



MONROE COUNTY BOARD OF COMMISSIONERS
September 20, 2023

The regular meeting of the Monroe County Board of Commissioners was held Wednesday September 20, 2023, in the Commissioner's 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, Solicitor John Dunn, Chief Clerk/Administrator Greg Christine, Administrative Secretary Cindy Cook

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

Chairman Laverdure recessed the regular meeting at 9:33 a.m. and opened a public hearing on the Modification of the 2021 Community Development Block Grant (CDBG).

Ms. Martha Robbins, Executive Director of the Redevelopment Authority of the County of Monroe explained the public hearing is being held to obtain citizen input and comment on the 2021 Monroe County Community Development Block Grant (CDBG). She stated the Monroe County Commissioners will consider adoption of a Resolution authorizing the County to submit said modification documentation to the Pennsylvania Department of Community and Economic Development for approval on behalf of East Stroudsburg Borough. The justification for the modification for the 2021 CDBG program involves the deletion of East Stroudsburg Boroughs single-family housing rehabilitation activity, in the amount of \$128,349 and re-allocate these funds to a new activity under Street/Road Improvements – East Broad Street Improvement and ADA Ramp Project. Pursuant to approval by the East Stroudsburg Borough Council and the Monroe County Commissioners on behalf of the East Stroudsburg Borough Council and after consideration of all comments received by the public, the Redevelopment Authority of the County of Monroe, will submit said budget modification documentation to the Pennsylvania Department of Community and Economic Development for review.

Chairman Laverdure asked a question about the timing of the project. Commissioner Christy stated both East Stroudsburg and Stroudsburg Boroughs typically use the money for street and road improvements. A resident asked a question about the location of the improvements. Vice-Chairman Moyer asked how long it has been since East Stroudsburg Borough has used their money for housing rehab. Martha Robbins explained both Stroudsburg Borough and East Stroudsburg Borough have so many rentals there is usually no requests for housing rehab money.

Chairman Laverdure closed the public hearing at 9:40 a.m. and continued with the regular meeting.

Chairman Laverdure recessed the regular meeting at 9:41 a.m. to convene and Assessment Board meeting for corrections to the duplicate.

M-2023-189 Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve the corrections to the duplicate as follows, as requested by Cindy Treible, Chief Assessor:

Additions-\$30,060
Subtractions-\$817,410

Chairman Laverdure closed the Assessment Board meeting at 9:43 a.m. and continued with the regular meeting.

There was no public comment on the agenda items.

M-2023-190 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below:

1. Approve the minutes of the 9/6/23 Commissioners' Meeting
2. Amend the following Motions:
 - a. M-2023-187 of the Capital Purchases Report from the September 6, 2023, Commissioners Meeting to reflect an increase of \$51.99 for the purchase of television

b.M-2023-186 of the Budget Adjustment Report from the September 6, 2023,
Commissioner’s Meeting to increase Line Item 101.4240.7610.0000 to \$550.00 and Line
Item 101.4240.9575.0000 to \$550.00

M-2023-191 Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to
approve the actions listed below:

- Steven Robert Blannard – Eagle Scout
- Michael Dominick John Tuin – Eagle Scout
- Andrew Martin Hawks – Eagle Scout

M-2023-192 Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to
approve the actions listed below:

1) Personnel:
a)Agenda:

NAME:	DEPARTMENT:	POSITION:	DATE:	REASON:	SALARY:	
NEW HIRES:						
Ronald Curry	C&Y	33 CASW 1	9/25/23	New Hire/Replacement	\$ 36,879.04	/yr
Andrea Gussett	Controllers	20 Auditor	9/25/23	New Hire/Replacement	\$ 51,312.35	/yr
Kim Borger	Planning	15 Cartographer/Planner Temp PT	10/10/23-12/31/24	Rehire	\$ 27,223.9	/hr
SEPARATIONS:						
Lukas Carmella	CareerLink	Laborer	6/30/23	End of Program	\$ 9,000.00	/hr
MacNellie Rivera	C&Y	35 CASW 2	9/29/23	Resigned	\$ 44,662.80	/yr
David Marra	DA	22 ADA	9/22/23	Resigned	\$ 76,427.00	/yr
Ehi'man Brown	Jail	CO	9/5/23	Non-Retained	\$ 45,383.94	/yr
Rachael Lindeblad	Victim Wit	14 Juv Justice Adv	9/22/23	Resigned	\$ 40,638.21	/yr
CHANGES:						
Dawn Smith	Assessment	8 UPI/Office Asst Sr	9/1-9/6/23	LOA	\$ 31,086.90	/yr
Sandra Sretchen	Assessment	8 Office Asst Sr	8/26/23	Correct Grade - Prob Complete	\$ 30,417.27	/yr
Barrett Donna	Cons	17 Enviro Educator	9/1-10/15/23	LOA	\$ 45,626.88	/yr
Lisa Albert-Jimenez	Courts	10 Admin Asst Custody Conc	9/5/23	Probation Complete	\$ 30,523.95	/yr
Myia Warner	Courts	14 Law Librarian	9/11/23	Transfer/Promotion	\$ 34,792.94	/yr
Elsie Romero-Garcia	DR	7 Office Asst Sr	1/17/23	Probation Complete	\$ 24,985.51	/yr
Gayle Stumpp	DR	10 Enf & Data Imag Tech	9/1/23-2/29/24	Intermittent LOA	\$ 31,645.80	/yr
Janie Goeke	DR	14 Conf Officer	6/11/23	Probation Complete	\$ 34,789.85	/yr
Lisa Mazso	DR	10 Enf & Data Imag Tech	9/1/23-2/29/24	Intermittent LOA	\$ 50,167.57	/yr
Morgan Altemose	DR	7 Office Asst Sr	8/12/23	Probation Complete	\$ 27,331.85	/yr
Shannon Callahan	DR	12 Acct Tech Sr	8/26/23	Probation Complete	\$ 32,639.52	/yr
Elizabeth Chilko	DR	12 Enf Spec Sr	8/14-10/31/23	LOA	\$ 51,703.47	/yr
Yvens Jean-Charles	DR	17 Investigator	1/4/23	Probation Complete	\$ 44,097.04	/yr
Kimberly Gilliam	HR	10 Admin Secretary	9/1/23	Probation Complete	\$ 16,771.5	/hr
William Teada	MDJ	16 Audit & Training Coord	9/11/23	Transfer/Promotion	\$ 36,908.41	/yr
Andrew Paisley	Jail	CO	8/29-9/22/23	LOA	\$ 57,299.84	/yr
Mathew Magnin	Jail	CO	8/31/23	Step Increase	\$ 54,823.18	/yr
Mathew Magnin	Jail	CO	9/1-9/20/23	Extend WC LOA	\$ 54,823.18	/yr
Shaquan McGraw	Jail	CO	8/31/23	Step Increase	\$ 54,823.18	/yr
Tami Pavolick	Jail	CO	8/31/23	Step Increase	\$ 54,823.18	/yr
Vito Laneve	Jail	18 Asst Bldg Maint Supervisor	9/18/23	Transfer/Promotion	\$ 46,455.27	/yr
Linda Destefano	Maint	4 Custodian Sr	7/7-9/6/23	LOA	\$ 33,645.04	/yr
Linda Destefano	Maint	4 Custodian Sr	9/11/23-3/10/24	Intermittent LOA	\$ 33,645.04	/yr
Denise Marcel Haughton	Proth	10 Deputy C of C	8/5/23	Probation Complete	\$ 37,078.29	/yr
Stephanie Chieffo	Treasurer	9 Acct Tech	8/23/23-2/22/24	Intermittent LOA	\$ 37,253.84	/yr
MISCELLANEOUS:						
Approve the request from Theresa Johnson to allow leave donation for Candy Burger.						
Approve the request to send Archivist JD to Archer for 1/1/2024 regrading						

- b) Approve/Ratify Requests to work additional hours:
- i) Sheriff’s Office Overtime Report for the period ending 9/10/23:
 - (1) Deputies – 8.00 hours
 - (2) Security – 50.50 hours
 - (3) Clerks – 4.25 hours

M-2023-193 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried
to approve the actions listed below:

- a) Vouchers Payable:
- i) \$1,147,585.98 for the week ending 9/8/23
 - ii) \$3,480,247.32 for the week ending 9/15/23
- b) Gross Payroll:
- i) \$1,351,795.66 for the period ending 9/10/23

- c) Healthcare Benefits Payments:
 - i) Highmark Blue Cross/Blue Shield:
 - (1) \$134,145.81 on 9/5/23
 - (2) \$172,125.30 on 9/12/23
 - ii) Geisinger:
 - (1) \$100,790.12 on 9/5/23
 - (2) \$94,237.75 on 9/12/23
 - iii) Dental Claims:
 - (1) \$2,276.16 on 9/11/23
 - (2) \$2,655.52 on 9/15/23
 - iv) Flexible Spending Account:
 - (1) \$176.00 on 9/15/23
 - v) ConnectYourCare:
 - (1) \$1,004.81 on 9/11/23
 - (2) \$1,184.24 on 9/15/23

M-2023-194 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve/ratify the attached travel request report – Aging, Assessment, Grants and Vector Control.

M-2023-195 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 the following Purchase of Service Agreements for the period of 7/1/23 through 6/30/24 (subject to proof of liability insurance):
 - i) Lighthouse Family Youth Agency - \$200,000.00
 - ii) Children’s Advocacy Center of Monroe County - \$35,000.00
 - iii) The Children’s Home of Easton, Inc. - \$300,000.00
 - iv) Heart & Wing Home, Inc. - \$130,000.00
- b) Acknowledge receipt of a notice of the resignation of Ken Gustafson from the Advisory Board, effective 9/29/23

Solicitor John Dunn stated that he reviewed the contract for The Children’s Home of Easton for form and consistency with the other contracts only, since his wife serves on that board. Commissioner Christy acknowledged the retirement of Ken Gustafson from the Advisory Board of Children and Youth after serving as a member for over 12 years. Commissioner Christy stated Ken had been a wonderful mentor to him over the years and he will be missed but wished him and his wife a wonderful retirement.

M-2023-196 Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve the actions listed below:

- a) Ratify the Budget Adjustment Report dated 9/14/23 totaling \$229,496.00
- b) Approve the Budget Adjustment Report dated 9/14/23 totaling \$31,251.00
- c) Ratify authorization for the Chief Clerk to advertise the notice of a public hearing on the 2021 Community Development Block Grant modification
- d) Approve a Job Order from Gordian and Lobar Associates to reflect the cost of the bonding requirements in the amount of \$19,691.45 for the Correctional Facility Roof Replacement Project
- e) Ratify authorization for the Grants Department to electronically sign on behalf of the Commissioners the 2022 State Criminal Alien Assistance Program (SCAAP) Contract in the amount of \$62,946.00
- f) Acknowledge receipt of the 2023 Comprehensive Affordable Housing Study
- g) Approve an increase to the Agreement with CGL Companies in the amount of \$10,300.00 for additional structural engineering and security/audio visual services
- h) Ratify execution of an Agreement with Richard Pierce Builder, Inc. for the 701 Main Street Window Project
- i) Execute a Commercial Lease Agreement (renewal) with Stroud Township for MDJ Gasper’s Office for a five-year term with three percent annual increases
- j) Adopt a Resolution authorizing submission of an application to the Pennsylvania Municipal Assistance Program to be used to update the County Comprehensive Plan (R-2023-7)

WHEREAS, Monroe County Board of Commissioners will be undertaking a project to update the Monroe County Comprehensive Plan; and

WHEREAS, the Pennsylvania Department of Community and Economic Development makes available grants-in-aid to such projects through the Municipal Assistance Program;

NOW THEREFORE BE IT RESOLVED that the Monroe County Board of Commissioners hereby authorizes submission of an application to the Municipal Assistance Program; and

BE IT FURTHER RESOLVED that the Monroe County Board of Commissioners hereby commits municipal resources in the amount of \$50,000.00 cash \$25,000 in kind as match for said project.

(End of Resolution)

k) Authorize the Finance Director to electronically sign on behalf of the Commissioners the ESG-CV Amendment Number 6 Contract in the amount of \$251,628.52

M-2023-197 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to the action listed below as requested by Monroe County Probation:

a) Execute the Supervision Funds Agreement with the Commonwealth of Pennsylvania, Department of Corrections in order to continue receiving supervisory funds to be used for salaries and benefits of the Probation Department

R-2023-8 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to adopt a resolution approving modifications on behalf of the Borough of East Stroudsburg of the 2021 Community Block Grant Program to allow the Borough to move \$128,349.00 of Housing Rehabilitation dollars to Street/Road Improvements

Resolution No. 2023-8

WHEREAS, the County of Monroe is the recipient of a grant (on behalf of the Borough of East Stroudsburg) from the Commonwealth of Pennsylvania under the Pennsylvania CDBG Program for FFY 2021; and

WHEREAS, the County of Monroe has proposed a modification to its FFY 2021 CDBG Program; and

WHEREAS, the funding for the following FFY 2021 CDBG activity will be decreased: East Stroudsburg Borough "Housing Rehabilitation Program" – Decrease (-\$128,349) and the funding for the following activity will be added: East Stroudsburg Borough "Street/Road Improvement Project" – Increase (+\$128,349).

WHEREAS, the above project has been determined to be an eligible activity under the Community Development Block Grant Program;

WHEREAS, all other terms and conditions regarding the FFY 2021 CDBG Program not affected by this modification shall remain in full force and effect; and

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the County of Monroe that the modification to the County's FFY 2021 CDBG Program is hereby approved and the Board of Commissioners hereby authorizes the filing of the program modification with the Pennsylvania Department of Community and Economic Development.

(End of Resolution)

M-2023-198 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve actions listed below:

a) Ratify the Capital Purchases Report dated 9/14/23 totaling \$2,115.96

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
TOTAL APPROVED CAPITAL						\$ -
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
Maintenance	101.4176.5522.0000	Minor Equipment	4	Air movers	Amazon - Lowest Quote	964.00
	101.4176.5522.0000	Minor Equipment	4	Cordless vaccum cleaners	Amazon - Lowest Quote	1,151.96
TOTAL REQUESTS W/TRANSFER						\$ 2,115.96
GRANT FUNDED & OTHER:						
TOTAL GRANT FUNDED & OTHER						\$ -
TOTAL CAPITAL REQUESTS						\$ 2,115.96

b) Approve the Capital Purchases Report dated 9/14/23 totaling \$7,180.00

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
TOTAL APPROVED CAPITAL						\$ -
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
Maintenance	101.4176.9575.0000	Capital Expenditure	4	Upright scrubber	Global Industries - Lowest Quote	7,180.00
TOTAL REQUESTS W/TRANSFER						\$ 7,180.00
GRANT FUNDED & OTHER:						
TOTAL GRANT FUNDED & OTHER						\$ -
TOTAL CAPITAL REQUESTS						\$ 7,180.00

M-2023-199 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below:

a) Ratify the Computer Capital Purchases Report dated 9/14/23 totaling \$4,881.70

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 - HAVA	101.4120.0005.8830.2517	Security & Technology Grant	5	Dell latitude laptops	Dell - State Contract	\$4,881.70
TOTAL GRANT FUNDED & OTHER						4,881.70
TOTAL CAPITAL REQUESTS						\$4,881.70

b) Approve the Computer Capital Purchases Report dated 9/14/23 totaling \$4,601.63

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
TOTAL APPROVED CAPITAL						\$ -
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
Tax Assessment	101.4136.5522.0000	Minor Equipment	1	HP Laserjet printer	SCW - Lowest Quote	365.74
Tax Claim	101.4138.9575.0000	Capital Expenditure	1	HP Laserjet printer	SCW - Lowest Quote	1,359.75
TOTAL REQUESTS W/TRANSFER						\$ 1,725.49
GRANT FUNDED & OTHER:						
Information Services	101.4172.9575.0000	Capital Expenditure	1	Cat6 router with interim sim	Source Inc. - Sole Source	325.00
Information Services	101.4172.9575.0000	Capital Expenditure	6	Controller card and 240G drives	Dell - State Contract	2,551.14
TOTAL GRANT FUNDED & OTHER						\$ 2,876.14
TOTAL CAPITAL REQUESTS						\$ 4,601.63

Commissioner Laverdure asked if there was any public comment. Theresa Pesce stated she had concerns about the security of the Election poll pads. Discussion took place, Commissioner Christy explained the process of using the poll pads. Patricia Clancy, Director of Information Services spoke about the layers of security attached to the poll pads.

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

 Greg Christine, Chief Clerk/Administrator

M-2023-189 thru M-2023-199
R-2023-7 thru R-2023-8

TRAVEL REQUEST REPORT

Travel ID	Travel Date(s)	Traveler(s)	Destination	Purpose of Travel	Est. Costs
AREA AGENCY ON AGING					
2023-0198	10/16/2023 -- 10/18/2023	Megargle, Mary Claire	Bayfront Convention Center Erie PA	P4A/PDA Quarterly	\$1,151.94
ASSESSMENT					
2023-0199	11/01/2023 -- 11/04/2023	Treible, Cindy Storman, Deborah Felker, Susan Keiper, Barbara Owen, Crystal Hasker, Michelle Margretta, Paula	Penn State	Annual Fall Conference	\$4,495.26
2023-0200	11/01/2023 -- 11/03/2023	THOMAS HILL	Penn State	Recertification points	\$264.18
CORRECTIONAL FACILITY					
2023-0203	10/17/2023 -- 10/19/2023	Harkley, Brad LaNeve, Vito	PIKE COUNTY CORRECTIONAL FACILITY	CERTIFICATION IN THE FUNDAMENTALS OF LOCKSMITHING TECHNIQUES	\$550.00
GRANTS/HUMAN SERVICES					
2023-0197	10/16/2023 -- 10/19/2023	Strauch, Jennifer	Lancaster, PA	2023 CAAP Conference	\$883.73
PLANNING					
2023-0204	09/19/2023 -- 09/19/2023	Meinhart, Christine	Pittston	MPO meeting	\$0.00
VECTOR CONTROL					
2023-0201	09/11/2023 -- 09/15/2023	Lombard, Aaron	Pike	Trapping mosquitoes for the grant requirements	\$0.00