



MONROE COUNTY BOARD OF COMMISSIONERS' MEETING  
July 1, 2020

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday, July 1, 2020, in the Commissioners' Public Meeting Room, at the Monroe County Administrative Center with the following present: Chairman Sharon S. Laverdure, Commissioner John D. Christy, County Solicitor John B. Dunn, Chief Clerk/Administrator Greg Christine, and Administrative Secretary Cindy King. Vice-Chairman John Moyer was not in attendance.

Chairman Laverdure called the meeting to order at 9:34 a.m. with a moment of silence and the pledge of allegiance to the flag.

Chairman Laverdure recessed the regular meeting and opened a public hearing on the 2020/21 Homeless Assistance Program (HAP) and the Human Services Development Fund (HSDF) plan.

Ms. Jennifer Strauch, Grants Manager, explained that the Human Service Plan consists of two (2) grants the Homeless Assistance Program (HAP) in the amount of \$50,192.00 and the Human Services Development Fund (HSDF) in the amount of \$93,507.00. The HAP plans to serve 541 individuals which will provide short-term housing, rental assistance, domestic shelters, family shelters, and case management services. The HSDF will provide transportation services, mental health and developmental services, counseling services, and family and children services to reach stability and personal goals.

There was no public comment.

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

There was no public comment on agenda items.

**M-2020-158** Motion by Commissioner Christy, seconded by Chairman Laverdure and carried to approve the minutes of the June 17, 2020 Commissioners' Meeting, as presented.

**M-2020-159** Motion by Commissioner Christy, seconded by Chairman Laverdure and carried to approve the following:

- 1) Ratify the acceptance of electronic bids for the 2020-2022 Bridge Deck Cleaning and Vegetation Control Program, as follows:
  - a. E.F. Possinger & Sons, Inc. - \$177,958.00
  - b. DeAngelo Brothers, LLC. - \$139,419.00
- 2) Amend Motion #2020-157 from June 17, 2020 Commissioners' Meeting to reflect an increasing in pricing for the following items on the Computer Capital Purchases Report:
  - a) Courts – LaserJet Printer increase of \$79.61
  - b) I.T. – Sony Handycam increase of \$30.00
  - c) Tax Claim – HP LaserJet Printer increase of \$160.12

**M-2020-160** Motion by Commissioner Christy, seconded by Chairman Laverdure and carried to approve the following:

- a) Personnel Agenda:

**PERSONNEL AGENDA - NEW HIRES, SEPARATIONS & CHANGES**

BI-WEEKLY COMMISSIONERS MEETING of JULY 1, 2020

Prepared by: Bonnie Ace-Sattur, Human Resource Director

COPIES TO: S. S. Laverdure, J. R. Moyer, J. D. Christy, G. Christine & Fiscal

NAME:	DEPT:	POSITION:	DATE:	REASON:
<b>NEW HIRES:</b>				
Beth Werkheiser	Assmt	Auxiliary Appeal Boar	7/21/20	Re-Hire
Mary Chodkiewicz	Assmt	Auxiliary Appeal Boar	7/21/20	Re-Hire
Mike Liberman	Assmt	Auxiliary Appeal Boar	7/21/20	Re-Hire
Pat Fomey	Assmt	Auxiliary Appeal Boar	7/21/20	Re-Hire
Sarah Storaska	C&Y	33 Casw I	7/6/20	New hire, replcmt
Siobhan Hennessey	CareerLink	Work Crew Laborer	7/6/20	Re-Hire
Angel Clarke	CareerLink	Laborer	7/6/20	Re-Hire
Valerie LoCalzo	Reg & Rec	8 Recs Tech	7/13/20	New hire, replcmt
Felicia Stewart	HR	17 HR Offr/Benefit Co	7/13/20	New hire, replcmt
Chynna Biesel	Judge Williamson	20 Law Clerk	8/3/20	New hire, replcmt
<b>SEPARATIONS:</b>				
Christina Campbell-Brunson	C&Y	35 Casw 2	6/17/20	Resigned
Jacqueline Windus-Hartman	C&Y	37 Admin Officer I	9/4/20	Retiring
Siobhan Hennessey	CareerLink	Work Crew Laborer	3/13/20	End of program
Angel Clarke	CareerLink	Laborer	3/13/20	End of program
Romelle Yearwood	Career Link	Laborer	3/9/20	Program Ended/Correct nam
Mary Ahee	Dom Rela	14 Conference Offr	6/30/20	Retiring
Tonette Brown	Jail	CO II	6/27/20	Resigned
Kaitlin Fulmer	Judge Williamson	20 Law Clerk	8/3/20	Resigned
Jill Campbell	PD	12 Head Legal Sec	7/2/20	Retiring
Tiffanylynn Kozic	Proth	8 Rec Tech	6/22/20	Resigned
Carolyn Meinhart	Tax Col Polk	Elected Official	6/22/20	Deceased
<b>CHANGES:</b>				
Emily Kirkwood	Aging	27 Clerk Typist II	7/6/20	RTW from Furlough
Judith Jones	Aging	29 Case Aide II	7/7/20	RTW from Furlough
Laura Pride	Aging	33 Admin Asst I	7/1/20	RTW from PT Furlough
Merle Tuntz	Aging	37 RSVP Coord	7/6/20	RTW from PT Furlough
Jane Ochsen	C&Y	33 Casw 1	5/18/20	975 hours completed
Jane Ochsen	C&Y	35 Casw 2	5/19/20	Prom w/o Exam
Taieka Reid	C&Y	33 Casw 1	6/29/20	Promotion
Melissa Daubert	C&Y	35 Casw 2	7/10-8/10/20	LOA
Tanaja Garrett-Ducksworth	C&Y	35 Casw 2	6/3/20	975 hours completed
Victoria D'Angelo	C&Y	35 Casw II	7/2/2020	Change start date
Mary Volney	Career Link	10 Admin Asst	7/6/20	Reclass/promotion
Alexander Badillo	Career Link	Laborer	7/6/20	Change start date
Alyssa Garcia	CareerLink	Laborer	7/6/20	Change start date
Amir Fripp	CareerLink	Laborer	7/6/20	Change start date
Ava Beckford	CareerLink	Laborer	7/6/20	Change start date
Caia Moran	CareerLink	Laborer	7/6/20	Change start date
Christian De Los Santos	CareerLink	Laborer	7/6/20	Change start date
Destiny Badillo	CareerLink	Laborer	7/6/20	Change start date
Edward VanArsdale	CareerLink	Laborer	7/6/20	Change start date
Emer Salmon	CareerLink	Laborer	7/6/20	Change start date
Emily Rose	CareerLink	Laborer	7/6/20	Change start date
Floyd Godoy	CareerLink	Laborer	7/6/20	Change start date
Isabel Mott	CareerLink	Laborer	7/6/20	Change start date
Isaias Ynfante	CareerLink	Laborer	7/6/20	Change start date
Jahnya Khalifa	CareerLink	Laborer	7/6/20	Change start date
Jayden Ortiz	CareerLink	Laborer	7/6/20	Change start date
Jeremiah Colas	CareerLink	Laborer	7/6/20	Change start date
Johselyn Bautista	CareerLink	Laborer	7/6/20	Change start date
Jordan Davis	CareerLink	Laborer	7/6/20	Change start date
Jourdyn Whitehurst	CareerLink	Laborer	7/6/20	Change start date
Kamal Johnson	CareerLink	Laborer	7/6/20	Change start date
Kareem Smith	CareerLink	Laborer	7/6/20	Change start date
Kayla Rigby	CareerLink	Laborer	7/6/20	Change start date
Keenan Meyles	CareerLink	Laborer	7/6/20	Change start date
Latrell Rodgers	CareerLink	Laborer	7/6/20	Change start date
Lovely Leblanc	CareerLink	Laborer	7/6/20	Change start date
Markies Bell	CareerLink	Laborer	7/6/20	Change start date
Melvin McDonald	CareerLink	Laborer	7/6/20	Change start date
Michael McDonald	CareerLink	Laborer	7/6/20	Change start date
Raven Moran	CareerLink	Laborer	7/6/20	Change start date
Sobeida Godoy	CareerLink	Laborer	7/6/20	Change start date
Ta'naayah Jones	CareerLink	Laborer	7/6/20	Change start date
Tayanna Reid	CareerLink	Laborer	7/6/20	Change start date
Thomas Benero	CareerLink	Laborer	7/6/20	Change start date
Thomas Cully	CareerLink	Laborer	7/6/20	Change start date
Victoria Harper	CareerLink	Laborer	7/6/20	Change start date
Vincent Kane	CareerLink	Laborer	7/6/20	Change start date
Xzy-Naye Campbell	CareerLink	Laborer	7/6/20	Change start date
Zareffa Walters	CareerLink	Laborer	7/6/20	Change start date
Alesia Gallo	Conserv Dist	17 Enviro Educ	7/16/20	Probation Complete
Kristina Heaney	Conserv Dist	30 Manager	7/2/20	Probation Complete
Claire Zimmerman	Courts	12 Legal Sec	7/2/20	Probation Complete
David Gaspar	Courts	20 Law Clerk	7/6/20	Probation Complete
Raquel Jimenez	Courts	20 Law Clerk	7/2/20	Probation Complete
Richard Campbell	Courts	20 Law Clerk	7/2/20	Probation Complete
Donia Turner	DA	12 Legal Secy	7/21/20	Probation Complete
Kenneth Lenning	Dom Rela	17 Investigator	7/17/20	Probation Complete
Lisa Mazso	Dom Rela	10 Enf Data Imag Tec	6/18-12/17/20	LOA - Intermittent
Catherine Babilonia	Jail	7 Off Asst Sr	6/29/20	RTW from Furlough
Carrera Freeman	Jail	CO I	6/24/20	Probation Complete
Damien Caban	Jail	CO I	6/24/20	Probation Complete
Delindra Watts	Jail	CO I	6/24/20	Probation Complete
Dennis Harris	Jail	CO II	5/18-11/17/20	LOA
Eric Whiteman	Jail	CO I	6/24/20	Probation Complete
Ethan Constable	Jail	CO I	6/24/20	Probation Complete
Luciano Frias	Jail	CO I	6/24/20	Probation Complete
Nicole Dixon-Betancourt	Jail	CO I	6/24/20	Probation Complete
Rebecca Roth	Jail	CO I	6/24/20	Probation Complete
Raymond Wilson	Jail	CO II	6/8-12/7/20	LOA
Stefan Leonard	Jail	CO I	6/24/20	Probation Complete
Tara Doyle	Jail	CO I	6/24/20	Probation Complete
Arkadiusz Martynowicz	Jail	CO II	6/16-7/13/20	Extend Modified duty
Corey Keida	Jail	CO II	6/15-6/16/20	2 Day Working suspension
Edwin Altamirano	Jail	CO II	6/22,25-28, 7/6,9-12/20	Susp 10 days w/o pay
Eric Ramos	Jail	CO II	6/1-8/31/2020	Extend LOA
John McDonnell	Jail	CO II	6/3/20	1 Day Working suspension
Lisa Ogden	Jail	CO II	7/1/20	RTW Full Duty
Lisa Ogden	Jail	CO II	6/25-6/30/20	LOA Extended
Steven Hayden	Jail	CO II	6/24-6/26/20	3 Day Working suspension
Warren Hulick	Jail	CO II	6/4-12/3/20	LOA Intermittent
Donald Kubik	Jail (Admin Bldg)	CO II	6/11-7/2/20	Extend Mod duty 6 hrs/day
Elizabeth Knight	Jail (MCCF)	CO II	6/16-7/6/20	Extend Modified duty
Nicholas Virella	Jail (MCCF)	CO II	6/13-8/20/20	Extend Modified duty
Michael Ackerman	Jail (Vot Reg)	CO II	6/3-6/3/20	LOA Correction
Michael Ackerman	Jail (Vot Reg)	CO II	6/4-6/4/20	Modified Duty Correction
Michael Ackerman	Jail (Vot Reg)	CO II	6/5-6/7/20	LOA Correction
Michael Ackerman	Jail (Vot Reg)	CO II	6/8-6/17/20	Modified Duty Correction
Michael Ackerman	Jail (Vot Reg)	CO II	6/18-7/9/20	Extend Modified duty
Tanisha Blake	Sheriff	8 Cths Sec Offr/Bailiff	6/19/20	Correct Resignation date
Dania Power-Mantilla	Sheriff	8 Cths Sec Offr/Bailiff	6/16/20	Change start date
<b>MISCELLANEOUS:</b>				
Request from Career Link Administrator Deborah Harrison to replace the 7 Data Entry Clerk with a 10 Administrative Assistant eff 7/6/20				
Request from Career Link Administrator Deborah Harrison to replace the 14 Office Manager/Social Media Coordinator with a 13 Career Counselor/Case Manager and to update the 14 Career Services Coordinator job description, eff 7/6/20				
Adopt the Sheriff's 16 Criminal/Civil Office Manager job description effective 1/4/2020				
Replace the 18 Deputy Sheriff/Office Manager position with the revised 16 Criminal/Civil Office Manager in the Sheriff's office eff 1/4/2020				

- b) Requests to work additional hours:
  - i) Treasurer's Office:
    - (1) Five hours each week for the period of 7/17/20 through 7/24/20 for Candy Burger, Sherri Frisbie, Steph Chieffo and Lorrie DeHaven
  - ii) Sheriff's Office Overtime Report for the period ending 6/7/20:
    - (1) Deputies – 54.00 hours
    - (2) Security – 34.25 hours
    - (3) Clerks – 1.15 hours
  - iii) Sheriff's Office Overtime Report for the period ending 6/21/20:
    - (1) Deputies – 8.75 hours
    - (2) Security – 80.75 hours
    - (3) Clerks – 2.75 hours
- c) Electronic Financial Transactions (Ratify):
  - i) Vouchers Payable:
    - (1) \$810,528.10 for the week ending 6/19/20
    - (2) \$1,086,341.53 for the week ending 6/26/20
- d) Gross Payroll:
  - (1) \$1,119,099.27 for the period ending 6/21/20
- e) Healthcare Benefits Payments:
  - i) Highmark Blue Cross/Blue Shield:
    - (1) \$35,581.41 on 6/17/20
    - (2) \$45,741.73 on 6/25/20
  - ii) Geisinger:
    - (1) \$62,458.14 on 6/17/20
    - (2) \$89,392.98 on 6/24/20
  - iii) Flexible Spending Account:
    - (1) \$97.68 on 6/25/20
  - iv) Dental Claims:
    - (1) 5,504.28 on 6/19/20
    - (2) \$5,685.54 on 6/26/20
    - (3) \$1,311.20 (Admin. Fee)
  - v) ConnectYourCare:
    - (1) \$210.75 on 6/17/20
    - (2) \$7,288.13 on 6/18/20
    - (3) \$2,594.87 on 6/25/20

**M-2020-161** Motion by Commissioner Christy, seconded by Chairman Laverdure and carried to approve the following, as requested by the Area Agency on Aging:

- a) Execute the following Service Contracts for the period of 7/1/20 through 6/30/23, requested by the Area Agency on Aging:
  - i) Care Givers America – Personal Care, Home Support and Emergency Response
  - ii) Beck 'N Call – Personal Care and Home Support
  - iii) Caring Matters Home Care - Personal Care and Home Support
  - iv) Monroe County Meals on Wheels – Home Delivered Meals
  - v) MedScope America Corporation – Emergence Response System
  - vi) Home Star Care, Inc. - Personal Care and Home Support
  - vii) Kelly Lombardo, Esquire – Solicitor Services
- b) Execute the following Contract Addendums extending the contracts to 6/30/21
  - i) Holly Conway, Esquire – Assistant Solicitor Services
  - ii) Propio LS, LLC. – Language Services
  - iii) North Penn Legal Services – Legal Document Preparation
- c) Reappoint Oscar Lollis to the Retired Senior Volunteer Program Advisory Board with a new term to expire on 12/31/22

**M-2020-162** Motion by Commissioner Christy, seconded by Chairman Laverdure and carried to approve the following, as requested by Children and Youth Services:

- a) Ratify Approval of the Third Quarter 2019/2020 Fiscal Report indicating spending through the third quarter in the amount of \$13,716,952.00
- b) Ratify the Purchase of Service Agreement with Dauphin County to provide referral and placement services
- c) Execute the following Adoption Assistance Agreements:
  - i) C.K.
  - ii) S.M.

**M-2020-163** Motion by Commissioner Christy, seconded by Chairman Laverdure and carried to approve the following:

- a) Ratify the Budget Adjustment Report dated 6/25/20 totaling \$15,379,495.00
- b) The Budget Adjustment Report dated 6/25/20 totaling \$129,703.00
- c) Authorize the Chief Clerk to advertise the following:
  - i) Notice of a Public Hearing for the Homeless Assistance (HAP) Program and Human Services Development Fund (HSDF) Plan
  - ii) Public Notice of the availability of Request For Proposals for the Community Services Block Grant CARES Act for the 2020/2021 Fiscal Year
- d) The Letter Agreement Interim Addendum to the Current Program Management Agreement of The Emergency Food Assistance Program (TEFAP) with the PA Department of Agriculture in order for the County to receive additional administrative funds in the amount of \$74,012.00 under the CARES Act
- e) Authorize submission of the 2020-2021 Human Services Development Plan in the amount of \$143,699.00, as follows:
  - i) Housing Assistance Program (HAP) - \$50,192.00
  - ii) Human Services Development Fund (HSDF) - \$93,507.00
- f) Ratify approval of the COVID-19 County Relief Block Grant for the period of 3/1/20 through 12/31/20 in the amount of \$15,376,980.00 and further adopt a Resolution (R-2020-10) authorizing the filing of the application, including all understanding and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required

MONROE COUNTY, PENNSYLVANIA  
RESOLUTION NO. 10

**WHEREAS**, the Federal Government through the U.S. Department of Treasury created the Coronavirus Aid, Relief and Economic Security Act ; and

**WHEREAS**, funds were transferred through this Act to the Commonwealth of Pennsylvania to cover costs of the Commonwealth as they relate to COVID-19 public health emergency; and

**WHEREAS**, THE Commonwealth has established a grant program to help the Counties with the costs associated with COVID-19 pandemic; and

**WHEREAS**, the County of Monroe is able to receive a grant in the amount of \$15,376,980.00;

**NOW THEREFORE BE IT RESOLVED**, that Monroe County Commissioners of Monroe County, PA hereby requests a COVID-19 County Relief Block Grant of \$15,376,980 from the Department of Community and Economic Development to be used for COVID-19 Related Expenses.

**BE IT FURTHER RESOLVED**, that the Applicant does hereby designate Sharon S. Laverdure, Chairman and John R. Moyer, Vice-Chairman as the official(s) to execute all documents and agreements between the Monroe County Commissioners and the Department of Community and Economic Development to facilitate and assist in obtaining the requested grant.

- g) Ratify execution of an Agreement with Zelenkofske Axelrod, LLC., in an amount not to exceed \$60,000.00, to administer the COVID-19 County Relief Block Grant
- h) Ratify execution of an Agreement with EHC Associates, Inc. in the amount of \$9,768.00 to perform a Hazardous Material Study on the Courthouse and Annex for the Courthouse Expansion Project
- i) Execute an Enterprise Enrollment Form with Microsoft for a three year period to license the County to use Microsoft software
- j) Add the following vendors to the County List of Approved Vendors:
  - i) Innovations – PD
  - ii) Stratix Systems – CareerLink

**M-2020-164** Motion by Commissioner Christy, seconded by Chairman Laverdure and carried to execute an Amendment to the Manual Food Service Agreement with Trinity Services LLC., to extend their contract to 6/30/23 at current pricing and to receive a capital investment in the amount of \$25,000.00, as requested by Warden Haidle.

**M-2020-165** Motion by Commissioner Christy, seconded by Chairman Laverdure and carried to execute an Agreement with the Pocono Counties Workforce Development Board to enable the County to receive funding for students who take Emergency Medical Technician Training

**M-2020-166** Motion by Commissioner Christy, seconded by Chairman Laverdure and carried to approve the Capital Purchases Report dated June 25, 2020 as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
<b>APPROVED CAPITAL:</b>						
Public Defender	101.4152.9575.0000	Capital Equipement	1	2.0 Megapixel 4-Camera HD-TVI Security Systems w/ 4-Channel DVR, 1TB Hard Drive & 65' Night Vision	Super Circuits-Lowest Quote	\$ 284.99
<b>TOTAL APPROVED CAPITAL</b>						<b>\$ 284.99</b>
<b>REQUESTS WITH TRANSFER: (see Budget Adjustment Report)</b>						
Sheriff	101.4197.5522.0000	Minor Equipment	1	Safco Optimus Big & Tall Chair, Arm Kit, including delivery & assembly	Stolz & Fatzingers Office Supply-State Contract	\$ 348.00
<b>TOTAL REQUESTS W/TRANSFER</b>						<b>\$ 348.00</b>
<b>GRANT FUNDED &amp; OTHER:</b>						
<b>TOTAL GRANT FUNDED &amp; OTHER</b>						<b>\$ -</b>
<b>TOTAL CAPITAL REQUESTS</b>						<b>\$ 632.99</b>

**M-2020- 167** Motion by Commissioner Christy, seconded by Chairman Laverdure to approve the ratification of the Computer Capital Purchases Report dated June 24, 2020 as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
<b>APPROVED CAPITAL:</b>						
Information Systems	101.4172.5261.0000	Software Support	1	Adobe Gov Acrobat Pro 2020	CDW-G-State Contract	\$ 418.70
<b>TOTAL APPROVED CAPITAL</b>						<b>\$ 418.70</b>
<b>OTHER REQUESTS :</b>						
<b>TOTAL OTHER REQUESTS</b>						<b>\$ -</b>
<b>GRANT FUNDED &amp; OTHER:</b>						
Career Link	790.4959.5520.0000	Office Equip Agreements	1	RICOH MP 3555 ADP (SPDF Version), Bridge Unit, Finisher & Paper Feed Unit	Stratix Systems Inc.- State Contract	\$ 8,990.20
COVID-19 Relief Block Grant	177.4010.8800.1015	County & Municipal Services	1	GoToMeeting Business account and Open Voice Bundle	LogMein-State Contract	\$ 4,770.00
<b>TOTAL GRANT FUNDED &amp; OTHER</b>						<b>\$ 13,760.20</b>
<b>TOTAL CAPITAL REQUESTS</b>						<b>\$ 14,178.90</b>

Commissioner Christy wished everyone a happy and safe July 4<sup>th</sup>.

There was no public comment. Chairman Laverdure adjourned the meeting at 9:49 a.m.

\_\_\_\_\_  
Greg Christine, Chief Clerk/Administrator

**M-2020-158 thru M-2020-167**  
**R-2020-10**

