



MONROE COUNTY BOARD OF COMMISSIONERS
October 2, 2024

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday, October 2, 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 Deborah L. Huffman, 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.

Chairman Christy recessed the regular meeting at 9:32 a.m. and opened Monroe County Redevelopment Authority's Final Public Hearing for FFY 2024 Community Development Block Grant (CDBG). Ms. Jennifer Strauch, Director of the Monroe County Redevelopment Authority stated the county will be applying for \$664,120.00 to undertake housing rehab as well as street and road improvements. \$395,098.00 to Monroe County to benefit non-entitlement municipalities with housing rehab, \$154,788.00 to East Stroudsburg Borough for street/road improvements and \$114,234.00 to Stroudsburg Borough for street/road improvements.

Chairman Christy asked if there were any questions for Ms. Strauch. District Attorney Mike Mancuso asked if there were any options for group homes, rehabs, halfway homes or respite care specifically options that would benefit a reentry program in the county. Ms. Strauch answered that as a non-entitlement community Monroe County is unable to use CDBG funds for those options, but she is looking into other additional programs that would be perfect for a reentry program. Theresa Pesce asked about the term non-entitlement community. Ms. Strauch explained that there is a formula based on population and poverty used by the state to determine an entitlement and non-entitlement community.

Dave Pierce asked if Monroe County's allocation could go to projects anywhere in the twenty (20) municipalities. Ms. Strauch answered that while a municipality may not qualify as low income if the individual qualifies as low income, they could receive the funding.

Chairman Christy closed the public hearing at 9:40 a.m. and reconvened the regular meeting.

There was no public comment on agenda items.

M-2024-303 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to amend Motion 2024-293 dated 09/18/2024 to include Pretrial/DUI Services travel request.

M-2024-304 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to amend Motion 2024-302 dated 09/18/2024 to revise the purchase of Field Materials and Supplies for the Adult Probation department in the amount of \$1,090.95 to \$1,390.95 an increase of \$300.00 due to increased freight charges.

M-2024-305 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the minutes of the 09/18/2024 Commissioners' Meeting.

M-2024-306 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to adopt the following proclamation.

Proclamation

WHEREAS, the mission of Safe Monroe (formerly Women's Resources of Monroe County) is to provide a safe and caring environment that encourages healing and empowerment for anyone whose life has been impacted by Domestic Violence; and

WHEREAS, Domestic Violence is a pervasive issue that affects individuals across all demographics, regardless of age, gender, race, religion, sexual orientation, or socioeconomic status; and

WHEREAS, Domestic Violence undermines the safety, dignity, and well-being of individuals, causing lasting physical, emotional, and psychological harm; and

WHEREAS, between July 2023 to June 2024, the agency has provided 2,754 hours of counseling and 245 hours of legal advocacy services to 981 individuals affected by domestic abuse, 86 adults and children were provided safety from domestic violence through 7,481 nights of shelter, and over 1,360 hotline calls through their 24-hour crisis hotline were taken; and

WHEREAS, raising awareness about Domestic Violence is critical in promoting prevention, supporting survivors, and holding abusers accountable, as well as working collaboratively to create safer communities and provide accessible resources for survivors; and

WHEREAS, members of our community are urged to support and assist in any way possible to advance a society where ALL can live in peace free from violence, abuse, and exploitation.

NOW THEREFORE, BE IT RESOLVED that the Monroe County Board of Commissioners hereby proclaims the month of October 2024 as Domestic Violence Awareness Month in Monroe County and further commends all who work towards eliminating Domestic Violence in our county.

-End of Proclamation-

Commissioner Laverdure presented the proclamation to Lauren Petersen, Executive Director, Safe Monroe. Ms. Petersen thanked the Commissioners and community members for their support. Ms. Petersen stated that Safe Monroe formerly known as Women's Resources has been providing free and confidential services to anyone impacted by domestic and sexual abuse for over 43 years. Ms. Petersen also stated that yesterday over nine hundred (900) pinwheels were placed in Courthouse Square to signify the number of individuals that were served by Safe Monroe last year. Ms. Petersen announced the annual Candlelight Vigil will be held on Thursday, October 17, 2024, at 5:30 p.m. in Courthouse Square.

M-2024-307 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below:

- a) Agenda:

NAME:	DEPARTMENT:	POSITION:	DATE:	REASON:
NEW HIRES:				
Jaileen Camacho	Career Link	Laborer	10/1/24	New Hire
Bonita White	Correctional Facility	7 Office Asst Sr PT	10/8/24	New Hire/Replacement
Jessia Holloway	Correctional Facility	CO I	9/23/24	Correct Name
Pamela Keemer	Correctional Facility	CO I	9/23/24	Did Not Start
Victoria Lawton	Correctional Facility	CO I	9/23/24	Did Not Start
Hung Huynh	Courts	21 Law Clerk Sr* Pres Judge Worthington	10/1/24	New Hire/Replacement
Monika Halicki	District Attorney	22 Asst Dist Atty*	10/21/24	New Hire/Replacement
Malgorzata Sexton	Fiscal	19 Accountant 1	10/15/24	New Hire/Replacement
Steven Strouse	Maintenance	3 Custodian	10/7/24	New Hire/Replacement
Viansa Santiago	Public Defender	10 Application Intake Analyst	10/7/24	New Hire/Replacement
SEPARATIONS:				
Mayra Gold	Aging	29 Case Aide II	10/4/24	Resigned
Lisa Kershaw	Conservation District	7 Office Asst Sr	9/17/24	Resigned
Bradford Harkley	Correctional Facility	21 Bldg Maint Suprv	10/25/24	Resigned
Richard Vitello	Courts	10 Admin Asst Custody Conciliation	9/18/24	Terminated
Brian Gaita	Domestic Relations	17 Investigator/DR	11/1/24	Retired
William Niedzwiecki	Emergency Services	17 Planner I - Critical Infrastructure	9/30/24	Resigned
Dominique Carbone	Maintenance	4 Custodian Sr	9/11/24	Resigned
Madeline Bussenger	Public Defender	Certified Legal Intern	7/30/24	End of Internship
Robert Daniels	Public Defender	Certified Legal Intern	8/9/24	End of Internship
Andrew Ricks	Vector Cont	14 Vector Technician Temp	10/4/24	End of Temp Assignment
CHANGES:				
Diana Brown	Children & Youth	37 Casw 3	10/31-11/28/24	LOA
Susan Owens	Children & Youth	33 Fiscal Technician	9/16/24	Probation Complete
Aaron Miller	Conservation District	6 Maintenance Technician/Handyman	10/15/24	Transfer/Promotion
Susan Cain	Controller	12 Admin Coordinator/AP Tech	9/10/24-3/9/25	Intermittent LOA
Blake Schiller	Correctional Facility	18 Sergeant	10/19-10/20/24	LOA
George Balla	Correctional Facility	CO II	9/19-10/15/24	LOA
Kristijan Frank	Correctional Facility	CO II	9/12-9/20/24	Cancel Mod Duty
Kristijan Frank	Correctional Facility	CO II	9/12-9/20/24	LOA
Laquan Jenkins	Correctional Facility	CO II	9/10-9/13/24	LOA
Mathew Magnin	Correctional Facility	CO II	10/12/24	RTW
Stefan Leonard	Correctional Facility	CO II	7/31-10/17/24	LOA
Vincent Stasulli	Correctional Facility	CO II	9/12-9/25/24	Extend Mod Duty
Vincent Stasulli	Correctional Facility	CO II	9/26/24	RTW
Yessica Clase	Correctional Facility	CO I	10/19-10/20/24	LOA
Alexis White	Domestic Relations	10 Enforc&data Img Tec- Jud	10/7/24	Promotion
Aubrey Levy	Maintenance	10 Admin Secretary	9/18/24-3/17/25	Intermittent LOA
Christopher Abel	Maintenance	4 Custodian Sr	9/9-9/22/24	LOA
Frank Blank	Probation-Adult	20 Probation Officer, Sr Adult	10/1-12/21/24	Extend LOA
Simone Davidson	Probation-Adult	9 Probation Secretary	9/3-9/22/24	Update LOA End Date
Deborah Punch	Prothonotary/Clerk of Courts	11 Deputy Prothonotary	10/7/24	Promotion
Faith Mejias	Prothonotary/Clerk of Courts	10 Deputy Prothonotary	10/7/24	Promotion
Linda Orehek	Prothonotary/Clerk of Courts	10 Deputy Prothonotary	9/6-10/31/24	Extend LOA
John Kowalczyk	Public Defender	17 Investigator/PD	10/21/24-1/13/25	LOA
Annie McDonald	Sheriff	9 Real Estate Civil Court Clerk	9/24-10/1/24	LOA
MISCELLANEOUS:				
Approve the request from Mike Mancuso, DA, to change 20 Law Clerk back to 22 Asst DA				

- b) Approve/Ratify Requests to work additional hours:
- i) Sheriff's Office Overtime Report for the period ending 09/08/2024
 - (1) Security – 9 hours
 - ii) Sheriff's Office Overtime Report for the period ending 09/22/2024
 - (1) Deputies – 50.50 hours
 - (2) Security – 95 hours
 - (3) Clerks – 17.50 hours

M-2024-308 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the actions listed below:

- a) Vouchers Payable:
 - i) \$288,889.95 dated 09/20/2024
 - ii) \$4,455,714.55 dated 09/27/2024
- b) Gross Payroll:
 - i) Pay period ending 09/22/2024 in the amount of \$1,363,376.15
- c) Healthcare Benefits Payments:
 - i) Highmark Blue Cross/Blue Shield:
 - (1) \$85,762.98 on 09/18/2024
 - (2) \$81,539.53 on 09/25/2024
 - (3) \$5.15 on 09/26/2024
 - ii) Geisinger:
 - (1) \$114,640.51 on 09/03/2024
 - (2) \$74,634.28 on 09/16/2024
 - (3) \$5,416.23 on 09/17/2024
 - (4) \$127,102.19 on 09/23/2024

- iii) Dental Claims:
 - (1) \$6,925.76 on 09/20/2024
- iv) Flexible Spending Account:
 - (1) \$151.25 on 09/17/2024
 - (2) \$359.43 on 09/20/2024
 - (3) \$165.10 on 09/27/2024

M-2024-309 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve/Ratify the Travel Request Report – Adult Probation, Area Agency on Aging, Assessment, Conservation District, Domestic Relations, Public Defender, Vector Control, and Veterans Affairs.

M-2024-310 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 the following Adoption Assistance Agreements
 - i) J.C.
 - ii) O.C.
- b) Amend the following Adoption Assistance Agreements to reflect a subsidy increase from \$21.00 per day to \$40.00 per day to assist with increased behavioral issues
 - i) L.O.
 - ii) K.O.
 - iii) B.H
 - iv) L.H.
 - v) Z.H.
- c) Execute Purchase of Service Agreements for the period July 1, 2024 – June 30, 2025, with the following:
 - i) The Impact Project, Inc., contract limit totaling \$75,000.00 (specialized and clinical foster care)
 - ii) Outside In School of Experiential Education, Inc., contract limit totaling \$215,000.00 (drug and alcohol treatment residential group home) – contingent upon receipt of corrected insurance certificate
 - iii) Adelpoi Village, Inc., contract limit totaling \$750,000.00 (residential services)
- d) Execute an Amendment to Existing Purchase of Services Agreement – Justice Works Youth Care which includes three (3) additional pages consisting of 2 additions to “Attachment A” as additional program descriptions and 1 addition to “Attachment C” to show their new program rates

M-2024-311 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below:

- a) Approve the Budget Adjustment Report dated 09/26/2024 totaling \$355,139.00
- b) Approve the use of Courthouse Square by GO Collaborative on November 29, 2024, for the Annual Downtown Stroudsburg Tree Lighting Ceremony from 5:30 p.m. – 7:30 p.m.
- c) Ratify CCAP Insurance Program for Volunteers Special Risk Accident Coverage for the period October 1, 2024, through October 1, 2025, in the amount of \$609.50
- d) Ratify a proposal with Nauman Inc. to replace a Climate Master water source heat pump on the 2nd floor of the Administration Building in the amount of \$7,836.00
- e) Approve a proposal with Leon Clapper Plumbing, Heating and Water Conditioning Inc. to install two (2) Natural Gas A.O. Smith tankless water heaters for administrative center in the amount \$9,850.50
- f) Ratify submittal of the 2024 -2025 Renewal Application for the Worker’s Compensation Self Insurance Program
- g) Ratify execution of engagement letter with Babst, Calland Attorneys at Law to jointly represent Monroe County with respect to litigation filed in the District Court for the Middle District of Pennsylvania titled Republican National Committee et al. v. Al Schmidt et al. at current billing rates range from \$160.00 to \$705.00 per hour
- h) Execute engagement letter with Babst, Calland Attorneys at Law to jointly represent Monroe County with respect to litigation filed in the District Court for the Middle District of Pennsylvania titled New PA Project Educational Fund, et al v. Al Schmidt et al. at current billing rates range from \$160.00 to \$705.00 per hour

- i) Execute Amendment Number 7 with KRB Consulting Services, LLC to continue consulting on County waste/sewer projects at the on-going rate of \$150.00 per hour for 2025
- j) Authorize Chief Clerk to advertise the availability of Requests for Funding Proposal (RFP) applications for the Community Services Block Grant (CSBG) 2025 fiscal year
- k) Add the following Vendors to the County List of Approved Vendors:
 - i) Aging
 - (1) Elizabeth A. Mullin
 - (2) John Esteves
 - (3) Paula L. Williston

R-2024-9 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker to adopt the following resolution authorizing the emergency replacement and repair of the water heating unit at the Monroe County Correctional Facility

RESOLUTION

WHEREAS, the County of Monroe owns and operates the Monroe County Correctional Facility (MCCF), and;

WHEREAS, the MCCF houses over 300 inmates and over 100 employees;

WHEREAS, the water heater which heats the water for food, cleaning and showers has failed, and;

WHEREAS, given the nature of the 24 hour operation of the building it is imperative that the unit be replaced quickly, and;

WHEREAS, the Commonwealth of Pennsylvania, County Code provides that the County may, by resolution, contract for the performance of labor and purchase of materials without a formal bidding process in an emergency, and;

WHEREAS, Section 1802 (h) (1) of the County Code may qualify this as a repair or maintenance of a Public Work;

NOW THEREFORE BE IT RESOLVED, the Monroe County Board of Commissioners has determined that the above circumstances warrant an emergency, pursuant to Section 1802 (b) and (h) (1) and further directs the replacement and repair of the heating unit.

-End of Resolution -

M-2024-312 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the actions listed below as requested by the Fiscal/Grants Department:

- a) Ratify authorization for the Authorized Representative, Commissioner John D. Christy to sign the Amendment to the FY 2022 Continuum of Care Program Grant Agreement (PA1087L3T092200) to request an extension to the term of the project from 09/30/2024 to 12/31/2024
- b) Approve the Authorized Representative Commissioner John D. Christy to sign the FY 2023 Continuum of Care Program Agreement (PA1087L3T092301) in the amount of \$277,017.00 for the period January 1, 2025-December 31, 2025
- c) Ratify authorization for the Grants Manager, Kwanza Smith to electronically sign the FY 2025-2026 Right of Services Act (RASA) and Victims of Juvenile Offenders (VOJO) Application in the amount of \$156,160.00 for the period January 1, 2025 – December 31, 2025
- d) Amend the following Continuum of Care Grant Sub recipient Agreements to reflect the Amended Termination Date of the contract to December 31, 2024, and the Amended Contract Activity Period to October 1, 2023, to December 31, 2024
 - i) Family Promise of the Poconos
 - ii) Pocono Mountains United Way
- e) Authorize Grants Manager, Kwanza Smith to electronically submit a project modification request for the FY 2023-2024 RASA and VOJO Grant to move \$499.00

from the Supplies and Operating expenses line-item budget to the Travel and Training line-item budget

M-2024-313 Motion by Commissioner Laverdure, seconded by Vice-Charmain Parker and carried to acknowledge receipt of the Monroe County Municipal Waste Authority financial statement audit for the period ended December 31, 2023, as request by the Waste Authority.

M-2024-314 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the actions listed below as requested by the Monroe County Transportation Authority:

- a) Appoint Bob Hay to the MCTA Board to replace Rick Mutchler to fill the unexpired term to 02/07/2025
- b) Appoint Robert Bryant to the MCTA Board to replace Maria Candelaria to fill the unexpired term to 12/31/2026

M-2024-315 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below as requested by the Office of Emergency Management:

- a) Ratify authorization for Maryellen Keegan, Director to advertise notice of the 2025 Monroe County Hazard Mitigation Plan Update
- b) Accept a quote from Richard Pierce Builder, Inc. to repair fire training ground observation building roof for a total cost of \$5,448.50
- c) Accept a quote from Richard Pierce Builder, Inc. to replace fire training building slope roof in the amount of \$8,326.80

M-2024-316 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below as requested by the Pocono Mountains Economic Development Corporation:

- a) Acknowledge receipt of Monroe County Industrial Development Authority financial statement audit for the period ended December 31, 2023
- b) Acknowledge receipt of the Pocono Mountains Industrial Park Authority financial statement audit for the period ended December 31, 2023

M-2024-317 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to acknowledge receipt of the Pocono Mountains Municipal Airport Authority financial statement audit for the period ended December 31, 2023, as requested by the Pocono Mountains Municipal Airport Authority.

M-2024-318 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to ratify agreement with Thomson Reuters for Westlaw Clear Proflex in the monthly amount of \$750.71 (year 1), \$788.23 (year 2) and \$827.64 (year 3) for the period of 07/01/2024 through 06/30/2027 as requested by the Public Defender's Office.

M-2024-319 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below as requested by the Redevelopment Authority of Monroe County:

- a) Reappoint Patrick Ross to the Redevelopment Authority Board with a new term to expire October 21, 2029
- c) Approve the following Certification, Documents and Resolutions for the 2024 Community Development Block Grant:
 1. 2024 CDBG General Application Certification
 2. 2024 CDBG Disclosure Report
 3. Four-Factor Analysis Certification, Four-Factor Analysis/LAP Certification and Language Access Plan Certification
 4. 2024 CDBG Resolution for Application Submission (**R-2024-10**)
 5. 2024 CDBG Fair Housing Resolution (**R-2024-11**)
 6. 2024 CDBG 504 Officer Designation (**R-2024-12**)
 7. 2024 CDBG Program Plans, and Policies (**R-2024-13**)
 8. Cooperation Agreement – Stroudsburg Borough
 9. Cooperation Agreement – East Stroudsburg Borough
 10. Lobbying Certification Form, Worker Protection and Investment Certification Form

M-2024-320 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the Capital Purchases Report dated 09/26/2024 as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
TOTAL APPROVED CAPITAL						\$ -
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
Sheriff	101.4197.5522.0000	Minor Equipment	2	Armor Express Ballistic Panels and Shock Trauma Plates	Costars - State Contract	2,263.90
TOTAL REQUESTS W/TRANSFER						\$2,263.90
GRANT FUNDED & OTHER:						
TOTAL GRANT FUNDED & OTHER						\$ -
TOTAL CAPITAL REQUESTS						\$ 2,263.90

M-2024-321 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the Computer Capital Purchases Report dated 09/26/2024 as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
Information Services	101.4172.9575.0000	Capital Expenditures	2	Essential Network Switches	CDW - State Contract	16,124.44
TOTAL APPROVED CAPITAL						\$ 16,124.44
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
TOTAL REQUESTS W/TRANSFER						\$ -
GRANT FUNDED & OTHER:						
TOTAL GRANT FUNDED & OTHER						\$ -
TOTAL CAPITAL REQUESTS						\$ 16,124.44

There was no public comment.

The meeting was adjourned at 10:00 a.m.

M-2024-303 thru M-2024-321
R-2024-9 thru R-2024-13

Robert J. Gress, Chief Clerk/Administrator