



MONROE COUNTY BOARD OF COMMISSIONERS
September 4, 2024

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday September 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 was no public comment on agenda items.

M-2024-270 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to amend Motion 2024-266 dated 08/21/2024 to include item f: Approve the Human Services Plan for 2024-2025 for Homeless Assistance Program (HAP) and Human Services Development Fund (HSDF) funding:

HAP - \$ 50,195.00
HSDF - \$ 93,507.00
Total - \$143,702.00

M-2024-271 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to amend Motion 2024-252 dated 08/07/2024 to revise the purchase price of the desks for the Coroner’s department in the amount of \$5,669.00 to \$5,098.90 for a decrease of \$570.10 due to desks being out of stock and ordering the replacements.

M-2024-272 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to ratify the opening of the Janitorial Services at Magisterial District Justice Offices Bids as follows and defer action until the September 18, 2024, meeting:

KKJ, Inc. dba Jan Pro of NEPA	\$686.00 per week	\$44,590.00 grand total	10% bid bond
Laz Scapes LLC	\$2,235.00 per week	\$145,275.00 grand total	10% bank check
Soap Opera Cleaning Solutions	\$2,264.00 per week	\$144,896.00 grand total	10% bid bond

M-2024-273 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the minutes of the 08/21/2024 Commissioners’ Meeting.

M-2024-274 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to adopt the following proclamation:

Proclamation

WHEREAS, International Overdose Awareness Day is recognized on August 31st of each year to raise awareness of drug overdoses, end the stigma surrounding substance abuse disorder and drug related deaths, and acknowledge the grief felt by families and friends by remembering those who have died or had a permanent injury as a result of a drug overdose; and
WHEREAS: in many communities throughout the country, the national opioid epidemic poses a significant threat to public health and safety; and
WHEREAS, the County of Monroe does affirm and acknowledge the harm and hardship caused by drug overdose; and
WHEREAS, every person deserves our best efforts to prevent injury and death from overdose, and it is imperative to support overdose prevention policies and projects and to help make sure everyone understands overdose is a social issue, which impacts victims’ families, friends, and communities.
NOW, THEREFORE BE IT RESOLVED, The Monroe County Commissioners do hereby proclaim Saturday August 31, 2024, as “OVERDOSE AWARENESS DAY”.

-End of Proclamation

M-2024-275 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:				
Lance Robson	C&Y	33 Casw 1	9/9/24	New Hire/Replacement
Lisa Kershaw	Conservation	7 Office Asst Sr	9/3/24	New Hire/Replacement
Amalia Rosen	Fiscal	Accountant Temp	9/16/24	Rehire
Lori Vorhis	Proth	8 Records Technician	9/9/24	New Hire/Replacement
Jacob Hill	PD	22 Asst PD	9/16/24	Rehire/Replacement
SEPARATIONS:				
Leana Quinones'	Aging	37 Casw 3	8/20/24	Resigned
Ronald Curry	C&Y	35 Casw 2	9/6/24	Resigned
Jasmine Johnson	Correctional Facility	CO	8/18/24	Resigned
Rebecca Roth	Correctional Facility	CO	8/24/24	Resigned
Theresa Ferrara-Buccini	Correctional Facility	CO	8/27/24	Resigned
CHANGES:				
Darrell Lutz	Assessment	13 Field Assessor	8/2-8/8/24	LOA
Darrell Lutz	Assessment	13 Field Assessor	8/9/24-2/8/25	Intermittent LOA
John Motz	Conservation	20 Res Cons Spec	6/21-9/12/24	Update LOA End Date
John Motz	Conservation	20 Res Cons Spec	9/13-9/15/24	LOA
Frank Lantigua	Correctional Facility	CO	8/7-8/29/24	LOA
Laquan Jenkins	Correctional Facility	CO	8/22-8/23/24	LOA
Rebecca Roth	Correctional Facility	CO	5/17-5/31/24	Cancel Mod Duty
Rebecca Roth	Correctional Facility	CO	5/17-8/25/24	Extend LOA
Shaquan McGraw	Correctional Facility	CO	7/28-8/9/24	LOA
Shaquan McGraw	Correctional Facility	CO	8/10/24-2/9/25	Intermittent LOA
Stephen Wilson	Correctional Facility	CO	8/17/24-2/16/25	Intermittent LOA
Vincent Stasulli	Correctional Facility	CO	8/7-8/25/24	Extend LOA
Vincent Stasulli	Correctional Facility	CO	8/26-9/11/24	RTW Mod Duty
Meagan Nordmark	Courts	12 Judicial Asst	8/26-10/7/24	LOA
Meagan Nordmark	Courts	12 Judicial Asst	10/8-11/17/24	LOA
Samara Bush	Courts	16 Court Recorder/Transcriptionist	9/3/24	Promotion
Christina Wright	District Justices	10 Adv Tech - 43-3-03 - Kresge - Jack/Poc	8/7-8/25/24	LOA
Sarah Martin	District Justices	7 Tech - 43-4-01 - Levy - MS/DWG/Smith	9/3/24	Lateral Transfer
Summer Maziarz	DR	10 Intake and Locate Specialist	8/12-8/22/24	LOA
Dominique Carbone	Maintenance	3 Custodian	8/12/24	Probation Complete
Dominique Carbone	Maintenance	4 Custodian Sr	8/13/24	Promotion
Dina Welliver Schneck	PD	16 Paralegal Analyst	9/3/24	Lateral Transfer
Lisa Kramer	Pre-Trial Services	20 Pretrial Services Supervisor	9/6-9/22/24	LOA
Simone Davidson	Prob - Adult	9 Prob Secretary	9/3-9/17/24	LOA
Eileen Leonard	Sheriff	8 Records Tech	8/12-8/18/24	LOA
Kaytlyn Weitzel	Sheriff	9 Real Estate Civil Court Clerk	8/13-8/16/24	LOA
Susan Kinsley	Treasurer	9 Accounting Tech	9/16/24	Lateral Transfer
MISCELLANEOUS:				
Approve the request from Kristina Heaney, Conservation, to adopt and replace new job description - 6 Maintenance Technician/Handyman (replacing grade 4 groundskeeper)				
Approve the request to convert PD office open Caseworker to a 12 Legal Secretary				
Approve the request from Kevin Lawrence to convert 1 open night custodial position to a day position and change probationary increases from 1 year to 6 months				
Approve the request from Christine Meinhart to change the open 15 planner to the 19 GIS analyst planner				
Approve the HR request to hold an onsite Flu Clinic 10/2 (MCCF will be 10/3)				

b) Approve/Ratify Requests to work additional hours:

- i) Sheriff's Office Overtime Report for period ending 08/25/2024
 - (1) Deputies – 14.75 hours
 - (2) Security – 108.25 hours
 - (3) Clerks – 19.25 hours
- ii) Tax Claim Bureau – Two (2) hours overtime per person, September 9, 2024, to conduct Upset Tax Sale for the following: M. Knitter, L. DeHaven, K. Sickles, T. Zito, S. Kinsley, M. Mihalopoulos, M. Lyons

c) Electronic Financial Transactions (Ratify):

- 1) Vouchers Payable:
 - i) \$3,129,579.34 dated 08/23/2024
 - ii) \$925,689.58 dated 08/30/2024
- 2) Gross Payroll:
 - i) \$1,394,107.23 for period ending 08/25/2024
- 3) Healthcare Benefits Payments:
 - i) Highmark Blue Cross/Blue Shield:
 - (1) \$103,965.35 on 08/20/2024
 - (2) \$10.30 on 08/27/2024

- (3) \$101,150.98 on 08/27/2024
- ii) Geisinger:
 - (1) \$134,372.18 on 08/27/2024
- iii) Dental Claims:
 - (1) \$5,211.86 on 08/23/2024
 - (2) \$1,048.95 on 08/29/2024
- iv) Flexible Spending Account:
 - (1) \$927.85 on 08/23/2024

M-2024-276 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve/ratify the Travel Requests for the following: Adult Probation, Children & Youth Services, Conservation District, Correctional Facility, Pretrial Services and Vector Control.

M-2024-277 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 Purchase of Service Agreements for the period July 1, 2024 – June 30, 2025, with the following:
 - i) The Children’s Home of Easton Inc, contract limit totaling \$325,000.00 (foster care)
 - ii) Family Care for Children & Youth Inc., contract limit totaling \$85,000.00 (specialized and emergency foster care)
 - iii) National Mentor Healthcare LLC, DBA Pennsylvania Mentor, contract limit totaling \$275,000.00 (foster care and respite services)
 - iv) George Junior Republic in Pennsylvania, contract limit totaling \$725,000.00 (diagnostic services and group homes)
 - v) Diakon Child, Family & Community Services, contract limit totaling \$75,000.00 (foster care)
- b) Execute an Adoption Assistance Agreement for F.T.

Commissioner Laverdure stated there is a great need for foster homes in Monroe County and if anyone would be interested in providing foster care they should reach out to Children and Youth for information.

M-2024-278 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below:

- a) Ratify the Budget Adjustment Report dated 08/15/2024 totaling \$64,138.00
- b) Approve the Budget Adjustment Report dated 08/30/2024 totaling \$235,163.00
- c) Execute an agreement with OneSource Benefit Solutions to perform Insurance Brokering Services for the period September 1, 2024, through August 31, 2027, for a monthly fee of \$4.00 per enrolled employee
- d) Ratify Change Order with Berkley Insurance Company #HVACC-011 in the total amount of an additional \$51,179.00 for ductwork and wiring modifications, additional electric unit heater and additional condensing unit
- e) Ratify Change Order with Lobar Construction Inc. #GC-024 in the total amount of an additional \$3,516.98 for costs associated with the steps on the north elevation, to remove, prep the substrate, clean each piece and reset the riser veneer stones
- f) Ratify authorization for the Chief Clerk to advertise for the following:
 - i) Sale of Surplus Furniture
- g) Add the following Vendors to the County List of Approved Vendors:
 - i) Aging
 - (1) Darlene Angelica

Chairman Christy explained the budget adjustment reports noting that sixty three (63) percent of the budget adjustment dated 08/15/2024 was for Children and Youth. Chairman Christy stated the budget adjustment dated 08/30/2024 consisted of forty-one (41) percent for Public Defender, thirty seven (37) percent was for Elections/Voter Registration and twenty one percent was for the courthouse expansion project. Chairman Christy announced the proposed date for the sale of surplus furniture is October 11, 2024, at 10:00 a.m.

M-2024-279 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below as requested by the Correctional Facility:

- a) Accept a proposal from Hartmann Electrical Contracting to relocate electrical service for the outbuildings located to the right of the correctional facility for a total cost of \$9,810.00
- b) Accept a proposal from E. F. Possinger & Sons Inc. to supply and set a twenty (20) foot long pressure treated six by six (6X6) post to be used for the relocation of the electrical service for a total cost of \$1,498.00

M-2024-280 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to authorize Mike Mancuso, District Attorney to sign a proposal from Kudu Creative to create a comprehensive marketing project aimed at enhancing the branding and visibility of the Monroe County District Attorney's Office Victim/Witness Assistance Program for a total cost of \$3,500.00.

M-2024-281 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve a Building Use Request Form with St. Paul Lutheran Church to utilize their facility for Pocono Three polling location for the General Election for a total cost of \$100.00.

M-2024-282 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below as requested by the Fiscal and Grants Department:

- a) Authorize Kwanza Smith, Grants Manager, to electronically submit the FY 2024 HUD Continuum of Care (CoC) Project Renewal application totaling \$277,017.00 to serve homeless individuals for up to twelve (12) months in permanent housing with supportive services
- b) Ratify authorization for Kwanza Smith, Grants Manager, to electronically submit the FY 2024 Emergency Solutions Grant application totaling \$1,426,240.00 for Street Outreach, Emergency Shelter, Homeless Prevention and Rapid Rehousing services

M-2024-283 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the actions listed below as requested by Information Technology and Services:

- a) Ratify a thirty-six (36) month extension with Zito Business at \$600.00 per month to continue to provide Wide Area Network Eline transport service between One Quaker Plaza and 701 Main Street with no change in service or monthly recurring charge
- b) Ratify a thirty (36) month extension with Zito Business at \$1,585.00 per month to continue to provide Dedicated Internet Access and IP Address Block with no change in service or monthly recurring charge
- c) Approve option to extend Existing Warranty for the Public Room Installed Conference System with Sage Technology Solutions for a period of five (5) years beginning January 1, 2025, through January 1, 2029, at a total cost of \$8,826.00

M-2024-284 Motion by Vice Chairman Parker, seconded by Commissioner Laverdure and carried to approve the actions listed below as requested by Monroe County Transportation Authority:

- a) Acknowledge resignation of Maria Candelaria from the MCTA Board
- b) Reappoint David Edinger to the MCTA Board with a new term expiring 09/30/2029

M-2024-285 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to execute a service agreement with Unified Power to provide scheduled maintenance and emergency maintenance to the Eaton Powerware UPS for the period August 1, 2024, through July 31, 2025, in the amount of \$2,605.00.

M-2024-286 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to Ratify the Capital Purchase Report dated 08/15/2024 as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
Court Administration	305.4600.9575.0000	Capital Expenditure	1	Refrigerator	Home Depot - Lowest Vendor	828.00
TOTAL APPROVED CAPITAL						\$ 828.00
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
TOTAL REQUESTS W/TRANSFER						\$ -
GRANT FUNDED & OTHER:						
TOTAL GRANT FUNDED & OTHER						\$ -
TOTAL CAPITAL REQUESTS						\$ 828.00

M-2024-287 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the Computer Capital Purchase Report dated 08/20/2024 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:						
Voter Registration	101.4120.8800.0001	Grant Expenses	3	Cameras accessories & installation	Odin Tech - Sole Source	4,531.26
TOTAL GRANT FUNDED & OTHER						\$ 4,531.26
TOTAL CAPITAL REQUESTS						\$ 4,531.26

Chairman Christy stated the computer capital purchase was paid for with funds from the Election Integrity Grant.

Vice-Chairman Parker stated that it is National Recovery Month this month. Vice-Chairman Parker reminded everyone that Chris Herren, a former professional basketball player, a person with substance use disorder, in long term recovery will be in Monroe County on September 10, 11 and 12. Mr. Herren is a motivational speaker who has a great testimony about overcoming addiction. Mr. Herren will speak at the area high schools, East Stroudsburg University and at a free community event held September 11, 2024, at Kalahari beginning at 7:00 p.m. The funding for this program is being paid for from the Opioid Settlement Funds.

Theresa Pesce asked a question about the building use form for Pocono Three polling place. Chairman Christy stated the form was a renewal. Ms. Pesce also asked a question about the camaras for Voter Registration. Chairman Christy stated when the Department of Homeland security did their walkthrough and they suggested adding camaras to an area.

Chairman Christy asked if there was any public comment.

Theresa Pesce stated her comments were concerning voter registration and security camaras at the drop boxes. Ms. Pesce stated county elections are being overruled and overburdened by the state and the federal government. Ms. Pesce also stated her concerns with the Electronic Registration Information System and said many states are no longer using the system, but Pennsylvania is still using the system.

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

Robert J. Gress, Chief Clerk/Administrator

M-2024-270 thru M-2024-287