



MONROE COUNTY BOARD OF COMMISSIONERS
June 20, 2024

The regular meeting of the Monroe County Board of Commissioners was held on Thursday, June 20, 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. (This meeting was scheduled from Wednesday, June 19, 2024, due to the Juneteeth Federal Holiday.)

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

Chairman Christy recessed the meeting at 9:32 a.m. and opened the Monroe County Redevelopment Authority's First Public Hearing for Monroe County and on Behalf of East Stroudsburg and Stroudsburg Boroughs for FFY 2024 Community Development Block Grant (CDBG). Ms. Martha Robbins, Executive Director of the Redevelopment Authority of the County of Monroe gave an overview of the CDBG program. The County along with East Stroudsburg Borough and Stroudsburg Borough will begin their grant planning and application process for the Federal Fiscal Year 2024 CDBG program. There are a wide range of more than 20 activities that are eligible under the CDBG Program. Each project must meet one of three (3) federally mandated national objectives as set by HUD. The objectives are:

- 1) Benefit to low and moderate income persons
- 2) Prevention or elimination of blight
- 3) Urgent need

Monroe County's 2024 CDBG allocation has not been announced by the Department of Community and Economic Development. This public hearing is the first of two required hearings to seek input from citizens. The second public hearing will take place on October 2, 2024.

Chairman Christy asked if there was any public comment or questions.

Erik Deimer asked if the packet of information would be on the county's website. Ms. Robbins stated she would forward it to the county to be placed on the website.

Theresa Pesce asked if the packet of information contains data showing the number of U.S. citizens, non U.S. citizens, non-documented individuals. Ms. Robbins stated Housing and Urban Development set the guidelines for the program and Ms. Pesce would need to contact HUD for this information if they do in fact track it.

Chairman Christy closed the public hearing at 9:40 a.m. and reconvened the regular meeting at 9:41 a.m. Chairman Christy recessed the regular meeting and opened an Assessment Board meeting at 9:42 a.m. for corrections to the duplicate.

Cindy Treible, Chief Assessor reported there were no corrections to the duplicate.

Chairman Christy closed the Assessment Board meeting at 9:43 a.m. and reconvened the regular meeting.

There was no public comment on agenda items.

M-2024-190 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to amend Motion 2024-179 dated 06/05/2024 to change the recommended bid alternatives for the Water Tank Replacement to Options 1 and 6 and Option 2.

M-2024-191 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the minutes of the 06/05/2024 Commissioners' Meeting.

M-2024-192 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to adopt the following certificates of special recognition:

Terra Greens Golf Course – 60th Anniversary

Margaret A. Howarth – Retirement MCTA Executive Director
 David Fairservice – 50 years employment with Coolbaugh Township
 Coolbaugh Township Municipal Park – 50th Anniversary
 Chestnuthill Township Little Mexico Trailhead Completion – Ribbon Cutting

M-2024-193 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:				
Kadin Eddy	Career Link	Laborer	6/24/24	New Hire
Kelsey Jean	Career Link	Laborer	6/24/24	New Hire
Kira McRae	Career Link	Laborer	6/24/24	New Hire
Michael Latshaw	Career Link	Supervisor	6/24/24	New Hire
Payton Hoop	Career Link	Laborer	6/24/24	New Hire
Seven Roberts	Career Link	Laborer	6/24/24	New Hire
Sukora Butler	Career Link	Laborer	6/24/24	New Hire
Taj Gaudino	Career Link	Laborer	6/24/24	New Hire
William Gutierrez	Career Link	Laborer	6/24/24	New Hire
Jasmine Johnson	C&Y	35 Casw II	6/24/24	New Hire/Replacement
Hung Huynh	Courts	21 Law Clerk Sr. *Pres Judge Worthington	7/15/24	New Hire/Replacement
Ronald Rogers	Maintenance	3 Custodian	6/17/24	New Hire/Replacement
Donna Pirozzi	MDJ 43-3-03	7 Tech	6/24/24	New Hire/Replacement
Robert Daniels	PD	Certified Legal Intern	5/20/24	Summer Temp Position
Verina Meawad	PD	22 Asst PD	6/17/24	New Hire/Replacement
Madeline Navarro	Prob	9 Prob Secretary	6/24/24	New Hire/Replacement
O'Licia Spears-Smith	Proth	8 Records Tech	6/10/24	New Hire/Replacement
SEPARATIONS:				
Shay-Simone Nation	C&Y	35 Casw 2	6/28/24	Resigned
Barbara Bistras	Conservation District	17 Finance Manager	7/3/24	Resigned
Leona Sharpstene	Courts	21 Law Clerk Sr. *Pres Judge Worthington	7/5/24	Resigned
Jennifer Strauch	Fiscal	20 Grants Manager	7/5/24	Resigned
Lois Lockley	Jail	10 Adv Tech	6/28/24	Retired
Paige Kelly	PD	12 Legal Secretary	6/28/24	Resigned
Randy Schlatter	Sheriff	17 Deputy Sheriff	6/25/24	Resigned
CHANGES:				
Alexandra Bender	Aging	30 Clerk Typist III	6/6/24	Probation Complete
David Lucykanish	Conservation	19 Res Cons Spec	4/22-6/10/24	Update LOA End Date
Benjamin Eyer	Jail	18 Sergeant	6/17/24	Shift Change - 1st
Blake Schiller	Jail	18 Sergeant	6/17/24	Shift Change - 1st
Corey Keida	Jail	18 Sergeant	6/17/24	Shift Change - 3rd
Gregory Armond	Jail	18 Sergeant	6/17/24	Shift Change - 3rd
Matthew Patrick	Jail	18 Sergeant	6/17/24	Shift Change - 1st
Robert Helvick	Jail	18 Sergeant	6/17/24	Shift Change - 1st
Warren Hulick	Jail	18 Sergeant	6/17/24	Shift Change - 2nd
Yessica Clase	Jail	CO	7/13-7/14/24	LOA
Yessica Clase	Jail	CO	8/2-8/10/24	LOA
Dawn Millwood	MDJ	7 Technician	6/3-9/11/24	Probation Extended
Nicole Sedorchuk	Prob - Adult	20 Probation Officer Sr	5/13-6/2/24	Update LOA End Date
Christopher Magee	Sheriff	10 Armed Bailiff	6/24/24	Promotion
Gary Huertas	Sheriff	18 Corporal/Termin Agency Officer	6/24/24	Promotion
Ian Rosario	Sheriff	10 Armed Bailiff	6/11-6/13/24	Unpaid Suspension
Mateusz Kochan	Sheriff	18 Corporal/Firearms	6/24/24	Lateral Transfer
Russell Siple	Sheriff	18 Corporal/Assistant Field Taining	6/24/24	Promotion
Candy Burger	Treasurer	13 Asst Deputy	5/29-11/28/24	Intermittent LOA
Stephanie Chieffo	Treasurer	9 Acct Tech	5/10-11/9/24	Intermittent LOA

b) Approve/Ratify Requests to work additional hours:

- i) Sherrif Office Overtime Report for the period ending: 06/02/2024
 - (1) Deputies – 36 hours
 - (2) Security –124.25 hours
 - (3) Clerks -.25 hours

M-2024-194 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below:

- a) Vouchers Payable:
 - i) \$883,983.66 for week ending 06/07/2024
 - ii) \$942,389.82 for week ending 06/14/2024
- b) Gross Payroll:
 - i) \$1,397,357.88 for the period ending 06/02/2024
 - ii) \$1,422,049.14 for the period ending 06/16/2024
- c) Healthcare Benefits Payments:
 - i) Highmark Blue Cross/Blue Shield:
 - (1) \$82,608.96 on 06/05/2024
 - (2) \$46,895.28 on 06/11/2024
 - (3) \$170,137.30 on 06/18/2024
 - ii) Geisinger:
 - (1) \$86,329.17 on 06/03/2024
 - (2) \$99,237.69 on 06/10/2024
 - (3) \$8,741.27 on 06/13/2024
 - (4) \$46,392.65 on 06/18/2024
 - iii) Dental Claims:
 - (1) \$9,509.97 on 06/10/2024
 - (2) \$6,090.85 on 06/14/2024
 - iv) Flexible Spending Account:
 - (1) \$3,694.24 on 06/07/2024
 - (2) \$156.75 on 06/14/2024
 - (3) \$1,348.88 on 06/14/2024

M-2024-195 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to Approve/Ratify the Travel Request for the following: Assessment, Conservation District, Prothonotary/Clerk of Courts and Vector Control.

M-2024-196 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve agreement with ESU for DWP Efficacy Project 2024 authorizing Mary Claire Megargle, Director of the Area Agency on Aging to sign for the program.

Chairman Christy explained that this is a swallowing disorder study being conducted by the ESU Speech Department.

M-2024-197 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to execute a Purchase of Service Agreement with Phoenix House for the period 07/01/2023 through 06/30/2024 in the maximum amount of \$335,000.00 as requested by Children and Youth Services.

M-2024-198 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below:

- a) Approve the Budget Adjustment Report dated 6/17/2024 totaling \$518,108.00
- b) Ratify authorization for the Chief Clerk/Administrator to advertise the First Public Hearing for Monroe County and on behalf of East Stroudsburg and Stroudsburg Borough for the FFY 2024 CDBG Program
- c) Ratify Change Order with Lobar Construction Co. #GC-021 in the total amount of an additional \$76,796.60 for changes to the AV/IT room, added footing step, temporary wall, footing over excavation, revised renovation work, additional work, concrete piers, added floor support, added ceiling and soffit, added insulation, wall tile and painting chair rail and base
- d) Approve Change Order with Berkley Insurance Company #HVACC-010 in the total amount of an additional \$28,015.00 for changes adding refrigerant valves and installation of electric heaters
- e) Ratify agreement with Super Heat Inc. in the amount of \$6,818.70 for replacement of the VFD on the Cooling Tower at the Administrative Center
- f) Accept a proposal from Nauman Inc. to replace the Air Conditioning System in the Planning Commission 4th floor (front office) at 701 Main Street in the amount of \$13,118.00 (lowest of three (3) quotes)
- g) Execute a Business Associate Agreement with MadScripts, LLC to provide voluntary prescription program to eligible county employees

h) Approve the 2024/2025 Fiscal Year Budgets as follows:

Children & Youth	\$ 20,572,424
Area Agency on Aging	3,745,990
Grants Administration Dept.	141,374
State Food Purchase Program	258,831
Human Service Development Fund	94,507
Homeless Assistance Program	50,195
MCTA	1,072,544
Career Link	<u>1,026,144</u>
 Total 2024/25 Fiscal Year Budgets	 <u>\$ 26,962,00</u>

i) Add the following Vendors to the County List of Approved Vendors:

- i) Correctional Facility
 - (1) Nehemiah Sober Living
- ii) Aging
 - (1) Karin Sunderland
 - (2) C’Les Dee Mecklin
- iii) Commissioners
 - (1) American Program Bureau, Inc

Chairman Christy reviewed all the above items.

M-2024-199 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to acknowledge receipt of the financial statement audit for the period ended December 31, 2023, as presented by the Conservation District.

M-2024-200 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 \$5,200.00 additional Homeless Assistance Program allocation to Pocono Area Transitional Housing for the fiscal year 2023-2024
- b) Ratify authorization for the Grant Manager, Jennifer Strauch to electronically submit the FY 24 Byrne Discretionary Community Project Grants in the amount of \$1,009,000.00 to be used for Monroe County Safety First Network Phase I: Two-way Infrastructure Replacement
- c) Approve the 2024-2025 Homeless Assistance Program (HAP) and Human Services Development Fund (HSDF) sub-recipient allocations as listed below:

HAP Allocation 2024-2025

Family Promise of Monroe County	-	Emergency Shelter Services	-	\$10,294
Pocono Area Transitional Housing	-	Bridge Housing Services	-	\$10,294
The Salvation Army of Monroe County	-	Emergency Shelter Services	-	\$10,294
Resources for Human Development	-	Case Management		\$4,000
Women’s Resources of Monroe County, Inc.	-	Emergency Shelter Services	-	\$10,294
		TOTAL	-	<u>\$45,176</u>

HSDF Allocation 2024-2025

CMP MH/DS	-	Adult Services	-	\$48,000
Sights for Hope	-	Generic Services	-	\$10,157
Pocono Services for Families & Children	-	Children & Youth	-	\$26,000
		TOTAL	-	<u>\$84,157</u>

d) Approve the 2023-2024 State Food Purchase Program sub-recipient additional allocations totaling \$20,891.00 as listed below:

Bushkill Outreach	\$	2,745
Pleasant Valley Ecumenical Network	\$	6,145
Pocono Mountain Ecumenical	\$	3,000
St. Matthews Catholic Church	\$	6,001
TOP of the Mountain	\$	3,000
2023-2024 SFPP Total		\$ 20,891

- e) Approve Pennsylvania State Police 2024-25 Automobile Theft/Motor Vehicle Insurance Fraud Grant in the amount of \$130,332.00
- f) Approve the HSDF Additional Allocation to Carbon-Monroe-Pike Mental Health and Developmental Services totaling \$1,050.00
- g) Execute the ACT 24 Emergency Rental Assistance Program-round 2 (ERAP2) Recipient Agreement with the Monroe County Housing Authority totaling \$1,600,000.00 for gas line replacement
- h) Execute the ACT 24 Emergency Rental Assistance Program-round 2 (ERAP2) Recipient Agreement with Family Promise of the Poconos, Inc. \$690,000.00 for purchase of 3 homes
- i) Approve the Emergency Solution Grant 2023-25 Sub-recipient Contracts in the amount of \$196,930.00 (\$189,550.00 Agencies, \$7,380.00 Administrative Fees) as follows:

Emergency Shelter -	Family Promise	Operations & Essential Services	\$ 50,635
Emergency Shelter -	Resources for Human Development	Operations & Essential Services	\$ 30,500
Emergency Shelter -	Stroudsburg Wesleyan Church	Operations	\$ 10,000
Street Outreach -	Resources for Human Development	Case Management & Essential Services	\$ 25,000
Homelessness Prevention-	Family Promise	Services, Financial & Rental Assistance	\$ 18,353
Rapid Rehousing -	Family Promise	Services, Financial & Rental Assistance	\$ 55,062
Total			\$189,550

Chairman Christy stated the 2023-2024 State Food Purchase Program had additional allocations that needed to be spent by the end of June. The organizations that were able to meet that requirement were awarded the additional money. Chairman Christy also noted Women’s Resources of Monroe County Inc. is now known as Safe Monroe and Resources for Human Development is also known as Street 2 Feet.

M-2024-201 Motion by Commissioner Laverdure, seconded by Vice-Chairman Laverdure and carried to approve the actions listed below:

- a) Ratify Capital Purchase dated 06/13/2024 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:						
Voter Registration	101.4120.8800.0001	Grant Expenses	1	Commercial shredder	Whitaker Bros - Lowest Quote	3,652.98
TOTAL GRANT FUNDED & OTHER						\$ 3,652.98
TOTAL CAPITAL REQUESTS						\$ 3,652.98

b) Approve Capital Purchase dated 06/13/2024 as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
Sheriff	101.4197.9575.0000	Capital Expenditure	1	Bulletproof vest	Star Uniform - State Contract	1,131.95
TOTAL APPROVED CAPITAL						\$ 1,131.95
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
Correctional Facility	101.4232.9575.0000	Capital Expenditure	3	Vinyl carts	Uline - Lowest Quote	\$1,011.11
Correctional Facility	101.4232.9575.0000	Capital Expenditure	3	Refrigerators	Home Depot - Lowest Quote	\$2,481.00
Courthouse Expansion	305.4600.9575.0000	Capital Expenditure	1	Renovation and furnishings	Office Service Co - State Contract	1,017,710.21
TOTAL REQUESTS W/TRANSFER						\$ 1,021,202.32
GRANT FUNDED & OTHER:						
TOTAL GRANT FUNDED & OTHER						\$ -
TOTAL CAPITAL REQUESTS						\$ 1,022,334.27

M-2024-202 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below:

a) Approve the Computer Capital Purchase Report dated 6/14/2024 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:						
Career Link	790.4959.9575.0000	Capital Expenditure	10	Dell Computers	Dell - State Contract	13,820.20
TOTAL GRANT FUNDED & OTHER						\$ 13,820.20
TOTAL CAPITAL REQUESTS						\$ 13,820.20

b) Ratify the Computer Capital Purchase Report dated 6/13/2024 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:						
Children & Youth	751.4428.6041.4640.0391	Grant Funded Expenses	12	Surface pro laptops and accessories	SCW - Lowest Quote	\$13,913.28
TOTAL GRANT FUNDED & OTHER						\$ 13,913.28
TOTAL CAPITAL REQUESTS						\$ 13,913.28

Chairman Christy asked if there was any public comment.

Donald Kubik, attending the meeting virtually asked the commissioners to continue to address the pay scale and pay tiers for supervisors, sergeants and lieutenants at the correctional facility.

Theresa Pesce asked for clarification regarding the grants department and the organizations they provide grants to. Discussion took place about how she could obtain the information as to who receives services from the programs and what the requirements are to receive services.

Janet Smith stated her frustration with the lack of resolution in the issues of Commissioner Laverdure's oath of office as a Commissioner and ballot drop box.

Linda Zak stated she felt there were some falsehoods in the letter from the Republican Committee has presented to the county.

Vice-Chairman Parker stated he needed to make a correction to Linda Zak's statement as the Election Board was not made aware of Commissioner Laverdure's ballot drop box error. He stated only the Chairman of the Election Board, John Moyer was made aware of the issue.

Maggie Hartman asked what the correct process would entail to correct the error at the ballot drop box. It was explained that the procedure for ballot drop is clearly stated in the statute.

Detective Parrish reminded everyone due process is constitutionally protected and the matter of Commissioner Laverdure ballot drop box error has been turned over to the Attorney General. Detective Parrish also stated due process needs to proceed at the pace it proceeds no matter how much we dislike it.

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

Robert J. Gress Chief Clerk/Administrator

M-2024-190 thru M-2024-202