



MONROE COUNTY BOARD OF COMMISSIONERS
November 20, 2024

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday, November 20, 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.

Chairman Christy asked if there was any public comment on agenda items.

Anna Loncki questioned the uniform bid total for the sheriff's office compared to the correctional facility uniform bid total. Chief Clerk/Administrator Robert J. Gress provided clarification.

Chairman Christy recessed the regular meeting at 9:34 a.m. and opened an Assessment Board meeting for corrections to the duplicate.

M-2024-348 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the corrections to the duplicate, as follows as requested by Deborah Storman, Chief Assessor.

Additions -	\$0
Subtractions-	\$40,010.00

Chairman Christy congratulated Deborah Storman on her new position as Chief Assessor.

Chairman Christy closed the Assessment Board meeting at 9:36 a.m. and continued with the regular meeting.

M-2024-349 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to amend Motion 2024 - 335 dated 11/06/2024 to correct the bid amount from \$84,992.12 to \$162,297.52 due to mathematical errors on the submitted proposal page from Pennsylvania Paper and Supply and to correct the bid amount from \$198,065.50 to \$196,006.75 also due to mathematical errors on the submitted proposal page from Starr Uniform Center.

M-2024-350 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to amend Motion 2024 - 343 dated 11/06/2024 to change the FY2023-24 HAP/HSDF Non-Block Grant (NBG) Report Total from \$155,502.00 to \$158,902.00 due to additional funding received.

M-2024-351 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the minutes of the 11/06/2024 Commissioners' Meeting.

M-2024-352 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to adopt a certificate of special recognition to recognize President Judge Margherita Worthington's Retirement.

Commissioner Laverdure stated there was a very nice ceremony held for President Judge Worthington at the courthouse last week and that President Judge Worthington has been on the bench for twenty five years.

M-2024-353 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:				
Darius Wilson	Career Link	Laborer	11/12/24	Did Not Start
Elizabeth Streczyk	Career Link	13 Career Counselor/Case Mgr	11/18/24	New Hire/Replacement
Harleigh Rocheny	Career Link	13 Career Counselor/Case Mgr	11/18/24	New Hire/Replacement
Randy Gonzalez	Career Link	Laborer	11/12/24	Did Not Start
Jessica Schubert	District Justices	8 Technician Senior - 43-3-04 - Mancuso - Ch/Elk/Polk/Ross	11/18/24	New Hire/Replacement
SEPARATIONS:				
Merle Turitz	Aging	21 Administrative Officer II	12/13/24	Retired
Angelene Beauchamp	Aging	35 Care Mgr 2	11/27/24	Resigned
Phillip Barcafer	Commissioners	20 Risk Manager	1/21/25	Retired
Carl DeSimone	Correctional Facility	3 Grounds Custodian - Temp	11/8/24	End of Temp Assignment
Charles Olsommer	Correctional Facility	CO	11/27/24	Resigned
Garry Haidle	Correctional Facility	30 Warden	1/10/25	Retired
Steven Strouse	Maintenance	3 Custodian	10/25/24	Resigned
Lisa Cantor	Pre-Trial Services	16 Pretrial Officer Trainee	12/31/24	Resigned
Robert Angradi	Probation - Adult	24 Adult Dep Chief	12/13/24	Retired
Barbara Keiper	Tax Claim	Delq Tax Poster	11/15/24	Resigned
Cindy Treible	Tax Claim	Delq Tax Poster	11/15/24	Resigned
Karen Struckle	Tax Collectors	Tax Coll Mt Pocono	12/31/24	Resigned
CHANGES:				
Berthy Calvache Murphy	Children and Youth	37 Casw 3	10/22/24-4/21/25	Intermittent LOA
Cecil Johnson	Correctional Facility	CO II	10/17-11/30/24	LOA
Blake Schiller	Correctional Facility	18 Sergeant	10/31/24	Correct Title LOA
Blake Schiller	Correctional Facility	18 Sergeant	12/7-12/8/24	Correct Title LOA
Gerald Cox	Correctional Facility	CO II	10/28-11/1/24	WC LOA
Gerald Cox	Correctional Facility	CO II	11/1-11/3/24	WC LOA
Gerald Cox	Correctional Facility	CO II	11/4/24	WC LOA
Terez Williams	Correctional Facility	CO II	10/14-10/23/2024	LOA
William Searfoss	Correctional Facility	18 Records Admin	11/14-11/29/24	LOA
William Searfoss	Correctional Facility	18 Records Admin	11/30/24-5/29/25	Intermittent LOA
Frank Saporito	Domestic Relations	10 Intergovernmental Specialist	10/22/24	Probation Complete
Melissa Schmidt	Domestic Relations	10 Intake & Locate Specialist	10/22/24	Probation Complete
Summer Maziarz	Domestic Relations	12 Enforcement Specialist Sr	10/22/24	Probation Complete
Summer Maziarz	Domestic Relations	12 Enforcement Specialist Sr	11/25/24	Promotion
Kimberly Gilliam	Human Resources	10 Admin Secretary PT	10/30-11/13/24	LOA
Jeremie Schuster	Planning	19 GIS/Analyst Planner	12/19/24-1/10/25	LOA
Jennifer Kiefer	Prothonotary/Clerk of Courts	8 COC Records Tech	10/24/24-4/23/25	Intermittent LOA

- b) Approve/Ratify Requests to work additional hours:
 - i) Commissioners Office- 4.5 hours for period ending 11/17/2024
 - ii) Sheriff's Office Overtime Report for the period ending 11/03/2024
 - (1) Deputies – 70 hours
 - (2) Security – 76.25 hours
 - (3) Clerks – 6.75 hours

M-2024-354 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the actions listed below:

- a) Vouchers Payable:
 - i) \$684,732.62 dated 11/04/2024
 - ii) \$635,218.56 dated 11/15/2024
- b) Gross Payroll:
 - i) \$1,396,458.86 for pay period ending 11/03/2024
- c) Healthcare Benefits Payments:
 - i) Highmark Blue Cross/Blue Shield:
 - (1) \$99,545.78 dated 11/05/2024
 - (2) \$73,239.75 dated 11/14/2024
 - ii) Geisinger:
 - (1) \$55,006.85 dated 11/04/2024
 - (2) \$125,917.28 dated 11/12/2024
 - (3) \$3,141.97 dated 11/14/2024
 - (4) \$154,015.55 dated 11/18/2024
 - iii) Dental Claims:
 - (1) \$8,404.83 dated 11/08/2024
 - (2) \$5,682.13 dated 11/08/2024
 - (3) \$9,231.54 dated 11/15/2024
 - iv) Flexible Spending Account:
 - (1) \$277.88 dated 11/08/2024
 - (2) \$345.14 dated 11/15/2024

M-2024-355 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve/ratify the Travel Requests for the following: Adult Probation, Assessment and Conservation District

M-2024-356 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) Ratify the following Adoption Assistance Agreements:
 - i) A.S.
 - ii) K.M.
- b) Execute the following Subsidized Permanent Legal Custodian Agreements:
 - i) K.D.
 - ii) M.K.
 - iii) A.V.
 - iv) A.V.
 - v) K.Z.
 - vi) E.G.
 - vii) S.G.
- c) Execute Purchase of Service Agreements for the period July 1, 2024- June 30, 2025, with the following:
 - i) Summit School, DBA Summit Academy, contract limit totaling \$275,000.00 (residential treatment)
 - ii) Better Health & Care, LLC dba Dream Big Youth Home, contract limit totaling \$230,000.00 (group home)
 - iii) Community Specialists Corp, DBA The Academy, contract limit totaling \$100,000.00 (residential treatment)
 - iv) Hoffman Homes for Youth, contract limit totaling \$200,000.00 (shelter program)
 - v) CHOR Youth & Family Services, Inc., contract limit totaling \$315,000.00 (foster care)

M-2024-357 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below:

- a) Ratify the Budget Adjustment Report dated 11/04/2024 totaling \$7,020.00
- b) Approve the Budget Adjustment Report dated 11/14/2024 totaling \$261,160.00
- c) Ratify the Chief Clerk to advertise for 2025 Budget Presentation on November 27, 2024, and Adoption on December 18, 2024
- d) Approve a request from Safe Monroe to use Courthouse Square on January 15, 2025, for the Red Sand Project to raise awareness of Human Trafficking
- e) Approve request from Rabbi Mendel Silman to place the Menorah in Courthouse Square from December 22, 2024, to January 5, 2025
- f) Award the following bids for 2025 County Goods and Services:
 - i) Correctional Officer Uniforms:
 - (1) Starr Uniform - \$96,855.45
 - (2) Moritz Embroidery - \$3,925.00
 - ii) Deputy Sheriff Uniforms:
 - (1) Starr Uniform – \$92,694.30
 - (2) Moritz Embroidery - \$1,280.00
 - iii) Fuel Oil
 - (1) Award bid to Liberty Discount Fuel, Fluctuating @ .55 over per gallon for Old Jail, MCCF, MDJ Mancuso and Courthouse and .20 over per gallon for Ramsey School
 - iv) Inmate Uniforms and Supplies:
 - (1) Bob Barker Co. (one bidder only) - \$108,023.44
 - v) Administrative Center Janitorial Supplies:
 - (1) Pennsylvania Paper - \$35,429.80
 - (2) W.B. Mason - \$40,992.22
 - (3) Central Poly Bag Corp. - \$10,050.00
 - (4) Pyramid School Products - \$2,387.25
 - vi) Correctional Facility Janitorial Supplies:
 - (1) Pennsylvania Paper - \$38,642.72
 - (2) W.B Mason - \$53,421.26
 - (3) Central Poly Bag Corp. - \$3,840.00
 - (4) Pyramid School Products - \$8,598.96
 - vii) Office Supplies:
 - (1) W.B. Mason (one bidder only) - \$127,787.75
 - viii) Toner:
 - (1) W.B. Mason - \$105,320.84
 - ix) Refuse Hauling (Three Year):
 - (1) Award to Waste Management totaling \$98,580.04
 - x) Sewage Sludge Hauling (Two Year):

- (1) Environmental Services Corp. @ .1055 gallon 2025 .1085 per gallon 2026 total bid \$149,800.00
- g) Ratify Change Order Number HVACC-012 with Berkley Insurance Company, completing surety for Marx Sheet Metal & Mechanical Inc. in the total amount of an additional \$24,880.00 for costs associated with furnishing and installing combustion exhaust and intake air to AHU-1 as well as one intake louver
- h) Ratify Approval of Quote with Primrose Landscaping in the total amount of \$3,380.00 to remove large rocks and debris from existing stone, grade and roll to compact stone at the temporary parking lot on sixth street
- i) Accept a Proposal with Mara Restoration in the amount of \$2,700.00 to wash and repoint selected area, remove light housing and install stone and reinstall stone in damaged area at the old Monroe Street entrance to the courthouse annex
- j) Execute a Service Agreement for the Administration of Self-Insurance Program with Inservco Insurance Services, Incorporated for the period January 1, 2025 – December 31, 2029, at a cost of \$21,230.00 for 2025; \$21,860.00 for 2026; \$22,500.00 for 2027; \$22,500.00 for 2028; and \$22,950.00 for 2029
- k) Add the following Vendors to the County List of Approved Vendors:
 - i) Aging
 - (1) Ann Marie Frehulfer
 - (2) Brenda J. Schickora

M-2024-358 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to execute Payment and Technology Services Agreement with Kestral Government Payment Solutions for a three year period for client payments as requested by Domestic Relations.

M-2024-359 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below as requested by Fiscal/Grants Department:

- a) Authorize the Grants Manager, Kwanza Smith to electronically accept the Monroe County Control Center Network Upgrade Phase 1 A Quote from TuWay Communications to be funded by FY 24 Byrne Discretionary Community Project Grant in the amount of \$943,957.34
- b) Ratify Authorization for the Grants Manager, Kwanza Smith to submit the FY 25 Mosquito-borne Disease Control Grant in the amount of \$135,948.00 for the period January 1, 2025 – December 31, 2025
- c) Authorize the Grants Manager, Kwanza Smith to electronically submit the Local Share Account Fund (Gaming Funds) Statewide application in the amount of \$99,093.00 for the period to be determined
- d) Approve Resolution to Authorize the filing of a proposal for funds with Commonwealth of Pennsylvania DCED for the FY24 Local Share Account Fund in the amount of \$99,093.00 for the purchase of a bed fireplace for the fourth burn room at Monroe County Firemen’s Association Training Facility **(R-2024-14)**

Resolution

Be it RESOLVED, Monroe County Commissioners hereby request a Statewide Assessment grant of \$99,093.00 from the Commonwealth Financing Authority to purchase a Burn Room Bed Fireplace for the Monroe County Firemen’s Training Facility.

Be it FURTHER RESOLVED, that the Applicant does hereby designate John D. Christy, Authorized Representative, and Robert Gress, Chief Clerk as the officials to execute all documents and agreements between Monroe County and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

End of Resolution

Commissioner Laverdure thanked Kwanza Smith, Grants Manager for all her work in writing and securing grants for the county.

M-2024-360 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 Acceptance of Services Agreement with Tyler Technologies in the amount of \$6,000.00 to provide Database Server and Application Server Migration

- b) Ratify Acceptance of Quote with BMC Software, Inc in the amount of \$10,165.40 for the period November 13, 2024, to July 28, 2025, for Track-It Named Technician with Fifty (50) Self Service Users

M-2024-361 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve payment of matching grant funds in the amount \$37,000.00 (10%) Agreement #920003502 and \$5,200.00 (5%) Agreement #C920003243 from Hotel Tax Fund as requested by Pocono Mountains Municipal Airport Authority.

M-2024-362 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to acknowledge receipt of the Pocono Mountains Industries, Inc. 2023 Financial Statement for year ending 12/31/2023 as requested by Monroe County Industrial Development Authority.

M-2024-363 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to execute the Juvenile Probation Services Grant Agreement in the amount of \$96,795.00 for the period July 1, 2024 – June 30, 2025, as requested by the Probation Department.

M-2024-364 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the Capital Purchases Report dated 11/14/2024 as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
Grant Appropriations	177.4212.0021.5530.0000	Radio Equipment	13	Mobile/portable radios and accessories	State Contract - Motorola Solutions	\$ 67,697.25
TOTAL APPROVED CAPITAL						\$ 67,697.25
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
Sheriff	101.4197.5522.0000	Minor Equipment	9	Cabinets & installation	State Contract - Office Service Co.	\$ 5,951.80
TOTAL REQUESTS W/TRANSFER						\$ 5,951.80
GRANT FUNDED & OTHER:						
TOTAL GRANT FUNDED & OTHER						\$ -
TOTAL CAPITAL REQUESTS						\$ 73,649.05

Chairman Christy explained the capital purchases.

Chairman Christy asked if there was any public comment.

Theresa Pesce stated her comments were regarding the 2024 General Election. Ms. Pesce noted she and many others were relieved that the Commissioner’s reversed their decision and decided not to accept mail in ballot envelopes that were not dated. Ms. Pesce also wanted to state the two percent audit is required by the law as she had heard some people say they did not know why the audit was being conducted. Ms. Pesce recited some highlights from a letter that was sent to the Monroe County Board of Elections from PA Fair Elections concerning the two percent audit. Ms. Pesce also read excerpts from Title Twenty Five of the Election Code concerning the deadline of ballots being returned to the Elections Office on Election Day.

Janet Dooner asked if there was a federal recommendation for the Delaware River park to be changed to a national park. Ms. Dooner also asked if the county is working on a recommendation. Commissioner Christy stated that the county is not working on any recommendations and stated that if he was not mistaken there is no change in funding if the designation would change.

Dulce Ridder spoke about the homeless encampment in South Stroudsburg. Ms. Ridder asked if the county was doing anything to assist the homeless. Chairman Christy stated the homeless situation has been an issue for a very long time. Vice-Chairman Parker stated the Stroudsburg Weslyn Church does offer an overnight shelter in the winter months. Chairman Christy stated if Ms. Ridder left her contact information she could be invited when the next meeting is held to address the homeless situation.

Erik Diemer announced the annual tree lighting ceremony will be held November 29, 2024, from 5:30 p.m. -7:30 p.m. in Courthouse Square.

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

M-2024-348 thru M-2024-364
R-2024-14

Robert J. Gress, Chief Clerk/Administrator