership agreement with Monroe County Career and Technical Institute and the Office of Emergency Management. Chairman Christy explained how the program would be utilized.

The meeting was adjourned at 9:48 a.m.

Robert J. Gress, Chief Clerk/Administrator

M-2024-288 thru M-2024-302
R-2024-8