



MONROE COUNTY BOARD OF COMMISSIONERS
October 18, 2023

The regular meeting of the Monroe County Board of Commissioners was held Wednesday, October 18, 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, Chief Clerk/Administrator Greg Christine, Administrative Secretary Cindy Cook. County Solicitor John Dunn was not in attendance.

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

Chairman Laverdure recessed the regular meeting at 9:32 a.m. and opened a public hearing on the 2023-2024 Human Services Plan funding for the Homeless Assistance Program (HAP) and Human Services Development Fund (HSDF).

Ms. Kwanza Smith, Grants Writer from the Fiscal Affairs Office explained that The Pennsylvania Department of Human Services requires counties to develop a plan to administer funds under the Human Services Block Grant. Monroe County is a Human Services Non-Block Grant Community where the Carbon-Monroe-Pike Joinder Board oversees the administration of Mental Health Developmental Services, and Drug and Alcohol. The Homeless Assistance Program (HAP) and the Human Services Development Fund (HSDF) are administered by each individual county. The Monroe County Fiscal Affairs Office administers the HAP and HSDF funding through sub-contract service providers approved by the Commissioners. The funding for HAP is \$50,195 and HSDF is \$93,507. Ms. Smith explained the services that are provided through the HAP and HSDF Programs. A question was asked about the status of more affordable housing. Chairman Laverdure stated the county is trying to take a more active role in assisting with affordable housing programs. Vice-Chairman Moyer asked a question about the impact the expiration of the Emergency Rental Assistance Program (ERAP) has had on homelessness. Ms. Smith stated there has been a huge increase in homelessness with the expiration of the ERAP program. She also stated her department is looking for programs to assist individuals and families with counseling and skills to adjust their lifestyle to keep them from falling back into homelessness once they receive assistance.

Chairman Laverdure closed the public hearing at 9:41 a.m. and continued with the regular meeting. Chairman Laverdure recessed the regular meeting at 9:42 a.m. to convene an Assessment Board meeting for corrections to the duplicate.

M-2023-212 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the corrections to the duplicate as follows as requested by Cindy Treible, Chief Assessor:

Additions-\$249,580
Subtractions-\$2,038,760

Chief Assessor Treible stated most of the subtractions are in Stroud Township and are due to properties being taken for the Interstate 80 expansion project.

Chairman Laverdure closed the Assessment board meeting at 9:45 a.m. and reconvened the regular meeting.

There was no public comment on the agenda items.

M-2023-213 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below:

- a) Approve the minutes of the 10/4/23 Commissioners' Meeting
- b) Acknowledge receipt of the following Request for Proposals for the Correctional Facility Chiller Project:
 1. ASL Mechanical - \$640,900.00
 2. Hosler Enterprises - \$660,500.00

M-2023-214 Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve the Personnel Agenda as follows:

NAME:	DEPARTMENT:	POSITION:	DATE:	REASON:	SALARY:	
NEW HIRES:						
Paulette Kraeutler	DR	12 Work Search Specialist	11/6/23	Rehire/Replacement	\$ 32,639.52	/yr
Craig Banner	MCCF	4 Custodian (Night)	10/10/23	Did not start	\$ 27,588.29	/yr
Christian Quintero	Maintenance	3 Custodian- Night Shift	10/10/23	New Hire/Replacement	\$ 27,523.39	/yr
SEPARATIONS:						
Christian Nauroth	Jail	CO	10/20/23	Resigned	\$ 57,097.25	/yr
Tajhira Stevens	Jail	CO	10/16/23	Non Retained	\$ 51,147.82	/yr
CHANGES:						
Donna Ace	C&Y	14 Clerical Superv I	9/12-10/11/23	Mod Duty	\$ 56,234.62	/yr
Donna Ace	C&Y	14 Clerical Superv I	10/12-10/16/23	LOA	\$ 56,234.62	/yr
Donna Ace	C&Y	14 Clerical Superv I	10/17-10/26	Mod Duty	\$ 56,234.62	/yr
Virginia Salter	C&Y	Constable	10/12-10/22/23	Unpaid Suspension	\$ 52,000.00	/yr
David Hooker	Conservation	19 Res Cons Spec	10/8-11/7/23	LOA	\$ 50,686.74	/yr
William Edinger Jr.	Emerg Services	22 Deputy Director	10/23/23	Promotion	\$ 58,000.00	/yr
Alizabeth Plows	Jail	CO	10/17-11/28/23	LOA	\$ 52,743.18	/yr
Alizabeth Plows	Jail	CO	11/29/23-1/8/24	LOA	\$ 52,743.18	/yr
Andrew Paisley	Jail	CO	9/22/23	Early RTW	\$ 57,299.84	/yr
Jalen Scott	Jail	CO	9/26/23	Probation Complete	\$ 47,463.94	/yr
Jalen Scott	Jail	CO	9/26/23	Step Inc 12 Mos	\$ 51,147.82	/yr
Raymond Wilson	Jail	CO	10/5-10/19/23	Extend Mod Duty	\$ 57,299.84	/yr
Rebecca Roth	Jail	CO	10/13/23-4/12/23	Intermittent LOA	\$ 54,823.18	/yr
Tara Doyle	Jail	CO	10/9-10/23/23	LOA	\$ 54,823.18	/yr
Julie Tarhovsky	Jury Mgt	10 Admin Asst	10/30/23	Transfer/Voluntary Demotion	\$ 38,329.04	/yr
Amy Joan Van Norman	MDJ 43-2-02	10 Adv Tech	10/19-11/30/23	LOA	\$ 36,306.27	/yr
Amy Joan Van Norman	MDJ 43-2-02	10 Adv Tech	12/1/23-1/10/24	LOA	\$ 36,306.27	/yr
Vanessa Saccheri	Prob - Adult	11 Prob Asst	10/30-12/11/23	LOA	\$ 36,394.59	/yr
Vanessa Saccheri	Prob - Adult	11 Prob Asst	12/12/23-1/20/24	LOA	\$ 36,394.59	/yr
Michelle Warsaw	Proth	8 Records Tech	9/26/23	Probation Complete	\$ 32,445.09	/yr
Michelle Williams	Proth	8 Records Tech	9/12/23	Probation Complete	\$ 32,445.09	/yr
Nancy Deignan-Wolf	Proth	8 Records Tech	10/13-10/26/23	Unpaid Suspension	\$ 32,445.09	/yr
Simone Pomaes	PD	12 Legal Secretary	10/16/23	Promotion	\$ 37,668.80	/yr
Gail Fouda	Sheriff	11 Real Estate Clerk Supervisor	10/13-12/8/23	LOA	\$ 38,703.18	/yr
Russell Doyle	Sheriff	18 Corp/Term Agency Off	9/18-10/3/23	LOA	\$ 57,053.36	/yr
Steven Dimmick	Sheriff	17 Deputy	10/2-11/2/23	LOA	\$ 51,565.49	/yr
Candy Burger	Treasurer	13 Asst Deputy	7/25-10/14/23	LOA	\$ 47,166.29	/yr
Dolene Rodriguez	Victim Winess	14 Juv Justice Victim Witness	10/10/23	Correct Transfer/Promotion Date	\$ 40,286.48	/yr
Sherri Frisbie	Treasurer	9 Accounting Tech	10/13/23	Temp Assignment Ended	\$ 38,418.02	/yr
MISCELLANEOUS:						
Approve the addition of 1 Clerk Typist III position in Children & Youth which was inadvertently omitted from the 2023 Reorganizational Agenda.						
Approve donation of leave to Elizabeth Chilko.						
Michelle Thoman		8 Vacation Hours	\$272.08			
Mary Jakobsen		7 Vacation Hours	\$219.73			
Sherri Angradi		14 Vacation Hours	\$526.26			
Sherri Munch		7 Vacation Hours	\$207.74			
			\$1,225.81			
Elizabeth Chilko	\$28.41		5.39	Days		
Approve the request from Adelaide to rehire Sandra James CW2 at \$44,990.58						

M-2023-215 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below:

- a) Vouchers Payable:
 - i) \$1,395,400.19 for the week ending 10/6/23
- b) Gross Payroll:
 - i) \$1,325,640.23 for the period ending 10/8/23
- c) Healthcare Benefits Payments:
 - i) Highmark Blue Cross/Blue Shield:
 - (1) \$162,157.51 on 10/3/23
 - (2) \$43,837.52 on 10/10/23
 - ii) Geisinger:
 - (1) \$83,679.14 on 10/2/23
 - (2) \$134,854.06 on 10/10/23
 - iii) Dental Claims:
 - (1) \$2,816.08 on 10/3/23
 - (2) \$4,395.83 on 10/6/23
 - iv) Flexible Spending Account:
 - (1) \$368.47 on 10/6/23
 - (2) \$1,087.76 on 9/29/23

M-2023-216 Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve/ratify the attached travel request report– Juvenile Probation, Vector Control, Planning, Emergency Services and Veteran’s Affairs.

M-2023-217 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to execute a purchase of service agreement with CHOR Youth & Family Services, Inc. in the amount of \$225,000.00.

M-2023-218 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below:

- a) Ratify the Budget Adjustment Report dated 10/12/23 totaling \$290,218.00
- b) Approve the Budget Adjustment Report dated 10/12/23 totaling \$18,161.00
- c) Approve a request from Freyja Stormegarden to hold a community festival on Courthouse Square on 10/28 (evening) and 10/29 (day)
- d) Ratify the Chief Clerk to advertise a Notice of a Public Hearing for the 2023-2024 HAP/HADF Human Services Plan
- e) Ratify the following Change Order for the Courthouse Renovation/Expansion Project:
 - i) GC-016 - Lobar Construction - \$99,376.22 (ADD) Added Walls/Panels
- f) Execute the Local Recipient Agency Agreement for the Emergency Food Assistance Program with St. Matthew’s Church Soup Kitchen
- g) Execute a Memorandum of Understanding with the Salvation Army East Stroudsburg Corps., to outline the responsibilities of the parties for the USDA food commodities and for the storage and distribution of County coordinated food pantries
- h) Execute the 2023-2024 SFPP sub-recipient Contracts for the 2023-2024 Fiscal Year as follows (subject to proper insurance certificates):

i) Bushkill Outreach	\$15,500
ii) Christian Awareness Ministries	\$ 5,500
iii) New Perspectives	\$12,000
iv) Pleasant Valley Ecumenical Network	\$40,000
v) Pocono Mountain Ecumenical	\$40,000
vi) Salvation Army-Pantry & Soup Kitchen	\$49,500
vii) St. Matthews Catholic Church	\$12,000
viii) TOP of the Mountain	\$40,000
ix) Women's Resources	\$ 9,000
- i) Accept a proposal from ASL Mechanical in the amount of \$640,900.00 to replace the Chiller at the Correctional Facility
- j) Execute an Agreement (Costars) with Phoenix Graphics, Inc., to provide mailing services and ballot/Elections printing for the Elections Office effective 11/8/23 through 12/31/24, with two one-year renewals
- k) Accept a proposal from MCM Consulting Group, Inc. in the amount of \$98,222.25 (Grant Funded) to develop the Countywide Hazard Mitigation Plan Update
- l) Execute a Commercial Office Lease with Barrett Township for a 10-year term, effective 1/1/24, to relocate the Magistrate’s Office to the new Township Complex
- m) Authorize the Grants Manager to electronically submit the 2023-2024 County Adult Probation and Parole Grant Program application in the amount of \$78,258.00 to be used to offset salaries
- n) Approve the 2023-2024 HAP/HADF Human Services Plan, as follows:
 - i) HAP - \$50,195.00
 - ii) HADF - \$93,507.00
- o) Approve the following grant agreements:
 - i) 2023-2025 VOCA Grant Agreement - \$157,272.00
 - ii) 2022 Continuum of Care Program - \$254,529.00
- p) Execute Amendment No. 1 to Operating Agreement with Aramark to extend the food service contract at the Correctional Facility an additional year to 1/5/25
- q) Approve the following 3-year Lease renewals for Children & Youth, Penn State Extension and RSVP:

	<u>MONTHLY</u>	<u>ANNUAL</u>
i) C&Y 730 Phillips	\$11,023.67	\$ 132,284.04
ii) C&Y 720 Phillips Suite 100	\$ 3,444.90	\$ 41,338.75
iii) C&Y 720 Phillips Suite 101	\$ 1,722.45	\$ 20,669.38
iv) C&Y 720 Phillips Suite 102	\$ 2,829.74	\$ 33,956.83
v) C&Y 720 Phillips Suite 103	\$ 1,722.45	\$ 20,669.38
vi) Aging 724 Phillips Suite 102	\$ 6,920.55	\$ 83,046.60
vii) Penn State 724 Phillips Suite 201	\$ 4,675.22	\$ 56,102.64
viii) RSVP 411 Main Suite 102A	\$ 1,015.00	\$ 12,180.00
- r) Add the following Vendor to the County List of Approved Vendors:
 - i) Aging:
 - (1) Annalise M. Cole

Vice-Chairman Moyer asked Commissioner Christy for an update on the Courthouse Expansion Project. Commissioner Christy stated furniture is being delivered. A meeting is scheduled in early November to bring the cutover of water into the new building. After that is complete a certificate of occupancy can be applied for. Once the certificate of occupancy is issued the county can begin moving people in. Work is continuing in the old courthouse and the annex. The entire project is expected to be complete by late summer 2024. Commissioner Christy also gave an update on the power outage that happened about a month ago at the courthouse. He stated the new transformer has been installed and the process to transition from the temporary transformer to the new transformer is taking place and should be complete in the next month. Commissioner Christy also noted that the chiller replacement project at the correctional facility will be a two (2) year project as supply chain issues are still a problem. A question was asked about whether an event would be held for the public to do a walk through of the new courthouse. Commissioner Christy stated that there would probably be an opportunity for the public to do so.

Theresa Pesce asked a question about the agreement with Phoenix Graphics. Commissioner Christy explained the agreement. Chief Clerk/Administrator Greg Christine stated the county was just changing companies. Commissioner Christy stated the old company was in Arizona and the new company is in upstate NY which will help with delivery times. A question was asked about the VOCA grant which Commissioner Christy explained.

M-2023-219 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to appoint Taylor Munoz and Lawrence Kopp to the Solid Waste Advisory Committee

M-2023-220 Motion by Vice-Chairman Moyer, seconded by Commissioner Christy to approve the capital purchases report dated 10/12/23 as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
Correctional Facility	101.4232.9575.000	Capital Expenditure	10	Portable radios and speaker mic's	RMI - State Contract	7,580.00
TOTAL APPROVED CAPITAL						\$ 7,580.00
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
TOTAL REQUESTS W/TRANSFER						\$ -
GRANT FUNDED & OTHER:						
TOTAL GRANT FUNDED & OTHER						\$ -
TOTAL CAPITAL REQUESTS						\$ 7,580.00

M-2023-221 Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve/ratify the following computer capital purchase reports dated 10/12/23:

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:						
Capital Projects - CH	305.4600.9575.0000	Capital Expenditure	15	Smart televisions and delivery	Gov-C - Lowest Quote	\$14,571.81
TOTAL GRANT FUNDED & OTHER						14,571.81
TOTAL CAPITAL REQUESTS						\$14,571.81

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:						
Information Systems	101.4172.5800.0010	Equipment/Maint Repair	1	Network auto tester	Gov - C - Lowest Quote	1,331.41
TOTAL GRANT FUNDED & OTHER						\$ 1,331.41
TOTAL CAPITAL REQUESTS						\$ 1,331.41

Chairman Laverdure asked if there was any public comment. Theresa Pesce stated she had a grievance about County Officials not supporting the rights of the people. She read the oath that Elected Officials take. She stated she had concerns about peoples voting rights and concerns about voting machines being breached. Another concern she had was solar panels being placed in agricultural or forest areas. Commissioner Christy stated land use regulations are at a township level not county level. He stated the county does have funding for the Farmland Preservation Program and one third of properties in Monroe County are enrolled in that program. Vice-Chairman Moyer stated the Farmland Preservation Program is a very active program in Monroe County.

Denny Mack had questions about parking in the area. He questioned parking sign placement and parking violation fines and parking in the hill section of Stroudsburg. Chairman Laverdure referred him to the Stroudsburg Borough Manager, Lawrence Kopp.

The meeting was adjourned at 10:05 a.m.

Greg Christine, Chief Clerk/Administrator

M-2023-212 thru M-2023-221

TRAVEL REQUEST REPORT

Travel ID	Travel Date(s)	Traveler(s)	Destination	Purpose of Travel	Est. Costs
EMERGENCY SERVICES					
2023-0228	10/15/2023 -- 10/17/2023	Keegan, Maryellen	KEMA Conference, Blair County Convention Center, 1 Convention Center Dr, Altoona, PA 16602	To attend the KEMA Annual Conference	\$644.74
JUVENILE PROBATION					
2023-0218	11/01/2023 -- 11/03/2023	Sikora, Bernard Holley, Brian Strouse, Alfred Yeager, Greg	Hilton Harrisburg	To Attend the 2023 Pennsylvania Conference on Juvenile Justice	\$544.00
PLANNING					
2023-0220	10/16/2023 -- 10/17/2023	Koopman, Eric	Scranton	PPA Conference	\$605.00
2023-0221	10/16/2023 -- 10/17/2023	Poust, Ryan	Scranton, PA	PPA Conference	\$724.21
2023-0224	10/16/2023 -- 10/17/2023	Meinhart, Christine	Scranton	Pa Planning Conference	\$589.34
2023-0226	10/16/2023 -- 10/17/2023	Sherer, Julia Zuk, Danielle	Hilton Scranton & Conference Center	Planning Conference	\$72.44
2023-0229	10/11/2023 -- 10/11/2023	Meinhart, Christine	PennDot Distrcit 5 Hamilton St Allentown	Meeting to discuss 2025-2027 TIP	\$48.53
VECTOR CONTROL					
2023-0217	10/10/2023 -- 10/13/2023	Lombard, Aaron	Wayne County	Fulfilment of grant funded mosquito surveillance	\$0.65
VETERANS AFFAIRS					
2023-0219	10/13/2023 -- 10/13/2023	Kaye, Lisa Marie	Annaville, PA	SVC Meeting	\$0.00