



MONROE COUNTY BOARD OF COMMISSIONERS
July 19, 2023

The regular meeting of the Monroe County Board of Commissioners was held Wednesday July 19, 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, Administrative Secretary Cindy King, Administrative Secretary Cindy Cook. Chief Clerk/Administrator Greg Christine was not in attendance.

Chairman Laverdure called the meeting to order at 9:32 a.m. with a moment of silence. Commissioner Laverdure asked everyone to remember the family of James McGarry, an employee of the county who passed away on July 15, 2023. As well as the family of Georgette Wenton, an advocate of the Hidden Heroes program who passed away on July 7, 2023. This was followed by the pledge of allegiance to the flag.

There was no public comment on the agenda items.

Chairman Laverdure recessed the regular meeting at 9:35 a.m. to convene an Assessment Board meeting for corrections to the duplicate.

M-2023-147 Motion by Vice Chairman Moyer, seconded by Commissioner Christy and carried to approve the corrections to the duplicate, as follows, as requested by Cindy Treible, Chief Assessor:

Additions-\$249,970
Subtractions-\$579,520

Chairman Laverdure closed the meeting at 9:36 a.m. and continued with the regular meeting.

M-2023-148 Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve the minutes of the July 5, 2023 Commissioners' Meeting

M-2023-149 Motion by Commissioner Christy, seconded by Vice Chairman Moyer and carried to adopt the following certificates of special recognition:

A. Pleasant Valley Manor - *Pennsylvania's Empowered Expert Residents*

- 1) Barbara Lottero
- 2) Margaret Myler
- 3) Florence Brinkley
- 4) Marcelina Hernandez
- 5) Richard Schaffer, Sr.
- 6) Frances Harrison
- 7) Kathy Buzzard
- 8) Evelyn Kemner
- 9) Janet Lee Howell
- 10) Joseph W. Adames

Commissioner Christy stated all nursing homes are able to participate in the Pennsylvania's Empowered Expert Resident program.

B. Quiet Valley Living Historical Farm – 60th Anniversary

Gary and Sue Oiler, who are retired founders and current volunteers at Quiet Valley Living Historical Farm along with Jamie Kizer, Executive Director at Quiet Valley were present to accept the certificate. Sue Oiler spoke about the history of Quiet Valley.

M-2023-150 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below:

a) Personal Agenda:

NAME:	DEPARTMENT:	POSITION:	DATE:	REASON:	SALARY:			
NEW HIRES:								
Gabrielle Duncombe	Career Link	Laborer	7/10/23	New Hire	\$ 8,500	/hr		
Hannah Gornicz	Career Link	Laborer	7/10/23	New Hire	\$ 8,500	/hr		
Jayden Garcia	Career Link	Laborer	7/17/23	Rehire	\$ 8,500	/hr		
Jazmin Rodriguez	Career Link	Laborer	7/17/23	New Hire	\$ 8,500	/hr		
Matthias Gornicz	Career Link	Laborer	7/10/23	New Hire	\$ 8,500	/hr		
Madison Nicholas	Career Link	Laborer	7/10/23	New Hire	\$ 8,500	/hr		
Zarion Isaac	Career Link	Laborer	7/10/23	New Hire	\$ 8,500	/hr		
Emmanuel Varkanis	DA	17 Detective	7/31/23	Rehire/Replacement	\$ 72,384.00	/yr		
Ehi'man Brown	Jail	CO	7/31/23	New Hire/Replacement	\$ 45,383.94	/yr		
James Williams	Jail	CO	7/31/23	New Hire/Replacement	\$ 45,383.94	/yr		
Malik Fearon	Jail	CO	7/31/23	New Hire/Replacement	\$ 45,383.94	/yr		
Michael Sutton	Jail	CO	7/31/23	New Hire/Replacement	\$ 45,383.94	/yr		
Ryan Poust	Planning	19 GIS Analyst/Planner	7/24/23	New Hire/Replacement	\$ 48,873.01	/yr		
SEPARATIONS:								
Katianne Volcy	Career Link	Laborer	6/30/23	Resigned	\$ 8,500	/hr		
Shakim Felton	Career Link	Laborer/PT	12/31/22	Resigned	\$ 9,000	/hr		
Anna Smith	C&Y	33 Fiscal Tech	9/29/23	Retired	\$ 37,444.88	/yr		
Monique Lawson-Henry	C&Y	35 Casw 2	7/13/23	Resigned	\$ 48,015.63	/yr		
Rachel Starkes	C&Y	35 Casw 2	7/21/23	Resigned	\$ 46,061.54	/yr		
Joseph Plavin	Courts	20 Law Clerk	7/27/23	Correct Spelling of Last Name	\$ 45,886.10	/yr		
Rebecca Frederick	Emer Mgmt	9 Acct Tech	7/31/23	Retired	\$ 36,350.70	/yr		
Gregory Piper	Jail	21 Bldg Maint Supervisor	7/17/23	Resigned	\$ 65,014.98	/yr		
Salvador Andujar III	Jail	CO	7/7/203	Non-Retained	\$ 47,463.94	/yr		
James McGarry	Maint	4 Custodian	7/15/23	Deceased	\$ 29,807.44	/yr		
Salvatore Manda	Sheriff	19 Lieutenant	7/28/23	Retired	\$ 66,806.69	/yr		
CHANGES:								
Ramona Vaughn	Aging	Casw 3	6/28-12/27/23	Intermittent LOA	\$ 49,082.67	/yr		
Shakim Felton	Career Link	Supervisor	7/5/23	Correct Reason: Rehire	\$ 10,3500	/hr		
Sidney Ramdial	Career Link	Laborer	7/13/23	Did not Start	\$ 8,5000	/hr		
Anthony Herda	Conservation	4 Groundskeeper	7/17/23	Correct Transfer Salary	\$ 31,049.61	/yr		
Chad Martinez	DA	22 Asst DA	7/17/23	PT to FT	\$ 90,831.00	/yr		
Charlie Silverio	Jail	CO	6/23-10/25/23	Extend Suspension	\$ 55,017.25	/yr		
Corey Keida	Jail	Sergeant	7/17/23	Correct Start Date	\$ 58,911.63	/yr		
Ehi'man Brown	Jail	CO	7/31/23	Shift Diff	\$ 22,8192	/hr		
Gregory Piper	Jail	21 Bldg Maint Supervisor	7/14-7/16/23	Unpaid Suspension	\$ 65,014.98	/yr		
James Williams	Jail	CO	7/31/23	Shift Diff	\$ 22,8192	/hr		
Lance Werkheiser	Jail	CO	6/30-7/30/23	Extend Mod Duty	\$ 64,272.00	/yr		
Malik Fearon	Jail	CO	7/31/23	Shift Diff	\$ 22,8192	/hr		
Matthew Patrick	Jail	18 Sergeant	7/6-7/20/23	LOA	\$ 69,088.45	/yr		
Matthew Patrick	Jail	18 Sergeant	7/21/23-1/20/24	Intermittent LOA	\$ 69,088.45	/yr		
Michael Sutton	Jail	CO	7/31/23	Shift Diff	\$ 22,8192	/hr		
Rahman Warren-Marshall	Jail	CO	7/31/23	Transfer	\$ 45,383.94	/yr		
Rahman Warren-Marshall	Jail	CO	7/31/23	Shift Diff	\$ 22,8192	/hr		
Steven Geist	Jail	CO	7/10/23-1/9/24	Intermittent LOA	\$ 57,299.84	/yr		
Steven Geist	Jail	CO	7/17/23-1/16/24	Intermittent LOA	\$ 57,299.84	/yr		
Tara Doyle	Jail	CO	5/3-7/26/23	Extend Mod Duty	\$ 54,823.18	/yr		
Helen Lentz	Maintenance	4 Custodian Sr	7/24/23	Transfer	\$ 35,471.70	/yr		
Morgan Martinez	Maintenance	4 Custodian Sr	6/26-7/31/23	LOA	\$ 29,807.23	/yr		
Julia Sherer	Planning	18 Community Planner	8/6/23	Probation Complete/6-mo Inc	\$ 44,962.28	/yr		
Gary Huertas	Sheriff	17 Deputy Sheriff	7/17/23	Correct Pay Grade	\$ 47,008.00	/yr		
Izabella Schlatter	Sheriff	8 Office Asst, Firearms	7/13-8/14/23	LOA	\$ 33,159.36	/yr		
Steven Dimmick	Sheriff	17 Deputy Sheriff	7/10-8/14/2023	LOA	\$ 51,565.49	/yr		
Rachael Lindeblad	Victim Witness	14 Juv Just/Wit Adv	6/28-7/9/23	LOA	\$ 40,638.21	/yr		
MISCELLANEOUS:								
Adopt the HR Full Cycle Recruiter Job Description at a grade 18								
Adopt the Controller's Internal Auditor Job Description at a grade 20								
Approve the request from HR Director Heather Lambet to send 17 HR Officer/HIPPA Coordinator JD out to archer.								
Approve the request from Director of Tax Claim Cindy Treible for 5 hours per week overtime for each employee in the Tax Claim office from August 1, 2023 through August 31, 2023 to process re-mails to prepare for upset sale in September.								
Approve the request request from Ops & Maintenance Superintendent Tom Stone to hire a temp Manpower Custodian through 9/30/23.								

b) Approve/Ratify Requests to work additional hours:

i) Sheriff's Office Overtime for the period ending July 2, 2023:

- (1) Deputies – 15.25 hours
- (2) Security – 46.00 hours
- (3) Clerks – 6.00 hours

ii) Tax Claim Office Overtime/Comp Time 5 hours per week per employee from August 1 thru August 31, 2022 to prepare for the Upset Sale for the following: M. Knitter, L. DeHaven, S. Reed, K. Sickles, T. Zito, S. Kinsley, and M. Mihalopoulos

M-2023-151 Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve the actions listed below:

- a) Vouchers Payable:
 - i) \$1,529,143.41 for the week ending July 7, 2023
 - ii) \$5,017,972.77 for the week ending July 14, 2023
- b) Gross Payroll:
 - i) \$1,346,125.42 for the week ending July 2, 2023
- c) Healthcare Benefits Payments:
 - i) Highmark Blue Cross/Blue Shield:
 - (1) \$120,230.17 on 7/11/23
 - ii) Geisinger:
 - (1) \$66,311.98 on 7/11/23
 - (2) \$68,364.50 on 7/11/23
 - iii) Flexible Spending Account:
 - (1) \$1,540.68 on 7/11/23

M-2023-152 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve/ratify the Travel Request Report for the following departments: Area Agency on Aging, Conservation District, and Vector Control.

M-2023-153 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 submittal of the Third Quarter 2022-2023 C&Y Fiscal Report in the amount of \$11,468,883
- b) Reappoint Lavern Lynch to the Monroe County Children and Youth Advisory Board with a new term to expire July 31, 2026
- c) Appoint Carlos Gomez to the Monroe County Children and Youth Advisory Board with a term to expire July 19, 2026

M-2023-154 Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve the actions listed below:

- a) Ratify the Budget Adjustment Report dated July 13, 2023 totaling \$20,000.00
- b) Approve the Budget Adjustment Report dated July 13, 2023 totaling \$306,134.00
- c) Ratify authorization for the Grant Manager to electronically submit the FY 2023 Emergency Services Training Center Capital Grant Application in the amount of \$100,000 for the period of September 2023 thru October 2024 for the construction of a 4th Floor Burn Room at the Office of Emergency Management Monroe County Fireman’s Association Training Facility
- d) Ratify the execution of an agreement with Frontier Communications in the amount of \$40,811.17 to relocate copper cables along Monroe Street, in the area between North 7th and North 6th Streets due to the Courthouse Addition Project
- e) Approve an agreement with Tunkhannock Township Volunteer Fire Company for a voting polling site, at no charge
- f) Add the following vendors to County list of approved vendors:
 - i) Maintenance Department
 - (1) L. A. Ornamental & Rack Corp.
 - ii) Area Agency on Aging
 - (1) Winston Overton
- g) Adopt the AMERICA250PA resolution – 250th Anniversary of the United States (R-2023-5)

RESOLUTION

WHEREAS, The Pennsylvania legislature and Governor created AMERICA250PA in 2018 to plan, encourage, develop and coordinate the commemoration of the 250th anniversary of the United States and Pennsylvania’s integral role in that event and the role of its people in the nation’s past, present and future; and

WHEREAS, AMERICA250PA seeks to engage ALL Pennsylvanians and ALL 67 counties through their many innovative and officially recognized programs, projects and events over the next four years to inspire future leaders and celebrate all Pennsylvanians’ contributions to our nation’s progress over the last 250 years; and

WHEREAS, by participating in AMERICA250PA we hope to educate, preserve, innovate, and celebrate Monroe County’s unique and many accomplishments; and

WHEREAS, Monroe County officially establishes an AMERICA250PA Commission made up of a diverse group of volunteer citizens to work with AMERICA250PA on any and all educational and celebratory activities within Monroe County through July 4, 2026; and

WHEREAS, that a copy of this resolution be sent to the Monroe County legislative delegation and AMERICA250PA Commission.

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the County of Monroe, the Commonwealth of Pennsylvania, does hereby adopt this resolution supporting the Pennsylvania Commission for the United States Semiquincentennial (AMERICA250PA) this nineteenth day of July 2023.

(End of Resolution)

- h) Accept a Proposal from Liquid Engineering in the amount of \$8,030.00, to perform tank cleaning/inspections and reporting on the Correctional Facility and Pleasant Valley Manor Water Tanks
- i) Authorize the allocation of \$200,000.00 from the Opioid Settlement Fund as Monroe County’s share for the Carbon Monroe Pike Fentanyl Awareness Campaign

Chairman Laverdure spoke about the Opioid Settlement Fund. Commissioner Christy explained that over the next 18 years the County will receive \$7,074,544 as part of the settlement. The money may only be used for opioid and fentanyl awareness and services. Commissioner Christy also explained the America250PA resolution. Commissioner Christy also discussed the budget adjustment and explained that \$44,800 was going to Aging for the Block Grant. He said a total of over \$200,000 which was allocation from the CSBG Grant will go to organizations such as Catholic Social Services, Salvation Army, Stroud Regional Parks, Family Promise, Meals on Wheels as well as some others.

M-2023-155 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below, as requested by the Monroe County Transportation Authority:

- a)Execute the Medical Assistance Sub recipient Monitoring Contract with Monroe County Transportation Authority to allow them to provide medical assistance transportation services at the rate of \$20.04 per trip for the period of July 1, 2023 through June 30, 2024
- b) Approve the Medical Assistance Transportation Program Participation Grant Agreement and Assurance of Compliance with the PA Department of Human Services for the period of July 1, 2023 through June 30, 2024

M-2023-156 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the action listed below, as requested by the Monroe County Conservation District:

- a)Ratify Change Order #001 with Green Rhino Builders adding \$4,752.00 to the contract to replace all rotten and delaminated plywood for the new roof

M-2023-157 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to ratify the Computer Capital Purchases Report dated July 13, 2023 as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
TOTAL APPROVED CAPITAL						\$0.00
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
TOTAL REQUESTS W/TRANSFER						\$0.00
GRANT FUNDED & OTHER:						
Children & Youth - Administration	751.4428.6041.4640.0391	Grant Funded Expenses	1	Crestron microphone	SCW - Sole Source	\$208.04
Children & Youth - Administration	751.4428.6041.4640.0391	Grant Funded Expenses	1	Mitel conference phone	Amazon - Sole Source	\$549.95
Children & Youth - Administration	751.4428.6041.4640.0391	Grant Funded Expenses	13	Various parts to upgrade zoom	CDW - Sole Source	\$10,341.89
TOTAL GRANT FUNDED & OTHER						11,099.88
TOTAL CAPITAL REQUESTS						\$11,099.88

Commissioner Christy stated the purchase is for updated technology for Children and Youth to allow them to have better quality hybrid meetings.

Sally Graham, Public Affairs Specialist from the U.S. Small Business Administration's Office of Disaster Recovery & Resilience was present to speak about the services that are available to the victims of the Fountain Court fire disaster. She stated a Business Recovery Center has been set up at the Pocono Township Municipal Building. The hours are Monday thru Friday 8:00 a.m. until 4:00 p.m. and Saturday 10:00 a.m. until 2:00 p.m. The office will be open until Thursday, August 3, 2023 at 4:00 p.m., it will close permanently after that time. Vice-Chairman Moyer asked is they had any participants yet, Ms. Graham said the office had just opened yesterday. The deadline to apply for services is April 15, 2024.

Chairman Laverdure asked if there was any public comment. Robert Helvick, Sergeant at the correctional facility respectfully asked the Commissioners to consider updating the job descriptions as well as address salary issues pertaining to supervisors at the correctional facility in the 2024 budget. Don Kublik, Correctional Officer asked for recognition that Tracy DeSimone, a former Correctional Officer and wife of Correctional Office Carl DeSimone passed away in June after losing her battle with cancer. He also asked for the status of the written complaints he presented to the Commissioners at the June 21, 2023 regular meeting of the Commissioners. Discussion took place about the status.

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

Greg Christine, Chief Clerk/Administrator

M-2023-147 thru M-2023-157
R-2023-5

TRAVEL REQUEST REPORT

Travel ID	Travel Date(s)	Traveler(s)	Destination	Purpose of Travel	Est. Costs
AREA AGENCY ON AGING					
2023-0161	08/14/2023 -- 08/17/2023	Ilisha Mayo	Harrisburg/Hershey	PS Basic Training	\$421.97
CONSERVATION DISTRICT					
2023-0157	07/11/2023 -- 07/12/2023	Roger Spotts	Wind Gap, PA	Pick up Quik Stitch camp t-shirts order	\$0.00
2023-0159	07/21/2023 -- 07/21/2023	OC Hearthstone	Northampton County Conservation District, Nazareth PA	Basin Inspection Field training	\$0.00
2023-0158	07/10/2023 -- 07/10/2023	OC Hearthstone	Luzerne County Conservation District, Shavertown, PA	Slope sites, j hooks and more inspection training for new 102 technician	\$0.00
2023-0165	07/26/2023 -- 07/26/2023	David Hooker	USDA-NRCS Bloomsburg Technical Center	USDA-NRCS Basic Survey Training	\$0.00
2023-0166	08/09/2023 -- 08/09/2023	David Hooker	USDA-NRCS Bloomsburg Technical Center	Design of Roof Runoff Structures, Drainage Pipe & Stream Crossing training	\$0.00
EMERGENCY SERVICES					
2023-0160	07/17/2023 -- 07/17/2023	Knapp, Timothy	Lehigh County EMA, 640 Hamilton Street, Allentown, PA 18101	Attend PEMA Eastern Area Training Committee Meeting	\$0.00
VECTOR CONTROL					
2023-0163	07/11/2023 -- 07/14/2023	Dorsay Hockenbury	Pike and Wayne County	Mosquito and Tick Trapping for the Vector Control Program	\$0.00