



MONROE COUNTY BOARD OF COMMISSIONERS  
August 2, 2023

The regular meeting of the Monroe County Board of Commissioners was held Wednesday, August 2, 2023, in the Commissioner's Public Meeting Room at the Monroe County Administrative Center with the following present: Vice-Chairman John R. Moyer, Commissioner John D. Christy, Solicitor John Dunn, Chief Clerk/Administrator Greg Christine, Administrative Secretary Cindy Cook. Chairman Sharon S. Laverdure was present via telephone.

Vice-Chairman Moyer called the meeting to order at 9:30 a.m. with a moment of silence and the pledge of allegiance to the flag.

There was no public comment on the agenda items.

**M-2023-158** Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the minutes of the July 19, 2023 Commissioners' Meeting.

**M-2023-159** Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below:

- a) Personnel Agenda:

NAME:	DEPARTMENT:	POSITION:	DATE:	REASON:	SALARY:		
<b>NEW HIRES:</b>							
Javier Garcia	CareerLink	Laborer	7/24/23	New Hire	\$ 8.5000	/hr	
Manuel Garcia	CareerLink	Laborer	7/24/23	New Hire	\$ 8.5000	/hr	
Randi Strunk	Emer Services	Burn Sim Op	6/20/23	New Hire/Replacement	\$ 15.6000	/hr	
Dahnisha Thomas	Jury Mgmt	10 Admin Asst	8/7/23	New Hire/Replacement	\$ 30,524.05	/yr	
Catherine Johnson	MDJ-43-2-01	7 Tech	8/14/23	New Hire/Replacement	\$ 27,331.83	/yr	
Sarah George	MDJ	7 Tech- Floater	8/21/23	New Hire	\$ 27,331.83	/yr	
Aaron Lombard	Planning	14 Vector Tech Temp FT	8/3 - 10/31/23	New Hire	\$ 34,792.88	/yr	
<b>SEPARATIONS:</b>							
Matthew Brown	Career Link	Laborer	7/25/23	Dismissed	\$ 8.5000	/hr	
Alesia Gallo	Conservation Dis	17 Enviro Educator	8/2/23	Resigned	\$ 45,626.88	/yr	
Kaitlyn Barr	Courts	20 Law Clerk	7/18/23	Resigned	\$ 45,886.10	/yr	
Malik Fearon	Jail	CO	7/31/23	Did not start	\$ 45,383.94	/yr	
Jennifer Leary	Proth	10 Deputy Proth	7/26/23	Resigned	\$ 34,884.51	/yr	
Gino Schifano	Sheriff	17 Deputy Sheriff	7/28/23	Resigned	\$ 44,833.57	/yr	
<b>CHANGES:</b>							
Ilyana Santos	Assessment	13 Field Assessor	7/12/23	Promotion	\$ 36,124.53	/yr	
Greg Christine	Commissioners	31 Chief Clerk/Admin	7/10-7/30/23	LOA	\$ 109,325.84	/yr	
Alexander Minor	Courts	20 Law Clerk- Judge Worthington	7/19/23	Increase in Hours	\$ 52,441.26	/yr	
Asia Bolton	Courts	20 Law Clerk- Judge Mark	7/19/23	Increase in Hours	\$ 52,441.26	/yr	
Diane Dagger	Courts	20 Law Clerk- Judge Zulick	7/19/23	Increase in Hours	\$ 51,312.11	/yr	
Gerald Kanyok	Courts	20 Law Clerk- Judge Higgins	7/24/23	Correct Hours and Rate	\$ 51,312.35	/yr	
Gerald Kanyok	Courts	20 Law Clerk- Judge Higgins	7/24/23	Adjust Salary - Passed Bar	\$ 53,812.35	/yr	
Kaitlin Fulmer	Courts	20 Law Clerk- Judge Williamson	7/19/23	Increase in Hours	\$ 52,441.26	/yr	
Kaitlyn Barr	Courts	20 Law Clerk- Judge Higgins	7/19/23	Increase in Hours	\$ 52,441.26	/yr	
Michelle Thoman	Courts	20 Law Clerk- Judge Higgins	7/19/23	Increase in Hours	\$ 67,890.90	/yr	
Teasha Card	Courts	10 Admin Asst Cust Conc	8/14/23	Transfer to FT	\$ 30,524.05	/yr	
William Re	Courts	21 Law Clerk Sr.- Judge Worthing	7/19/23	Increase in Hours	\$ 54,538.79	/yr	
Bradford Harkley	Jail	21 Acting Bldg Maint Supv	7/17/23	Temp Assignment	\$ 58,291.84	/yr	
Edwin Altamirano	Jail	CO	7/10-7/27/23	Extend LOA	\$ 52,743.18	/yr	
Jennifer Shay	Jail	7 Office Asst Sr	7/9/23	Probation Complete	\$ 29,284.13	/yr	
Luciano Frias	Jail	CO	7/8-8/6/23	Extend Mod Duty	\$ 54,823.18	/yr	
Luciano Frias	Jail	CO	8/7/23	RTW Full Duty	\$ 54,823.18	/yr	
Peter Nunez	Jail	14 Bldg Maint Tech	7/17/23	Probation Complete	\$ 39,763.15	/yr	
Steven Geist	Jail	CO	7/10/23-1/9/24	Correct Salary - LOA	\$ 64,272.00	/yr	
Steven Geist	Jail	CO	7/17/23-1/16/24	Correct Salary - LOA	\$ 64,272.00	/yr	
William Carver	Jail	21 Lieutenant	7/19-8/14/23	LOA	\$ 75,873.72	/yr	
William Carver	Jail	21 Lieutenant	8/15-8/23/23	LOA	\$ 75,873.72	/yr	
Catherine Bergstresser	MDJ 43-4-02	8 Tech Sr	5/30-11/29/23	Intermittent LOA	\$ 35,679.10	/yr	
Robin Danish	MDJ	7 Tech	8/7-8/28/23	LOA	\$ 32,410.20	/yr	
Aaron Lombard	Planning	14 Vector Tech Temp PT	11/1-12/31/23	Move to PT	\$ 19,117.00	/hr	
Julia Sherer	Planning	17 Community Planner	8/6 - 9/6/23	Extend Probation 1 Month	\$ 43,994.34	/yr	
Alicia Zanghi	Prob - Juv	20 Prob Officer Sr	8/7-8/14/23	LOA	\$71,170.74	/yr	
Rachael Lindeblad	Victim Witness	14 Juv Justice Adv	7/23/23	Probation Complete	\$40,638.21	/yr	
<b>LONGEVITY:</b>							
Michael Mick	Courts	17 Court Recorder Sr	8/14/23	Longevity Bonus	\$ 45.00	JUD to Base	
Adam Shelp	C&Y	20 Supervisor	8/7/23	Longevity Bonus	\$ 250.00	RES to Base	
Elizabeth Arzola-Plaza	C&Y	33 Fiscal Tech	8/12/23	Longevity Bonus	\$ 250.00	CS to Base	
David Marra	DA	22 Assistant DA	8/17/23	Longevity Bonus	\$ 900.00	ATY	
James Fuller	DA	22 Assistant DA	8/8/23	Longevity Bonus	\$ 900.00	ATY	
Mark Matthews	DA	22 Assistant DA	8/7/23	Longevity Bonus	\$ 1,800.00	ATY	
Matthew Bernal	DA	22 Assistant DA	8/20/23	Longevity Bonus	\$ 900.00	ATY	
Gerald Cox	Jail	CO	9/2/23	Longevity Bonus	\$ 500.00	CO	
James Wise	Jail	CO	9/2/23	Longevity Bonus	\$ 500.00	CO	
Joseph Libretti	Jail	CO	9/14/23	Longevity Bonus	\$ 625.00	CO	
Corliss Hoke	MDJ 43-4-04	8 Tech Sr	8/3/23	Longevity Bonus	\$ 45.00	JUD to Base	
Kurt Scheller	Probation	21 Supervisor	8/12/23	Longevity Bonus	\$ 25.00	APO to Base	
Renee Sweetman	Probation	9 Secretary	8/31/23	Longevity Bonus	\$ 45.00	JUD to Base	
Samantha Norton	Probation - Adult	20 Prob Officer Sr	8/1/23	Longevity Bonus	\$ 25.00	APO to Base	
Brian Holley	Probation - Juv	20 Prob Officer Sr	8/5/23	Longevity Bonus	\$ 25.00	APO to Base	
Michael Kashner	Probation - Juv	20 Prob Officer Sr	8/24/23	Longevity Bonus	\$ 25.00	APO to Base	
Lisa McElwain	Proth	8 Records Tech	8/11/23	Longevity Bonus	\$ 250.00	RES to Base	
<b>MISCELLANEOUS:</b>							
Approve the request from Court Administrator Cori Doughty to fill the 16 Probation Offr Trainee originally approved to be filled Oct 2023							
Approve the request from Theresa Johnson to send to Archer her Chief Deputy Asst Dept and one 9 Acct Tech rewritten JD out to Archer to prepare 2024 Budget							
Approve the request from Court Administrator Cori Doughty to change two PT Admin Asst Custody Conciliation back to a FT position							
Approve the request from Director of Planning Christine Meinhart to downgrade the full time 14 Vector Tech position to a seasonal position through 10/31/23, then drop to PT through 12/31/23.							
Approve the request from Director of Voter Registration Sara May Silfee to send the revised Deputy Director job description to Archer for regrading in preparation for 2024 budget.							

- b) Approve/Ratify Requests to work additional hours:
  - i) Tax Claim – five (5) hours overtime/comp time for the following beginning August 1 thru August 31, 2023: M. Knitter, L. DeHaven, S. Reed, K. Sickles, T. Zito, S. Kinsley, and M. Mihalopoulos
  - ii) Sheriff’s Office Overtime Report for the pay period ending July 16, 2023
    - (1) Clerks – 7.25 hours
    - (2) Security – 27.75 hours
    - (3) Deputies – 28.50 hours

**M-2023-160** Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below:

- a) Vouchers Payable:
  - i) \$1,043,080.37 for the week ending 7/21/2023
  - ii) \$1,888,407.94 for the week ending 7/28/2023
- b) Gross Payroll:
  - i) \$1,378,393.14 for the pay period ending 7/16/2023
- c) Healthcare Benefits Payments:
  - i) Highmark Blue Cross/Blue Shield:
    - (1) \$46,564.46 on 7/18/23
    - (2) \$99,375.48 on 7/25/23
    - (3) \$500.00 on 7/25/23
  - ii) Geisinger:
    - (1) \$83,742.21 on 7/17/23
    - (2) \$7,898.83 on 7/17/23
    - (3) \$74,731.82 on 7/25/23
  - iii) Dental Claims:
    - (1) \$3,644.44 on 7/17/23
    - (2) \$3,842.98 on 7/17/23
    - (3) \$4,565.96 on 7/21/23
    - (4) \$981.60 on 7/26/23
    - (5) \$3,590.92 on 7/28/23
  - iv) Flexible Spending Account:
    - (1) \$176.00 on 7/17/23
    - (2) \$176.00 on 7/17/23
  - v) ConnectYourCare:
    - (1) \$1,413.48 on 7/14/23
    - (2) \$1,614.57 on 7/21/23
    - (3) \$1,607.87 on 7/28/23

**M-2023-161** Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve/ratify the Travel Request Report – Adult & Juvenile Probation, Children & Youth Services, Conservation District, Vector Control, and Voter Registration.

**M-2023-162** Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below as requested by the Area Agency on Aging:

- a) Execute the following addendums to the provider contracts for the period July 1, 2023 through June 30, 2024:
  - i) HL Home Care Agency - \$19.00 per hour for Personal Care and Home Support
  - ii) CareSphere, LLC, RX Home Health Services, Inc. dba: RX Home Care, Inc. - \$22.00 per hour for Personal Care and Home Support Services
- b) Execute a Professional Service Contract with Linda Steier, MS, RD LDN for the period of July 1, 2023 through June 30, 2024 in the amount of \$58.00 per hour to provide dietician consultation services to the agency
- c) Execute a Personal Care/Home Support Services contract with Goodwill Healthcare, Inc.- \$19.85 per unit of service for the period of July 1, 2023 through June 30, 2026

Commissioner Christy explained that Pennsylvania does not have a signed budget at this time. If this continues the County will have to fill in the gaps for the Area Agency on Aging, Children and Youth as well as Mental Health and Developmental Services until a budget is signed by the Governor.

**M-2023-163** Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below as requested by Children & Youth Services:

- a) Execute the Contract for “Proposed Professional Services” with PA Treatment & Healing for the period July 1, 2023 through June 30, 2024 in the amount of \$320,000.00
- b) Execute the following “Proposed Purchase of Service Agreements” for the period of July 1, 2023 through June 30, 2024:
  - i) Family Care for Children and Youth, Inc. - \$85,000
  - ii) Valley Youth House - \$75,000
  - iii) Merakey Pennsylvania - \$500,000
  - iv) Diversified Treatment Alternative Centers - \$500,000
  - v) Pentz Run Youth Services, Inc. - \$145,000
  - vi) Adelphoi Village, Inc. - \$600,000
  - vii) Bethany Home Inc., DBA Bethany Children’s Home - \$100,000
  - viii) Concern - \$200,000
  - ix) Children’s Home of York - \$130,000.00
- c) Ratify the execution of the CWEL (Child Welfare Education for Leadership) Agreements with the University of Pittsburgh to allow the following caseworkers to earn their Graduate Degree in Social Work with a commitment to work at the Agency for a specified period of time after graduation:
  - i) Alysanne Makenzi Fortune
  - ii) Jamie Lynne Amoroso
- d) Execute the following Subsidy Agreements for Permanent Legal Custodianship:
  - 1) K.E.
  - 2) J.D.
  - 3) K.D.
  - 4) M.D.
  - 5) K.D.

**M-2023-164** Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below:

- a) Ratify the Budget Adjustment Report dated 7/27/23 totaling \$205,976.00
- b) Approve the Budget Adjustment Report dated 7/28/23 totaling \$383,676.00
- c) Ratify execution of the following Administration Agreements for the Monroe County Healthcare:
  - i) Highmark 9/1/23 to 8/31/24
    - (1) HRA - \$5.15 per member/per month
    - (2) PPO - \$9.12 per member/per month
    - (3) HMO - \$16.32 per member/per month
  - ii) United Concordia Dental Agreement - 1/1/2024 to 12/31/2024
    - (1) \$1.85 per subscriber/ per month – plus 4% Network Access Fee
  - iii) Geisinger POS’s 9/1/2023 to 8/31/2024
    - (1) \$9.91 per member/per month
  - iv) VBA Vision 9/1/2023 to 8/31/2023
    - (1) \$0.96 per employee/per month
  - v) Swift MD 9/1/23 to 8/331/24
    - (1) \$5.50 per employee/per month
- d) Ratify authorization for the Chief Clerk to advertise the following:
  - i) Notice to bid Window Seal Repair to 701 Main Street
  - ii) Public Hearing for Children & Youth Services 2023/24 Implementation Plan and 2024/24 Needs Based Plan and Budget
- e) Add the following Vendors to the County List of Approved Vendors:
  - i) District Attorney:
    - (1) Joel R. Meyer, M.D. FACR
  - ii) Aging:
    - (1) Doris Pardo
  - iii) Planning:
    - (1) PA Dry Ice

Vice-Chairman Moyer discussed the healthcare agreements and stated there was no appreciable increase in the premiums. He stated this is mainly due to employees using the health insurance responsibly. He also noted the United Concordia Dental Agreement has even improved a bit with more dentists now accepting the insurance. Swift MD has also been very valuable in keeping costs down and

missed time from work to a minimum as employees are able to call on the telephone and speak to a Doctor for minor issues.

**M-2023-165** Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the action listed below as requested by the District Attorney’s Office:

- a) Approve the PA Gaming Control Board Local Law Enforcement Grant (one year) in the amount of \$250,000.00, to be used to identify, enforce and prosecute activities involving unlawful gambling.

**M-2023-166** Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below as requested by PA CareerLink Monroe County:

- a) Reappoint the following to the Pocono Counties Workforce Development Board:
  - i) Debra Raneri- Higher Education, Adult Education & Adult Literacy Representative for a term of July 1, 2023 to June 30, 2026
  - ii) Vicki Herman – Manufacturing Business Representative for a term of July 1, 2023 to June 30, 2026
- b) Appoint the following to the Pocono Counties Workforce Development Board:
  - i) Eric Noone – Private Sector Business Representative for a term of July 1, 2023 to June 30, 2027
  - ii) Michelle Bisbing – Economic and Community Development Sector Representative for a term of July 1, 2023 to June 30, 2027

**M-2023-167** Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below:

- a) Ratify the Capital Purchases Report dated 7/27/23 as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
<b>APPROVED CAPITAL:</b>						
Capital Reserve Fund	120.5780.9575.0000	Capital Expenditure	1	Heat pump # 5 in Tax Assessment	Superheat - Sole Source	\$ 11,051.75
<b>TOTAL APPROVED CAPITAL</b>						<b>\$ 11,051.75</b>
<b>REQUESTS WITH TRANSFER: (see Budget Adjustment Report)</b>						
Register and Recorder	101.4153.9575.0000	Capital Expenditure	6	Cubicles with Fabric panel mounts and reconfiguration	Office Service Co - State Contract	1,987.72
<b>TOTAL REQUESTS W/TRANSFER</b>						<b>\$ 1,987.72</b>
<b>GRANT FUNDED &amp; OTHER:</b>						
<b>TOTAL GRANT FUNDED &amp; OTHER</b>						<b>\$ -</b>
<b>TOTAL CAPITAL REQUESTS</b>						<b>\$ 13,039.47</b>

- b) Approve the Capital Purchases Report dated 7/27/23 as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
<b>APPROVED CAPITAL:</b>						
Sheriff	101.4197.7109.0000	Uniforms	1	Bullet proof vest	Starr Uniform - State Contract	906.65
<b>TOTAL APPROVED CAPITAL</b>						<b>\$ 906.65</b>
<b>REQUESTS WITH TRANSFER: (see Budget Adjustment Report)</b>						
<b>TOTAL REQUESTS W/TRANSFER</b>						<b>\$ -</b>
<b>GRANT FUNDED &amp; OTHER:</b>						
Information Systems	101.4172.5800.0010	Equipment/Maint Repair	2	Garage shelving	Amazon - Lowest Quote	650.81
<b>TOTAL GRANT FUNDED &amp; OTHER</b>						<b>\$ 650.81</b>
<b>TOTAL CAPITAL REQUESTS</b>						<b>\$ 1,557.46</b>

Vice-Chairman Moyer asked if there was any public comment. Theresa Pesce spoke about her concerns that the Election Board meetings are not posted on the website. In addition, she read a text from Heidi S. who had concerns about not being able to attend the Election Board meetings in person due to her work schedule and would like to view the meetings on the website. Vice-Chairman Moyer suggested she stay for the Election Board meeting which will be held at 10:30 a.m.

The meeting was adjourned at 9:45 a.m.

---

Greg Christine, Chief Clerk/Administrator

**M-2023-158 thru M-2023-167**

## TRAVEL REQUEST REPORT

Travel ID	Travel Date(s)	Traveler(s)	Destination	Purpose of Travel	Est. Costs
<b>ADULT PROBATION</b>					
2023-0173	09/18/2023 -- 09/20/2023	Sikora, Bernard	The Penn Stater Hotel and Conference Center, State College, PA	To attend the County Chief Adult Probation and Parole Officers Association of PA annual conference on September 18-20, 2023.	\$703.92
<b>CHILDREN &amp; YOUTH SERVICES</b>					
2023-0152	06/29/2023 -- 06/29/2023	Howard, Anne	from Stroudsburg to Eden Resort 222 Eden Road Lancaster, PA 17601	PCYA quarterly conference	\$15.00
<b>CONSERVATION DISTRICT</b>					
2023-0171	09/26/2023 -- 09/28/2023	John Motz	Scranton, PA	DGLVR 2023 Annual Maintenance Workshop	\$0.00
<b>JUVENILE PROBATION</b>					
2023-0169	07/23/2023 -- 07/26/2023	Holley, Brian Yeager, Greg	Best Western Premier The Central Hotel & Conference Center, Harrisburg, PA	To attend the 2023 Pennsylvania School Safety Conference	\$980.80
2023-0167	09/13/2023 -- 09/14/2023	Sikora, Bernard	Scholar Hotel, State College	To attend the Organizational Leadership Development for Criminal Justice Professionals Training.	\$166.00
<b>VECTOR CONTROL</b>					
2023-0168	07/18/2023 -- 07/21/2023	D'Orsay Hockenbury	Pike County	Vector trapping, Tick Dragging and Larval Surveillance	\$0.00
2023-0172	07/31/2023 -- 08/04/2023	Dorsay Hockenbury	Wayne County	Trapping for mosquitoes	\$0.00

**TRAVEL REQUEST REPORT**

Travel ID	Travel Date(s)	Traveler(s)	Destination	Purpose of Travel	Est. Costs
<b>VOTER REGISTRATION</b>					
2023-0164	08/13/2023 -- 08/17/2023	Sara L May-Silfee Penny Robson	Lancaster Marriott at Penn Square	AEPCEP Hosted- Statewide Election Officials Conference	\$2,220.54