



MONROE COUNTY BOARD OF COMMISSIONERS MEETING
January 15, 2020

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday, January 15, 2020, in the Commissioners' Public Meeting Room, at the Monroe County Administrative Center with the following present: Chairman Sharon S. Laverdure, Vice-Chairman John R. Moyer, Commissioner John D. Christy, County Solicitor John D. Dunn, Chief Clerk/Administrator Greg Christine, and Administrative Secretary Cindy King.

Chairman Laverdure 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 agenda items.

There were no Corrections to the Duplicate.

M- 2020-13 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the minutes of the 12/18/19 Commissioners' Meeting, as presented.

M-2020-14 Motion by Commissioner Christy, seconded by Vice-Chairman Garris and carried to approve the minutes of the 12/18/19 Special Commissioners Meeting adoption of the 2020 County Budget, as presented.

M-2020-15 Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve the minutes of the 1/6/2020 Reorganizational Meeting, as presented.

M-2020-16 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to amend Motion 2020-06 of the January 6, 2020 Reorganizational Meeting to appoint Sharon S. Laverdure, in place of John D. Christy, as Commissioner Representative to the Local Emergency Planning Committee.

M-2020-17 Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve the Personnel Agenda as follows:

NAME:	DEPARTMENT:	POSITION:	DATE:	REASON:
NEW HIRES:				
Donna Riedel	Aging	29 Sr Ctr Mgr 1 - PT	1/8/20	Re-Hire, replcmt 10 hrs/week
Alysanne Fortune	C&Y	33 Casw 1	1/6/20	New Hire/replacement
Vanessa Bell	C&Y	33 Casw 1	1/17/20	Re-Hire/replacement
Claire Zimmerman	Judge D Higgins, Jr	12 Judicial Assistant	1/6/20	New Position Hire
David Gasper Jr	Judge D Higgins, Jr	20 Law Clerk	1/6/20	New Position Hire
Sharon Laverdure	Comms	Commissioner	1/6/20	Newly Elected
Martin Soltan	Sheriff	Deputy Sheriff	1/27/20	New Hire/replacement
Kenneth Lenning	Dom Relations	17 Investigator DR	1/17/20	New Hire/replacement
SEPARATIONS:				
Barbara Seese	Aging	29 Sr Ctr Mgr -PT	1/15/20	Retirement
Paulette Sebring	Assessment	Reasmt Reviewer-Temp	12/31/19	End of Service
Carolyn Steckel	C&Y	21 Program Mgr 1	11/27/19	Resigned
Helene Grassano	Controller	11 Payroll Offr PT	1/3/20	Terminated
Charles Garris	Comms	Commissioner	12/31/19	End of Term
Elisa Caffese-Lee	Proth	8 Proth Rec Tech	1/7/20	Deceased
Darlene Lee	Sheriff	16 Dep Sheriff/Offr Mgr	1/3/20	Retired
Todd Martin	Sheriff	Sheriff	12/31/19	End of Term
CHANGES:				
Jeannie Hartenfels	Aging	35 Comm Health Nurse 1	12/24-1/10/20	Extend LOA
David Brunswick	C&Y	33 Casw 1	10/28/19	975 hrs Completed
David Brunswick	C&Y	35 Casw 2	10/29/19	Promo w/o Exam
Tara Ferreira	C&Y	35 Casw 2	1/10/20	Susp w/o pay pend invest
Nancy McKillop	Career Link	14 Off Mgr/Socl Media Coc	11/26-5/25/20	LOA Intermittent
Josie Bonham-Marino	Conservation	17 Envir Educator - PT	1/13/20	From 40 to 21 hrs/wk
Rosidanny Fernandez	Controller	19 Accountant	10/23/19	Extend Prob 3 mths
Karen Kelley-McKeller	Courts	10 Admin Asst Cust Conc	12/19-1/2/20	LOA
Jill Kozic	Courts	10 Adv Tech	5/15/20	LOA
Jill Kozic	Courts	10 Adv Tech	2/21-5/14/20	LOA
Stefan Leonard	Jail	CO I	1/9/20	RTW Full duty
Arkadiusz Martynowicz	Jail	CO II	1/6-1/22/20	Extend Modified Duty
Cecil Johnson	Jail	CO II	12/24-1/26/20	Extend LOA
Cecil Johnson	Jail	CO II	1/27/20	RTW Full duty
Corey Keida	Jail	CO II	12/8-12/15/19	LOA
Elizabeth Knight	Jail	CO II	12/28-1/9/20	Extend LOA
Elizabeth Knight	Jail	CO II	1/10-1/27/20	Modified Duty
Gerald Cox	Jail	CO II	12/15-1/5/20	LOA
Gerald Cox	Jail	CO II	1/6-1/13/20	Modified Duty
Nestor Garcia	Jail	CO II	12/16/19	3rd shift to 2nd Shift
Robert Saviet	Jail	CO II	11/26-5/25/20	LOA Intermittent
Robert Schwartz	Jail	CO II	12/9-1/16/20	Extend Modified Duty
Vincent Cardenas	Jail	CO II	12/3-6/2/20	LOA Intermittent
Wanda Rivera	Jail	CO II	12/14-6/13/20	LOA Intermittent
Jean Bomba	Jury Mgt	10 Admin Asst/Jury	12/6-6/5/20	LOA Intermittent
David Skutnik	PD	22 Asst PD - PT	1/1/20	Remain Part Time
Jason Leon	PD	22 Asst PD - PT	1/1/20	Remain Part Time
William Watkins	PD	22 Asst PD - PT	1/1/20	Remain Part Time
Angela Bremer	Proth	11 Deputy Proth	12/6-1/17/20	Extend LOA
Tami Treantafelo	Proth	8 Records Tech	1/24/20	Lateral transfer fr Sheriffs
Eugene Blaney III	Sheriff	17 Cpl Warr Invest	11/18-1/15/20	Extend LOA
Russell Doyle	Sheriff	17 Cpl/Term Agen Coor	1/13/20	Promotion, filling vacancy
Scott Martin	Sheriff	18 Deputy, Sergeant	1/13/20	Promotion, filling vacancy
Kenneth Morris	Sheriff	Sheriff	1/6/20	Newly Elected
Lee Schuler	Vector Control	20 Coordinator	12/19/19	Return to work
Lee Schuler	Vector Control	14 Technician	1/1/19	Demotion, From 40 to 35 hrs/wk
MISCELLANEOUS:				
Request from Roger Spotts/Conservation Bd to allow Josie Bonham-Marino to work 3 seven hour days 1/13 through Dec 2020				
Adopt the 8 Office Assistant Sr job description specific to the Voter Registration/Elections & Tax Claim offices effective 1/16/2020				
Adopt the 16 Audit and Training Coordinator job description for the Magisterial District Justice office effective 1/16/2020				
Adopt the 12 Work Search Specialist job description for the Domestic Relations office effective 1/16/2020				
Adopt the revised/reclassified 21 Chief County Detective job description for the District Attorney's office effective 1/1/2020				
Adopt the 10 Real Estate Clerk Sr job description for the Sheriff's office effective 1/1/2020				
Adopt the newly titled 14 Vector Control Technician job description to replace the 20 Coordinator effective 1/1/2020 and revise the hours to 6 months @ 35 hr/wk and 6 months @ 40hr/wk				
Remove one Prothonotary 8 Record Technician from the County's 2020 Position Listing, listed in error				
Approve the new positions effective 1/1/2020:				
Voter Registration/Elections & Tax Claim offices - add one 8 Office Asst Sr				
Treasurer's office - add one 9 Accounting Technician - Part Time				
Public Defender's office - add one 10 Application Intake/Analyst - Part Time				
Courts - add one 20 Law Clerk for Judge D. Higgins Jr				
Courts - add one 12 Judicial Assistant for Judge D. Higgins Jr				
MDJ - add one 16 Audit and Training Coordinator				
Domestic Relations office - add one 12 Work Search Specialist				
District Attorney's office - add one 12 Legal Secretary				
Sheriff's office - add two 16 Deputy Sheriffs				
New Pretrial Services department - one Supervisor, one Probation Officer & one Administrative Officer				
Approve the reclassified positions & changes effective 1/1/2020:				
Controller's office - increase the 15 Accounts Payable Officer & 12 Advanced General Ledger Technician positions from 35 to 37.5 hours/wk				
Assessment/Tax Claim offices - increase the 30 Chief Assessor/Tax Claim Director from 37.5 to 40 hours/wk				
Register & Recorder office - reclassify one 8 Record Technician to a 9 Deputy Recorder				
Veteran Affairs office - increase the 8 Administrative Assistant Part Time position from 21 to 28 hours/wk				
Courts - reclassify the status of the 18 Court Reporter & 16 Court Recorder & Transcriptionist positions to non-exempt				
Domestic Relations office - increase the 21 Assistant Director position from 35 to 40 hours/wk				
District Attorney's office - reclassify one 8 Secretary to a 12 Legal Secretary				
District Attorney's office - reclassify one 20 Chief County Detective to a 21 Chief County Detective				
Sheriff's office - reclassify one 8 Real Estate Clerk to a 10 Real Estate Clerk, Sr				
Conservation District office - reclassify one 7 Office Assistant Sr to a 10 Administrative Assistant				
Conservation District office - reclassify one 18 Resource Conservation Specialist to a 19 Resource Conservation Specialist				

M-2020-18 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve/ratify the requests to work additional hours as follows:

- a) Sheriff's Office Overtime Report for the period ending 12/22/19:
 - (1) Deputies – 18.25 hours
 - (2) Security – 37.25 hours
 - (3) Clerks – 17.00 hours
- b) Sheriff's Office Overtime Report for the period ending 1/5/20:
 - (1) Security – 83.00 hours

M-2020-19 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the following:

- a) Vouchers Payable:
 - i) \$437,184.70 for the week ending 12/20/19
 - ii) \$1,653,970.80 for the week ending 12/27/19
 - iii) \$423,576.63 for the week ending 1/10/20
- b) Gross Payroll:
 - i) \$1,104,933.49 for the period ending 12/22/19
 - ii) \$1,180,216.91 for the period ending 1/5/20
- c) Healthcare Benefits Payments:
 - i) Highmark Blue Cross/Blue Shield:
 - (1) \$35,265.14 on 12/19/19
 - (2) \$63,976.35 on 12/27/19
 - (3) \$63,976.35 on 12/30/19
 - (4) \$61,039.06 on 1/8/20
 - ii) Geisinger:
 - (1) \$199,447.70 on 12/16/19
 - (2) \$112,213.53 on 12/26/19
 - (3) \$82,566.95 on 1/3/20
 - (4) \$48,104.61 on 1/7/20
 - iii) Dental Claims:
 - (1) \$4,780.90 on 12/20/19
 - (2) \$3,581.85 on 12/27/19
 - (3) \$1,306.80 on 1/3/20
 - (4) \$4,002.54 on 1/3/20
 - iv) ConnectYourCare:
 - (1) \$199.30 on 12/12/19
 - (2) \$875.84 on 12/19/19
 - (3) \$502.01 on 12/26/19
 - (4) \$916.75 on 1/2/20

M-2020-20 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the following travel, as requested by Penn State Extension:

- a) Sherri Williams to Harrisburg, PA on 1/9/20 to work the 4-H booth at the PA Farm Show
- b) Sherri Williams to State College from 1/31/20 through 2/2/20 to attend and chaperone students at the 4-H State Leadership Conference

M-2020-21 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve/ratify the attached Travel Request Report for the following departments: Assessment Office, Children & Youth Services, Conservation District and Sheriff's Office.

M-2020-22 Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to execute a Memorandum of Understanding with the Redevelopment Authority of the County of Monroe to allow them to administer a Pennsylvania Community Center Grant in the amount of \$58,315.00 to perform necessary repairs on the Loder Senior Center, as requested by the Area Agency on Aging.

M-2020-23 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to acknowledge the resignation of Emma Avci from the Monroe County Retired and Senior Volunteer (RSVP) Program Advisory Board.

M-2020-24 Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to ratify the execution of the First Quarter 2019/2020 Fiscal Report indicating spending in the amount of \$4,691,056.00, as requested by Children & Youth Services.

M-2020-25 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to ratify the following Purchase of Service Agreements for the period of 7/1/19 through 6/30/2020, as requested by Children & Youth Service (*subject to updated insurance certificates, noted below*):

<u>Provider:</u>	<u>Maximum Amount:</u>
County of Bucks	\$450,000.00
Adelphoi Village, Inc.	\$600,000.00
Loftus Vergari and Associates	\$30,000.00 (<i>3 million dollar liability coverage</i>)
Diakon Child, Family and Community Services	\$75,000.00 (<i>updated certificate needed</i>)
Bethany Christian Services, Inc.	\$93,000.00
Youth Service Incorporated	\$100,000.00
Drug and Alcohol Rehabilitation Services, Inc.	\$30,000.00 (<i>update to 3 million dollars</i>)
The Children's Home of Easton, Inc.	\$130,000.00 (<i>updated certificate needed</i>)
Institute for Human Res. and Services, Inc.	\$50,000.00 (<i>proof of liability ins. of 1million per occurrence and 3 million in the aggregate</i>)

M-2020-26 Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve the Budget Adjustment Report dated 1/9/2020 totaling \$1,521,052.00.

M-2020-27 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to set the 2020 mileage rate at 57.5 cents per mile for reimbursement to County employees driving personal cars on County business effective 1/1/2020.

M-2020-28 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to execute an agreement for Document Processing Services with Avenue Insights & Analytics, LLC., for the period of 1/1/2020 through 12/31/2025, in the amount of \$1,115,261.36, to scan approximately 13,521,735 back office files.

M-2020-29 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve Change Order #2 with Bognet, Inc. (Add to the General Contract) for the District Attorney 701 Main Street Project in the amount of \$4,791.41 to allow for additional ceiling work and other minor changes.

M-2020-30 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve Change Order Number #1 with Wind Gap Electrical, Inc. (Add to Electrical Contract) for the District Attorney 701 Main Street Project in the amount of \$1,522.00 to allow for additional fiber cable to be installed.

M-2020-31 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve Change Order Number #1 with Bognet Inc. (Add to General Contract) for the Public Defender and Pre-Trial Services 701 Main Street Project in the amount of \$10,079.00 to allow for design changes and additional work.

M-2020-32 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to ratify the execution of a contract with Charles W. Grimm Construction, Inc., in the amount of \$88,996.00 for the Courtroom Six Renovation Project.

M-2020-33 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to reappoint the following to the Board of the Pennsylvania Northeast Regional Railroad Authority:

- a) Charles Garris - Term to expire 1/1/2025
- b) Andy Forte – Term to expire 1/31/2024

M-2020-34 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to rescind Motion 2019-228 from the October 16, 2019, Commissioners' Meeting, accepting the proposal from I.S.G., LLC. for repairs to Goose Pond Dam and award the project to E.F. Possinger & Sons, Inc. proposal in the amount of \$16,990.00.

M-2020-35 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to reappoint the following individuals to the Monroe & Pike Counties Community Services Administrative Board for a second three year term:

- i. Emma Avci – Community Representative – term expire 12/31/2020
- ii. Patrina Smith – Low Income Representative – term expire 12/31/2020
- iii. Brian LaVacca – Low Income Representative – term expire 12/31/2021
- iv. John Christy – Public Service Representative – term expire 12/21/2021
- v. Robert Ruiz – Public Service Representative – term expire 12/31/2022
- vi. Karl Davis – Community Representative – term expire 12/31/2022
- vii. Donna Sokolowski – Low Income Representative – term expire 12/31/2021
- viii. Heidi Pickard – Public Service Representative – term expire 12/31/2021

M-2020-36 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to accept a quote from Avail Business Systems in the amount of \$4,337.20 to dismantle, move and reassemble the Trax Rail File System to the new District Attorney’s Office at 701 Main.

M-2020-37 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to accept a quote from Matheson Transfer Company (lowest of three) to move the following offices:

- i. District Attorney to 701 Main Street - \$5,642.00
- ii. Public Defender to 701 Main Street - \$4,808.00
- iii. County Coroner to Snydersville - \$1,375.00

M-2020-38 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to execute a Building Use Agreement with St. Paul Lutheran Church to use their community hall for the 2020 primary and general elections at a cost of \$100.00 per election.

M-2020-39 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to execute a Memorandum of Understanding with Chestnuthill Township acknowledging our interest in participating in discussions of the Township’s desire to build a back-up emergency services facility.

M-2020-40 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to execute an agreement with CGI Communications to update the promotional videos featured on the County website.

M-2020-41 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to execute an agreement with Language Services Associates, Inc., to provide telephone language interpretation services to the Courts at a standard rate of \$1.95 per minute.

M-2020-42 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to ratify submission of the PCORP renewal application.

M-2020-43 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve submission of the 2019 Report of County Liquid Fuels Tax Fund Report with a year end fund balance of \$323,223.36 and total expenditures of \$91,088.05.

M-2020-44 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve submission of the 2019 Report of Act 44 County Liquid Fuels Tax Fund with a year end fund balance of \$16,195.40 and total expenditures of \$317,852.04.

M-2020-45 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve submission of the 2019 Report of Act 89 County Liquid Fuels Tax Fund with a year end fund balance of \$120,373.53 and total expenditures of \$42,280.05.

M-2020-46 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to add the following vendors to the County List of Approved Vendors:

- i. Ramona Vaughn – Aging
- ii. Sussette Fontanez – Aging
- iii. UMB Bank , NA - Fiscal

M-2020-47 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to execute an Agreement authorizing the Redevelopment Authority of Monroe County to act as administrator of the Monroe County Demolition Fund.

M-2020-48 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to acknowledge receipt of the 2019 Water Quality Report, as prepared by the Planning Commission.

M-2020-49 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to ratify the 2019/2020 Intergovernmental Transfer Agreement (IGT) with the PA Department of Human Services Office of Long-Term Living to allow Pleasant Valley Manor to receive an additional \$2,011,039.46 in State Medical Assistance dollars.

M-2020-50 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to acknowledge the resignation of Dr. Raul Coronado to the Board of Trustees of Pleasant Valley Manor.

M-2020-51 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to ratify the Capital Purchases Report dated December 19, 2019, as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
Courts	101.4184.9575.0000	Capital Expenditure	1	High Back Chair	Office Service Co.-State Contract	342.68
Courts	101.4184.9575.0000	Capital Expenditure	2	Luminex II Standard Keyboards	Stenograph-Sole Source	9,690.00
TOTAL APPROVED CAPITAL						\$ 10,032.68
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
TOTAL REQUESTS W/TRANSFER						\$ -
GRANT FUNDED & OTHER:						
TOTAL GRANT FUNDED & OTHER						\$ -
TOTAL CAPITAL REQUESTS						\$ 10,032.68

M-2020-52 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the Capital Purchases Report dated January 9, 2020, as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
TOTAL APPROVED CAPITAL						\$ -
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
Voter Registration-Elections	101.4120.0001.9575.0000	Capital Expenditure	49	Clear Cast Bundle Scanners including warranties	Clear Ballot-State Contract	226,527.00
Voter Registration-Elections	101.4120.0001.9575.0000	Capital Expenditure	53	Clear Cast Ballot Boxes	Clear Ballot-State Contract	45,050.00
TOTAL REQUESTS W/TRANSFER						\$ 271,577.00
GRANT FUNDED & OTHER:						
TOTAL GRANT FUNDED & OTHER						\$ -
TOTAL CAPITAL REQUESTS						\$ 271,577.00

Chairman Laverdure announced that Attorney Alan Young was presented a plaque at the Planning Commission meeting for his nineteen years of service on the Planning Commission.

There was no public comment.

Chairman Laverdure adjourned the meeting at 9:54 a.m.

Greg Christine, Chief Clerk/Administrator

M-2020-01 thru M-2020-52