



MONROE COUNTY BOARD OF COMMISSIONERS  
April 3, 2024

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday, April 3, 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 Todd W. Weitzmann, Chief Clerk/Administrator Robert J. Gress, Administrative Secretary Cindy Cook.

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

There was no public comment on agenda items.

**M-2024-102** Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the minutes of the 3/20/2024 Commissioners' Meeting.

Courtney Tolino, President of the Pocono Cinema and Cultural Center spoke on behalf of the Monroe County Poet Laureate Program Committee which she is a member of along with Dr. Carlton Neil Farnbaugh, Joseph Tanczyn, Dr. Melissa Geiger and Danielle Romanow. She stated they received a few applications for the position of Poet Laureate but one really stood out. She announced that the first Poet Laureate in Monroe County is Brianna Booker. Ms. Booker spoke about her goals for the position and read a piece of poetry she composed. Ms. Booker invited everyone to Popcorn Poetry which will be held April 8 at Pocono Cinema from 6:30 p.m. – 9:00 p.m. and Voyage of Verses on April 9 at Eastern Monroe Public Library from 6:00 p.m. – 7:30 p.m.

**M-2024-103** Motion by Vice Chairman Parker, seconded by Commissioner Laverdure and carried to adopt the following proclamation and certificates.

## Proclamation

WHEREAS, sexual assault is a pervasive issue that affects individuals across all demographics, regardless of age, gender, race, religion, sexual orientation, or socioeconomic status; and

WHEREAS, sexual assault undermines the safety, dignity, and well-being of individuals, causing lasting physical, emotional, and psychological harm; and

WHEREAS, between July 2022 and June 2023, over 170 adult, teen, and child survivors of sexual assault have received over 580 Hours of counseling and advocacy through Women's Resources of Monroe County (now known as Safe Monroe) and, yet we know that many sexual violence survivors never come forward; and

WHEREAS, raising awareness about sexual assault is critical in promoting prevention, supporting survivors, and holding perpetrators accountable, as well as working collaboratively to create safer communities and provide accessible resources for survivors; and

WHEREAS, members of our community are urged to support and assist in any way possible to advance a society where ALL can live in peace, free from violence, abuse, and exploitation;

NOW THEREFORE, BE IT RESOLVED that the Monroe County Board of Commissioners hereby proclaims the month of April 2024 as Sexual Assault Awareness Month in Monroe County and further commends all who work toward eliminating sexual violence in our county.

-End of Resolution-

Commissioner Laverdure presented the Sexual Awareness Month Proclamation to Lauren Peterson, Executive Director of Safe Monroe formally known as Women’s Resources of Monroe County. Ms. Peterson thanked the Commissioners and explained what Safe Monroe does. She invited everyone to Take Back The Night march and rally being held April 11, 2024, and the 15<sup>th</sup> Annual Safe Monroe Gala on April 27, 2024.

Vice-Chairman Parker presented Tom Stone with a Certificate recognizing his retirement after serving 24 years in his capacity as Operations and Maintenance Director.

The Commissioners thanked Tom for his work and wished him well in his retirement.

James Stewart Fahl-Eagle Scout Certificate

**M-2024-104** Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below:

a) Agenda:

NAME:	DEPARTMENT:	POSITION:	DATE:	REASON:
<b>NEW HIRES:</b>				
Anthony McKenna	Career Link	Laborer	3/25/24	New Hire
Monika Halicki	DA	22 ADA	4/1/24	Did Not Start
Frank Saporito	DR	11 Intergov Spec Sr	4/22/24	New Hire/Replacement
Summer Maziarz	DR	10 Intake & Locate Spec	4/22/24	New Hire/Replacement
Timothy Nixon	Maintenance	3 Custodian	4/8/24	New Hire/Replacement
Nathaniel Staruch	Planning	22 Infrastructure Planner	3/25/24	Rehire/New Position
<b>SEPARATIONS:</b>				
Joseph Collado	Jail	CO	3/12/24	Resigned
Kimberly Wright	Jail	CO	3/25/24	Non Retained
Richard Ekstedt	Maintenance	4 Painter/Floor Maint	6/4/24	Retired
<b>CHANGES:</b>				
Merle Turitz	Aging	21 Admin Officer II	5/24-6/9/24	LOA
Jessica Muehleisen	Courts	13 Exec Asst	4/13-5/25/24	LOA
Aquila Henning	Jail	CO	4/8/24	Shift Assignment - 2nd
Charles Olsommer II	Jail	CO	4/8/24	Shift Assignment - 2nd
Charlie Silverio	Jail	CO	3/5/24	RTW
Diamond Collins	Jail	CO	4/8/24	Shift Assignment - 3rd
Diana Ortiz	Jail	CO	4/8/24	Shift Assignment - 2nd
Eiad Kassis	Jail	CO	4/8/24	Shift Assignment - 3rd
Gregory Reese	Jail	CO	3/23-3/24/24	LOA
Peter Procak	Jail	CO	4/8/24	Shift Assignment - 2nd
Scott Garretson-Wisner	Jail	CO	4/8/24	Shift Assignment - 2nd
Waldemar Wozniak	Jail	CO	9/21/23-9/20/28	LOA
Yessica Clase	Jail	CO	4/8/24	Shift Assignment - 3rd
Aubrey Levy	Maintenance	10 Admin Secretary	3/18-9/17/24	Intermittent LOA
Dustin Bush	Maintenance	20 Asst Operations & Maint Super	3/11/24	Correct Title - Promotion
Sandra Norville-Nash	MDJ 43-2-01	8 Tech Sr	2/12-8/11/24	Intermittent LOA
Sandra Norville-Nash	MDJ 43-2-01	8 Tech Sr	2/26-8/25/24	Intermittent LOA
William Sharpe	Sheriff	17 Deputy	3/18-3/22/24	Unpaid Suspension
<b>MISCELLANEOUS:</b>				
Approve the request from Adelaide Grace, C&Y Administrator, to remove one FT 33 Fiscal Tech position and replace with 1 PT Fiscal Tech at 22.5 hours per week and 1 PT Fiscal Tech at 15 hours per week				
Adopt the following revised policies effective 4/3/24:				
	Bad Weather & Emergency			
	Pandemic Attendance			
	Employee Driving			
	Health Care			
	Holidays			
	Leave Donation			
	Biometric Information Privacy			
	Pay Periods & Timekeeping			
	Proxy Card			
	Personal Days			
Remove the following policies which were incorporated into the above revised policies:				
	Vehicle Drivers			
	Vehicle Safety and Maintenance			
Adopt the Job Description for the 20 Asst Operations & Maint Supervisor effective 3/11/24				
Approve the request from Erik Diemer to allow A Stettler to extend her 21 hrs of rolled over vacation time to 4/30/24				
Approve the request from Bob Gress to allow MaryEllen Keegan to extend her 16 hours of rolled over vacation time to 4/12/24.				

- b) Approve/Ratify Requests to work additional hours:
  - i) Sheriff's Office Overtime Report for the period ending:
    - (1) Deputies 83.75 –hours
    - (2) Security 60.25 –hours
    - (3) Clerks 9.50 -hours

**M-2024-105** Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the actions listed below:

- a) Vouchers Payable:
  - i) \$1,029,567.28 for week ending 3/22/2024
  - ii) \$1,669,551.61 for week ending 3/29/2024
- b) Gross Payroll:
  - i) \$1,406,794.40 for week ending 3/24/2024
- c) Healthcare Benefits Payments:
  - i) Highmark Blue Cross/Blue Shield:
    - (1) \$45,588.62 on 3/21/2024
    - (2) \$102,554.87 on 3/28/2024
    - (3) \$10.30 on 3/28/2024
  - ii) Geisinger:
    - (1) \$20,756.13 on 3/21/2024
    - (2) \$2,864.90 on 3/21/2024
    - (3) \$109,531.00 on 3/25/2024
  - iii) Dental Claims:
    - (1) \$7,220.04 on 3/22/2024
  - iv) Flexible Spending Account:
    - (1) \$3,306.37 on 3/22/2024
    - (2) \$1,028.60 on 3/28/2024

**M-2024-106** Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve/ratify the Travel Requests for the following– Assessment, Conservation District, Grants and Veterans Affairs.

**M-2024-107** Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to accept a proposal from V Max Security to install a camera and maglock access to the rear door at the Loder Building in the amount of \$5,000.00 with payment to be made from the Pcorp Safety Grant as requested by the Area Agency on Aging.

**M-2024-108** Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to execute a Subsidy Agreement for Permanent Legal Custodian(s) for S.M. as requested by Children and Youth Services.

**M-2024-109** Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below:

- a) Ratify Budget Adjustment dated 3/25/2024 in the amount of \$353,505.00
- b) Approve Budget Adjustment dated 3/28/2024 in the amount of \$460,474.00
- c) Approve use of Courthouse Square by Safe Monroe on Thursday, April 11, 2024, for the Take Back the Night march and rally
- d) Approve use of area in front of new Courthouse by East Pocono Alumna Chapter of Delta Sigma Theta Sorority Sunday, December 1, 2024, to hold a vigil to highlight/support World Aids Day
- e) Approve use of Courthouse Square, Sidewalks and Judge/Sheriff Parking lot by the Pocono Pride Coalition on June 2, 2024, for annual Pocono Pride Festival
- f) Execute professional services agreement with RKR Hess division of UTRS, Inc. in the amount \$3,500.00 for engineering work regarding outlet investigation and recommended repairs at Goose Pond Dam D45-247 (diver cost will be separate fee)
- g) Approve letter of engagement with Thomas, Thomas & Hafer, LLP for representation for Workers' Compensation and Heart & Lung Matters at rates as listed through 12/31/2026
- h) Approve proposal from the Drapery and Blind Co. in the amount of \$4,500.00 for the cleaning and reinstallation of drapery in courthouse
- i) Add the following Vendor to the County List of Approved Vendors:

- i) Risk Management:  
(1) Thomas, Thomas & Hafer, LLP
- ii) Fiscal:  
(1) Friends of Terra Greens Golf Course
- iii) Sheriff:  
(1) Talley Manufacturing Inc.

Chairman Christy explained the budget adjustments and reviewed the above items.

**M-2024-110** Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to execute letter of agreement with Safe Monroe to assist the MCCF in complying with the Federal Rape Elimination Act as requested by the Correctional Facility.

**M-2024-111** Motion by Vice Chairman Parker, seconded by Commissioner Laverdure and carried to execute a grant agreement with AKC Reunite for AKC Pet Disaster Relief Unit trailer equipment and supplies as requested by the Office of Emergency Management.

Chairman Christy explained the grant agreement.

**M-2024-112** Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below as requested by the Grants Department.

- a) Ratify submittal of the court Interpreter Services Grant: Language Access Reimbursable Costs for 2023 totaling \$109,999.16
- b) Ratify authorization for the Grant Manager to electronically submit the 2023 Paul Coverdell Forensic Science Improvement Program Application in the amount of \$165,212.00 for the period 7/01/2024-6/30/2025
- c) Ratify authorization for the Grant Manager to electronically submit the FY 25 Congressional Direct Spending Appropriations applications for the period 10/01/2025-9/30/2026 as follows:
  - i) \$4,912,229.00 and \$2,000,000.00 for Two-Way Infrastructure Replacement
  - ii) \$2,050,000.00 and \$2,050,000.00 for Wastewater Treatment Plant in Snydersville
  - iii) \$1,500,000.00 and \$2,000,000.00 for Goose Pond Dam rehabilitation/reconstruction

**M-2024-113** Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to acknowledge resignation of Gail Dunkleberger from the Monroe County Hospital Authority Board.

Chairman Christy thanked Ms. Dunkleberger for her service to the board.

**M-2024-114** Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve cooperation and funding procedures agreement for the Monroe County Historical Building Addition and Alteration Capital Project in an amount of \$1,500,000.00 as requested by the Industrial Development Authority.

Chairman Christy noted this is part of a grant through the Industrial Development Authority.

**M-2024-115** Motion by Vice Chairman Parker, seconded by Commissioner Laverdure and carried to approve submittal of an Application for Reimbursement for County Recycling Coordinator to the Department of Environmental Protection for the period 1/01/2023 through 12/31/2023 as requested by the Waste Authority.

**M-2024-116** Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the actions listed below as requested by the Redevelopment Authority/Affordable Housing Board:

- a) Appoint Sonia Wolbert to the Redevelopment Authority Board to fill the unexpired term ending on October 21, 2028
- b) Appoint Netoya Nevarez to the Affordable Housing Board to fill the unexpired term ending on December 31, 2028
- c) Acknowledge the resignation of Jeffrey Weekes from the Redevelopment Authority Board

**M-2024-117** Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the Capital Purchases Report dated March 28, 2024, as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
<b>APPROVED CAPITAL:</b>						
<b>TOTAL APPROVED CAPITAL</b>						<b>\$ -</b>
<b>REQUESTS WITH TRANSFER: (see Budget Adjustment Report)</b>						
Correctional Facility	101.4232.9575.0000	Capital Expenditure	4	AED Trainers	V. E. Ralph - State Contract	\$1,680.00
<b>TOTAL REQUESTS W/TRANSFER</b>						<b>\$ 1,680.00</b>
<b>GRANT FUNDED &amp; OTHER:</b>						
Adult Supervisory Fund	158.4000.8800.0000	Program Expenses	1	2023 Police Car	Koch 33 - Single Source	41,319.00
Coroner	101.4193.7112.0000	Clinical	1	Nikon Camera Kit	Stroud Foto - Single Source	999.99
<b>TOTAL GRANT FUNDED &amp; OTHER</b>						<b>\$ 42,318.99</b>
<b>TOTAL CAPITAL REQUESTS</b>						<b>\$ 43,998.99</b>

Chairman Christy explained the capital purchases.

**M-2024-118** Motion by Vice Chairman Parker, seconded by Commissioner Laverdure and carried to approve/ratify the Computer Capital Purchases Reports as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
<b>APPROVED CAPITAL:</b>						
Courts	101.4172.9575.4184	Capital Expenditure	9	HP Laserjet printers	SCW - Lowest Quote	2,865.42
Information Systems	101.4172.5260.0002	Cybersecurity & DR	1	Cyber security login monitoring tool	CDW - Sole Source	30,171.19
<b>TOTAL APPROVED CAPITAL</b>						<b>\$ 33,036.61</b>
<b>REQUESTS WITH TRANSFER: (see Budget Adjustment Report)</b>						
<b>TOTAL REQUESTS W/TRANSFER</b>						<b>\$ -</b>
<b>GRANT FUNDED &amp; OTHER:</b>						
<b>TOTAL GRANT FUNDED &amp; OTHER</b>						<b>\$ -</b>
<b>TOTAL CAPITAL REQUESTS</b>						<b>\$ 33,036.61</b>

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
<b>APPROVED CAPITAL:</b>						
Courts	101.4172.9575.4184	Capital Expenditure	9	HP Laserjet printers	SCW - Lowest Quote	2,865.42
Information Systems	101.4172.5260.0002	Cybersecurity & DR	1	Cyber security login monitoring tool	CDW - Sole Source	30,171.19
<b>TOTAL APPROVED CAPITAL</b>						<b>\$ 33,036.61</b>
<b>REQUESTS WITH TRANSFER: (see Budget Adjustment Report)</b>						
<b>TOTAL REQUESTS W/TRANSFER</b>						<b>\$ -</b>
<b>GRANT FUNDED &amp; OTHER:</b>						
<b>TOTAL GRANT FUNDED &amp; OTHER</b>						<b>\$ -</b>
<b>TOTAL CAPITAL REQUESTS</b>						<b>\$ 33,036.61</b>

Chairman Christy explained the computer capital purchases.

Chairman Christy reminded everyone about Community Night being held at Northampton County Community College – Pocono Campus on April 30, 2024, from 6:00 p.m. – 8:00 p.m.

Chairman Christy asked for public comment. Theresa Pesce asked a question about the billboards for the Fentanyl Awareness Campaign. Chairman Christy clarified. Commissioner Laverdure stated the money to pay for the billboard campaign is coming from the Opioid Settlement Funds and is not taxpayer funded. Vice-Chairman Parker commented the Commissioners are looking into ways to best use the funds that are allowable expenses such as MAT (Medically Assisted Treatment). Chairman Christy noted the County is providing Narcan and Rx Destroyer which is an allowable use of the funds.

District Attorney Mancuso stated as a follow up to Lauren Petersen, Executive Director of Safe Monroe comments a revamping is needed with some of the ways a domestic violence protection from abuse filing is being dealt with in the courts. He is working with Yvonne Downs Victim Witness Coordinator to better disseminate information. He also spoke about some of ways the District Attorney's Office is trying to improve the flow of information in domestic violence cases.

District Attorney Mancuso confirmed the Opioid Settlement Funds have many strings attached to them. He announced that Congressman Cartwright invited the District Attorney's office to apply for \$1,000,000.00 in grant funding which would be used for an Opioid Crime Section in Monroe County. He reported the Crisis Intervention Training is going very well, Detective William Parrish is hosting a weeklong training which is currently being held.

Chairman Christy thanked District Attorney Mancuso for working with Congressman Cartright to secure \$800,000.00 to allow the 911 center to begin their P25 program. This money will hopefully allow one channel to be encrypted for law enforcement. Chairman Christy and Commissioner Laverdure explained the P25 program is the process of switching from an analog communication system to a digital communication system at the 911 center.

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

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Robert J. Gress, Chief Clerk/Administrator

**M-2024-102 thru M-2024-118**