



MONROE COUNTY BOARD OF COMMISSIONERS MEETING
June 17, 2020

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday, June 17, 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 B. Dunn, Chief Clerk/Administrator Greg Christine, and Administrator Secretary Cindy King.

Chairman Laverdure called the meeting to order at 9:35 a.m. Chairman Laverdure thanked the residents of Monroe County for wearing their masks and staying safe distance. She also thanked the people that marched and rally for change, peace and solidary. A moment of silence and the pledge of allegiance to the flag followed.

Chairman Laverdure recessed the meeting at 9:36 a.m. to convene the Assessment Board meeting for corrections to the duplicate.

Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve the corrections to the duplicate as follows, as requested by the Chief Assessor Cindy Treible:

Additions - \$10.00
Subtractions - \$627, 550.00

Chairman Laverdure closed the Assessment Board meeting at 9:37 a.m. and opened a public hearing on the 2020 Community Development Block Grant (CDBG) and Coronavirus (COVID-19) CDBG – CV. Ms. Martha Robbins, Executive Director, of the Redevelopment Authority of the County of Monroe, opened the first required public hearing prior to its submission to the Department of Community and Economic Development (DCED). The FY 2020 CDBG allocation is \$420,561 an increase of \$20,980 from 2019 CDBG and the CDBG-CV allocation is \$166,162. The CDBG Program is to assist municipalities and counties to develop viable and strong communities, by providing decent housing, creating a suitable living environment, and expanding economic opportunities and improve the quality of life particularly for individuals in the low to moderate income range.

Chairman Laverdure asked if there was any public comment. There was no public comment.

Chairman Laverdure closed the hearing at 9:45 a.m. and continued with the regular meeting.

M-2020-147 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the following:

- 1) The minutes of the June 3, 2020 Commissioners' Meeting
- 2) Amend Motion 2020-137 from the June 3, 2020, to include Phillips Lifeline to the Area Agency on Aging bid opening, as follows:
 - a. Personal Emergency Response Systems:
 - i. Landline - \$28.00
 - ii. Cellular - \$28.00

M-2020-148 Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve the certificates of special recognition for the Greater Pocono Chamber of Commerce Youth Appreciation Day Award Winners:

- a) Isabela Mott
- b) Ivan Oliver
- c) Josiah Moret
- d) Faith Worden
- e) Ryan Honey
- f) Diego Lugaro
- g) Jessica Craig
- h) Philip Williams

M-2020-149 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:				
Alberto Colon	Jail	3 Custodian	5/28/20	New hire, replacmt
Kate Whiteaker	PD	22 Asst PD	7/6/20	Hire Change Date
Daria Power	Sheriff	8 Cths Sec Offr/Bailiff	6/15/20	New hire, replacmt
Kaytlyn Caiola	Sheriff	8 Recd Tech	6/22/20	New hire, replacmt
SEPARATIONS:				
Billie Jo Parent	C&Y	35 Casw 2	5/20/20	Resigned
Maxine Torres	C&Y	35 Casw 2	5/21/20	Resigned
Genni Martinelli	Conser Dist	2 Work Crew Laborer	6/16/2020	Did not start
Kristen Cary	Career Link	Laborer	3/11/20	Program Ended
Lucas Bray	Career Link	Laborer	3/9/20	Program Ended
Madelynn Adams	Career Link	Laborer	3/12/20	Program Ended
Maxwell Biela	Career Link	Laborer	3/11/20	Program Ended
Tanajia Bogue-Gee	Career Link	Laborer	3/2/20	Program Ended
Lynn Smithers	Dom Rela	9 Support Master Clk	6/5/20	Retiring
Isabel Rivera	HR	19 HR Offr/HIPAA Coor	7/6/20	Retiring
Crystal Napiorski	MDJ - Germano	7 Tech	6/11/20	Resigned
CHANGES:				
Bobbi Halterman	Assessment	15 Mapper Sr	6/8/20	Return from furlough
Susan Sebring	Assessment	8 Data Entry Clerk	6/8/20	Return from furlough
Ashley Lance	Assessment	8 UPI/Office Asst Sr	6/8/20	Return from furlough
Heather Oberman	Assessment	8 UPI/Office Asst Sr	6/8/20	Return from furlough
Brenda Montgomery	Controller	19 Accountant I	6/1/20	Promotion, filling vacancy
Natasha Bronne	Courts	10 Admin Asst/Cts	5/26/20	Return from furlough
Carrie Overcash	Dom Rela	12 Enfcemnt Spec Sr	5/11/20	LOA Intermittent
Pamela Thomas-McDougle	HR	10 Admin Secretary	5/26/20	Return from furlough
Sheri Haley	HR	14 HR Asst	6/1/20	Return from furlough
Isabel Rivera	HR	19 HR Offr/HIPAA Coor	6/1/20	Return from furlough
Salvatore Zito	Jail	18 Sergeant	6/8/20	Promotion, filling vacancy
Robin Snyder	Jail	7 Office Asst Sr	4/14-4/20/20	LOA
Jeffrey Murray	Jail	CO II	5/13-6/15/20	Extend modified duty
Kenneth Malarik	Jail	CO II	6/2-4,6/17-19/20	Suspension w/o pay
Nicholas Virella	Jail	CO II	5/7/20	RTW modified duty
Robert Schwartz	Jail (MCCF)	CO II	5/26-7/6/20	Extend modified duty
Donald Kubik	Jail (Risk Mgmt)	CO II	5/28-6/8/20	Modified duty 4hr/day
Jean Bomba	Jury Mgmt	10 Adm Sec	5/21/20	Return from furlough
Sean Klein	Maint	12 Bldg Maint Mech	6/1/20	Promotion, filling vacancy
Angel Pleitez	MDJ	7 Tech - Floater	5/14-5/27/20	LOA
Amie Berrios	MDJ Muth	8 Technician Sr	5/11/20	LOA
Connor Gunnser	Proth	8 Recd Tech	6/4/20	Furloughed
Salvatore Manda	Sheiriff	17 Corp/TAC Offr	6/8/20	Position/title change
Adam Wojy	Sheriff	16 Deputy Sheriff	6/16/20	Transfer from MCCF
Russell Doyle	Sheriff	17 Corp/Veh Fleet Division	6/8/20	Position/title change
Eugne Blaney III	Sherriff	17 Corp/Instructor	6/8/20	Position/title change
Michael Cioffi	Sherriff	17 Corp/Warrant Invest	6/8/20	Position/title change
Sandy Messerle	Vit Wit	14 Dir Svc Advoc	5/4-5/10/20	LOA
James Juarbe	Vot Reg	8 Office Asst Sr VR/TX	5/11-11/10/20	LOA Intermittent

b) Requests to work additional hours:

i) Tax Claim Office:

- (1) Five hours of overtime per week from the period of 6/13/20 through 7/25/20 for Dawn Pugh, Melinda Knitter, Lynn Dehaven, Debbie Miraglia, Joanne Mahon and Stephanie Reed

M-2020-150 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the following:

a) Vouchers Payable:

- i) \$517,951.21 for the week ending 6/5/20
- ii) \$636,443.91 for the week ending 6/12/20

b) Gross Payroll:

- i) \$1,122,144.71 for the period ending 6/7/20

c) Healthcare Benefits Payments:

- i) Highmark Blue Cross/Blue Shield:
 - (1) \$120,451.04 on 6/4/20
 - (2) \$31,351.57 on 6/10/20

- ii) Geisinger:
 - (1) \$68,563.13 on 6/2/20
 - (2) \$52,631.34 on 6/9/20
 - (3) \$19,055.07 on 6/10/20
- iii) Dental Claims:
 - (1) \$2,360.20 on 6/1/20
 - (2) \$2,906.54 on 6/5/20
 - (3) \$3,135.14 on 6/12/20
- iv) ConnectYourCare:
 - (1) \$1,501.01 on 5/28/20
 - (2) \$2,368.90 on 6/4/20
 - (3) \$2,617.57 on 6/11/20

M-2020-151 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the following, (subject to changes/additions requested by the Solicitor), as requested by the Area Agency on Aging:

- a) Personal Care and Home Support Services:
 - (1) Bright Star Care - \$24.00 per hour for care or support services
 - (2) Care Givers of America - \$19.95 per hour for care or support services
 - (3) Beck 'N Call - \$24.00 per hour for care or support services
 - (4) Caring Matters Home Care - \$20.50 per hour for care or support services
- b) Home Delivered Meals:
 - (1) Mom's Meals - \$6.09 per meal
 - (2) Meals On Wheels: \$6.85 cold/\$7.15 hot/\$7.00 frozen
- c) Personal Emergency Response Systems:
 - (1) MedScope:
 - (a) Landline - \$25.00 per month
 - (b) Cellular - \$25.00 per month
 - (c) Fall Detection - \$25.00 per month
 - (d) Mobile - \$25.00 per month
 - (2) Connect America:
 - (a) Landline - \$20.00 per month
 - (b) Cellular - \$25.00 per month
 - (c) Mobile - \$30.00 per month
 - (d) Fall Detection - \$5.00 per month
 - (3) Critical Signal Technology:
 - (a) Landline - \$24.00 per month
 - (b) Cellular - \$24.00 per month
 - (c) Mobile - \$34.00 per month
 - (d) Fall Detection - \$5.00 per month
 - (4) Care Givers of America:
 - (a) Landline - \$25.00 per month
 - (b) Cellular - \$33.00 per month
 - (c) Mobile w/Auto Alert - \$41.00 per month
 - (5) Phillips Lifeline:
 - (a) Landline - \$28.00
 - (b) Cellular - \$28.00

M-2020-152 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the following:

- a) Ratify the Budget Adjustment Report dated 6/1/20 totaling \$300.00
- b) The Budget Adjustment Report dated 6/11/20 totaling \$65,788.00
- c) Authorize the Chief Clerk to advertise the proposed adoption of an Ordinance to extend the period of discharge for the 2018 Real Property Taxes
- d) Ratify acceptance of a proposal from Infocon Corporation in the amount of \$1,000.00 for set-up charges and a \$50.00 per month user fee, to allow the Prothonotary's Office to offer online applications for marriage licenses (paid for out of the Prothonotary's 601 Fund)
- e) Ratify acceptance of a proposal from Barry Isett & Associates in the amount of \$2,350.00 to perform a survey update of the property lines for the Courthouse Expansion Project
- f) Adopt an Ordinance to extend the period of discharge for unpaid 2018 Real Property Taxes for one year as allowed for under the Real Estate Tax Sale Law, Section 502 (O-2020-01)
- g) Ratify execution of a Professional Services Agreement with RKR Hess, in the amount of \$2,900.00 to prepare a scope of work for necessary repairs at the Leavitt Branch and Goose Pond Run Dams
- h) The following 2020/2021 Fiscal Year Grants:

- a) Children & Youth - \$20,614,781.00
- b) Area Agency on Aging - \$3,160,311.00
- c) VOCA (Three Months to 9/30/20) - \$35,743.00
- d) MCTA - \$898,249.00
- e) Career Link - \$921,902.00
- i) Add the following Vendors to the County List of Approved Vendors:
 - a) Solar Winds – I.T.
 - b) Law Enforcement Target – Adult Probation
 - c) Dana Kaplan – PD

Under discussion Vice-Chairman Moyer stated that the Commissioners felt that in the best interest of the health, safety and economic welfare of the Monroe County Taxpayers to not hold the 2020 Upset Tax Sale.

M-2020-153 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to reappoint the following to the Agricultural Land Preservation Board, with terms to expire June 15, 2023 and JoEllen Chadwick to the Monroe County Planning Commission with a new term to expire December 31, 2024, as requested by the Planning Commission:

- a) Russell Gould
- b) Robert Serfass
- c) Carl Heckman
- d) Mark Heckman
- e) Mark Green

M-2020-154 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to reappoint Sharon Taylor to the Housing Authority of Monroe County Board of Directors with a new term to expire October 27, 2024.

M-2020-155 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to adopt the following resolutions with regards to the 2020 Community Development Block Grant (CDBG & CDBG-CV) Program, as requested by the Redevelopment Authority of the County of Monroe:

- a) Community Development Program Policies, Procedures and Plans (R-2020-10)

MONROE COUNTY’S
RESOLUTION
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAMS
JULY 2020 – JULY 2021

WHEREAS, Monroe County has been awarded Community Development Block Grant (CDBG) funds from the Pennsylvania Department of Community and Economic Development;

WHEREAS, Monroe County has agreed, by acceptance of the CDBG funds, to abide by the various regulations governing the administration of the CDBG Entitlement Program.

WHEREAS, Monroe County desires to adopt, re-adopt and maintain current Community Development Program Policies, Procedures, and Plans as listed in Attachment A and individually attached to this Resolution as required on behalf of the County’s current and future CDBG projects; and NOW, THEREFORE, BE IT RESOLVED, Monroe County hereby adopts Community Development Program Policies, Procedures, and Plans as herein contained.

- b) Grievance Procedures and appointment of Martha Robbins as the Section 504 Officer (R-2020-11)

**RESOLUTION APPROVING APPOINTMENT
OF SECTION 504 OFFICER
AND
ADOPTION OF GRIEVANCE PROCEDURE
FY2020 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) and CDBG-CV**

WHEREAS, as a CDBG Entitlement Grantee with more than fifteen (15) employees, the County of Monroe must designate a Section 504 Officer annually. This designation must be made in writing and at a public meeting. A copy of this resolution must be submitted with its annual CDBG application;

WHEREAS, the Section 504 Officers duties include:

- Compile and maintain Self-evaluation of the County of Monroe’s facilities, hiring practices and citizen participation, as well as each activity funded with the CDBG grant, to assure that there has been no discrimination in the providing of services based on race, color, national origin, sex, disability, religion, familial status, age or ancestry.
- From the Self Evaluation, the County of Monroe will develop a Transition Plan to provide a timetable and responsible entity to bring the County into compliance. The Section 504 Officer will oversee that the County follows the Transition Plan and brings the County into compliance, and

WHEREAS, the County of Monroe has developed a grievance procedure that must also be adopted publicly, incorporating due process standards and allowing for prompt local resolution of any complaints of discrimination based on disability.

- Any individual or authorized representative who believes that they have been denied opportunities or treated differently due to their race, color, national origin, sex, disability, religion, familial status, age or ancestry may file a complaint with the Section 504 Officer. The Section 504 Officer must act on the complaint and maintain the records of the process and monitoring.

BE IT RESOLVED, by the Commissioners of the County of Monroe, Pennsylvania, that it has designated Martha A. Robbins, Executive Director of the Redevelopment Authority of the County of Monroe and has adopted a Grievance Procedure as required in compliance with 24 CFR Part 8, Subpart D §8.53.

DULY, adopted by the Commissioners of the County of Monroe, Pennsylvania this 17th day of June, 2020.

c) Fair Housing Resolution (R-2020-12)

**FAIR HOUSING RESOLUTION
2020 CDBG and CDBG-CV**

LET IT BE KNOWN TO ALL PERSONS of the *County of Monroe and on behalf of the Boroughs of East Stroudsburg and Stroudsburg* that discrimination in the sale, rental, leasing, financing of housing or land to be used for construction of housing, or in the provision of brokerage services because of race, color, sex, national origin, religion, familial status (families with children), or handicap (disability) is prohibited by Title VIII of the Civil Rights Act of 1968 (Federal Fair Housing Act) and the Pennsylvania Human Relations Act adds the additional protected classes of age, ancestry and use of guide or support animals because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals. It is the policy of the *County of Monroe and on behalf of the Boroughs of East Stroudsburg and Stroudsburg* to implement programs to ensure equal opportunity in housing for all persons regardless of race, color, sex, national origin, religion, familial status, handicap, age, ancestry and use of guide or support animals because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals. Therefore, the *County of Monroe and behalf of the Boroughs of East Stroudsburg and Stroudsburg* does hereby pass the following resolution.

BE IT RESOLVED, that within available resources the *County of Monroe and on behalf of the Boroughs of East Stroudsburg and Stroudsburg* will assist all persons who feel they have been discriminated against because of race, color, sex, national origin, religion, familial status, handicap, age, ancestry and use of guide or support animals because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals to seek equity under federal and state laws by filing a complaint with the local Fair Housing Officer, Pennsylvania Human Relations Commission and the U.S. Department of Housing and Urban Development, whichever is chosen by the person filing the complaint.

BE IT FURTHER RESOLVED that the *County of Monroe and on behalf of the Boroughs of East Stroudsburg and Stroudsburg* shall make publicly known this Resolution and through this publicity shall cause owners of real estate, developers, and builders to become aware of their respective responsibilities and rights under the Federal Fair Housing Act, the Pennsylvania Human Relations Act, and any local laws or ordinances.

FURTHER ACTION will at a minimum include, but not to be limited to:

- (1) Publicizing the name and contact information of the local Fair Housing Officer, which will include the process to file a complaint if a person feels they have been discriminated against

- in housing in any manner and other applicable fair housing information through local media and community contracts; and
- (2) Conduct at least one fair housing activity annually to better inform the public of their rights under the Fair Housing Law and Pennsylvania Human Relations Act; and
 - (3) Use the fair housing logo on all materials dealing with housing programs such as but not limited to:
 - a. Public advertisements for vacancy or discussing the program
 - b. Applications for assistance
 - c. Contracts
 - d. Municipal letters dealing with the federal programs

If you're a person with a disability and require a reasonable accommodation to be able to access any notification, please contact the business offices of County of Monroe, One Quaker Plaza, Stroudsburg, PA 18360, 570-517-3400, www.monroecountypa.gov.

If you have Limited English Proficiency and require a document translation of any notification, please contact the business offices of County of Monroe, One Quaker Plaza, Stroudsburg, PA 18360, 570-517-3400, www.monroecountypa.gov.

RESOLVED AND ADOPTED by the Board of Commissioners of the *County of Monroe and on behalf of the Boroughs of East Stroudsburg and Stroudsburg*, at a regular meeting held this 17th day of June 2020.

M-2020-156 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the Capital Purchases Report dated 6/11/20, as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
Sheriff	101.4197.5245.0000	Security	2	Sig Sauer P320 9mm Pistol, Holsters and Shipping	Atlantic Tactical-Lowest Quote	\$ 1,051.94
TOTAL APPROVED CAPITAL						\$ 1,051.94
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
TOTAL REQUESTS W/TRANSFER						\$ -
GRANT FUNDED & OTHER:						
Human Services	770.4490.9575.0000	Capital Expenditure	1	Turbo Air 7500 BTU Self-Contained Refrigeration Package, including installation & removal of old unit	AC Pocono Refrigeration Service-Lowest Quote	\$ 8,445.00
Human Services-SFPP	770.4490.2003.9575.0000	Capital Expenditure	22	4-Tier Wire Freestanding Shelving Unit	Lowe's-Lowest Quote	\$ 5,016.00
TOTAL GRANT FUNDED & OTHER						\$ 13,461.00
TOTAL CAPITAL REQUESTS						\$ 14,512.94

M-2020-157 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to ratify/approve the Computer Capital Purchases Reports, as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
Information Systems	101.4172.5800.0010	Equipment/Maint Repair	2	APC Replacement Battery Cartridge #55	SCW-Lowest Quote	\$ 599.56
TOTAL APPROVED CAPITAL						\$599.56
OTHER REQUESTS :						
TOTAL OTHER REQUESTS						\$0.00
GRANT FUNDED & OTHER:						
TOTAL GRANT FUNDED & OTHER						\$ -
TOTAL CAPITAL REQUESTS						\$599.56

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
Courts	101.4184.9575.0000	Capital Expenditure	1	HP250 G7 Notebook & 3-yr Extended Service Contract	SCW-State Contract	\$ 743.75
Courts	101.4184.9575.0000	Capital Expenditure	1	Dell OptiPlex 3070 Small Form Factor PC and 22" Monitor	Dell- State Contract	\$ 961.68
Courts	101.4184.9575.0000	Capital Expenditure	1	HP LaserJet Pro M479fdn Multifunction Printer	SCW-Lowest Quote	\$ 416.36
Information Systems	101.4172.5800.0010	Equipment/Maint Repair	2	APC Replacement Battery Cartridge #43	SCW-Lowest Quote	\$ 687.56
Information Systems	101.4172.9575.0000	Capital Expenditure	1	Cisco Meraki MR42 Wireless Access Point & 5 yr. License	SHI-State Contract	\$ 1,047.00
Information Systems	101.4172.9575.0000	Capital Expenditure	1	Sony CX405 Handycam 1080 Full HD Camcorder, Software & 64 GB SD Card	Amazon.com-Sole Source	\$ 268.00
Information Systems	101.4172.9575.0000	Capital Expenditure	1	Dell PowerEdge R740 server	Dell-State Contract	\$ 10,000.00
Tax Claim	101.4172.9575.4138	Capital Expenditure	1	HP LaserJet Enterprise M507dn Laser Printer	SCW-Lowest Quote	\$ 460.33
TOTAL APPROVED CAPITAL						\$ 14,584.68
OTHER REQUESTS :						
District Attorney	101.4194.7104.0000	Subscriptions/Dues	1	Adobe Acrobat Standard- 1 User License	SHI-Lowest Quote	\$ 278.00
Public Defender	101.4152.9575.0000	Capital Expenditure	2	Dell Latitude 3510 Laptops	Dell-State Contract	\$ 1,960.00
TOTAL OTHER REQUESTS						\$2,238.00
GRANT FUNDED & OTHER:						
TOTAL GRANT FUNDED & OTHER						\$ -
TOTAL CAPITAL REQUESTS						\$ 16,822.68

Vice-Chairman Moyer reported that the county will be receiving a CARES County Relief Block Grant in the amount of approximately \$15,377,000 from the Pennsylvania Department of Community and Economic Development due to the COVID-19. The funds will be used for protecting health and welfare of county residents, maintaining county and municipal services, local economy, and educational institutions within Monroe County.

Ms. Jennifer Strauch, Grants Manager, asked for an update on the 2020 Census. Chairman Laverdure replied that it has improved there is an increase by 7.5 percent and that it is very important to complete the census form. The Census determines the amount of federal funding and grants for human services. If anyone has any questions, please contact the Commissioners' Office.

Chairman Laverdure adjourned the meeting at 10:00 a.m.

 Greg Christine, Chief Clerk/Administrator

M-2020-146 thru M-2020-157
R-2020-10 thru R-2020-12
O-2020-01