



MONROE COUNTY BOARD OF COMMISSIONERS' MEETING
February 5, 2020

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday, February 5, 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, Chief Clerk/Administrator Greg Christine, and Administrative Secretary Cindy King. County Solicitor John B. Dunn was not in attendance.

Chairman Laverdure called the meeting to order at 9:31 with a moment of silence and the pledge of allegiance to the flag.

Chairman Laverdure welcomed Ms. Michelle Bisbing, Director of Marketing, Monroe County Industrial Development Authority (IDA). Ms. Bisbing stated that in 2005 the county, Pocono Mountain School District and Pocono Township created the first Tax Increment Financing (TIF) district. A TIF is a financing procedure that uses property tax revenue to fund debt service for public improvement. The Monroe County Industrial Development Authority (MCIDA) borrowed \$3.5 million for Pocono Township Sewer Project. The loan is satisfied five (5) years before the maturation date of May 25, 2025. Ms. Bisbing presented to the Commissioners a check in the amount of \$147,000.17 as the refund amount due to the county.

There was no public comment on agenda items.

M-2020-53 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the following:

- a) The minutes of the January 15, 2020 Commissioners' Meeting
- b) Amend Motion 2020-06 to reflect a change in a Line Items for the RASA Grant from 177.4491.0210.000 to 177.4493.6210.0000 (Telephone)

M-2020-54 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to adopt the following certificates of special recognition and resolution:

- a) George J. Vagelakos – MST Person of the Year Nomination
- b) Louis A. Santiago – MST Person of the Year Nomination
- c) Dennis and Ronnie O'Leary – MST Person of the Year Nomination
- d) Jeff Borger – 2019 Conservation Farmer of the Year
- e) Francis E. Walter Dam Resolution (R-2020-1)

M-2020-55 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the following:

- a) Personnel Agenda:

	NAME:	DEPT:	POSITION:	DATE:	REASON:
	NEW HIRES:				
	Taylor Ross	C&Y	33 Casw 1	2/3/20	New Hire, Replacement
	Donia Turner	DA	12 Legal Sec	1/21/20	New Hire, Replacement
6052	Angel Clarke	Career Link	Laborer	1/22/20	Rehire
6161	Ashley Watson	Career Link	Laborer	1/13/20	Rehire
	David Delorme	Career Link	Laborer	2/3/20	New Hire
	David Greco	Career Link	Laborer	2/3/20	New Hire
	Dylan Keesler	Career Link	Laborer	2/3/20	New Hire
5910	Dylan Miller-Rashkin	Career Link	Laborer	1/22/20	Rehire
	Jaytaun Reinhard	Career Link	Laborer	2/3/20	New Hire
	Kambryn Meekes	Career Link	Laborer	2/3/20	New Hire
	Komelle Yearwood	Career Link	Laborer	2/3/20	New Hire
	Kristen Cary	Career Link	Laborer	2/3/20	New Hire
	Lucas Bray	Career Link	Laborer	2/3/20	New Hire
	Luke Pandolfo	Career Link	Laborer	2/3/20	New Hire
	Mathew McConnell	Career Link	Laborer	2/3/20	New Hire
	Riley Clifford	Career Link	Laborer	2/3/20	New Hire
6058	Tanjia Bogue-Gee	Career Link	Laborer	1/22/20	Rehire
	Tori Strohl	Career Link	Laborer	2/3/20	New Hire
	SEPARATIONS:				
0611	Joanne Karasek	Aging	21 Program Mgr 1	2/7/20	Retirement
6050	Avery Strohm	C & Y	35 Casw 2	1/16/20	Resigned
6030	Siobhan Dunleavy	MDJ Muth	7 Tech	1/17/20	Terminated
5634	Stephanie Rosen	R & R	8 Rec Tech	1/17/20	Terminated
6148	Stephanie Stanton	Sheriff	8 Cths Sec Bailiff	1/19/20	Resigned
	CHANGES:				
5112	Susan Pagano	Aging	33 Fiscal Tech	1/24-2/21/20	LOA
4498	Jeannie Hartenfels	Aging	35 Comm Hlth Nurse I	1/11-1/16/20	Extend LOA
4498	Jeannie Hartenfels	Aging (Vot Reg)	35 Comm Hlth Nurse I	1/17-2/7/20	RTW Modified Duty
5227	Brittany Angelica	Aging	37 Care Mgr 3	11/20-2/6/20	LOA Intermittent
5644	Jerica Getz	Assessment	10 Mapper	1/15/20	Probation Completed
2016	Bobbi Halterman	Assessment	15 Mapper Sr	1/15/20	Probation Completed
6105	Ashley Lance	Assessment	8 UPI/Office Assistant	2/21/20	Probation Completed
6050	Avery Strohm	C&Y	33 Casw 1	1/5/20	975 hrs Completed
6050	Avery Strohm	C&Y	35 Casw 2	1/6/20	Promo w/o Exam
6080	Chantelle Leader	C&Y	35 Casw 2	1/6/20	975 hrs Completed
6082	Jason Koelsch	C&Y	33 Casw 1	1/29/20	975 hrs Completed
6082	Jason Koelsch	C&Y	33 Casw 2	1/30/20	Promo w/o Exam
6102	Lawrence DeLisi	C&Y	33 Casw 2	1/21/20	975 hrs Completed
6051	Rachel Starkes	C&Y	33 Casw 1	1/3/20	975 hrs Completed
6051	Rachel Starkes	C&Y	33 Casw 2	1/4/20	Promo w/o Exam
5372	Alesia Gallo	Conserv Dist	17 Enviro Educ	1/16/20	Promotion, replacement
6054	Amber Funk	Conserv Dist	19 Res Conserv Spec	1/1/20	Probation Completed
6005	Robert Sebastianelli	DA	17 Detective	1/2/20	Probation Completed
6068	Brian Gaithe	Dom Rela	17 Investigator	1/10/20	Probation Completed
	Jacqueline Genest	Fiscal	13 Fiscal Specialist	1/1/19	Correct title
	Jacqueline Genest	Fiscal	13 Fiscal Specialist	1/22-2/10/20	LOA
	Kristine Wright	Fiscal	13 Fiscal Specialist	1/1/19	Correct title
2101	Jennifer Strauch	Human Service	19 Grants Manager	1/8-1/21/20	LOA
5977	Eric Ramos	Jail	CO	1/22-1/28/20	LOA
0522	Arkadiusz Martynowicz	Jail	CO II	12/31-2/14/20	Correction: Modified duty
0467	Carl DeSimone	Jail	CO II	2/3-8/2/20	LOA Intermittent
1623	Elizabeth Knight	Jail	CO II	1/10-2/10/20	Extend Modified Duty
3615	George Greene	Jail	CO II	1/4-7/3/20	LOA Intermittent
5790	Jessica Irizarry	Jail	CO II	1/7-1/13/20	LOA
3829	Mark Mamanski	Jail	CO II	1/5-2/5/20	LOA
4891	Robert Schwartz	Jail	CO II	12/9-2/6/20	Extend Modified Duty
1019	Scott Jackson	Jail	CO II	11/1-4/30/20	LOA Intermittent
1868	Stephanie Viera	Jail	CO II	1/25-7/24/20	LOA Intermittent
5163	Steven Geist	Jail	CO II	1/7-7/16/20	LOA Intermittent
5370	Waldemar Wozniak	Jail	CO II	1/21-1/24/20	LOA
	William Johnson	Jail	CO II	1/29/20	Extend LOA
	William Johnson	Jail	CO II	1/30-2/14/20	Extend LOA
	William Johnson	Jail	CO II	2/15-2/17/20	Extend LOA
	William Johnson	Jail	CO II	2/18-2/29/20	Extend LOA
6157	David Gaspar Jr	Judge D Higgins, Jr	20 Law Clerk	1/6/2020	Adjust start date
4737	Teresa Madej	Maintenance	3 Custodian	1/16-2/13/20	LOA
5084	Nina Trubiano	Proth	10 Deputy Proth	1/3-2/29/20	LOA
3962	Angela Bremer	Proth	11 Deputy Proth	12/6-1/20/20	Extend LOA
	Angela Bremer	Proth	11 Deputy Proth	1/21-2/21/20	RTW Modified Duty
4999	Eugene Blaney III	Sheriff	17 Cpl Warr Invest	11/18-2/18/20	Extend LOA
6130	Tanisha Blake	Sheriff	8 Cths Sec Bailiff	2/7/20	LOA
2806	Kathleen Deardorf	Sheriff	8 Off Ast/Firearm Div	1/27/20	Lateral transfer from 8 Rec Tech
4179	Joan Borrowbridge	Sheriff	8 Persl Prop Clerk	1/16-2/26/20	Extend LOA
3277	Candy Burger	Treasurer	13 Asst Dep Treas	2/3/20	From 35 to 37.5 hrs/wk
5348	Sherri Lynn Frisbie	Treasurer	9 Acct Tech	2/3/20	From 35 to 37.5 hrs/wk
5936	Stephanie Chieffo	Treasurer	9 Acct Tech	2/3/20	From 35 to 37.5 hrs/wk
	MISCELLANEOUS:				
	Approve the correction of the title for Fiscal's 13 Fiscal Specialist from 13 Accounting Technician effective 1/1/20				
	Adopt the 10 Office Asst Sr job description in the Conservation District office effective 1/1/2020				
	Reclassify the 10 Office Asst Sr to a 7 Office Asst position in the Conservation District office effective 1/16/20				
	Request from Treasurer Theresa Johnson to delete the PT 9 Accounting Technician and increase the hours of the two 9 Accounting Technicians and one 13 Assistant Deputy Treasurer from 35 to 37.5 hours per week effective 2/3/20				
	Request from Maintenance's Tom Stone for a Manpower temporary custodian for the night crew until further notice effective 1/21/20				
	Adopt the job description for the grade 10 Armed Security Officer/Bailiff in the Sheriff's office effective 1/27/20				
	Approve the request from Public Defender James Gregor to change the 10 Intake Analyst to full time and delete the 7 Office Assistant position in 2020 effective 2/3/20				
	Request from Aging's Director Brian LaVacca to allow Gretchen Peters to use her 2019 carryover vacation during her 4 week LOA				
	Adopt the job description for the Pretrial Office's grade 15 Pretrial Officer Trainee effective 1/21/20				
	Approve an additional 15 Pretrial Officer Trainee in the Pre-Trial Services department as was budgeted for 2020				
	Request from Fiscal Director Amy Rosen to allow donation of leave to Jacqueline Genest while out on an FMLA beginning 1/22/20				

- b) Requests to work additional hours:
 - i) Sheriff's Office Overtime Report for the period ending 1/19/20:
 - (1) Deputies – 49.25 hours
 - (2) Security – 27.50 hours
 - (3) Clerks – 99.00 hours
 - ii) Tax Claim Bureau:
 - (1) Up to 5 hours per week for Dawn Pugh, Melinda Knitter, Lynn Dehaven, Joann Mahon, Deb Miraglia and Stephanie Reed for the period of 2/10/20 through 2/28/20

M-2020-56 Motion by Commissioner Christy, seconded by Vice- Chairman Moyer and carried to approve the following:

- a) Vouchers Payable:
 - i) \$630,015.72 for the week ending 1/17/20
 - ii) \$1,147,105.34 for the week ending 1/24/20
 - iii) \$4,442,170.09 for the week ending 1/31/20
- b) Gross Payroll:
 - i) \$1,777,280.68 for the period ending 1/19/20
- c) Healthcare Benefits Payments:
 - i) Highmark Blue Cross/Blue Shield:
 - (1) \$46,778.55 on 1/15/20
 - (2) \$186,227.20 on 1/29/20
 - ii) Geisinger:
 - (1) \$19,916.19 on 1/13/20
 - (2) \$56,942.19 on 1/14/20
 - (3) \$82,008.92 on 1/22/20
 - (4) \$57,380.14 on 1/28/20
 - iii) Dental Claims:
 - (1) \$3,212.11 on 1/13/20
 - (2) \$6,921.81 on 1/24/20
 - (3) \$5,576.66 on 1/24/20
 - (4) \$1,302.40 on 1/29/20
 - iv) Flexible Spending Account:
 - (1) \$24.40 on 1/15/20
 - v) ConnectYourCare:
 - (1) \$1,171.63 on 1/9/20
 - (2) \$1,369.27 on 1/22/20
 - (3) \$207.90 on 1/22/20
 - (4) \$3,196.82 on 1/28/20

M-2020-57 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve/ratify the following travel request for Penn State Extension and the attached travel report for the departments listed:

- a) Sherri Williams to Penn State Worthington Campus on 2/24/20 to attend a conference on mental health first aid training
- b) Travel Request Report – Aging, Children & Youth, Conservation District, Jail, Emergency Services, Juvenile Probation, Planning, Public Defender, Veterans Affairs and Victim Witness

M-2020-58 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to execute the following Subsidy Agreements for Permanent Legal Custodian, as requested by Children and Youth Services:

- a) K.C.
- b) C.T.

M-2020-59 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the following, as requested by Area Agency on Aging:

- a) Execute a PA Department of Agriculture Local Agency Grant Agreement for the Senior Farmers Market Nutrition Program to allow eligible senior citizens to receive vouchers to purchase fruits and vegetables from PA farmers who sell at designated farm markets
- b) Authorize the rental of a room at Northampton Community College for a Senior Isolation Workshop to be held on April 9, 2020 from 8:30 a.m. to 3:30 p.m. (subject to changes requested by the Solicitor)

M-2020-60 Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve the following:

- a) Ratify approval of the Budget Adjustment Report dated 1/29/20 totaling \$28,423.00
- b) The Budget Adjustment Report dated 1/29/20 totaling \$642,465.00
- c) Ratify approval for the Chief Clerk to advertise the following:
 - i. Notice to bidders for the Security Renovations to MDJ Anzini's Office
 - ii. Notice to bidders for the Security Renovations to MDJ Muth's Office
 - iii. Notice to bidders for moving of voting equipment for 2020
- d) Ratify execution of a Software Support Agreement with Optical Storage Solutions, Inc., for maintenance and software updates for the LANDEX System in the Register and Records Office
- e) Accept a proposal from Johnson Controls, Inc. for a three (3) year period from 2/1/20 through 1/31/23 for software subscription and upgrades, operational inspections and routine maintenance on the Metasys System (proprietary system) for the Courthouse and Administrative Center at the following annual cost:
 - i. \$50,874.00 – Year One
 - ii. \$52,407.00 – Year Two
 - iii. \$53,980.00 – Year Three
- f) Execute the following Conflict Counsel Agreements:
 - i. Donald E. Gual – Special Public Defender
 - ii. Robert A. Saurman – Special Public Defender
 - iii. Janet Catina – Special Public Defender
 - iv. Janet Catina – PFA Defense Advocate
 - v. Deborah L. Huffman – PFA Plaintiffs Advocate
- g) A request from the Pocono Arts Council to use Courthouse Square on 2/15/20 to hold their annual Winterfest Celebration
- h) A request from the Vietnam Veterans of America – Pocono Chapter 678 to use Courthouse Square on March 29, 2020, to hold a Vietnam Veterans Day Ceremony
- i) A request from Williams Pipeline Company to perform survey work on County owned property located on Route 115 in Tunkhannock Township for a proposed pipeline expansion
- j) The application for an Emergency Management Performance Grant in the amount of \$288,482.00, to be used to offset 50% of the salaries of emergency management staff
- k) Accept the resignations of Sharon S. Laverdure and Charles Green from the Eastern Monroe Public Library and appoint Elizabeth Koster and Debbie Kulick to serve the balance of the terms to 12/31/20
- l) Ratify a Comprehensive Health Services Agreement with Primecare Medical, Inc., for a three (3) year period from 1/1/20 through 12/31/22 to provide inmate healthcare services at the Monroe County Correctional Facility at an initial annual cost of \$1,275,810.25 with a one percent increase in 2021 and three percent increase in 2022
- m) The 2019/2020 Medical Assistance Transportation Program 2nd Quarter Fiscal Report totaling \$172,804.55
- n) Appoint Mark Love to the Monroe County Auxiliary Board of Assessment Appeals
- o) Appoint Dr. Peter Casale to the Pleasant Valley Manor Board of Directors
- p) Add the following Vendors to the County List of Approved Vendors:
 - i. Gerald S. Cole – PD
 - ii. Barbara Gajewski – Aging
 - iii. Lorna MacIntire – Emergency Management
 - iv. Patrick J. Deegan – Emergency Management
 - v. Kevin Young – Emergency Management
 - vi. OCCAM Video Solutions – DA

M-2020-61 Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve the following, as requested by the Planning Commission:

- a) Appoint Charles Vogt to the Planning Commission Board, replacing Alan Price Young, for a term to expire 2/28/24
- b) Execute an Intergovernmental Agreement, along with Addendum Number One, with Northampton County to work jointly towards extending the Liberty Trail from Portland to Delaware Water Gap
- c) Execute grant documents with the University of Pittsburgh in the amount of \$14,607.00 to fund the Active Transportation Area for the East Stroudsburg Urbanized Area
- d) Execute a Professional Services Contract with McMahon Associates, Inc. in the amount of \$14,607.00 (Grant funded) to provide analysis and project management for the Active Transportation Plan for the East Stroudsburg Urbanized Area

M-2020-62 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the following, as requested the Redevelopment Authority of the County of Monroe:

- a) Appoint/reappoint the following individuals to the Monroe County Affordable Housing Board:
 - i. Nick Fredericks replacing Katherine Stevenson (deceased) with a term to expire 12/31/20
 - ii. William Cullen to 12/31/24
 - iii. Todd Weitzmann to 12/31/24
- b) The Affordable Housing Trust Fund (Act 137) 2020 Budget, as follows:
 - i. Administration - \$28,347.00
 - ii. First Time Homebuyer - \$150,000.00
 - iii. Residential Rehab - \$75,000.00
 - iv. Emergency Rehab - \$10,000.00
 - v. Weatherization - \$50,000.00
 - vi. Project Based - \$200,000.00
 - vii. Program Based - \$36,000.00
 - viii. Land Bank - \$140,000.00
 - ix. Unallocated - \$85,515.07

M-2020-63 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to reappoint Richard Mutchler to the Monroe County Transportation Authority Board of Directors with a new term to expire February 7, 2025.

M-2020-64 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to reappoint the following to the Pocono Mountains Municipal Airport Authority:

- a) Mark Turner – Term to expire 1/20/25
- b) Greg Christine – Term to expire 1/31/25

M-2020-65 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the Capital Purchases Report dated January 29, 2020, as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
Sheriff	101.4197.7109.0000	Uniforms	1	Bullet Proof Vest	Starr Uniform-Sole Source	850.00
TOTAL APPROVED CAPITAL						\$ 850.00
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
Commissioners	101.4111.9575.0000	Capital Expenditure	3	Roller Shades & installation	Office Service Co.-State Contract	853.14
Sheriff	101.4197.5522.0000	Minor Equipment	2	Motorola XPR3500e Portable Radios, Speaker Microphones & shipping	Sandy's Communications-Lowest Quote	1,175.00
TOTAL REQUESTS W/TRANSFER						\$ 2,028.14
GRANT FUNDED & OTHER:						
TOTAL GRANT FUNDED & OTHER						\$ -
TOTAL CAPITAL REQUESTS						\$ 2,878.14

M-2020-66 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to ratify/approve the following computer capital purchase reports dated 12/26/19 and 1/29/20):

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
Courts	101.4172.9575.0000	Capital Expenditure	1	Dell Optiplex 3070 SFF MLK including monitor & accessories	Dell-State Contract	725.00
	101.4172.9575.0000	Capital Expenditure	2	Microsoft Surface Pro 7 Tablets with accessories & warranties	SCW-Lowest Quote	3,181.94
	101.4172.9575.0000	Capital Expenditure	1	Fujitsu fi-7030 Sheelfed Scanner	SCW-Lowest Quote	420.88
	101.4172.9575.0000	Capital Expenditure	2	HP LaserJet Pro Printers	SCW-Lowest Quote	399.42
Information Systems	101.4172.5800.0010	Equipment/Maint Repair	1	Cisco Meraki 5-year license renewal for 40 devices	CDW-G-State Contract	59,149.00
TOTAL APPROVED CAPITAL						\$63,876.24
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
TOTAL REQUESTS W/TRANSFER						\$0.00
GRANT FUNDED & OTHER:						
DA - Digital Forensics	159.4194.8800.0000	Program Expenses	2	iNput-ACE Software including support	Occam Video Solutions-Sole Source	\$6,990.00
	159.4194.8800.0000	Program Expenses	3	Hands-on support for iNput-ACE Software	Occam Video Solutions-Sole Source	\$2,385.00
	159.4194.8800.0000	Program Expenses	1	UFED Touch2 Ultimate, Standard	Cellebrite, Inc.-Sole Source	\$10,170.00
	159.4194.8800.0000	Program Expenses	1	Adamant Custom Liquid Cooled Video Editing Rendering Modeling Workstation	Amazon-Sole Source	\$3,179.99
TOTAL GRANT FUNDED & OTHER						22,724.99
TOTAL CAPITAL REQUESTS						\$86,601.23

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
Coroner	101.4172.9575.4193	Capital Expenditure	1	Panoramic IP 5000, Starlight Autodome 7000 PTZ camera, accessories, and installation	P2-State Contract	9,673.04
	101.4172.9575.4193	Capital Expenditure	1	Tripp Lite 12U Rack Enclosure & APC Smart UPS 1500 VA	SCW-State Contract	1,738.91
	101.4172.9575.4193	Capital Expenditure	1	Dell PowerEdge R340 Server	Dell-State Contract	2,949.96
Correctional Facility	101.4172.9575.4232	Capital Expenditure	1	Brother Fax4100e	SCW-Lowest Quote	276.14
Information Systems	101.4172.5261.0000	Software Support	1	Toshiba DocuWare AutoIndexing Module including installation, training, maintenance, & support	Toshiba-Sole Source	5,334.00
	101.4172.5800.0010	Equipment/Maint. Repair	1	Adobe Photoshop	SCW-Lowest Quote	492.75
	101.4172.5800.0010	Equipment/Maint. Repair	1	Cisco SFP mini GBIC transceiver module-GigE	SHI-Lowest Quote	691.00
Planning	101.4172.9575.4171	Capital Expenditure	1	Panoramic IP 5000, Starlight Autodome 7000 PTZ camera, accessories, and installation	P2-State Contract	9,475.50
Probation	101.4172.9575.4236	Capital Expenditure	1	HP Laser Jet M607N Printer including envelope feeder & paper tray	SCW-State Contract	1,019.27
Sheriff	101.4172.9575.4197	Capital Expenditure	15	Fujitsu Fi-7160 Document Scanners	SCW-State Contract	12,752.10
TOTAL APPROVED CAPITAL						44,402.67

Chairman Laverdure announced that two (2) public meetings were held regarding the courthouse renovation project on January 29 at the Northampton Community College Monroe Campus and February 1, 2020 at the East Stroudsburg University's Innovation Center. There will be more public meetings scheduled. A website containing detailed information may be found at <http://www.monroecountypa.gov/Dept/CourthouseProject/>.

Chairman Laverdure asked if there was any public comment. Lori Fuchs, Court Reporter, stated that the court reporters were reclassified and are to be reimbursed back pay and to date they have not received payment. Vice-Chairman Moyer stated the Commissioners approved the payment and that the scheduled administration of payroll is delaying the process.

Jennifer Strauch, Grants Manager, announced that April 1, 2020 is Census Day and by the end of March every household should have received a census questioner. The census determines the number of congressional seats, federal funding for infrastructure and grants for human services and it is very important that the questioners are completed and returned as requested.

Chairman Laverdure adjourned the meeting at 10:01 a.m.

Greg Christine, Chief Clerk/Administrator

**M-2020-53 thru M-2020-66
R-2020-01**

TRAVEL REQUEST REPORT

Travel ID	Travel Date(s)	Traveler(s)	Destination	Purpose of Travel	Est. Costs
AREA AGENCY ON AGING					
2020-0024	03/25/2020 -- 03/27/2020	Merle Turitz	State College PA	Senior Corps of PA Directors quarterly meeting	\$374.00
2020-0032	04/23/2020 -- 04/23/2020	Vaughn, Ramona	580 Meetinghouse Road Ambler PA	PDA Protective Services Enrichment	\$10.00
CHILDREN & YOUTH SERVICES					
2020-0013	01/23/2020 -- 01/23/2020	Howard, Anne	111 N Pennsylvania Ave. Suite 110 Wilkes Barre PA	Child Welfare Case Management training session.	\$19.00
2020-0015	01/24/2020 -- 03/31/2020	Fortune, Alysanne Bell, Vanessa	Pittston	Training	\$264.00
2020-0016	01/23/2020 -- 01/23/2020	Carpentier, Amber	Wilkes-Barre	Training	\$20.70
2020-0018	01/28/2020 -- 01/28/2020	Payano-Santiago, Maria	Acces Services Inc. Bethlehem PA	Conducting an Audit	\$19.00
2020-0019	02/06/2020 -- 02/06/2020	Payano-Santiago, Maria	THE IMPACT PROJECT 407 CHESTNUT STREET EMMAUS PA 18049	TO CONDUNCT A VENDOR AUDIT	\$19.00
CONSERVATION DISTRICT					
2020-0010	03/24/2020 -- 03/25/2020	Mike Wilk Drew Wagner Andrea Polkowski Steven Baade John Motz Lori Kerrigan	Mill Hall, PA	Fluvial Geomorphology Training	\$0.00
2020-0023	01/30/2020 -- 01/30/2020	Amber Funk	Allentown, PA	Crops Conference	\$0.00
CORRECTIONAL FACILITY					
2020-0014	01/29/2020 -- 01/29/2020	Abel, Karl	Allentown, Pa	Recertification training for Notary	\$314.35

TRAVEL REQUEST REPORT

Travel ID	Travel Date(s)	Traveler(s)	Destination	Purpose of Travel	Est. Costs
EMERGENCY SERVICES					
2020-0025	02/18/2020 -- 02/18/2020	Henry, Bruce Harrison, Bradley Messerschmidt, Lynda	Woodlands, 1073 Highway 315, Wilkes Barre, PA 18702	To attend the PEMA Eastern Area In-Service Training	\$0.00
JUVENILE PROBATION					
2020-0012	01/28/2020 -- 01/30/2020	Yeager, Greg	Marienville, Grove City, Pittsburgh, Herman and Latrobe, PA	Visit with Juveniles in Placement at Abraxas I, George Junior Republic, New Outlook, Summit Academy and Adelphoi Village.	\$363.00
PLANNING					
2020-0011	01/17/2020 -- 01/17/2020	Staruch, Nathaniel	Pittston	PPA NE Section 2020 State Conference Committee Meeting	\$60.72
PUBLIC DEFENDER					
2020-0026	02/20/2020 -- 02/21/2020	Cutaio, Frederick	Harrisburg, Pennsylvania	2020 DUI & Motor Vehicle Law Summit	\$769.95
VETERANS AFFAIRS					
2020-0027	02/06/2020 -- 02/06/2020	Lisa Kaye	Wilkes	Directors meeting (County car unavailable)	\$57.50
VICTIM WITNESS					
2020-0017	04/06/2020 -- 04/08/2020	Melissa Ackerman	Gettysburg PA	Training	\$432.34