



MONROE COUNTY BOARD OF COMMISSIONERS
December 4, 2024

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday, December 4, 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.

There were no public comments on agenda items.

Tara Mondock, Associate Director of Client Relations, Penn State Extension introduced Jennifer Mercereau who is the newly appointed Client Relationship Manager for Monroe County. Ms. Mondock provided a handout to the commissioners showing the quarterly highlights and invited the commissioners to participate in the quarterly meetings moving forward. Ms. Mondock stated she was very excited to have Jennifer on board and to continue the working relationship between the Penn State Extension and the Commissioners to promote the programs the Penn State Extension offers to the community.

Michelle Brummer and Steven Knaub from Gannett Flemming Inc. presented the draft adaptive reuse study of the old jail and the former assessor's office on North Seventh Street. Shawn Rairigh attended the meeting virtually. An overview of the study and the findings were presented. Ms. Brummer stated a market analysis would be very useful. The study showed that the buildings can be repurposed to benefit Monroe County, the Stroudsburg community and the Pocono area economy.

Ms. Brummer asked if there were any questions about the presentation.

Maggie Hartman asked a question concerning historical preservation and accessibility. Steven Knaub stated that there are some tensions between the two, but he did not believe it would cause any barriers. Ms. Hartman also asked how much feedback was given concerning using the buildings for affordable housing. Ms. Brummer stated it was mentioned but it was not at the top of the list due to the cost.

Ira Jolley asked what the square footage of each building was, and he asked if there was a tie into the Monroe County Historical Society. Ms. Brummer stated there was not a tie in with the historical society and after talking to Amy Leiser, Executive Director Ms. Brummer thought they may be interested in the old jail. Ms. Leiser was present and stated she thought it was a wonderful site for a museum, but the historical society could not absorb it at this time.

Shawn Rairigh stated the former assessor's office is roughly 2,400 square feet and the old jail is a little over 6,000 square feet. Mr. Rairigh also noted that many years ago he believed the county pushed for a county courthouse national register district and it did get accepted by the State Historic Preservation Office but then the push stopped. Mr. Rairigh stated it wouldn't take much to complete registration and the county would not have to do anything with the building, but the designation could offer more funding options through state and federal grants.

Sheriff Nicholas Cirranello felt a museum was a great idea and it should be all hands on deck. Sheriff Cirranello said he had old uniforms and relics and would like to be included in any future meetings.

Maggie Hartman asked if the report was published yet. Ms. Brummer stated it was still in draft form with the Planning Commission but should be finalized by the end of the week.

M-2024-367 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the minutes of the 11/20/2024 Commissioners' Meeting.

M-2024-368 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the minutes of the 11/27/2024 Commissioners' Meeting.

M-2024-369 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to amend motion 2024-145 dated 05/01/2024 reflecting revised Title IV-E 2023/2024 reimbursement reports: 1st Quarter \$313.46, 2nd Quarter \$363.01.

M-2024-370 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to amend motion 2024-264 dated 08/21/2024 reflecting revised Title IV-E 2023/2024 reimbursement report for 3rd Quarter \$423.03.

M-2024-371 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to adopt a certificate of special recognition to recognize Logan Joel Decker achieving the rank of Eagle Scout.

Chairman Christy stated he presented the certificate at a ceremony held over the weekend and that it was quite an event as twenty five (25) Eagle Scouts were in attendance.

M-2024-372 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:				
Amanda Webber	Children and Youth	35 Casw 2	12/2/24	New Hire/Replacement
Svetlana Puchalski	Children and Youth	25 SSA 2	12/9/24	New Hire
Christina Davidson	Domestic Relations	10 Intake & Locate Specialist	12/23/24	New Hire/Replacement
Ann Marie Harris	Tax Claim	Tax Coll Mt Pocono	1/1/25	New Hire/Replacement
SEPARATIONS:				
Amber Robles	Children and Youth	21 Fiscal Officer II	11/27/24	Resigned
Tristan Cadogan	Maintenance	3 Custodian	11/20/24	Non-Retained
Kristin Santiago	District Justices	7 Technician - 43-2-01 - Anzini - Stbg Boro	11/15/24	Terminated
CHANGES:				
Annalise Cole	Aging	35 Care Mgr 2	12/16/24	Promotion
Brittany Angelica	Aging	37 Care Mgr 3	12/16/24	Promotion
Lauren O'Connor	Aging	29 Case Aide II	12/9/24-1/9/25	LOA
Stacey McLaughlin	Children and Youth	35 Accountant I	11/25/24-1/6/25	LOA
Gabrielle Ferrara	Commissioners	17 Records Archivist	12/20/24-2/3/25	LOA
Alfred Chapman	Correctional Facility	CO	11/20-11/24/24	Mod Duty
Alfred Chapman	Correctional Facility	CO	11/25/24	RTW Full Duty
Blake Schiller	Correctional Facility Admin	18 Sergeant	1/25-1/26/25	LOA
Cecil Johnson	Correctional Facility	CO II	10/17-11/30/24	LOA
Cheryl Dancy	Correctional Facility	CO II	11/13-11/16/24	LOA
Cheryl Dancy	Correctional Facility	CO II	11/17/24-5/16/25	Intermittent LOA
Frank Lantigua	Correctional Facility	CO II	11/5/24-1/13/25	Extend LOA
Kristijan Frank	Correctional Facility	CO II	10/26-12/10/24	Extend LOA
Lance Werkheiser	Correctional Facility	CO II	11/16-12/2/24	LOA
Laquan Jenkins	Correctional Facility	CO II	11/21-11/22/24	LOA
Mikayla Moats	Correctional Facility Admin	15 Drug & Alcohol Counselor	11/13/24	Probation Complete
Samantha Loria	Correctional Facility Admin	18 Corrections Counselor	10/28/24-4/27/25	Intermittent LOA
Gina Schaefer	Courts	10 Admin Assistant	8/26/24	FT Hours
Kelly Eberle	Courts	12 Judicial Asst Judge S Higgins	11/19/24	Early RTW
Kristin Santiago	District Justices	7 Technician - 43-2-01 - Anzini - Stbg Boro	10/29/24	Probation Extended
Violetta Gilpin	District Justices	7 Tech - 43-3-01 - Travagline - Cool	11/15-12/27/24	Update LOA Dates
Violetta Gilpin	District Justices	7 Tech - 43-3-01 - Travagline - Cool	12/28/24-2/6/25	LOA
Summer Maziarz	Domestic Relations	10 Intake & Locate Specialist	10/22/24	Probation Complete (Correct job Title)
Jack Tazzetto	Human Resources	18 HR Full Cycle Recruiter	11/21-11/26/24	Extend LOA
Klein, Sean	Maintenance	13 Bldg Maintenance Mechanic	11/13/24	Probation Complete
Alyssa Herrera	Probation - Adult	9 Probation Secretary	12/15-12/24/24	Extend LOA
Alyssa Herrera	Probation - Adult	9 Probation Secretary	12/25/24-2/3/25	Extend LOA
Susan Felker	Tax Assessment	20 Deputy Chief Assessor	12/9/24	Promotion
MISCELLANEOUS:				
Approve the request from Mary Claire Megargle Director of Aging, to change one 21 Administrative Officer II to a 21 Program Manager I				
Approve the request from Mary Clair Megargle, Director of Aging, to remove a 35 Care Manager 2 and a 29 Case Aide II. Use these two positions to create a 37 Care Manager 3.				
Approve the request from C&Y to combine two open PT SSA 2 into one FT SSA 2				

b) Approve/Ratify Requests to work additional hours:

- i) Sheriff's Office Overtime Report for the period ending 11/17/2024
 - (1) Deputies –50.25 hours

- (2) Security – 110.50hours
- (3) Clerks – 10.25 hours

M-2024-373 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the actions listed below:

- a) Vouchers Payable:
 - i) \$1,731,371.42 dated 11/22/2024
- b) Gross Payroll:
 - i) \$1,444,769.06 for pay period ending 11/17/2024
- c) Healthcare Benefits Payments:
 - i) Highmark Blue Cross/Blue Shield:
 - (1) \$110,325.69 dated 11/20/2024
 - ii) Dental Claims:
 - (1) \$8,475.84 dated 11/22/2024
 - (2) \$3,109.77 dated 12/02/2024
 - (3) \$1,052.65 dated 12/02/2022
 - iii) Flexible Spending Account:
 - (1) \$151.25 dated 11/12/2024
 - (2) \$238.00 dated 11/22/2024
 - (3) \$1,111.82 dated 11/29/2024

M-2024-374 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve/ratify the Travel Requests for the following: Conservation District and Planning Commission.

M-2024-375 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the actions listed below as requested by Children and Youth Services:

- a) Approve the following Purchase of Service Agreements for the Period 7/01/2024-6/30/2025 with:
 - i) Northampton County Youth Detention Center totaling \$880,000.00 including a 3-bed hold beginning 12/01/2024 (Secure Detention Male and Female)
 - ii) Pinebrook Family Answers totaling \$30,000.00 (Intensive Medical Foster Care)
 - iii) Pentz Run Youth Services, Inc., totaling \$145,000.00 (Emergency Shelter, Group Home and Transitional Living Services)
 - iv) Approve the submission of the 2023-2024 4th quarter Title IV-E Juvenile Probation Claim report for federal reimbursement of administrative costs in the amount of \$98.58

M-2024-376 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below:

- a) Ratify the Budget Adjustment Report dated 12/02/2024 totaling \$50.00
- b) Approve the Budget Adjustment Report dated 11/27/2024 totaling \$160,929.00
- c) Ratify change order #EC-012 with Wind Gap Electric, Inc. totaling \$21,550.66 Removal of existing data and low voltage in the rewiring of old street lighting and controls into new system
- d) Approve the 2025 Tax Bill dates for county/township, Interim run B, School bills and Interim Run A (2026) as listed on attachment dated 11/21/2024
- e) Authorize the Chief Clerk to advertise for the following:
 - i) 2025 Meeting Schedule
 - ii) LERTA Proposal for Stroudsburg Borough
 - iii) Paving of Parking Lot by Monroe County Parking Deck Entrance/Exit
 - iv) Special Meeting to consider establishing the salaries for county row offices and tax collectors for the period 2026-2029
- f) Add the following Vendors to the County List of Approved Vendors:
 - i) DSI International – OEM
 - ii) Linda Josey- Area Agency on Aging
- g) Approve the emergency repair quote for Water Heater at MCCF with Super Heat Inc. in the amount of \$5,088.46 to replace water meter and cable

Chairman Christy explained the budget adjustment reports.

M-2024-377 Motion by Vice-Chairman Parker, seconded by Chairman Christy and carried to reappoint Commissioner Sharon Laverdure as the County Commissioner Appointee to the Monroe County Conservation District Board for the one-year term of 1/01/2025 through 12/31/2025 as requested by the Conservation District, Commissioner Laverdure abstained due to her being reappointed.

M-2024-378 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the actions listed below as requested by Warden Haidle:

- a) Ratify addendum with Oasis Management System for the period 1/01/2025 through 12/31/2025 to keep or decrease prices with commission rate of 35%
- b) Ratify agreement for Professional Services with Justice Benefits, Inc. for assistance in obtaining and receiving new revenue from federal state and other revenue sources for the period 11/21/2024 through 11/21/2026

M-2024-379 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below as requested by Fiscal/Grants Department:

- a) Ratify application for the purchase of equipment to the State food Purchase Program (SFPP) in the amount of \$2,229.00 for a 2-door freezer for the Salvation Army
- b) Authorize Kwanza Smith, Grants Manager, to electronically sign the FY 2025-2027 STOP Violence Against Woman Grant Contract (#2024-VA-01.02/03-43795) for the period 1/01/2025-12/31/2025 totaling \$125,000.00
- c) Ratify submittal of revised FY Continuum of Care Program Grant Agreement with a new contract period on 1/01/2025- 12/31/2025 (contract remains same at \$277,017.00)
- d) Execute Grant Agreement with PA Emergency Management totaling \$4,080,902.02 for interconnection projects awarded from the Statewide Interconnectivity Funds (PEMA2024-08130FA-17.0)

M-2024-380 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve statement of work with Commercial Pro-Services for Track-It Training Services in the amount of \$480.00 as requested by Information Technology and Services.

M-2024-381 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to acknowledge receipt of the final 2025 Non-Substantial Plan Revision DEP Approved as requested by the Monroe County Municipal Waste Management Authority.

M-2024-382 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to ratify approval of the Capital Purchases Report dated 12/04/2024 as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
Correctional Facility	101.4232.9575.0000	Capital Expenditure	1	Tailgate spreader	Zoro - Lowest Vendor	\$ 2,138.99
Emergency Management	101.4291.8800.0000	Program Expenses	1	Gas Pressure Washer	Steele's Hardware - Lowest Vendor	849.99
TOTAL APPROVED CAPITAL						\$ 2,988.98
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
TOTAL REQUESTS W/TRANSFER						\$ -
GRANT FUNDED & OTHER:						
Planning	177.4336.8800.2005	County Initiative	4	Soccer goals	Amazon - Lowest Vendor	\$ 10,673.95
TOTAL GRANT FUNDED & OTHER						\$ 10,673.95
TOTAL CAPITAL REQUESTS						\$ 13,662.93

Commissioner Laverdure thanked the board for reappointing her to the Monroe County Conservation District Board.

There was no public comment.

The meeting was adjourned at 10:25 a.m.

M-2024-367 thru M-2024-382

Robert J. Gress, Chief Clerk/Administrat