



MONROE COUNTY BOARD OF COMMISSIONERS MEETING
August 3, 2016

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday, August 3, 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 B. Dunn, Chief Clerk/Administrator Greg Christine, and Administrative Secretary Cindy King.

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 2016 Community Development Block Grant (CDBG). Ms. Martha Robbins, Executive Director, of the Redevelopment Authority of Monroe County, opened the first public hearing for the 2016 Community Development Block Grant prior to its submission to the Department of Community and Economic Development (DCED). She explained that the CDBG is a grant program funded through the Department of Housing and Urban Development and the CDBG allocation for FY 2016 is \$329,679. The funds would be used to renovate homes for low/moderate homeowners that meet the income requirements as set by the federal government.

Chairman Moyer asked if there was any public comment. State Representative David Parker asked for clarification on the national objective of the elimination of slums. Ms. Robbins gave clarification.

Chairman Moyer closed the meeting at 9:41 and continued with the regular meeting.

There was no public comment on the agenda items.

M-2016-140 Motion by Vice-Chairman Garris, seconded by Chairman Moyer and carried to approve the minutes of the July 20, 2016 Commissioners' Meeting, as presented. Commissioner Christy abstained because he was not present at the meeting.

M-2016-141 Motion by Commissioner Christy, seconded by Vice-Chairman Garris and carried to ratify the opening of bids for the purchase of a confiscated Freight Truck and Gator Made Trailer, as follows:

<u>NAME</u>	<u>TRUCK BID</u>	<u>TRAILER BID</u>	<u>TOTAL</u>
Steven Zanazzi			\$3,126.00
Papillon & Moyer	\$300.00	\$1,600.00	
Ralph Mele	\$3,000.00	\$4,000.00	
Michelle Thoman	\$1,000.00	\$2,000.00	
Ron Thoman	\$2,000.00	\$3,000.00	
R.P. Hoffman	\$1,500.00	\$3,500.00	

M-2016-142 Motion by Commissioner Christy, seconded by Vice-Chairman Garris and carried to approve the following:

- a) Personnel Agenda:
- b) Approve/Ratify Requests to work additional hours:
 - i) Sheriffs' Office Overtime Report for the period ending 7/24/16:
 - (1) Deputies – 107.45 hours
 - (2) Security – 60.60 hours
 - (3) Clerks – 30.82 hours
 - ii) Maintenance Office:
 - (1) 8 hours for Harold Ward on 7/23/16
 - iii) Tax Claim Bureau for the month of August, as follows:

- (1) Five hours each week for Dawn Pugh, Mindy Knitter, Joann Mahon, Debbie Miraglia, Lynn DeHaven and Stephanie Reed
- iv) Assessment Office:
 - (1) Five hours each week for the month of August for appeals for Paulette Sebring, Joeann Lance, Debbie Storman, Cathy Bittlingmeyer, Susan Felker, Barb Keiper, Lynda Kytte and Paula Margretta

M-2016-143 Motion by Vice-Chairman Garris, seconded by Commissioner Christy and carried to approve the following:

- a) Vouchers Payable:
 - i) \$8,584,625.07 for the week ending 7/22/16
 - ii) \$405,774.00 for the week ending 7/29/16
- b) Gross Payroll:
 - i) \$1,161,743.56 for the period ending 7/24/16
- c) Healthcare Benefits Payments:
 - i) Blue Cross/Blue Shield:
 - (1) \$54,464.20 on 7/13/16
 - ii) Geisinger:
 - (1) \$71,999.27 on 7/13/16
 - iii) United Concordia Dental:
 - (1) \$1,811.29 on 7/13/16
 - iv) ConnectYourCare:
 - (1) \$1,011.52 on 7/14/16
 - (2) \$163.56 on 7/15/16

M-2016-144 Motion by Commissioner Christy, seconded by Vice-Chairman Garris and carried to approve/ratify the Travel Request Report as follows:

TRAVEL REQUEST REPORT

Travel ID	Travel Date(s)	Traveler(s)	Destination	Purpose of Travel	Est. Costs
ASSESSMENT					
2016-0246	08/18/2016 -- 08/18/2016	Karasek, Joanne	Bloomsburg	Attend NE PA Aging Waiver network meeting	\$9.00
CHILDREN & YOUTH SERVICES					
2016-0254	08/07/2016	Grace, Adelaide	Lake Harmony, PA	Attend CCAP Human Services Committee Meeting and Presidents' Lunch	\$38.88
CONSERVATION DISTRICT					
2016-0237	07/26/2016 -- 07/28/2016	Todd, Craig Schellhammer, Adam	State College, PA	To attend the PA Association of Conservation Districts / State Conservation Commission's Joint Annual Conference	\$0.00
2016-0238	09/22/2016	Mikol, Andrea Coleman, Brittney	Harrisburg, PA	To attend a Dive Deeper III : Youth Water Educators Summit	\$0.00
2016-0240	07/18/2016	Baade, Steven	Thornhurst PA	To attend a Marvelous Macroinvertebrates in the Lehigh River program	\$0.00
EMERGENCY SERVICES					
2016-0242	08/03/2016 -- 08/03/2016	Ron Eick	PEMA Harrisburg	Attend Ad Hoc Work Group Meeting	\$0.00
2016-0244	08/14/2016 -- 08/15/2016	Henry, Bruce Keegan, Maryellen Henry, Bruce Keegan, Maryellen	King of Prussia PA	Attend Mass Gatherings; Large-scale Events Security Symposium	\$89.64
FISCAL AFFAIRS					
2016-0250	09/14/2016 -- 09/15/2016	Brown, Nancy	The Penn Stater, State College PA	Grant Writing & Opportunities Seminar	\$538.00
OFFICE OF THE SHERIFF					
2016-0239	08/15/2016 -- 08/15/2016	Morris, Kenneth Steinberg, Gary	Sheraton Valley Forge, King Of Prussia PA	Mass Gatherings Events security symposium	\$24.00

TRAVEL REQUEST REPORT

Travel ID	Travel Date(s)	Traveler(s)	Destination	Purpose of Travel	Est. Costs
PLANNING					
2016-0241	07/19/2016 -- 07/19/2016	Horan, Fallon Kim Borger	Dingmans Ferry Access in Delaware Water Gap National Recreation Area	River Cleanup	\$0.00
2016-0248	08/05/2016 -- 08/05/2016	Staruch, Nathaniel	PennDOT District 5 -0 Office - Allentown, PA	Will be attending a Preconstruction Conference to discuss bridge projects throughout the County.	\$0.00
TAX CLAIM					
2016-0245	07/27/2016 -- 07/27/2016	Knitter, Melinda	197 South Main Street, Willkes- Barre, PA 18701	Hearing regarding Motion for Relief to take property to tax sale. Currently has \$69,603.07 in delinquent real estate taxes	\$66.28

M-2016-145 Motion by Commissioner Christy, seconded by Vice-Chairman Garris and carried to approve the 2016-2020 Monroe County Area Agency on Aging Four Year Plan, to be used to guide the agencies efforts during the period, as requested by the Area Agency on Aging.

M-2016-146 Motion by Vice-Chairman Garris, seconded by Commissioner Garris and carried to approve the following, as requested by Children and Youth Services:

- a) Execute a Child Welfare Education for Leadership (CWEL) Agreement with the University of Pittsburgh to allow caseworker Melissa Daubert to earn her Graduate Degree in Social Work with a commitment to work at the Agency for a specified period of time after graduation
- b) Execute a Child Welfare Education for Leadership (CWEL) Agreement with the University of Pittsburgh to allow caseworker Amber Marie Carpentier to earn her Graduate Degree in Social Work with a commitment to work at the Agency for a specified period of time after graduation
- c) Execute the annual CWIS (Child Welfare Information Solution) Agreement with the PA Department of Human Services for the period of 10/1/16 through 9/30/17, in order for the Agency to utilize the statewide software system
- d) Reappoint the following to the Children & Youth Advisory Board
 - i) JoAnn Baratta – to 6/6/19
 - ii) Frederick Beltz to 5/1/19
 - iii) Vicki Cobb to 5/2/17
 - iv) Judith Mehl to 5/2/17

M-2016-147 Motion by Vice-Chairman Garris, seconded by Commissioner Christy and carried to approve the following:

- a) The Budget Adjustment Report dated 7/27/16 with adjustments totaling \$45,064.00

DEPARTMENT	ACCOUNT NUMBER	DESCRIPTION	REASON	REV-INCREASE EXP-DECREASE	REV-DECREASE EXP-INCREASE
Aging	760.4001.5800.3760	Miscellaneous	Covering dues expense for P4A membership	\$ 1,000.00	
	760.4001.5800.3730	Dues & Subscriptions			\$ 1,000.00
Aging - RSVP	177.4008.5800.3218	Utilities	Transfer of funds to order cartridges for printers	100.00	
	177.4008.5800.3320	Printing		150.00	
	177.4008.5801.3760	Miscellaneous		50.00	
	177.4008.5800.3430	Supplies - RSVP			300.00
County Contingency	101.4994.9555.0000	Allocations	To cover expenses associated with the IRS audit	13,850.00	
Commissioners	101.4111.5220.0000	Legal	and unbudgeted 2015 DCED preparation assistance		8,200.00
	101.4111.5100.0000	Audit			5,650.00
Courts	101.4184.6315.0000	Conference/Meeting Reg.	To cover pending reimbursement and to cover any	500.00	
	101.4184.7750.0000	Auto Allowance	additional reimbursements through year end		500.00
District Attorney	101.4194.3484.0000	Revenue Reimb - Various	To establish budget for reimbursement from Drug	299.00	
	101.4194.6210.0010	Wireless Communications	Forfeiture account for a replacement cell phone		299.00
MDJ - Anzini	101.4186.201.7810.0000	Banking Charges	To cover purchases	1,000.00	
MDJ - Riley	101.4186.402.7101.0000	Office Supplies			1,000.00
RASA	177.4493.4115.0000	Wages	Revision of budget due to RASA Grant modification	20,284.00	
	177.4493.4210.0000	FICA		105.00	
	177.4493.4250.0000	Unemployment		9.00	
	177.4493.4280.0000	Life Insurance		174.00	
	177.4493.4290.0000	Retirement Employees		3,824.00	
	177.4493.7750.0000	Auto Allowance		219.00	
	177.4493.3750.0001	Grant Revenue			22,215.00
	177.4493.6210.0000	Telephone			204.00
	177.4493.6315.0000	Conference/Meeting Reg.			1,801.00
	177.4493.7101.0003	Victim Waiting Room & Cable			395.00
Sheriff	101.4197.3600.0000	Other Revenues	Establishing a budget for the purchase of metal-detector	3,500.00	
	101.4197.9575.0000	Capital Expenditure	for the courthouse as well as the AOPC reimbursement		3,500.00
				\$ 45,064.00	\$ 45,064.00

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
Courts	101.4172.9575.4184	Capital Expenditures	1	Tablet, keyboard, warranty	Zones - Lowest Quote	\$1,119.71
Emergency Services	101.4172.9575.4291	Capital Expenditures	1	HP DesignJet T930 Plotter	SCW - Lowest Quote	\$4,270.41
TOTAL APPROVED CAPITAL						5,390.12
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
TOTAL REQUESTS W/TRANSFER						\$0.00
GRANT FUNDED & OTHER:						
TOTAL GRANT FUNDED & OTHER						-
TOTAL CAPITAL REQUESTS						\$5,390.12

Commissioner Christy reported that Senator Bob Casey will be speaking at the Hughes Cancer Center today on Opioid addiction in unborn children.

Chairman Moyer asked if there was any public comment. Mr. Karl Davis, Mount Pocono Borough Council, reported that the borough office has received calls regarding the poor/unhealthy conditions of rooms in various hotels. Vice-Chairman Garriss suggested contacting the Pocono Mountains Visitors Bureau.

Discussion was held on the county-wide reassessment.

Chairman Moyer adjourned the meeting at 10:13 a.m.

Greg Christine, Chief Clerk/Administrator

M-2016-140 thru M-2016-149
R-2016-14