



MONROE COUNTY BOARD OF COMMISSIONERS
March 18, 2020

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday, March 18, 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 9:35 a.m. with a moment of silence and the pledge of allegiance to the flag.

There was no public comment on the agenda items.

M-2020-91 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the minutes from the March 4, 2020 Commissioners' Meeting, as presented.

M-2020-92 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the following certificates of recognition:

- a) Minto B. Soares – Eagle Scout
- b) Warren Joseph Planker – Eagle Scout

M-2020-93 Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve the following:

- a) Personnel Agenda:

NAME:	DEPT:	POSITION:	DATE:	REASON:
NEW HIRES:				
Amber Rosario	Career Link	Laborer	3/16/20	New Hire
Brandon Arroyo	Career Link	Laborer	3/16/20	New Hire
Nashod Palmer	Career Link	Laborer	3/16/20	New Hire
Fantaisha Palmer	Career Link	Laborer	3/16/20	New Hire
Nicholas Scott	Career Link	Laborer	3/16/20	New Hire
Thomas Benero	Career Link	Laborer	3/16/20	New Hire
SEPARATIONS:				
Kristina Trostle	Aging	21 Outreach Super	3/26/20	Resigned
Melanie Maskowski	C&Y	35 Casw 2	3/17/2020	Resigned
David Brunswick	C&Y	33 Casw 1	3/24/20	Resigned
Amber Funk	Conserv Dist	18 Resource Cons	3/27/20	Resigned
Yuriy Ostrovskiy	Jail	18 Sergeant	3/6/20	DIS Retirement
Melissa Hutchinson	Jail	CO I	2/24/20	Resigned
Melody Figueroa	Jail	CO I	2/24/20	Resigned
Thomas Lee	Jail	CO I	3/15/20	Resigned
Sherri Lauchnor	Proth	10 Deputy Proth	3/19/20	Resigned
CHANGES:				
Gretchen Peters	Aging	21 Program Mgr 1	3/3/20	RTW Early
Leslie Dietz	Aging	30 Clk Typist III	3/3/20	975 Hours Completed
Jeannie Hartenfels	Aging	35 Comm Hlth Nurse I	3/2-3/20/20	Extend LOA
Amanda VanDunk	C&Y	27 SSA III - PT	3/7/20	Voluntary Demotion
Erin Best	C&Y	33 Casw 1	3/3/20	Prob completed
Erin Best	C&Y	35 Casw 2	3/4/20	Promotion w/o exam
Briana Faulstick	C&Y	35 Casw 2	3/2/20	Prob completed
Josie Bonham-Marino	Conserv Dist	17 Envir Educ - PT	3/9/20	Prob Completed
Emily Paul	Conserv Dist	7 Office Asst Sr.	1/9/20	Prob Completed
Rosidanny Fernandez	Controller	19 Accountant	1/23/20	Prob Completed
Jesus Quinones	Coroner	15 Deputy	2/24/20	Susp 1 day w/o pay
Jesus Quinones	Coroner	15 Deputy	3/4/20	Extend prob 6 months
Joseph Sciabica	Courts	14 Law Librarian	3/4-4/29/20	LOA
Alysse Herrera	Courts	16 Court Rec & Trans	3/2/20	Prob Completed
Stacey Koehler	Courts	16 Court Rec & Trans	3/9/20	Prob Completed
Carrie Anne Overcash	Dom Rela	12 Enfo Spec Sr	11/15/19	Prob Completed
Mary Tulloch	Dom Rela	7 Office Asst Sr	3/4/20	Prob Completed
Bradley Harrison	Emerg Serv	20 Op/Trng Officer	3/5/20	Prob Completed
Jacqueline Genest	Fiscal	13 Specialist	3/18-3/25/20	RTW 4 hr/day
Sheri Haley	HR	14 HR Asst	3/19/20	Cancel LOA
Isabel Rivera	HR	19 HR Offr/HIPAA Coor	3/3-4/1/20	Extend LOA
Isabel Rivera	HR	19 HR Offr/HIPAA Coor	4/2-4/13/20	Extend LOA
William Carver	Jail	21 Lieutenant	1/22-2/10/20	LOA
William Carver	Jail	21 Lieutenant	2/11-8/10/20	LOA/Intermittent
Blake Schiller	Jail	CO II	3/23-3/27/20	LOA
Gerald Cox	Jail	CO II	11/10-5/9/20	LOA/Intermittent
James Landon	Jail	CO II	2/29-3/27/20	Extend LOA
Jodi Keiper	Jail	CO II	1/14-7/13/20	LOA/Intermittent
Kenneth Malarik	Jail	CO II	3/6-3/9/20	LOA
Mary Barcene	Jail	CO II	11/27-5/26/20	LOA/Intermittent
Nicholas Virella	Jail	CO II	3/5-3/23/20	Extend LOA
Robert Schwartz	Jail	CO II	12/20-3/16/20	RTW No OT
Mark Maminski	Jail (Voter Reg)	CO II	3/7-3/20/20	Extend Modified Duty
Carly Greenberg-Spindler	Judge Zulick	20 Law Clerk	2/27/20	Prob Completed
Ashley Fitzner	Proth	10 Deputy	3/16/20	Promotion, replacement
Nina Trubiano	Proth	8 Records Tech	3/16/20	Voluntary Demotion
TiffanyLynn Kozic	Proth	8 Records Tech	2/16-2/20/20	LOA
James Nunez	Sheriff	16 Deputy	1/28/20	12 Mth Prob Completed
Tanisha Blake	Sheriff	8 Cths Sec Bailiff	3/9/20	LOA
Jamie Armstrong	Sheriff	8 Real Est Clrk	3/4/20	12 Mth Prob Completed

- b) Requests to work additional hours:
 - i) Sheriff's Office Overtime Report for the period ending 3/1/20:
 - (1) Deputies – 64.00 hours
 - (2) Security – 66 hours
 - (3) Clerks – 39.78 hours

M-2020-94 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the following:

- a) Vouchers Payable:
 - i) \$1,544,613.34 for the week ending 3/6/20
 - ii) \$618,219.67 for the week ending 3/13/20
- b) Gross Payroll:
 - i) \$1,181,737.83 for the period ending 3/1/20
- c) Healthcare Benefits Payments:
 - i) Highmark Blue Cross/Blue Shield:
 - (1) \$70,534.62 on 3/4/20
 - (2) \$95,276.84 on 3/11/20
 - ii) Geisinger:
 - (1) \$129,151.71 on 3/3/20
 - (2) \$161,553.46 on 3/9/20
 - (3) \$18,799.09 on 3/12/20
 - iii) Dental Claims:
 - (1) \$6,236.12 on 3/6/20
 - (2) \$6,276.26 on 3/12/20
 - iv) Flexible Spending Account:
 - (1) \$1,725.62 on 3/6/20
 - v) ConnectYourCare:
 - (1) \$2,990.69 on 3/6/20
 - (2) \$2,040.36 on 3/12/20

M-2020- 95 Motion by Vice-Chairman Moyer seconded by Commissioner Christy and carried to approve/ratify the Travel Request Report – Treasurer, Area Agency on Aging, Assessment, Probation, Planning, Children & Youth, Conservation District, Corrections and Veteran's Affairs. Chairman Laverdure stated pending the conferences are still scheduled to be held.

Chairman Laverdure recessed the regular meeting at 9:39 a.m. and opened Assessment Board meeting for corrections to the duplicate.

M-2020-96 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the corrections to the duplicate as follows:

Additions - \$192,930.00
 Subtractions - \$9,110,890.00

Chairman Laverdure closed the Assessment Board Meeting at 9:40 a.m. and continued with the regular meeting.

M-2020-97 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the following, as requested by Children and Youth Services:

- a) Appoint Theresa Zuba to the Children & Youth Advisory Board with a term to expire 3/31/23
- b) Execute the 2019-2020 Second Quarter C&Y Fiscal Report indicating spending in the amount of \$9,178,854.00

M-2020-98 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the following:

- a) Ratify the Budget Adjustment Report dated 3/11/20 totaling \$128,088.00
- b) The Budget Adjustment Report dated 3/11/20 totaling \$738,157.00
- c) Adopt a Declaration of Disaster Emergency for the Covid-19 Virus
- d) Authorize submission to the Pennsylvania Department of Environmental Protection the Application for Reimbursement for a County Recycling Coordinator, for grant monies to offset the salary of the County Recycling Coordinator

- e) Execute the Pennsylvania Emergency Management Agency 911 Statewide Interconnectivity Funding Grant Agreement for the period of 1/1/20 through 12/31/20, in the amount of \$396,019.94 to be used by the Monroe County Control Center for continuing efforts to regionalize Public Safety Answering Points (PSAP)
- f) Accept a quote from CDI/BTM for software for the Monroe County Pre-Trial Services Office at the following costs:
 - i) \$6,000.00 – Year one (cost plus implementation)
 - ii) \$5,000.00 - annually thereafter
- g) The following appointments for the Monroe County Hospital Authority Board:
 - i) Reappoint Alan Price Young with a new term to expire 2/1/25
 - ii) Appoint John Boylan to replace John Parker, Jr. to 2/14/22
- h) Add the following vendors to the County List of Approved Vendors:
 - i) Landau Hess Simon Choi & Doebley – HR
 - ii) Intoximeters – Detectives
 - iii) Shoprite of Stroudsburg – Aging
 - iv) Cornerstone Counseling – DA
 - v) Whitaker Brothers Business Machines – Purchasing

Under discussion Commissioner Christy asked the term of the contract with CDI/BTM. Chief Clerk Greg Christine replied that this is a quote the contract will follow. Vice-Chairman Moyer reported as of 8:00 a.m. March 19, 2020 county offices will be opened with a limited staff of essential workers due to covid-19 pandemic

M-2020-99 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to execute the Fifth Amendment to Master Services Agreement with Securus Technologies to install a data mail center at the jail in order to digital scan all inmate mail at a cost of \$2,340.00 per month, to be paid by commission revenue, as recommended by Warden Haidle.

M-2020-100 Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to execute the annual Service Support Agreement with CSI, LLC., to perform testing, preventative maintenance and 24/7 on-call support for the Correctional Facility fire alarm system, at the annual cost of \$1,100.00, as recommended by Office of Emergency Management.

M-2020-101 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to reappoint the following individuals to the Carbon-Monroe-Pike Mental Health and Developmental Services Advisory Board, with terms to expire 3/31/23:

- i) Laurene L. Clossey, Ph.D., LCSW
- ii) Eugene Pelletreau

M-2020-102 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve/ratify the following Capital Purchases Reports:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
TOTAL APPROVED CAPITAL						\$ -
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
Voter Registration-Elections	101.4120.0001.7730.0000	Voting Machines	1	Clear Count Scan Station Bundle and extended warranty	Clear Ballot-State Contract	\$ 29,088.00
TOTAL REQUESTS W/TRANSFER						\$ 29,088.00
GRANT FUNDED & OTHER:						
TOTAL GRANT FUNDED & OTHER						\$ -
TOTAL CAPITAL REQUESTS						\$ 29,088.00

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
Public Defender	101.4152.9575.0000	Capital Expenditure	1	Blinds and installation	Office Service Co.-State Contract	\$ 8,922.10
Tax Assessment	101.4136.9575.0000	Capital Expenditure	2	High-back Leather Executive Chairs	The Hon Co.-State Contract	\$ 751.66
TOTAL APPROVED CAPITAL						\$ 9,673.76
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
TOTAL REQUESTS W/TRANSFER						\$ -
GRANT FUNDED & OTHER:						
DUI-Central Processing	159.4000.8800.0000	Program Expenses	2	Alco-Sensor FST PA Instrument Sets, additional Mouth Pieces including training and warranty	Intoximeters Inc.-Lowest Quote	\$ 1,055.50
TOTAL GRANT FUNDED & OTHER						\$ 1,055.50
TOTAL CAPITAL REQUESTS						\$ 10,729.26

M-2020-103 Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve/ratify the Computer Capital Purchases Reports:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
District Attorney	101.4172.9575.4194	Capital Expenditure	1	Dell OptiPlex 3070 Desktop	Dell-State Contract	\$ 828.58
District Attorney	101.4172.9575.4194	Capital Expenditure	1	Fujitsu Fi140 Sheelfed Scanner	SCW-Lowest Quote	\$ 554.04
TOTAL APPROVED CAPITAL						1,382.62
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
TOTAL REQUESTS W/TRANSFER						\$0.00
GRANT FUNDED & OTHER:						
TOTAL GRANT FUNDED & OTHER						-
TOTAL CAPITAL REQUESTS						\$1,382.62

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
Correctional Facility	101.4232.9575.0000	Capital Expenditure	1	Polycom RealPresence Video Conferencing Kit and Warranty	CDW-G-Sole Source	\$ 7,372.45
Correctional Facility	101.4232.9575.0000	Capital Expenditure	1	43" Samsung LED TV	CDW-G-Sole Source	\$ 286.38
Information Systems	101.4172.5261.0000	Software Support	1	ExaGrid Standard Customer Support & Maintenance Agreement	CDW-G-Sole Source	\$ 5,100.00
Information Systems	101.4172.5800.0010	Equipment/Maint Repair	3	APC Replacement Battery Cartridges	SCW-Lowest Quote	\$ 843.33
TOTAL APPROVED CAPITAL						13,602.16
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
Controller	101.4133.9575.0000	Capital Expenditure	1	Fujitsu Fi7030 Sheelfed Scanner	SCW-Lowest Quote	\$ 420.68
TOTAL REQUESTS W/TRANSFER						\$420.68
GRANT FUNDED & OTHER:						
Aging-PDA Block Grant	760.4001.9575.0000	Capital Expenditure	2	Surface Pros & Covers, including warranties	GovConnection-Lowest Quote	\$ 2,155.12
Aging-Options/MA Assessment	760.4007.3111.5800.3437	Supplies/NHCE	1	Surface Pro & Cover, including warranty	GovConnection-Lowest Quote	\$ 1,077.56
TOTAL GRANT FUNDED & OTHER						3,232.68
TOTAL CAPITAL REQUESTS						\$17,255.52

M-2020-104 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer to recess the meeting at 9:56 a.m. The Commissioners' Meeting reconvened at 1:37 p.m. with no further business discussed the meeting adjourned at 2:56 p.m.

Greg Christine, Chief Clerk/Administrator

M-2020-91 thru M-2020-104