



MONROE COUNTY BOARD OF COMMISSIONERS
May 3, 2023

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday, May 3, 2023 in the Commissioners' 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, Chief Clerk/Administrator Greg Christine, Administrative Secretary Cindy King and Administrative Secretary Cindy Cook. County Solicitor John Dunn was not in attendance.

Chairman Laverdure called the meeting to order at 9:33 a.m. with a moment of silence and the pledge of allegiance to the flag.

There was no public comment on agenda items.

M-2023-94 Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve the minutes of the April 19, 2023 Commissioners' Meeting as presented.

Chairman Laverdure presented a certificate of special recognition to Cynthia King, Administrative Secretary to the Commissioners who is retiring with over thirty six (36) years of service with the county. The Commissioners thanked Cynthia for her dedication and years of employment with the County.

Chairman Laverdure presented a proclamation to two (2) representatives from National Alliance on Mental Illness (NAMI) proclaiming May 2023, "Mental Health Awareness Month".

M-2023-95 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below:

Certificate of Special Recognition "Cynthia King for over 36 years to Monroe County"
Proclamation- proclaiming the month of May 2023 "Mental Health Awareness Month"

Proclamation

WHEREAS, mental health is a key component of every individual's overall physical health and emotional well-being; and

WHEREAS, mental illness affects people of all ages, races, ethnicities and income levels; and

WHEREAS, only fifty percent of individuals with a serious form of mental illness seek treatment because of feelings of personal shame, social stigma and discrimination which prevent many with mental illness from seeking help; and

WHEREAS, untreated mental illness leads to higher rates of emergency department visits, hospitalization, school drop outs and suicides; and

WHEREAS, greater public awareness about mental wellness can positively transform attitudes about, and towards people with mental illness, making it easier for citizens to seek help

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of Monroe County do hereby proclaim the month of May 2023 as "Mental Health Awareness Month" to raise public awareness and understanding of mental health, available resources within the community and to reduce stigma faced by people with mental illness.

M-2023-96 Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve the actions listed below:

a) Personal Agenda:

NAME:	DEPARTMENT:	POSITION:	DATE:	REASON:	SALARY:	
NEW HIRES:						
Osa Hearthstone	Conserv Dist	19 Reso Conservation Specialist	5/15/23	New Hire/Replacement	\$ 48,873.01	/yr
Dina Welliver	Courts	16 Court Recorder/Transcript	5/1/23	New Hire/Replacement	\$ 32,826.70	/yr
Dolene Rodriguez	DA	12 Legal Secretary	5/1/23	New Hire/Replacement	\$ 37,302.37	/yr
Yakub Clark	Jail	3 Grounds Custodian- Temp	4/24/23	New Hire/Replacement	\$ 12,682.4	/hr
Jennifer Leary	Proth	10 Deputy	5/15/23	New Hire/Replacement	\$ 34,884.62	/yr
Nancy Deignan-Wolf	Proth	8 Records Tech	5/1/23	New Hire/Replacement	\$ 32,445.29	/yr
Trina Bechtold	Voter Reg	8 Data Entry Clerk PT	5/2/23	New Hire/Replacement	\$ 15,598.7	/hr
SEPARATIONS:						
Catherine Doane	Aging	27 Clerk Typist II	4/28/23	Resigned	\$ 31,891.67	/yr
Trina Breland-Hope	C&Y	35 CASW 2	5/5/23	Resigned	\$ 44,990.60	/yr
Sherri Williams	Coop Ext.	17 Coop Ext Prog Agent	5/1/23	Retired	\$ 61,986.60	/yr
Cheryl Peters	Courts	16 Court Reporters & Transcriptionist	12/7/22	Resigned	\$ 30.00	/hr
Kristine Wright	Fiscal	13 Acct Tech Fiscal	5/4/23	Resigned	\$ 40,224.02	/yr
Eric Ramos	Jail	CO	11/6/21	Self-Termed	\$ 54,823.18	/yr
Lee Marsh	Jail	18 Sergeant	5/4/23	Resigned	\$ 63,229.09	/yr
Samantha Jenkins	Jail	CO	4/20/23	Resigned	\$ 51,147.82	/yr
Ashley Robinson	Proth	11 Deputy	5/5/23	Resigned	\$ 36,909.60	/yr
CHANGES:						
Kenneth Oakman	Career Link	14 Career Services Coor	4/17-4/21/23	LOA	\$ 46,385.24	/yr
Scott Long	Career Link	13 Career Coun/Case Mgr	4/16/23	Probation Complete	\$ 36,919.55	/yr
Annalise Cole	Aging	33 Casw 1	4/11/23	975 Hrs Completed	\$ 37,602.24	/yr
Christy Schlottman	DA	22 DA Asst PT	5/16/23	Contractual Inc 121 mnths	\$ 71,690.00	/yr
Derek Marshall	DA	17 Detective/DUI	2/21/23	Contractual Inc 6 yrs Correction	\$ 68,768.13	/yr
Derek Marshall	DA	17 Detective/DUI	4/3/23	Contractual Inc 7 yrs	\$ 72,384.00	/yr
Diane Dagger	Judge Zulick	20 Law Clerk	6/1/23	Transfer	\$ 44,898.30	/yr
Cheyenne Kerr	Court	10 Admin Assist	4/24-8/14/23	LOA	\$ 27,248.31	/yr
Charlie Silverio	Jail	CO	4/24-6/22/23	Unpaid Suspension	\$ 55,017.25	/yr
Christopher Okula	Jail	CO	4/24-4/30/23	LOA	\$ 64,272.00	/yr
Christopher Okula	Jail	CO	5/1-5/7/23	RTW Mod Duty	\$ 64,272.00	/yr
Edwin Altamirano	Jail	CO	4/3-05/17/23	Correct Salary	\$ 52,743.18	/yr
Erin Miller	Jail	CO	3/29-9/13/2023	LOA	\$ 64,272.00	/yr
Jason Treantafelo	Jail	21 Lieutenant	4/7-4/19/23	LOA	\$ 70,948.80	/yr
Keisha Crawford	Jail	CO	4/3-5/9/23	Mod Duty	\$ 55,017.25	/yr
Keegan Allie	Jail	CO	4/22-5/2/23	LOA	\$ 57,299.84	/yr
James Wise	Jail	CO	4/28/23	RTW Full Duty	\$ 59,379.84	/yr
Lea Baylor	Jail	21 Director of Treatment	3/28-4/5/23	LOA	\$ 58,807.84	/yr
Lee Marsh	Jail	18 Sergeant	4/24/23	Probation Complete	\$ 63,229.09	/yr
Luciano Frias	Jail	CO	3/27-9/26/23	LOA	\$ 54,823.18	/yr
Luciano Frias	Jail	CO	4/27-5/22/23	RTW Mod Duty	\$ 54,823.18	/yr
Mathew Magnin	Jail	CO	11/11/22-5/11/23	LOA	\$ 51,147.82	/yr
Nicole Dixon-Betancourt	Jail	CO	4/15-5/12/23	Extend Mod Duty	\$ 54,823.18	/yr
Tara Doyle	Jail	CO	4/24-5/2/23	Extend Mod Duty	\$ 54,823.18	/yr
Warren Hulick	Jail	18 Sergeant	4/12-10/11/23	LOA	\$ 60,146.94	/yr
Caterina Lombardo	Proth	8 Records Tech	4/16/23	Probation Complete	\$ 33,159.36	/yr
Rachael Lindeblad	Victim Witness	14 Juv Justice Adv	4/23/23	Extend Probation 90 Days	\$ 40,638.21	/yr
LONGEVITY BONUSES:						
Paula Schwenck	Ag Ext	12 Admin Coord	5/12/23	Longevity Bonus	\$ 250.00	RES to Base
Brian Webbe	DA	17 Detective	4/7/23	Longevity Bonus	\$ 475.00	DET
Derek Marshall	DA	17 Detective	4/3/23	Longevity Bonus	\$ 325.00	DET
Wendy Bentzoni Seffass	DA	19 Detective Sergeant	5/18/23	Longevity Bonus	\$ 950.00	DET
Carrie Best	Jail	CO	6/13/23	Longevity Bonus	\$ 450.00	CO
Dennis Harris	Jail	CO	6/21/23	Longevity Bonus	\$ 750.00	CO
Frederick Weaver	Jail	CO	6/21/23	Longevity Bonus	\$ 750.00	CO
Jason Rau	Jail	CO	6/8/23	Longevity Bonus	\$ 475.00	CO
Jermaine Davis	Jail	CO	6/13/23	Longevity Bonus	\$ 450.00	CO
Joseph Fortunato	Jail	CO	6/25/23	Longevity Bonus	\$ 550.00	CO
Margo Johnson	Jail	CO	6/25/23	Longevity Bonus	\$ 550.00	CO
Nestor Garcia	Jail	CO	6/25/23	Longevity Bonus	\$ 400.00	CO
Shakiema Smith	Jail	CO	6/25/23	Longevity Bonus	\$ 400.00	CO
Vincent Stasulli	Jail	CO	6/26/23	Longevity Bonus	\$ 975.00	CO
Wayne Pastor	Jail	CO	6/21/23	Longevity Bonus	\$ 750.00	CO
William Carver	Jail	21 Lieutenant	5/11/23	Longevity Bonus	\$ 250.00	RES to Base
Aubrey Levy	Maint	10 Admin Secretary	5/28/23	Longevity Bonus	\$ 250.00	RES to Base
Catherine Bergstresser	MDJ 43-4-02	8 Tech Sr	5/26/23	Longevity Bonus	\$ 45.00	JUD to Base
Jill Kozic	MDJ 43-4-02	10 Adv Tech	5/6/23	Longevity Bonus	\$ 45.00	JUD to Base
Frederick Cutaio	PD	22 Asst PD	5/16/23	Longevity Bonus	\$ 1,800.00	ATY
Gerald Rose	Prob - Adult	21 Supervisor	5/26/23	Longevity Bonus	\$ 25.00	APO to Base
Jennifer Dalton	Prob - Adult	20 Prob Officer Sr	5/27/23	Longevity Bonus	\$ 25.00	APO to Base
Tyrel Dixon	Prob - Adult	20 Prob Officer Sr	5/15/23	Longevity Bonus	\$ 25.00	APO to Base
Delphine Refsnider	Prob - Juv	10 Admin Asst	5/4/23	Longevity Bonus	\$ 45.00	JUD to Base
Linda Orehek	Proth	10 Deputy	5/11/23	Longevity Bonus	\$ 250.00	RES to Base
MISCELLANEOUS:						
Approve the request from Cori Doughty, Court Administrator, to create a temporary 10 Admin Assist position from 5/15/23-8/14/23						

- b) Approve/Ratify Requests to work additional hours:
- i) Sheriff's Office Overtime Report for the period ending 4/23/23:
 - (1) Deputies – 16.25 hours
 - (2) Security – 16.50 hours
 - (3) Clerks – 2.00 hours

M-2023-97 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below:

- a) Vouchers Payable:
 - i) \$617,103.29 for the week ending 4/21/23
 - ii) \$2,313,913.36 for the week ending 4/28/23
- b) Gross Payroll:
 - i) \$1,308,072.08 for the period ending 4/23/23
- c) Healthcare Benefits Payments:
 - i) Highmark Blue Cross/Blue Shield:
 - (1) \$66,009.15 on 4/18/23
 - (2) \$65,478.14 on 4/25/23
 - ii) Geisinger:
 - (1) \$78,090.53 on 4/18/23
 - (2) \$3,746.85 on 4/20/23
 - (3) \$58,584.13 on 4/25/23
 - iii) Dental Claims:
 - (1) \$4,747.89 on 4/14/23
 - (2) \$4,337.82 on 4/21/23
 - (3) \$7,661.03 on 4/28/23
 - (4) \$1,036.00 on 4/26/23
 - iv) Flexible Spending Account:
 - (1) \$1,552.14 on 4/21/23
 - (2) \$2,051.97 on 4/14/23
 - (3) \$2,017.74 on 4/28/23
 - v) ConnectYourCare:
 - (1) 198.19 on 4/28/23

M-2023-98 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the attached travel request report for the following departments: Assessment, Children & Youth, Voter Registration and Public Defender.

M-2023-99 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) Execute an amended Purchase of Service Agreement with Northern Tier Research for the period of 7/1/22 through 6/30/25
- b) Execute the following Purchase of Service Agreements for the period of 7/1/23 through 6/30/24:
 - i) Shannon Hilbert, LSW - \$3,000.00
 - ii) County of Chester - \$500,000.00

M-2023-100 motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below:

- a) Approve the Budget Adjustment Report dated 4/27/23 totaling \$150,095.00
- b) Ratify authorization for the Chief Clerk to advertise the following:
 - i) Public notice announcing the availability of funding for the Homeless Assistance Program and Human Services Development Fund
 - ii) Public Notice to receive bids for Inmate Commissary Services at the Monroe County Correctional Facility
- c) Accept a quote from Strauser Nature's Helpers (lowest of three) in the total annual amount of \$6,910.00, to provide mowing and clean-up services for the 2023 calendar year at the Public Safety Center in Snydersville
- d) Ratify approval of the following Change Orders for the Courthouse renovation-Expansion Project:
 - i) GC-013 – Lobar Construction - \$21,110.00 (ADD)
 - ii) EC-004 – Wind Gap Electric - \$83,994.97 (ADD)
- e) Accept a proposal from Schoonover & Vanderhoof, LLC in the amount of \$3,915.00 to provide construction administration for the Correctional Facility Roof Replacement Project
- f) Execute a Contract with Green Rhino Builders in the amount of \$145,140.00 to replace the roof on the Conservation District building
- g) Ratify the Thomson Reuters Order Form for continued electronic legal research for the Courts, District Attorney and Public Defenders offices, acknowledging the price increase and addition of Practical Law for Government module for the Courts

h) Add the following Vendor to the County List of Approved Vendors:

- i) Risk Manager:
 - (1) ClearView Asset Protection, LLC

M-2023-101 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below:

- a) Appoint the following members to the Solid Waste Advisory Committee to assist in the 2025 Non-Substantial Plan Revision:
 - i) Adrian Fors – Industry Representative
 - ii) Scott Besser – Citizen Representative
 - iii) Ed Cramer – Municipal Representative
 - iv) Brian Bossuyt – Industry Representative
 - v) Christine Meinhart/Julia Sherer – Planning Department Representative
 - vi) Roger Spotts – Conservation District Representative
 - vii) John Mathews – Citizens Recycling Representative
 - viii) Jay Borger – PennDot Representative
 - ix) Jim Lambert/Kevin Kundratic – Waste Authority Representative

M-2023-102 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the Computer Capital Purchases Report dated April 27, 2023 as follows:

- a) Ratify the Computer Capital Purchase Report dated 4/27/23, 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:						
Voter Registration	101.4120.0005.8830.2517	Security & Technology Grant	10	Desktop scanners	SCW - Lowest Quote	\$4,883.80
TOTAL GRANT FUNDED & OTHER						4,883.80
TOTAL CAPITAL REQUESTS						\$4,883.80

- b) Approve the Computer Capital Purchase Report dated 4/27/23, 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:						
Commissioners	101.4172.9575.4111	Capital Expenditure	1	Fujitsu document scanner	SCW - Lowest Quote	488.38
Grants - American Rescue Plan	850.4173.8800.2108	Public Health Response	144	Dell Laptops with 112 docking stations	Dell - State Contract	152,551.20
TOTAL GRANT FUNDED & OTHER						\$ 153,039.58
TOTAL CAPITAL REQUESTS						\$ 153,039.58

Commissioner Christy stated the Community Night Event May 2, 2023 at the Northampton Community College Campus was very well attended. There were 110 nonprofit vendors.

Commissioner Christy announced the Courthouse entrance on Monroe Street is closed and will remain closed until the completion of the Courthouse expansion project, sometime in September 2023. The Sarah Street entrance is to be used and is handicap accessible.

Commissioner Christy announced that on May 23, 2023, the East Stroudsburg Hall of Fame will hold induction ceremonies. Chairman Laverdure and Vice-Chairman Moyer will both be inducted into the Meritorious Hall of Fame.

Vice-Chairman Moyer stated that Dr. Samuel Dolgopol passed away. Dr. Dolgopol served on the Carbon-Monroe-Pike Mental Health/Developmental Services Board for many years.

Vice-Chairman Moyer announced that Gary Haidle was named Warden of the Year in Pennsylvania by the PA Prison Association.

Chairman Laverdure thanked all the volunteers and participants who helped make the Office of Emergency Management open house event a success.

The meeting was adjourned at 9:50 a.m.

Greg Christine, Chief Clerk/Administrator

M-2023-94 thru M-2023-102

TRAVEL REQUEST REPORT

Travel ID	Travel Date(s)	Traveler(s)	Destination	Purpose of Travel	Est. Costs
ASSESSMENT					
2023-0102	06/11/2023 -- 06/14/2023	Iyla	CCAP BUILDING HARRISBURG	CPE Exam Preparation course	\$762.61
2023-0107	06/11/2023 -- 06/14/2023	Santos, Iylana	CCAP BUILDING HARRISBURG	CPE PREP COURSE	\$18.00
CHILDREN & YOUTH SERVICES					
2023-0100	04/24/2023 -- 04/24/2023	Howard, Anne	Luzerne County CYS- 111 North Penn. Blvd, Wilkes -Barre PA	Needs- Based Plan and Budget Training	\$0.00
CONSERVATION DISTRICT					
2023-0104	05/24/2023 -- 05/24/2023	Spotts, Roger	Camp Mt. Luther Lane, Mifflinburg, PA	2023 State Envirothon Competition- field testing	\$0.00
CORRECTIONAL FACILITY					
2023-0105	05/25/2023 -- 05/25/2023	Haidle, Garry McCoy, Joseph Viera, Stephane	Hershey Hotel, Hershey PA	CCAP Prison Risk Management Workshop	\$229.98
PUBLIC DEFENDER					
2023-0101	05/15/2023 -- 05/16/2023	Eric Closs	Stae College	Chief and Deputy Chief Public Defender Conference	\$549.80
VOTER REGISTRATION					
2023-0103	06/15/2023 -- 06/16/2023	SARA L MAY-SILFEE Robson, Penny	RENISSANCE HOTEL ALLENTOWN	ASSOCIATION OF EASTERN PENNSYLVANIA COUNTY ELECTION PERSONNEL- SPRING CONFERENCE. SARA IS ALSO THE VICE CHAIRPERSON OF THE AEPCEP.	