



MONROE COUNTY BOARD OF COMMISSIONERS' MEETING
May 4, 2016

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday, May 4, 2016 in the Commissioners' Public Meeting Room with the following present: Vice-Chairman Charles A. Garris, Commissioner John D. Christy, Chief Clerk/Administrator Greg Christine, County Solicitor John Dunn and Doreen Santiago, Office Assistant. Chairman Moyer was not in attendance.

Vice - Chairman Garris called the meeting to order at 9:32 a.m. with a Moment of Silence and the Pledge of Allegiance to the flag.

There was no public comment on the Agenda items.

M-2016-81 Motion by Commissioner Christy, seconded by Vice-Chairman Garris and carried to approve the minutes of the 4/20/2016 Commissioner's Meeting.

Vice-Chairman Garris presented the following Proclamations and presented certificates of special recognition as follows:

May 2016 Foster Care Month – Diane Rogers of Children and Youth accepted a proclamation from Vice-Chairman Garris. Ms. Rogers also spoke briefly.

May 2016 Older Americans Month – Patty Fretz, Administrator of Area Agency on Aging accepted a proclamation from Vice-Chair Garris. Ms. Fretz also spoke briefly.

National Police Week – May 15th-21st – Commissioner Christy spoke on behalf of the several Police Departments in the area. Commissioner Christy plans to speak and present a proclamation to three Police Departments at the Community Day at Northampton on May 12th.

M-2016-82 Motion by Commissioner Christy, seconded by Vice-Chairman Garris and carried to approve the Personnel agenda:

- a) Personnel Agenda:

NAME:	DEPARTMENT:	POSITION:	DATE:	REASON:
NEW HIRES:				
Conor Lilley	Conserv District	2 Laborer	6/20-8/12/16	New hire, seasonal
Kenneth Dougher	Conserv District	2 Laborer	6/20-8/12/16	Rehire, seasonal
Zachary DeSantis	Conserv District	3 Supervisor	6/20-8/12/16	Rehire, seasonal
Shelby Ott	Controller	16 Auditor	5/23/2016	New hire, replacement
Amie Walkuw	MDJ	7 Technician Floater	5/16/2016	New hire, replacement
Joanne Bartell	MDJ	7 Technician Floater	5/16/2016	New hire, replacement
SEPARATIONS:				
Cindy Skrzypek	Coroner	22 Chief Deputy Coroner	5/6/2016	Retiring
CHANGES:				
Latania Jones	Aging	33 Adm Asst I	4/26/2016	975 hours completed
Kelsie Seese	C&Y	33 Casw I	3/5/2016	975 hours completed
Sherol Wiltshire	C&Y	33 Casw I	4/11/2016	975 hours completed
Juan Alvarado	C&Y	35 Casw II	4/15/2016	975 hours completed
Kelsie Seese	C&Y	35 Casw II	3/5/2016	Promotion
Sherol Wiltshire	C&Y	35 Casw II	4/11/2016	Promotion
Susan Cain	Controller	12 Admin Coor/AP Tech	5/13-7/16/16	LOA
Maurice Moreno	Coroner	17 Office Mgr/Dep Coroner	5/9/2016	Promotion
Kathaleen Allen	Coroner	22 Chief Deputy Coroner	5/9/2016	Promotion
Michael Mancuso	DA	30 First Asst DA	4/20/2016	Reclassification/From PT to FT
Bradford Harkley	Jail	18 Asst Bldg Maintenance	5/9/2016	Probation completed
James Damiecki	Jail	18 Sergeant	5/16/2016	Promotion
Stephane Viera	Jail	18 Sergeant	5/8/2016	Transferring to second shift
Louis Abbatiello	Jail	CO II	4/26/2016	RTW full duty
Louis Abbatiello	Jail (Risk Mgmt)	CO II (Office Asst)	4/23-4/25/16	Extend Modif Duty
Amy VanNorman	MDJ Muth	10 Advanced Technician	5/5/2016	Promotion
Stacey McLaughlin	MDJ Olsen	10 Advanced Technician	5/5/2016	Promotion
MISCELLANEOUS:				
Adopt the revised job description for 29 Conservation District Manager effective May 4, 2016				
Adopt the revised job description for 30 First Assistant District Attorney effective April 20, 2016				
Approve the addition of 3 On Call County Detectives for the drug task force effective May 4, 2016				

- b) Approve/Ratify Requests to work additional hours:
 - i) Sheriffs' Office Overtime Report, as follows:
 - (1) Deputies – 107.41 hours
 - (2) Clerks – 49.08
 - (3) Security – 37.59

M-2016-83 Motion by Commissioner Christy, seconded by Vice-Chairman Garris, and carried to approve/ratify the following:

- a) Vouchers Payable:
 - i) \$8,146,593.86 for the week ending 4/22/16
 - ii) \$591,189.66 for the week ending 4/29/16
- b) Gross Payroll:
 - i) \$960,879.70 for the period ending 4/17/16
- c) Healthcare Benefits Payments:
 - i) Blue Cross/Blue Shield:
 - (1) \$40,766.85 on 4/13/16
 - ii) Geisinger:
 - (1) \$96,899.63 on 4/12/16
 - iii) United Concordia Dental:
 - (1) \$3,474.06 on 4/12/16
 - iv) ConnectYourCare:
 - (1) \$167.04 (admin fee)
 - (2) \$615.44 on 4/14/16

M-2016-84 Motion by Commissioner Christy, seconded by Vice-Chairman Garris, and carried to approve/ratify the travel requests as follows:

- a) Alissa Gottardi, Paula Schwenck and Sherri Williams to Dunmore, PA on 5/11/16 to attend the Northeast Regional Diversity Workshop sponsored by the Penn State Extension
- b) Approve/Ratify the attached Travel Request Report

Travel ID	Travel Date(s)	Traveler(s)	Destination	Purpose of Travel	Est. Costs
AREA AGENCY ON AGING					
2016-0150	05/19/2016 -- 05/19/2016	Debbie Woo Elaine Occhipinti Brittany Angelica	Columbia-Montour Area Agency on Aging	Protective Services Network Meeting	\$38.00
2016-0152	04/25/2016 -- 04/25/2016	Fretz, Patty	Hawley	Aging and Disability Resource Center quarterly meeting	\$12.00
2016-0153	05/23/2016 -- 05/25/2016	Berger, Leslie Collopy, Kathie Casalapro, Dolores Seese, Barbara	Gettysburg PA	2016 PDA Nutrition Conference	\$1,677.12
2016-0156	05/12/2016 -- 05/12/2016	LaVacca, Brian Seas, Sheila	Harrisburg	P4A Ombudsman Discussion Meeting	\$100.00
2016-0157	05/03/2016 -- 05/04/2016	Peters, Gretchen Hartenfels, Jeannie	Hershey	Mandatory Protective Services training	\$181.66
2016-0159	08/25/2016 -- 08/25/2016	Jones, Judy	Allentown PA	Training on Dealing with Difficult People	\$149.00
2016-0160	05/24/2016 -- 05/26/2016	Jones, LaTania	Gettysburg PA	Prime Time Health Conference 2016	\$298.28
ASSESSMENT					
2016-0154	06/05/2016 -- 06/08/2016	Keiper, Barbara Margretta, Paula	CCAP HARRISBURG PA	CPE PREP COURSE REVIEW	\$1,135.66
CHILDREN & YOUTH SERVICES					
2016-0148	04/25/2016 -- 04/27/2016	Grace, Adelaide	Hershey, PA	Attend AOPC Permanency Practice Counties Meeting and Family Group Decision Making Meeting.	\$692.02

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DEPARTMENT/AGENCY penn state extension TRAVEL DATE(S) 05/11/2016

NAME AND JOB TITLE OF EMPLOYEE TRAVELING: Paula Schwenck, Office Manager

DESTINATION: Penn State University, Scranton-Worthington Campus Dunmore PA

PURPOSE OF TRAVEL: To attend a Northeast Regional Diversity Workshop

SPONSORED BY: Penn State Extension

REQUIRED CERTIFICATION TRAINING:

REQUIRED OPERATIONAL TRAINING:

OTHER:

HOW WILL ATTENDANCE BENEFIT EMPLOYEE(S) IN THEIR PRESENT JOB ASSIGNMENT (EXPLAIN): continued training/education relating to diversity

UPON COMPLETION, WILL CONTENT OF TRAINING/SEMINAR BE REVIEWED WITH DEPARTMENTAL STAFF OR OTHER APPROPRIATE PERSONNEL? YES NO

IF YES, WITH WHOM _____

WHEN _____

IF NO, EXPLAIN WHY: District Director will already be in attendance

COST TO COUNTY: HOTEL: _____

REGISTRATION: _____

TRAVEL/MILEAGE: 82

MEALS: _____

TOTAL: 45.00

WAS "TOTAL COST TO COUNTY" (ABOVE) BUDGETED FOR? YES NO

WILL EXPENSE BE REIMBURSED BY? STATE FEDERAL OTHER (SPECIFY)

STATE

FEDERAL

OTHER (SPECIFY)

DEPT. HEAD/ELECTED OFFICIALS' SIGNATURE: Nancy E. Botwant

DATE: 4-20-16

DEPARTMENT/AGENCY penn state extension TRAVEL DATE(S) 05/11/2016

NAME AND JOB TITLE OF EMPLOYEE TRAVELING: Alissa Gottardi, Secretary

DESTINATION: Penn State University, Scranton-Worthington Campus Dunmore PA

PURPOSE OF TRAVEL: To attend a Northeast Regional Diversity Workshop

SPONSORED BY: Penn State Extension
REQUIRED CERTIFICATION TRAINING:
REQUIRED OPERATIONAL TRAINING: OTHER:

HOW WILL ATTENDANCE BENEFIT EMPLOYEE(S) IN THEIR PRESENT JOB ASSIGNMENT (EXPLAIN): continued training/education relating to diversity

UPON COMPLETION, WILL CONTENT OF TRAINING/SEMINAR BE REVIEWED WITH DEPARTMENTAL STAFF OR OTHER APPROPRIATE PERSONNEL? YES NO
IF YES, WITH WHOM _____
WHEN _____

IF NO, EXPLAIN WHY: District Director will already be in attendance

COST TO COUNTY: HOTEL: _____ REGISTRATION: _____
TRAVEL/MILEAGE: 82 MEALS: _____
TOTAL: 45.00

WAS "TOTAL COST TO COUNTY" (ABOVE) BUDGETED FOR? YES NO

WILL EXPENSE BE REIMBURSED BY? STATE FEDERAL OTHER (SPECIFY)
STATE FEDERAL OTHER (SPECIFY)

DEPT. HEAD/ELECTED OFFICIALS' SIGNATURE: Nancy E. Protowant
DATE: 4-20-16

M-2016-85 Motion by Commissioner Christy, seconded by Vice-Chairman Garris, and carried to execute a Lease Agreement with Paradise Township, at a cost of \$25.00, to use township park property on 6/24/16 to hold a senior center picnic, as requested by the Area Agency on Aging.

M-2016-86 Motion by Commissioner Christy, seconded by Vice-Chairman Garris, and carried to execute the following Adoption Assistance Agreements, as requested by Children and Youth:

- (1) C.E.
- (2) C.M.
- (3) M.M.

M-2016-87 Motion by Commissioner Christy, seconded by Vice-Chairman Garris, and carried to approve the Budget Adjustment Report dated 4/27/16 with adjustments totaling \$29,456.00.

Resolution #7

WHEREAS, a strong family is our most important resource for providing Monroe County's children with support, dignity, and self-determination; and

WHEREAS, currently there are more than 150 children and youth in foster care in our county; and

WHEREAS, every child in foster care deserves the security and opportunity for growth that a family can provide; and

WHEREAS, a child's success is best supported in a system that is family-focused, child-centered, and community-based; and

WHEREAS, foster, and kinship parents provide Monroe County's children with opportunities to be part of caring families and help them reconnect with their families through reunification, permanency placement, or preparation for adoption; and

WHEREAS, through the partnerships among foster, adoptive and kinship parents, child welfare staff, and public and private child-serving organizations, efforts are made to ensure that children are safe and their voices are heard as we work for the success of every child;

NOW, THEREFORE, we, the Commissioners, do hereby recognize May 2016 as FOSTER CARE AWARENESS MONTH in Monroe County, Pennsylvania, and call this observance to the attention of all our citizens.

Resolution #8

To recognize National Police Week 2016 and to honor the service and sacrifice of those law enforcement officers killed in the line of duty while protecting our communities and safeguarding our democracy.

WHEREAS, there are approximately 900,000 law enforcement officers serving in communities across the United States, including the dedicated members of the Monroe County Law Enforcement Community;

WHEREAS, there have been 15,725 assaults against law enforcement officers in 2014, resulting in approximately 13,824 injuries;

WHEREAS, since the first recorded death in 1791, more than 20,000 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty, including several members of law enforcement agencies serving our area;

WHEREAS, the names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, D.C.;

WHEREAS, 252 new names of fallen heroes are being added to the National Law Enforcement Officers Memorial this spring, including 123 officers killed in 2015 and 129 officers killed in previous years;

WHEREAS, May 15 is designated as Peace Officers Memorial Day, in honor of all fallen officers and their families and U.S. flags should be flown at half-staff;

THEREFORE, BE IT RESOLVED that the County of Monroe formally designates May 15-21, 2016, as Police Week in Monroe County, and publicly salutes the service of law enforcement officers in our community and in communities across the nation.

Resolution #9

Whereas, Monroe County is home for many older Americans who deserve recognition for their contributions and sacrifices to ensure a better life for future generations; and

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
Emergency Management	101.4172.9575.4291	Capital Expenditure	1	Dell PowerEdge R430 server	Dell - State Contract	\$4,817.34
	101.4172.9575.4291	Capital Expenditure	1	Shore Tel Voice Service License	Norstar Networks	\$1,620.00
TOTAL APPROVED CAPITAL						\$6,437.34
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
TOTAL REQUESTS W/TRANSFER						\$0.00
GRANT FUNDED & OTHER:						
Register & Recorder: Records Improvement Fund	601.4153.8800.0000	Program Expenses	1	Dell PowerEdge R330 server	Dell - State Contract	\$5,147.73
	601.4153.8800.0000	Program Expenses	1	Dell PowerEdge R430 server	Dell - State Contract	\$7,324.02
TOTAL GRANT FUNDED & OTHER						12,471.75
TOTAL CAPITAL REQUESTS						\$18,909.09

Vice-Chairman Garris adjourned the meeting at 9:46 a.m.

Greg Christine, Chief Clerk/Administrator

M-2016-81 thru M-2016-93
R-2016-7 thru R-2016-9

Vice - Chairman Garris adjourned the meeting at 9:46 a.m.

M-2016-81 thru M-2016-93
R-2016-6-8