



MONROE COUNTY BOARD OF COMMISSIONERS MEETING
July 20, 2016

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday, July 20, 2016 in the Commissioners' Public Meeting Room with the following present: Chairman John R. Moyer, Vice-Chairman Charles A. Garris, County Solicitor John B. Dunn, Chief Clerk/Administrator Greg Christine, and Administrative Secretary Cindy King. Commissioner John D. Christy was not in attendance.

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

Chairman Moyer recessed the regular meeting at 9:32 a.m. to open a public hearing on the 2013 Community Development Block Grant (CDBG) Reallocation of Funds Request. Ms. Martha Robbins, Executive Director, of the Redevelopment Authority of Monroe County, explained that the county is requesting that the Pennsylvania Department of Community and Economic Development review and approve a modified budget for the 2013 CDBG Entitlement Program. The request is to re-allocate \$20,000 from the "Loder Center Sidewalk Improvements" to the "Housing Rehabilitation Program" under the FY 2013 CDBG Program. The Loder Center Project no longer qualifies for CDBG funding. There was no public comment.

Chairman Moyer closed the meeting at 9:35 a.m. and continued with the regular meeting.

There was no public comment on the agenda items.

Chairman Moyer presented a proclamation to the Penn State Extension celebrating its 100th year anniversary. Ms. Nancy Grotevant, District Director, accepted the Proclamation on behalf of the Penn State Extension. She stated that for an organization to be in existence for 100 years is a milestone. Mr. Doug Arnold, Board President, thanked the Commissioners for their continued support. The Commissioners thanked staff and board members for their work and dedication.

Chairman Moyer recessed the regular meeting at 9:41 a.m. to convene the Assessment Board meeting for corrections to the duplicate.

M-2016-130 Motion by Vice-Chairman Garris seconded by Chairman Moyer and carried to approve the corrections to the tax duplicate as follows, as requested by the Chief Assessor:

Subtractions – \$357,230
Additions – \$881,290

The Assessment Board meeting adjourned at 9:42 a.m. and the regular meeting continued.

M-2016-131 Motion by Vice-Chairman Garris, seconded by Chairman Moyer and carried to acknowledge receipt of the following proposals for the Northeast PA Regional Counter Terrorism Task Force:

	<u>Hostage Rescue Training</u>	<u>Basic SWAT Training</u>
Storm Mountain Training Center	\$12,000.00	\$20,000.00
Adam Christmann –A6A Asso.	\$8,750.00	\$12,750.00
National Tactical Officers Asso.	\$13,225.80	\$13,225.80
Govt. Training Institute	\$27,000.00	\$27,000.00
Security Solutions Intl. Inc.		\$16,560.00
Awareness Protective Consultants		\$16,600.00

M-2016-132 Motion by Vice-Chairman Garris, seconded by Chairman Moyer and carried to approve the minutes of the July 6, 2016 Commissioner's Meeting, as presented.

M-2016-133 Motion by Vice-Chairman Garris, seconded by Chairman Moyer and carried to approve the following:

a) Personnel Agenda:

NAME:	DEPARTMENT:	POSITION:	DATE:	REASON:
NEW HIRES:				
Michelle Fish-Koroly	Assessment	13 Field Assessor	8/1/2016	New hire, replacement
George McCarthy	Career Link	Laborer	7/11/2016	Rehire, seasonal
Robert Cooney Jr	Career Link	Laborer	7/18/2016	Rehire, seasonal
Bradley Harrison	Emerg Service	9 Burn Simulator	7/21/2016	Rehire, replacement
James Frutchey III	Emerg Service	9 Burn Simulator	7/21/2016	New hire, replacement
Paul Schepp	Fiscal	9 Acct Technician	7/20/2016	New hire, replacement
Daniel White	Judge Sibum	20 Law Clerk	8/8/2016	New hire, replacement
Eric Closs	PD	22 Asst PD	8/15/2016	New position hire
Samantha Kelly	Prob Adult	16 Prob Officer Trainee	8/1/2016	New hire, replacement
SEPARATIONS:				
Kean Wheatle	Career Link	Laborer	7/13/2016	Terminated-seasonal
Diana Rockman	Career Link	Laborer	7/11/2016	Did not start
Donald Gower	Coroner	Dep Coroner PT	7/7/2016	Terminated
Michelle Akritas	PD	22 APD	7/22/2016	Resigned
CHANGES:				
Susan Sebring	Assessment	7 Data Entry Clerk	8/1/2016	Transfer from Court Admin
Anna Parys	C&Y	20 Supervisor	7/13/2016	Resignation date changed
Adrienne Bjorgum	C&Y	33 Casw I	7/19/2016	975 hours completed
Anthony Quaranta	C&Y	33 Casw I	7/14/2016	975 hours completed
Adrienne Bjorgum	C&Y	35 Casw II	7/19/2016	Promotion
Anthony Quaranta	C&Y	35 Casw II	7/14/2016	Promotion
Cassandra Gehr	C&Y	35 Casw II	6/24/2016	975 hours completed
Sandra Kuzmak	C&Y	23 SSA I	7/25/2016	From PT to FT
Nancy Wenzel	C&Y	25 SSA II PT	6/28/2016	Promotion
Alyssa Sukra	Career Link	Laborer	7/18/2016	Change start date
Bryan Perillo	Career Link	Laborer	7/18/2016	Change start date
Elizabeth Oser	Career Link	Laborer	7/18/2016	Change start date
Jamere Williams	Career Link	Laborer	7/18/2016	Change start date
Justin Williams	Career Link	Laborer	7/18/2016	Change start date
Shaniceklay Wheatle	Career Link	Laborer	7/18/2016	Change start date
Doreen Santiago	Commissioners	7 Office Asst Sr	7/25/2016	Probation completed
Susan Cain	Controller	12 Admin Coord/AP Tech	7/11/2016	RTW FD no restrictions
Synthia Sandt	Dom Relations	6 Office Assistant	7/4/2016	Probation completed
Brianna Miller	Jail	CO I	7/18/2016	Assigned to third shift
Briant Morgan	Jail	CO I	7/18/2016	Assigned to second shift
Carrie Smith	Jail	CO I	7/18/2016	Assigned to third shift
Daniel Martin	Jail	CO I	7/18/2016	Assigned to second shift
David Rogers	Jail	CO I	7/18/2016	Assigned to second shift
Isaiah Marseille	Jail	CO I	7/18/2016	Assigned to third shift
Jermaine Davis	Jail	CO I	7/18/2016	Assigned to third shift
Joseph Gallagher	Jail	CO I	7/18/2016	Assigned to third shift
Juan Juarbe	Jail	CO I	7/18/2016	Assigned to second shift
Margo Johnson	Jail	CO I	7/18/2016	Assigned to first shift
Michael Sierra	Jail	CO I	7/18/2016	Assigned to first shift
Nicholas Fleischer	Jail	CO I	7/18/2016	Assigned to third shift
Nicholas Virella	Jail	CO I	7/18/2016	Assigned to first shift
Renata Morawiec-Loj	Jail	CO I	7/18/2016	Assigned to third shift
Renee Font	Jail	CO I	7/18/2016	Assigned to first shift
Robert Radke	Jail	CO I	7/18/2016	Assigned to second shift
Stephen Wilson	Jail	CO I	7/18/2016	Assigned to first shift
Steven Foster	Jail	CO I	7/18/2016	Assigned to third shift
Vernell Bunn-McKenzie	Jail	CO I	7/18/2016	Assigned to second shift
William Sharpe	Jail	CO I	7/18/2016	Assigned to second shift
Matthew Boylan	Jail	CO II	7/9-7/12/16	Extend LOA
Sandy Messerle	Sheriff	16 Dep Sheriff	7/9-7/18/16	Extend LOA
John Hucorne	Sheriff	8 Cths Sec-Bailiff	7/5-7/19/16	LOA
John Hucorne	Sheriff	8 Cths Sec-Bailiff	6/29-7/4/16	LOA

b) Approve/Ratify Requests to work additional hours:

i) Sheriffs' Office Over time Report for the period ending 7/10/16:

- (1) Clerks 6.00 hours
- (2) Security 31.58 hours
- (3) Deputies 61.70 hours

c) Vouchers Payable:

- i) \$432,418.41 for the week ending 7/8/16
- ii) \$1,350,365.43 for the week ending 7/15/16

d) Gross Payroll:

- i) \$1,007,482.28 for the period ending 6/26/16
- ii) \$1,019,577.22 for the week ending 7/10/18

e) Healthcare Benefits Payments:

- i) Blue Cross/Blue Shield:
- (1) \$89,884.75 on 6/21/16

- (2) \$20,577.81 on 6/22/16
- (3) \$73,713.01 on 6/29/16
- (4) \$35,653.47 on 7/6/16
- ii) Geisinger:
 - (1) \$92,117.32 on 6/21/16
 - (2) \$31,134.84 on 6/21/16
 - (3) \$58,574.80 on 6/29/16
- iii) United Concordia Dental:
 - (1) \$6,936.38 on 6/17/16
 - (2) \$1,232.00 on 6/29/16
 - (3) \$6,620.60 on 6/29/16
- iv) ConnectYourCare:
 - (1) \$651.75 on 6/16/16
 - (2) \$2,098.21 on 6/23/16
 - (3) \$1,619.58 on 6/30/16
 - (4) \$1,250.96 on 7/7/16

M-2016-134 Motion by Vice-Chairman Garris, seconded by Chairman Moyer and carried to approve/ratify the attached Travel Request Report.

M-2016-135 Motion by Vice-Chairman Garris, seconded by Chairman Moyer and carried to reappoint Joan Bell and Dan Ferguson to new terms on the Area Agency on Aging Advisory Board, expiring December 31, 2018, as requested by the Area Agency on Aging.

M-2016-136 Motion by Vice-Chairman Garris, seconded by Chairman Garris and carried to approve the following, as requested by Children and Youth Services:

- a) Execute the Second Quarter 2015/2016 Juvenile Probation Office Title IV-E Claim seeking reimbursement of \$10,890.48
- b) Execute the following Purchase of Service Agreements for the period of 7/1/15 through 6/30/16:
 - i) Valley Youth House - \$18,000.00 contract limit
 - ii) NHS Youth Services, Inc. - \$500,000.00 contract limit, *subject to language in the insurance certificate naming the County as an additional insured*
- c) Execute an Adoption Assistance Agreement for J.F.

M-2016-137 Motion by Vice-Chairman Garris, seconded by Chairman Moyer and carried to approve the following:

- a) The Budget Adjustment Report dated 7/13/16 with adjustments totaling \$81,870.00

DEPARTMENT	ACCOUNT NUMBER	DESCRIPTION	REASON	REV-INCREASE EXP=DECREASE	REV-DECREASE EXP=INCREASE	
Aging	6/30/2016	760.4001.9575.0000	Capital Expenditure	To cover end of the year expenses	12,202.00	
		760.4001.5800.3212	Utilities - Loder			234.00
		760.4001.5800.3223	Home M&R - Consumers			8,500.00
		760.4001.5800.3320	Printing			1,000.00
		760.4001.5800.3432	Supplies - Food			200.00
		760.4001.5800.3433	Supplies - Non Food			200.00
		760.4001.5800.3457	Equipment Rental-NHCE			1,500.00
		760.4001.5800.3510	Staff Travel			300.00
		760.4001.5800.3620	Emergency Services			200.00
		760.4001.5800.3651	Adult Day Care			68.00
	Prime Time Health	6/30/2016	760.4011.5801.3760	Miscellaneous		78.00
			760.4011.5800.3560	Conferences & Seminars		78.00
	Commissioners		101.4111.7850.0000	Other General	To cover auto repairs and expenses through year end	700.00
		101.4111.7740.0000	Gas, Oil & Grease			700.00
Controller		101.4133.6315.0000	Conferences	To cover necessary expenses	300.00	
		101.4133.5280.0000	Contracted Services		850.00	
		101.4133.7101.0000	Office Supplies			300.00
		101.4133.7103.0000	Printing/Duplication			850.00
Corrections		101.4232.7122.0000	Maintenance Supplies	To cover the cost of a new chair	315.00	
		101.4232.5522.0000	Minor Equipment			315.00
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
County Contingency Courts		101.4994.5220.1110	Legal Fees/Rule 801	To transfer budgeted contingency funds to the courts	18,000.00	
		101.4184.5000.5220.1120	Homicide/Non-Death Penalty	department to cover invoices		18,000.00
DIS		101.4172.5261.0000	Software Support	To cover enhancements to Police Central to automate	3,500.00	
		101.4172.9575.4197	Capital Expenditure	seven reports currently prepared manually		3,500.00
District Attorney		101.4194.7101.0000	Office Supplies	To allow more storage for active criminal files	755.00	
		101.4194.5522.0000	Minor Equipment			755.00
Fund Balance Courts		101.9997.3900.1000	Transfer from Fund Balance	To establish budget for balance of contract projected	35,510.00	
		101.4184.5280.0000	Other Contracted Services	to be paid in 2015		35,510.00
MDJ - Anzini		101.4186.201.7810.0000	Banking Charges	To transfer funds to cover purchases through year end	4,660.00	
		101.4186.201.7101.0000	Office Supplies			2,000.00
MDJ - Higgins		101.4186.302.7104.0000	Subscriptions			160.00
MDJ - Olsen		101.4186.303.7101.0000	Office Supplies			2,000.00
MDJ - Mancuso		101.4186.304.7103.0000	Printing/Duplication			500.00
					81,870.00	81,870.00

- b) Ratifying authorization for the Chief Clerk to advertise the following:
 - i) Area Agency on Aging public meeting for presentation on the 2016-2020 Four Year Plan
 - ii) Area Agency on Aging notice seeking a provider for legal services for qualified seniors
 - iii) Notice of a 2016 Community Development Block Grant (CDBG) Public Hearing on 8/3/16
 - iv) Notice to bidders for sale of a confiscated truck and trailer
- c) Execute a Subcontract Agreement with the County of Carbon, (administrative entity for federal dollars) for the period of 7/1/16 through 6/30/17, in the amount of \$1,341,994.00, to provide for delivery of Monroe County Job Training Programs and Services
- d) Appoint Lisa Butz and Beverly Braxton-Cannon to the Board of Directors of the Carbon, Monroe, Pike Drug and Alcohol Commission, with terms from 8/1/16 through 7/31/19
- e) Execute a Resolution to adopt the Emergency Services 2016 Hazard Mitigation Plan (R-2016-12)
- f) Acknowledge receipt of the Interest Arbitration Award for the Teamsters Local 773 (Professional Court Related) Union
- g) Modification C to the 2013 Community Development Block Grant (CDBG) Entitlement Program, in order to re-task \$20,000.00 set aside for sidewalk repair to housing rehabilitation and adopt a resolution (R-2016-13)
- h) The following Proclamations and Certificate of Special Recognition:
 - i) John Michael D'Orsi, IV - Eagle Scout
 - ii) Penn State Extension – 100th Year Anniversary
 - iii) Craig Todd – Years of Service to the County
- i) Accept a quote from Frank J. Smith Jr., Inc., in the amount of \$6,800.00 (lowest of three), to perform a survey on the Roger and Sandra Green Farm for the Agricultural Land Preservation Program
- j) Add Lowes Philadelphia Hotel (Aging) to the County List of Approved Vendors

Chairman Moyer explained various items on the Budget Adjustment Report.6

Mr. Bruce Henry, Director of the Office of Emergency Management, reported on the Emergency Services 2016 Hazard Mitigation Plan (HMP) that it must be reviewed and updated every five (5) years. The Federal Emergency Management Agency and Pennsylvania Emergency Management Agency approved the Plan on the first review. He noted that is the very first time in history that HMP has been approved on the first effort. Mr. Mike Rarick with MCM Consulting, Inc., reported that the plan covers

natural and manmade hazards. He had great participation with the project from the municipalities, Office of Emergency Management and the Planning Commission.

M-2016-138 Motion by Vice-Chairman Garris, seconded by Chairman Moyer and carried to approve the following Capital Purchases Report s:

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:						
Register & Recorder	601.4153.8800.0000	Program Expenses	1	Changes to the approved ADA compliant configuration (M2016-45)	Office Service Company - state contract	1,074.00
TOTAL GRANT FUNDED & OTHER						\$ 1,074.00
TOTAL CAPITAL REQUESTS						\$ 1,074.00

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
TOTAL APPROVED CAPITAL						\$ -
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
Corrections	101.4232.5222.0000	Minor Equipment	1	Executive High Back Leather Chair	Hon - state contract	314.58
District Attorney	101.4194.5522.0000	Minor Equipment	1	3-drawer lateral file cabinet	Hon - state contract	363.66
	101.4194.5522.0000	Minor Equipment	2	Commercial shelving	Hon - state contract	391.00
TOTAL REQUESTS W/TRANSFER						\$ 1,069.24
GRANT FUNDED & OTHER:						
Register & Recorder	601.4153.8800.0000	Program Expenses	1	Changes to the approved ADA compliant configuration (M2016-45)	Office Service Company - state contract	510.37
TOTAL GRANT FUNDED & OTHER						\$ 510.37
TOTAL CAPITAL REQUESTS						\$ 1,579.61

M-2019-139 Motion by Vice-Chairman Garris, seconded by Chairman Moyer and carried to approve the Computer Capital Purchases Report as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
Information Services	101.4172.9575.0000	Capital Expenditure	2	Desktop Computers	SHI - lowest quote	\$1,549.56
Planning	101.4172.9575.4171	Capital Expenditure	1	Dell Latitude Laptop	Dell - state contract	\$1,211.97
TOTAL APPROVED CAPITAL						\$2,761.53
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
Sheriff	101.4172.9575.4197	Capital Expenditure	1	Enhancements to Police Central	Police Central - sole source	\$7,000.00
TOTAL REQUESTS W/TRANSFER						\$7,000.00
GRANT FUNDED & OTHER:						
TOTAL GRANT FUNDED & OTHER						-
TOTAL CAPITAL REQUESTS						\$9,761.53

Chairman Moyer asked if there was any public comment. No comment was received.

Chairman Moyer adjourned the meeting at 9:55 a.m.

Greg Christine, Chief Clerk/Administrator

M-2016-130 thru M-2016-139
R-2016-12 thru R-2016-13

TRAVEL REQUEST REPORT

Travel ID	Travel Date(s)	Traveler(s)	Destination	Purpose of Travel	Est. Costs
CONTROLLER					
2016-0232	07/24/2016 -- 07/28/2016	Marlo A. Merhige	Canonsburg, PA	PSACC Annual Controller's Conference	\$796.83
PLANNING					
2016-0230	07/07/2016 -- 07/07/2016	Rinker, Steven	Jim Thorpe	Meeting with Carbon County Control Center	\$0.00
VETERANS AFFAIRS					
2016-0231	07/13/2016 -- 07/13/2016	Lisa Kaye	Ft. IGMR, Annville, PA	Governor's Advisory Meeting	\$109.08
VOTER REGISTRATION					
2016-0233	07/27/2016 -- 07/27/2016	Sara L. May-Silfee	Woodlands Inn, Wilkes Barre, Pa	Demonstrations of new voting equipment	\$0.00