



MONROE COUNTY BOARD OF COMMISSIONERS' MEETING  
May 6, 2020

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday, May 6, 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 Dunn was not in attendance.

Chairman Laverdure called the meeting to order at 9:30 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-2020-119** Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve the following proclamations and recognize National Nurses Day and National Teachers Week.

- i) 40th Anniversary of the Pocono Mountain Chapter of the Embroiderers Guild of America
- ii) Corrections Employee Recognition Week – May 3<sup>rd</sup> to 9th
- iii) National Substance Abuse Prevention Week in Monroe County – May 11<sup>th</sup> to 15<sup>th</sup>

**M-2020-120** Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve the Personnel Agenda, as follows:

<b>NAME:</b>	<b>DEPT:</b>	<b>POSITION:</b>	<b>DATE:</b>	<b>REASON:</b>
<b>NEW HIRES:</b>				
Brandon Davis	Coroner	15 Deputy	5/11/20	New hire, replcmt
Ricky Reiss	Jail	3 Custodian TEMP	5/4/20	Rehire, seasonal position
Victor Aponte	Maint	3 Custodian - Nights	5/4/20	New hire, replcmt
Kate Whiteaker	PD	22 Asst PD	6/1/20	New hire, replcmt
Robert Barchiesi	PD	22 Asst PD	6/1/20	New hire, replcmt
<b>SEPARATIONS:</b>				
Kristina Trostle	Aging	21 Prog Mgr	4/24/20	Resigned
Daniel Walsh	C&Y	33 Casw 1	5/4/20	Resigned
Amber Funk	Conserv Dist	18 Res Cons Spec	5/8/20	Resigned
William Henigan Jr	Courts	Tipstaff/Crier	4/16/20	Deceased
Darryl James	Maint	12 Build Maint Mech	5/5/20	Terminated
Herb Hevener	Sheriff	16 Deputy	5/15/20	Resigned
Amber Rosario	Career Link	Laborer	3/16/20	Did Not Start
Brandon Arroyo	Career Link	Laborer	3/16/20	Did Not Start
Fantaisha Palmer	Career Link	Laborer	3/16/20	Did Not Start
Nashod Palmer	Career Link	Laborer	3/16/20	Did Not Start
Nicholas Scott	Career Link	Laborer	3/16/20	Did Not Start
Thomas Benero	Career Link	Laborer	3/16/20	Did Not Start
<b>CHANGES:</b>				
Jeannie Hartenfels	Aging	35 Comm Hlth Nurse I	4/18-4/26/20	LOA Extended
Jeannie Hartenfels	Aging	35 Comm Hlth Nurse I	4/27-5/10/20	RTW modified 4hrs/day
Jeannie Hartenfels	Aging	35 Comm Hlth Nurse I	5/11-5/22/20	RTW modified 6hrs/day
Melissa Daubert	C & Y	35 Casw 2	4/17-7/9/20	Adjust LOA dates
Taieka Reid	C&Y	25 Soc Serv Aide 2	5/1/20	Promotion
Rosidanny Fernandez	Controller	19 Accountant I	4/3-4/17/20	LOA
Sarah Lawrence	Coroner	15 Deputy	4/6/20	Correct suspension date
Samatha Brunson	Jail	CO I	3/30-4/13/20	LOA
Anthony Matias	Jail	CO II	3/18-9/17/20	LOA Intermittent
Arkadiusz Martynowicz	Jail	CO II	3/21-5/15/20	Extend Modified Duty
Carl Desimone	Jail	CO II	5/13-11/12/20	LOA Intermittent
Christine Cleary	Jail	CO II	4/6-10/5/20	LOA Intermittent
Clarence Sellers	Jail	CO II	3/27-4/21/20	LOA
Donald Kubik	Jail	CO II	4/29-5/6/20	LOA
Edwin Altamirano	Jail	CO II	3/27-4/4/20	LOA
Michael Rivera	Jail	CO II	5/2-6/18/20	Extend L OA
Nicholas Virella	Jail	CO II	3/24-5/6/20	LOA Extended
Nicholas Virella	Jail	CO II	5/7/20	RTW full duty
Scott Jackson	Jail	CO II	5/1-10/31/20	LOA Intermittent
Stephen Wilson	Jail	CO II	4/22/20	RTW full duty
Vernell Bunn-McKenzie	Jail	CO II	3/26-4/7/20	LOA
Jeffrey Murray	Jail (MCCF)	CO II	4/18-5/4/2020	Modified duty
Jeffrey Murray	Jail (MCCF)	CO II	5/5/20	RTW full duty
Robert Schwartz	Jail (MCCF)	CO II	3/16-5/22/20	Extend Modified Duty
Linda Destefano	Maint	3 Custodian	4/2-4/15/20	LOA
Megan Kishbaugh	Maint	3 Custodian	4/15/20	Probation Completed
Richard Ekstedt	Maint	3 Painter/Floor Maint	4/2-4/16/20	LOA
Sarah Supinski	Prob Adult	18 Prob Officer	4/16/20	Probation Completed
Samantha Norton	Prob Adult	20 Prob Officer Sr	2/1/20	6 Mth Prob Completed
Nina Trubiano	Proth	10 Deputy	4/1-5/10/20	Extend L OA
Paul Schepp	Proth	8 Recds Tech	4/5/20	RTW Early
Jeff Mladen	Sheriff	8 Cths Sec Bailiff	3/30-4/14/20	LOA
Tanisha Blake	Sheriff	8 Cths Sec Bailiff	5/4/20	LOA

**M-2020-121** Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the following:

- a) Vouchers Payable:
  - i) \$389,046.63 for the week ending 4/17/20
  - ii) \$876,010.63 for the week ending 4/24/20
  - iii) \$1,520,394.71 for the week ending 5/1/20
- b) Gross Payroll:
  - i) \$1,127,701.61 for the period ending 4/12/20
- c) Healthcare Benefits Payments:
  - i) Highmark Blue Cross/Blue Shield:
    - (1) \$33,512.23 on 4/15/20
    - (2) \$18,670.96 on 4/21/20
  - ii) Geisinger:
    - (1) \$20,442.96 on 4/9/20
    - (2) \$37,428.31 on 4/13/20
    - (3) \$31,415.35 on 4/20/20
  - iii) Dental Claims:
    - (1) \$90.88 on 4/13/20
    - (2) \$272.03 on 4/17/20
    - (3) \$1,355.40 on 4/24/20
  - iv) ConnectYourCare:
    - (1) \$1,365.72 on 4/13/20
    - (2) \$224.65 on 4/17/20
    - (3) \$959.40 on 4/17/20
    - (4) \$921.68 on 4/23/20

**M-2020- 122** Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the following, as requested by Children and Youth Services:

- a) Execute a Subsidy Agreement for Permanent Legal Custodian for J.W., subject to Solicitor Dunn’s changes
- b) Ratify execution of a Subsidy Agreement for Permanent Legal Custodian for A.C.
- c) Execute the following regarding the Child Accounting and Profile System (CAPS):
  - i) HIPAA Business Associate Agreement Addendum with Avanco International, Inc., to outline the parties responsibilities regarding HIPAA Regulations
  - ii) Provider Agreement with Avanco to provide on-going technical support for the statewide CAPS software, subject to Solicitor Dunn’s changes
  - iii) Consulting Services Addendum with Avanco to provide consulting services on new software and hardware issues, subject to Solicitor Dunn’s changes
- d) Authorize submission of the Second Quarter 2019/2020 Juvenile Probation Office Title IV-E Claim in the amount of \$9,155.63

**M-2020-123** Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the following:

- a) Ratify the Budget Adjustment Report dated 4/29/20 totaling \$10,000.00
- b) The Budget Adjustment Report dated 5/1/20 totaling \$1,481,044.00
- c) Ratify adoption of a Resolution changing the discount period for the County Property Tax from 4/30/20 to 8/31/20 and waive any penalty provided the entire County Property Tax is paid by 12/31/20 (R-2020-05)

RESOLUTION NO. R-2020-05

**WHEREAS**, on April 20, 2020 Governor Wolf signed into law Act 15 of 2020; and **WHEREAS**, the Act, in part, allows taxing entities to alter the timeframe for payment of 2020 real property taxes; and

**WHEREAS**, taxing entities can collect real property taxes at the prescribed discount rate no later than August 31, 2020; and

**WHEREAS**, taxing entities can waive any fee or penalty otherwise associated with the late payment of real property taxes if paid in full by December 31, 2020

**NOW THEREFORE BE IT RESOLVED**, the Monroe County Board of Commissioners do hereby change the end date for the discount period for the payment of County Real Property Tax from April 30,

2020 to August 31, 2020, and further waive any penalty on County Real Property Taxes provided the entire tax amount is paid by December 31, 2020.

- d) Ratify approval of an amendment to the contract with CGL Companies (Courthouse Expansion Project) to allow for the following consultant services:
  - i) T-Squared Design, Inc. - \$104,104.00 – Building Signage Wayfinding Design
  - ii) Building Conservation Associates - \$266,728.00 – Historic Preservation Old Courthouse
- e) Ratify approval of the 3<sup>rd</sup> Amendment to the 2018/2020 Emergency Solutions Grant (#C000070344) to extend the termination date from 5/31/20 to 9/30/20
- f) Ratify a Resolution authorizing the filing of a proposal for funds with the PA Department of Community and Economic Development for the 2020 Emergency Solutions Grant (R-2020-06)

**Resolution of the Monroe County Commissioners  
Authorizing the filing of a proposal for funds with the  
Department of Community and Economic Development,  
Commonwealth of Pennsylvania.**

**WHEREAS**, the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH) enacted into law on May 20, 2009, authorized the Emergency Solutions Grant (ESG) Program; and

**WHEREAS**, the Commonwealth of Pennsylvania through the Department of Community and Economic Development (DCED) has received ESG program funds and is making these funds available to units of local governments for eligible homeless activities; and

**WHEREAS**, the Monroe County Commissioners desire to submit an application to DCED for ESG Program funds to provide homeless services or on behalf of other entities to provide homeless services.

**NOW, THEREFORE BE IT RESOLVED AND IT IS HEREBY RESOLVED** by the Monroe County Commissioners that:

1. The proposed projects Rapid Rehousing, Homelessness Prevention, Street Outreach, and Emergency Shelter to be funded by a grant from the Pennsylvania ESG Program meet the ESG interim rule requirements at §24 CFR 576 are eligible and approved.
  2. The Monroe County Grants Manager on behalf of Monroe County is authorized and directed to execute an ESG Program application in the amount of \$935,794 to the PA Department of Community and Economic Development.
  3. The contracted sub-recipients that are approved by the County will assume the responsibility for securing the required matching amount of project funds or request a waiver of funds to DCED.
  4. The County of Monroe will reimburse the Commonwealth for any expenditure found to be ineligible.
  5. The Monroe County Finance Director is authorized to provide such assurances, certificates, and supplemental data or revised data that DCED may request in connection with the application.
- g) Execute the Sixth Amendment to Leave Management Services Agreement with UPMC Benefit Management Services, Inc., d/b/a WorkPartners to extend the contract to 1/31/21, with no change in pricing
  - h) Execute a Memorandum of Agreement for Services with the Commonwealth of Pennsylvania to allow the County to receive 24/7/365 enhanced cyber security for the County network through the State's third-party vendor, Center for Internet Security, at no cost to the County
  - i) Accept a quote from Integrictec, Inc., in the amount of \$4,000.00 to perform the annual service, maintenance, and monthly water testing for the Courthouse and Administration Building water system
  - j) Authorize submission to the Pennsylvania Department of State a Notice of Intent to Request the Election Security Grant Funds and Coronavirus Aid, Relief and Economic Security (CARES) Act Grant Funds
  - k) Execute a Memorandum of Understanding with the Pocono Mountains Economic Development Corporation to loan the Authority \$500,000.00 for a Monroe County Small Business Loan Program
  - l) Add the following vendors to the County List of Approved Vendors:
    - i) Patty Bender Realty – Risk Management
    - ii) Professional Development Academy – I.T.

iii) Smartsheet, Inc. – I.T.

Under discussion Vice-Chairman Moyer stated that the Commissioners adopted a resolution extending the discount period for the county property taxes from April 30, to August 31, 2020 and waiving any penalty provided that the entire county property taxes are paid by December 31, 2020 which was approved by the legislature. Commissioner Christy recommended that you vote by mail in ballot, applications are available at the Election Office and on the county website.

**M-2020-124** Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to accept a quote from Super Heat in the amount of \$7,200.00 to perform the annual Boiler, Water Heater, Pump, Rooftop Unit, and Chiller maintenance at the Monroe County Correctional Facility.

**M-2020-125** Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the following, as requested by Monroe County Transportation Authority:

- a) Execute a Resolution Certifying Provision of Local Match for State Operating Financial Assistance in the amount of \$188,888.00 (R-2020-07)
- b) Authorize submission of the 2019/2020 Third Quarter Medical Assistance (MATP) Transportation Program in the amount of \$182,389.00

**M-2020-126** Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve the Capital Purchases Report dated 4/29/20, as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
<b>APPROVED CAPITAL:</b>						
Sheriff	101.4197.7109.0000	Uniforms	1	Body Armor	Starr Uniform-Bid	\$ 850.00
Sheriff	101.4197.9575.0000	Capital Expenditure	2	Tasers	Axon Enterprises-Sole Source	\$ 2,550.00
<b>TOTAL APPROVED CAPITAL</b>						<b>\$ 3,400.00</b>
<b>REQUESTS WITH TRANSFER: (see Budget Adjustment Report)</b>						
<b>TOTAL REQUESTS W/TRANSFER</b>						<b>\$ -</b>
<b>GRANT FUNDED &amp; OTHER:</b>						
<b>TOTAL GRANT FUNDED &amp; OTHER</b>						<b>\$ -</b>
<b>TOTAL CAPITAL REQUESTS</b>						<b>\$ 3,400.00</b>

Chairman Laverdure stated that it is important to complete your census forms. Census forms are on line [pa.gov/census](http://pa.gov/census).

Commissioner Christy reported that Community Night that was scheduled to be held on May 5, 2020, hosted by the Children’s Roundtable, was cancelled and reschedule to be held on May 4, 2021.

Vice-Chairman Moyer stated that the county has received twenty-nine (29) completed applications for the small business loan and that the deadline to submit an application is May 11, 2020. The Commissioners thanked the county resident for staying home during this covid-19 pandemic.

There was no public comment.

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Greg Christine, Chief Clerk/Administrator

**M-2020-119 thru M-2020-126**  
**R-2020-05 thru R-2020-07**