



MONROE COUNTY BOARD OF COMMISSIONERS
April 17, 2024

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday, April 17, 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 to order at 9:30 a.m. with a moment of silence and the pledge of allegiance to the flag.

Chairman Christy reiterated the Rules for Public Comment at all Public Meetings of the County.

1. At the end of each meeting, the public is invited to express their views on matters that they feel should be brought to the attention of the Board.
2. Each member of the public who wishes to speak will have a total of three minutes to speak.
3. Speakers shall have one three-minute period to speak.
4. Speakers may not give their time to other speakers.
5. The Board will not be required to participate in any discussion during the public comment period.
6. Any person making offensive, insulting, threatening, insolent, slanderous or obscene remarks or who becomes boisterous or who make threats against any person or against public order and security during a meeting shall be barred from further comments and removed from the meeting at the discretion of the Board and possibly barred from further attendance at meetings.
7. The Board of Commissioners reserve the right to amend this policy at any time.

This policy was adopted January 2, 2024, Motion 2024-05.

There was no public comment on agenda items.

M-2024-123 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the minutes of the 4/03/2024 Commissioners' Meeting.

M-2024-123A Motion by Vice Chairman Parker, seconded by Commissioner Laverdure and carried to approve the minutes of the 4/09/2024 Commissioners' Meeting.

Chairman Christy recessed the regular meeting at 9:35 a.m. to convene an Assessment Board meeting for corrections to the duplicate.

M-2024-124 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the corrections to the duplicate, as follows, as requested by Cindy Treible, Chief Assessor.

Additions – 0
Subtractions - \$346,402.00

Commissioner Christy closed the meeting at 9:37 a.m. and continued with the regular meeting.

M-2024-125 Motion by Commissioner Laverdure, seconded by Vice Chairman Parker and carried to adopt the following certificates of special recognition:

- 1) M & T Bank - Grand Reopening
- 2) Pyramid Healthcare, Inc. - Grand Reopening
- 3) Stroud Township Volunteer Fire Department – 75th Anniversary

M-2024-126 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:				
Michael Muth	DA	22 Asst DA PT	4/24/24	Rehire/Replacement
Corey Sayre	Emer Services	Burn Sim Op Temp PT	4/22/24	New Hire/Replacement
Kyle Flyte	Jail	14 Bldg Maint Mechanic	4/22/24	New Hire/Replacement
Kevin Lawrence	Maintenance	26 Ops & Maintenance Supervisor	4/29/24	New Hire/Replacement
Abbe Klezer	MDJ 43-4-01	10 Adv Tech	4/8/24	New Hire/Replacement
Lillian Rosa	MDJ 43-4-01	8 Tech Sr	4/22/24	New Hire/Replacement
William Sanchez	PD	22 Asst PD	4/22/24	New Hire/Replacement
SEPARATIONS:				
Mackenzie Hunter	DA	12 Legal Secretary	4/12/24	Resigned
Edward VanArsdale	Jail	CO	4/6/24	Non-Retained
Aron Goscolo	Sheriff	8 Cths Sec Bailiff	4/12/24	Terminated
CHANGES:				
Angelene Beauchamp	Aging	35 Casw 2	4/11-5/16/24	LOA
Jeannie Hartenfels	Aging	35 Comm Hlth Nurse I	4/8-4/21/24	Unpaid Suspension
Steven Rinker	Assessment	22 GIS Coord/Mgr	2/21-2/27/24	LOA
Killeen Conaty	C&Y	35 Casw 2	3/18-6/5/24	LOA
Robin Jones	C&Y	27 Clerk Typist II	3/27/24	975 Hrs Probation Complete
David Hooker	Conservation	21 Head Resource Conservation	4/22/24	Promotion
Jeanette Gilbo	Courts	16 Court Recorder/Trans	4/15/24	Early RTW
James Nasatka	DA	22 ADA	4/2/24	Probation Complete
Maria Rosa	DA	8 Secretary	1/1/24	Correct Title & Grade
Maria Rosa	DA	12 Legal Secretary	4/15/24	Promotion
Melissa Schmidt	DR	10 Intake & Locate Spec Sr	4/22/24	Promotion
Jack Tazetto	HR	18 Full Cycle Recruiter	4/22/24	Probation Complete
Charlie Silverio	Jail	CO	10/26/23-3/4/24	Extend Suspension
Gregory Reese	Jail	CO	4/2-4/24/24	LOA
Keegan Allie	Jail	CO	3/15/24	RTW
Raymond Wilson	Jail	CO	4/5-10/4/24	Intermittent LOA
Dustin Bush	Maintenance	26 Ops & Maint Supervisor	4/5-4/28/24	Acting Ops & Maint Supervisor
Sandra Norville-Nash	MDJ	7 Tech Floater	2/12-8/11/24	Correct Title/Salary (LOA)
Gail Fouda	Sheriff	11 Real Estate Clerk Supervisor	3/22-4/15/24	LOA
Dolene Rodriguez	Victim Witness	14 Juv Justice Adv	4/10/24	Probation Complete
MISCELLANEOUS:				
Approve the request from DA Mike Mancuso to split one FT ADA into two PT positions.				
Approve the request from Mary Claire Megargle, Director of Aging, to reduce Tanya Lutin (Sr. Center Manager) from 15 hours per week to 5 hrs per week, and to increase Elizabeth Kenneally (Sr. Center Manager) from 15 hours per week to 25 hours per week.				
Adopt the new job description for the 26 Operations & Maintenance Supervisor.				
Reverse the previous decision to reduce the grade of the Operations & Maintenance Supervisor position to a 25 and maintain the grade at 26 based on Archer's assessment of the new Job Description.				

b) Approve/Ratify Requests to work additional hours:

- i) Sheriff's Office Overtime Report for the period ending:
 - (1) Deputies 30.25 –hours
 - (2) Security 88.00 –hours
 - (3) Clerks 3.25 -hours

M-2024-127 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the actions listed below:

- a) Vouchers Payable:
 - i) \$1,463,422.18 for week ending 4/05/2024
 - ii) \$1,130,884.07 for week ending 4/12/2024
- b) Gross Payroll:
 - i) \$1,420,907.03 for week ending 4/07/2024
- c) Healthcare Benefits Payments:
 - i) Highmark Blue Cross/Blue Shield:
 - (1) \$135,002.44 on 4/02/2024
 - (2) \$74,585.24 on 4/09/2024
 - ii) Geisinger:
 - (1) \$36,103.27 on 4/01/2024
 - (2) \$32,933.76 on 4/08/2024
 - iii) Dental Claims:
 - (1) \$8,427.28 on 4/01/2024

- (2) \$5,721.16 on 4/09/2024
- (3) \$7,797.42 on 4/12/2024
- iv) Flexible Spending Account:
 - (1) \$497.93 on 4/1/2024
 - (2) \$1,105.08 on 4/05/2024
 - (3) \$1,413.59 on 4/12/2024

M-2024-128 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve/ratify the Travel Requests for the following: Aging, Conservation District, Correctional Facility, Domestic Relations, Grants/Human Services, Vector Control.

M-2024-129 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to Authorize the Second Quarter submittal of the 2023-2024 Fiscal Report with total spending of \$8,815,821.00 as requested by Children and Youth Services.

M-2024-130 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below:

- a) Approve Budget Adjustment dated 04/12/2024 in the amount of \$1,258,299.00
- b) Acknowledge receipt of Central Cost Allocation Plan for Fiscal Year ending 12/31/2022 as prepared by Maximus
- c) Approve extension of Design and Construction Services Agreement with Nelson Worldwide for an additional 10 months at an increase of \$192,000.00
- d) Approve use of Courthouse Square by The Pocono Interfaith Council on Thursday May 2, 2024, to hold an Interfaith prayer service at 6:00 p.m.
- e) Ratify the following Change Orders for the Courthouse Renovation/Expansion Project:
 - i) GC-020- Lobar Construction-Additional Work totaling \$11,108.53
- f) Adopt the Right to Know Law Policy pursuant to Section 504 (a) of the Right-to-Know Law
- g) Approve agreement with Super Heat Inc. to replace HP-24 heat pump, 1.5 ton totaling \$9,579.25 in IT Office
- h) Add the following Vendor to the County List of Approved Vendors:
 - i) Fiscal:
 - (1) Value Engineering, Inc.
 - ii) Maintenance:
 - (1) American Drapery and Blind

Chairman Christy explained the budget adjustment report, the central cost allocation plan and the Right-to-Know Law Policy.

M-2024-131 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve Grants Manager to electronically sign FY 22-23 Byrne State Crisis Intervention Program Local Solicitation (SCIP) Contract (2023-BC-LS-41204) with grant award total of \$200,000.00 as requested by the Grants Department.

Chairman Christy explained that this grant is used to keep guns out of the hands of people that have protection from abuse orders issued against them.

M-2024-132 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to acknowledge receipt of the 2023 Water Quality Study as prepared by the Planning Commission and Conservation District.

M-2024-133 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to acknowledge the Monroe County Redevelopment Authority's Report of Activities for the period January 1, 2023, through December 31, 2023.

M-2024-134 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to execute range rental contract for the 2024 season with Blue Ridge Cherry Valley Rod & Gun Club Inc. for training purposes at a rate of \$1,000.00 as requested by the Sheriff's Department.

M-2024-135 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve/ratify the following Capital Outlay Purchase Reports:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
Capital Projects - Ch Expan	305.4600.9575.0000	Capital Expenditure	1	Refrigerator	Home Depot - Lowest Quote	777.00
TOTAL APPROVED CAPITAL						\$ 777.00
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
Correctional Facility	101.4232.9575.0000	Capital Expenditure	1	Coffee Brewer	Amazon - Lowest Quote	359.29
TOTAL REQUESTS W/TRANSFER						\$ 359.29
GRANT FUNDED & OTHER:						
TOTAL GRANT FUNDED & OTHER						\$ -
TOTAL CAPITAL REQUESTS						\$ 1,136.29

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
TOTAL APPROVED CAPITAL						\$ -
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
District Attorney	101.4194.9575.0000	Capital Expenditure	3	Desk setups for new employees	Office Service Co - State Contract	20,376.67
TOTAL REQUESTS W/TRANSFER						\$ 20,376.67
GRANT FUNDED & OTHER:						
Courts	101.4184.9575.0000	Capital Expenditure	1	Vinyl door lettering	Simplex - Sole Source	365.00
TOTAL GRANT FUNDED & OTHER						\$ 365.00
TOTAL CAPITAL REQUESTS						\$ 20,741.67

Chairman Christy detailed the Capital Outlay Purchases.

M-2024-136 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the Computer Capital Purchases Report as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
District Attorney	101.4172.9575.4194	Capital Expenditure	1	Document scanner	SCW - Lowest Quote	976.68
TOTAL APPROVED CAPITAL						\$ 976.68
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
TOTAL REQUESTS W/TRANSFER						\$ -
GRANT FUNDED & OTHER:						
TOTAL GRANT FUNDED & OTHER						\$ -
TOTAL CAPITAL REQUESTS						\$ 976.68

Chairman Christy announced the County is holding a career fair on May 17, 2024, from 2:00 p.m. through 4:30 p.m. at the Monroe County Administrative Building.

Chairman Christy also reminded everyone about Community Night being held at Northampton Community College – Pocono Campus on April 30, 2024, from 6:00 p.m. to 8:00 p.m. There are over ninety five (95) vendors participating.

Vice-Chairman Parker stated there is a job fair sponsored by PA CareerLink being held at Northampton Community College – Pocono Campus today beginning at 10:00 a.m.

Commissioner Laverdure reiterated attending Community Night as it is a great way to see what services the County offers and is a nice networking experience.

Chairman Christy asked if there was any public comment. Donald Kubik, an employee at the Correctional Facility was present to readdress safety and security concerns previously discussed at the Prison Board Meeting. Mr. Kubik also stated he felt some employee grievances could be settled without spending taxpayer money on arbitration.

Chairman Christy reminded everyone that the Salary Board meets at 11:30 a.m. today and Retirement Board will meet at 1:30 p.m. today.

The meeting was adjourned at 10:45 p.m.

Robert J. Gress, Chief Clerk/Administrator

M-2024-123 thru M-2024-136