



MONROE COUNTY BOARD OF COMMISSIONERS MEETING
June 1, 2016

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday, June 1, 2016 in the Commissioners' Public Meeting Room with the following present: Chairman John R. Moyer, Vice- Chairman Charles A. Garris, Commissioner John D. Christy, County Solicitor John Dunn, Chief Clerk/Administrator Greg Christine, and Administrator Secretary Cindy King.

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

There was no public comment on the agenda items.

M-2016-102 Motion by Commissioner Christy, seconded by Vice-Chairman Garris and carried to approve the minutes of the May 18, 2016 Commissioners' Meeting, as presented.

M-2016-103 Motion by Commissioner Christy, seconded by Vice-Chairman Garris and carried to ratify the opening of bids on May 16, 2016 for the Bridge One Painting Project, as follows:

1) Gemstone	\$186,000.00
2) Olympus Painting	\$206,500.00
3) Postupak Painting	\$123,500.00
4) Southern Road & Bridge	\$298,000.00
5) Jupiter Painting	\$184,200.00

M-2016-104 Motion by Commissioner Christy, seconded by Vice-Chairman Garris and carried to ratify the opening of bids on May 17, 2016 for the Parking Deck Repair Project, as follows:

	<u>Base bid</u>	<u>Alternate (off hours work)</u>
1) Fabcor Corporation	\$327,551.00	\$320,000.00
2) Hudak Waterproofing	\$288,000.00	\$320,000.00
3) Southshore Contracting	\$199,750.00	\$239,700.00
4) Atlantic Concrete	\$189,243.00	\$227,091.00
5) CPS Construction	\$197,600.00	\$208,100.00
6) Structural Group	\$261,842.00	\$261,842.00

M-2016-105 Motion by Commissioner Christy, seconded by Vice-Chairman Garris and carried to approve the following:

- a) Personnel Agenda:

NAME:	DEPARTMENT:	POSITION:	DATE:	REASON:
NEW HIRES:				
Angelene Beauchamp	Aging	35 Care Mgr II	6/10/2016	New hire, replacement
Jacqueline Coughlin	C&Y	33 Casw I	5/31/2016	New hire, replacement
Melissa Snyder	C&Y	33 Casw I	6/6/2016	New hire, replacement
Hannah Chan	C&Y	35 Casw II	5/31/2016	New hire, replacement
Brianna Miller	Jail	CO I	6/13/2016	New hire, replacement
Daniel Martin	Jail	CO I	6/13/2016	New hire, replacement
Jermaine Davis	Jail	CO I	6/13/2016	New hire, replacement
Robert Radke	Jail	CO I	6/13/2016	New hire, replacement
William Sharpe	Jail	CO I	6/13/2016	New hire, replacement
Jimmy Paulino	Career Link	Laborer	6/15/2016	New Hire, Seasonal
Anna Fine-Bartolomey	Career Link	Laborer	6/15/2016	New Hire, Seasonal
Cameron Lawson	Career Link	Laborer	6/15/2016	New Hire, Seasonal
Casey Turner	Career Link	Laborer	6/15/2016	Re-Hire, Seasonal
Chelcee Washington	Career Link	Laborer	6/15/2016	New Hire, Seasonal
Chloe McCormack	Career Link	Laborer	6/15/2016	New Hire, Seasonal
Christopher Loysen	Career Link	Laborer	6/15/2016	Re-Hire, Seasonal
Dalasia Frederick	Career Link	Laborer	6/15/2016	New Hire, Seasonal
David Rushen	Career Link	Laborer	6/15/2016	Re-Hire, Seasonal
Devin Alexander	Career Link	Laborer	6/15/2016	New Hire, Seasonal
Eddie Washington	Career Link	Laborer	6/15/2016	Re-Hire, Seasonal
Elizabeth Oser	Career Link	Laborer	6/15/2016	Re-Hire, Seasonal
George McCarthy	Career Link	Laborer	6/15/2016	Re-Hire, Seasonal
Gerard Franklin	Career Link	Laborer	6/15/2016	New Hire, Seasonal
Jarrett King	Career Link	Laborer	6/15/2016	Re-Hire, Seasonal
Julia Olivencia	Career Link	Laborer	6/15/2016	Re-Hire, Seasonal
Kaitlin Courtright	Career Link	Laborer	6/15/2016	New Hire, Seasonal
Kaitlyn Curran	Career Link	Laborer	6/15/2016	Re-Hire, Seasonal
Kalib Bryan-Gaumer	Career Link	Laborer	6/15/2016	Re-Hire, Seasonal
Kavon Cooks	Career Link	Laborer	6/15/2016	New Hire, Seasonal
Levi Rickards	Career Link	Laborer	6/15/2016	Re-Hire, Seasonal
Lucas Rodriguez	Career Link	Laborer	6/15/2016	New Hire, Seasonal
Malichai Jones	Career Link	Laborer	6/15/2016	New Hire, Seasonal
Nadia Hussein	Career Link	Laborer	6/15/2016	Re-Hire, Seasonal
Naszir Hobbs	Career Link	Laborer	6/15/2016	New Hire, Seasonal
Natasha Colon	Career Link	Laborer	6/15/2016	New Hire, Seasonal
Nathaniel Santiago	Career Link	Laborer	6/15/2016	Re-Hire, Seasonal
Nickolas Frassinelli	Career Link	Laborer	6/15/2016	Re-Hire, Seasonal
Robert Cooney	Career Link	Laborer	6/15/2016	New Hire, Seasonal
Shanice Moorer	Career Link	Laborer	6/15/2016	New Hire, Seasonal
Sharyne Haskins	Career Link	Laborer	6/15/2016	Re-Hire, Seasonal
Shyann Applewhite	Career Link	Laborer	6/15/2016	New Hire, Seasonal
Skylar McCarthy	Career Link	Laborer	6/15/2016	Re-Hire, Seasonal
Taylor Juszynski	Career Link	Laborer	6/15/2016	Re-Hire, Seasonal
Tia Lowhoy	Career Link	Laborer	6/15/2016	New Hire, Seasonal
Zac Caprario	Career Link	Laborer	6/15/2016	New Hire, Seasonal
SEPARATIONS:				
Janice Milazzo	C&Y	25 SSA II PT	4/9/2015	Resigned
Wendy Bogart Shiffer	Commissioner	15 Acctn Payable Offr PT	7/8/2016	Retiring
Alissa Gottardi	Coop Ext	7 Off Asst PT	6/3/2016	Resigned
Valayre Wernet	Coroner	Deputy PT on call	5/17/2016	Resigned
Tramaine Keene	Jail	CO II	6/10/2016	Resigned
Wilson Miller	PD	17 Investigator	5/18/2016	Retiring
Crystal Bodden	Probation Adult	20 Prob Officer Sr.	6/3/2016	Resigned
Jodie Strunk	Prothonotary	8 Rec Technician	5/26/2016	Resigned
CHANGES:				
Barbara Molkenthin	Dom Relations	11 Intake Coord	5/23/2016	Probation completed
Robert Redmond	Jail	CO I	6/10-6/24/16	LOA
Robert Redmond	Jail	CO I	7/25-7/30/16	LOA
Krystal Slater	Jail	CO II	5/28/2016	One day working susp
Yuriy Ostrovskiy	Jail	CO II	7/9-7/10/16	LOA
Frederick Weaver	Jail (Proth)	CO II (Office Asst)	5/6-6/17/16	Extend Modified Duty
Michael Ackerman	Jail (Vot Reg)	CO II (Off Asst)	2/11-8/15/16	Extend Modified Duty
Frank Biank	Prob - Adult	20 Prob Offr Sr	5/8-5/13/16	LOA
Frank Biank	Prob - Adult	20 Prob Offr Sr	5/15-5/20/16	LOA
Lisa McElwain	Proth	8 Rec Techn	5/4-6/10/16	LOA
Sandy Messerle	Sheriff	16 Deputy	5/14-6/3/16	Extend LOA
Diane Metzgar	Sheriff	8 Rec Technician	5/11/2016	Probation completed
Melissa Ackerman	Victim Witness	14 Juv Jus Advocate	4/15-7/7/16	LOA

- b) Approve/Ratify Requests to work additional hours:
 - a) Sheriffs' Office Overtime Report, for the period ending 5/18/16:
 - (1) Deputies – 167.08 hours
 - (2) Clerks – 34.97 hours
 - (3) Security - .75 hours
 - b) Treasurers' Office, for the period of 7/17/17 through 7/31/16:
 - (1) Lorrie DeHaven and Candy Burger, 5 hours each week
 - (2) Crystal Owen and Sherri Frisbie, 10 hours each week

M-2016-106 Motion by Commissioner Christy, seconded by Vice-Chairman Garris and carried to approve the following:

- a) Vouchers Payable:
 - (1) \$527,301.77 for the week ending 5/20/16
 - (2) \$693,940.24 for the week ending 5/27/16
- b) Gross Payroll:

- (1) \$1,001,259.27 for the period ending 5/15/16
- c) Healthcare Benefits Payments:
 - (1) Blue Cross/Blue Shield:
 - i) \$20,954.00 on 5/11/16
 - (2) Geisinger:
 - i) \$46,363.64 on 5/11/16
 - ii) \$44,205.37 on 5/18/16
 - (3) United Concordia Dental:
 - i) \$3,164.21 on 5/11/16
 - ii) \$4,345.53 on 5/17/16
 - (4) Health Equity:
 - i) \$46.73 on 5/17/16
 - (5) ConnectYourCare:
 - i) \$805.13 on 5/12/16
 - ii) \$170.52 (Admin. fee)
 - iii) \$620.28 on 5/19/16

M-2016-107 Motion by Commissioner Christy, seconded by Vice-Chairman Garris and carried to approve/ratify the attached Travel Request Report.

M-2016-108 Motion by Commissioner Christy, seconded by Vice-Chairman Garris and carried to execute a Professional Services Contract with Propio Language Services, at the rate of .50 cents per minute for Spanish and .70 cents per minute for Non-Spanish, for the period of May 18, 2016 through June 30, 2019 (*subject to final approval of the Solicitor*), as requested by the Area Agency on Aging.

M-2016-109 Motion by Commissioner Christy, seconded by Vice-Chairman Garris and carried to execute the following "Purchase of Service Agreements" for the period of July 1, 2015 through June 30, 2016, as requested by Children and Youth Services:

- (1) Haven Home for Girls - \$175,000.00 contract limit
- (2) Diversified Treatment Alternatives - \$180,000.00 contract limit

M-2016-110 Motion by Commissioner Christy, seconded by Vice-Chairman Garris and carried to approve the following:

- a) Approve the Budget Adjustment Report dated 5/26/16 with adjustments totaling \$ 1,940,183.00

DEPARTMENT	ACCOUNT NUMBER	DESCRIPTION	REASON	REV-INCREASE EXP=DECREASE	REV-DECREASE EXP=INCREASE
Aging - MA Assessments	760.4007.3111.4230.0000	Hospitalization	To reduce budgeted revenue for MA Assessment	16,078.00	
	760.4007.3111.4290.0000	Retirement	(to be received by another agency)	4,224.00	
	760.4007.3111.5800.3510	Staff Travel		400.00	
	760.4007.3111.5800.3723	Insurance		818.00	
	760.4007.3111.5800.3747	Professional Fees		480.00	
	760.4007.3111.3300.1050	Grant Revenue			22,000.00
Aging - RSVP	177.4008.5801.3760	Miscellaneous	To cover travel and training expenses	450.00	
	177.4008.5801.3560	Training			450.00
Career Link	790.4959.4130.0000	Temp Employees Salaries	To transfer funds to meet budgeted goals	2,000.00	
	790.4959.6210.0000	Telephone			1,000.00
	790.4959.7850.0002	Photocopy			1,000.00
Children & Youth	751.4426.6024.4640.0390	Other Direct Charges	To cover current expenditures	1,605.00	
	751.4428.6041.4640.0390	Other Direct Charges			200.00
	751.4425.6001.4300.0130	Miscellaneous Personnel			219.00
	751.4425.6002.4300.0130	Miscellaneous Personnel			15.00
	751.4425.6003.4300.0130	Miscellaneous Personnel			72.00
	751.4425.6007.4300.0130	Miscellaneous Personnel			120.00
	751.4425.6008.4300.0130	Miscellaneous Personnel			46.00
	751.4425.6009.4300.0130	Miscellaneous Personnel			176.00
	751.4425.6010.4300.0130	Miscellaneous Personnel			394.00
	751.4425.6011.4300.0130	Miscellaneous Personnel			153.00
	751.4426.6022.4300.0130	Miscellaneous Personnel			6.00
	751.4426.6023.4300.0130	Miscellaneous Personnel			68.00
	751.4426.6024.4300.0130	Miscellaneous Personnel			95.00
	751.4427.6032.4300.0130	Miscellaneous Personnel			18.00
	751.4428.6041.4300.0130	Miscellaneous Personnel			23.00
County Contingency Commissioners	101.4994.9555.0000	Allocations	To cover expected expenses associated with the	5,000.00	
	101.4111.5220.0000	Legal	IRS audit examination		5,000.00
Courts	101.4184.7101.0000	Office Supplies	To transfer funds to cover purchase of a new chair	297.00	
	101.4184.5522.0000	Minor Equipment			297.00
Grants: Human Services	770.4490.6351.0000	Public Liability	To cover year end expenses	240.00	
	770.4490.7750.0000	Auto Allowance		60.00	
	770.4490.6100.0000	Advertising			300.00
Grants: SFPP	770.4490.2003.3370.0000	Grant Revenue	To adjust budget to include additional allocation and	2,472.00	
	770.4490.2003.9575.0000	Capital Expenditure	redistribute capital expenditure budget	12,685.00	
	770.4490.2003.8670.0000	Top of the Mountain Food Pantry			10,000.00
	770.4490.2003.8650.0000	Bushkill Outreach Pantry			5,157.00
MDJ Claypool	101.4186.404.7101.0000	Office Supplies	To transfer funds to order envelopes	214.00	
	101.4186.404.7103.0000	Printing/Duplication			214.00
Pleasant Valley Manor	101.4460.3900.4460	Transfer from PVM	To establish budget to record IGT program for PVM	1,862,835.00	
	101.4460.9800.4610	Transfer to Component Unit			1,862,835.00
Probation	101.4237.7101.0000	Office Supplies	To cover expenses for ordering toner for office printers	500.00	
	101.4237.5520.0000	Office Equipment Agreements			500.00
Public Defender	101.4152.5220.1125	Court Ordered Support Services	To cover current invoice	1,155.00	
	101.4152.6315.0000	Conferences/Meeting Regs			1,155.00
Various - Labor Relations					
Human Resources	101.4160.5220.0005	Legal - Labor Relations	To cover current and anticipated unbudgeted costs for	22,800.00	
Coroner	101.4193.5220.0005	Legal - Labor Relations	labor relations legal services		40.00
Public Defender	101.4152.5220.0005	Legal - Labor Relations			3,825.00
Courts	101.4184.5220.0005	Legal - Labor Relations			1,680.00
MDJ - Admin	101.4186.5220.0005	Legal - Labor Relations			3,780.00
District Attorney	101.4194.5220.0005	Legal - Labor Relations			6,025.00
Adult Probation	101.4236.5220.0005	Legal - Labor Relations			790.00
Juvenile Probation	101.4237.5220.0005	Legal - Labor Relations			790.00
GF: Domestic Relations	101.4187.9800.157	Transfer to DRO			5,870.00
Domestic Relations	157.4187.3900.101	Transfer from General Fund		5,870.00	
	157.4187.5220.0005	Legal - Labor Relations			5,870.00
				1,940,183.00	1,940,183.00

Chairman Moyer explained various items on the Budget Adjustment Report.

- b) Accept a quote (lowest of two) from Ken Miller, Inc., in the amount of \$2,839.00 to install electrical equipment for the new Steamer and Convection Oven at the Correctional facility
- c) Certificate of Special Recognition for Brett Paterson – Eagle Scout
- d) Ratify Approval of the Application and Certificate of Payment from Richard Pierce Builder, Inc., in the amount of \$50,238.00, for work performed on the Courthouse Gutter Replacement Project
- e) Ratify acceptance of a quote from ThyssenKrupp Elevators America, in the amount of \$2,250.00, to perform repairs on the elevators at 701 Main Street
- f) Accept a quote from BobBarker (lowest of three) in the amount of \$7,922.84, to purchase 100 mattresses for the Correctional Facility, to be paid for by the Inmate Welfare Fund
- g) Accept a quote from Commonwealth Roofing (lowest of two) in the amount of \$6,180.00, to replace the roof on the rear parking area canopy of 701 Main Street
- h) Add the following vendors to the County List of Approved Vendors:
 - (1) Kristen Hubert – Aging
 - (2) Plociniak Oil Company - Aging
 - (3) Software, Inc. – Task Force
 - (4) Alpha Card – Task Force

TRAVEL REQUEST REPORT

Travel ID	Travel Date(s)	Traveler(s)	Destination	Purpose of Travel	Est. Costs
AREA AGENCY ON AGING					
2016-0176	06/01/2016 -- 06/03/2016	Turitz, Merle	State College PA	Pennsylvania Retired Senior Volunteer Program Quarterly Directors Meeting	\$341.15
2016-0177	06/21/2016 -- 06/23/2016	LaVacca, Brian	Gettysburg, PA	SAMS Administrators Conference	\$506.58
2016-0178	06/07/2016 -- 06/08/2016	Berger, Leslie	Hershey PA	PASC Board Meeting	\$162.79
2016-0179	06/07/2016 -- 06/09/2016	LaVacca, Brian	State College	P4A Membership Mtg PDA Quarterly Review	\$300.45
2016-0180	06/07/2016 -- 06/09/2016	Fretz, Patty	State College	PA Association Of AAA Director's meetings and meeting with Department of Aging	\$335.46
2016-0188	05/25/2016 -- 05/25/2016	Patty Fretz	Beltville PA	D&A Board meeting	\$38.00
ASSESSMENT					
2016-0189	06/17/2016 -- 06/17/2016	Treible, Cindy Sebring, Paulette Storman, Deborah	Wyoming County EMA 911 Center	Northeast Chapter Meeting	\$75.00
2016-0195	06/15/2016 -- 06/15/2016	Keiper, Barbara Margretta, Paula	Allentown Testing Center	Certified PA Evaluator exam	\$272.00
CORRECTIONAL FACILITY					
2016-0181	05/26/2016 -- 05/26/2016	Garry Haidle	Hershey, PA	Prison Risk Management Workshop	\$0.00
EMERGENCY SERVICES					
2016-0187	07/24/2016 -- 07/28/2016	Maryellen Keegan	Emmitsburg MD	Attend EMI Course E0426 - Building a Roadmap to Resilience: A Whole Community Training being held at the Emergency Management Institute.	\$125.00

TRAVEL REQUEST REPORT

Travel ID	Travel Date(s)	Traveler(s)	Destination	Purpose of Travel	Est. Costs
OFFICE OF THE SHERIFF					
2016-0191	07/28/2016 -- 07/28/2016	Kenneth Morris Hevener, Herb	Penn State Lackawanna County, Dunmore	Drug Identification course. NIK certification	\$20.00
VETERANS AFFAIRS					
2016-0193	06/02/2016 -- 06/02/2016	Lisa Kaye	VAMC Wilkes Barre	Directors Meeting	\$0.00
2016-0194	06/19/2016 -- 06/24/2016	Lisa Kaye	Uniontown, PA	Annual County Conference	\$315.36
VOTER REGISTRATION					
2016-0192	08/15/2016 -- 08/18/2016	Sara L. May-Silfee	The Penn Stater Conference Center Hotel, State College, PA	Statewide Election Officials Conference	\$580.00