



MONROE COUNTY BOARD OF COMMISSIONERS

August 5, 2020

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday, August 5, 2020, in the Commissioners' Public Meeting Room, at the Monroe County Administrative Center with the following present: Vice-Chairman John R. Moyer, Commissioner John D. Christy, County Solicitor John D. Dunn, Chief Clerk/Administrator Greg Christine. Chairman Sharon S. Laverdure and Administrative Secretary Cindy King were not in attendance.

Vice-Chairman Moyer called the meeting to order at 9:30 a.m. with a moment of silence and the pledge of allegiance to the flag.

Vice-Chairman Moyer recessed the regular meeting at 9:32 a.m. and opened a public hearing on Community Development Block Grant (CDBG) CARES Act application for funding. Ms. Martha Robbins, Executive Director, of the Redevelopment Authority of the County of Monroe, opened the second required public hearing, to explain the 2020 Community Development Block Grant (CDBG-CV) COVID-19 for the county's application to the Pennsylvania Department of Community Economic Development in the amount of \$307,425 to be used to prevent, prepare for and respond to the coronavirus. The grant monies will be disbursed to Monroe County and the two (2) entitlement municipalities as follows: \$116,152 to Monroe County to benefit non-entitlement municipalities, \$76,360 to East Stroudsburg Borough, and \$164,913 to Stroudsburg Borough. The grants monies will be used for emergency mortgage assistance payments, hand sanitizer stations, and program administration.

Vice-Chairman Moyer asked Ms. Robbins to explain why mortgage assistance is the primary focus of the grant. She explained that rental assistance is being provided through the grants but there are no source of mortgage assistance for the target population.

There was no public comment.

Vice-Chairman Moyer closed the hearing at 9:39 a.m. and continued with the regular meeting.

M-2020-178 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below One (1) through three (3):

1. The minutes of the 7/15/20 Commissioners' Meeting
2. Ratify the opening of bids on July 15, 2020 for the Parking Deck Maintenance Project, as follows:

	<u>Base Bid</u>	<u>Alternate</u>
a. D&M Construction	\$375,000.00	\$101,000.00
b. Atlantic Concrete	\$280,518.75	\$49,910.00
c. Quinn Construction	\$356,813.00	\$39,624.00
d. Sealcrete Contracting	\$279,750.00	\$51,054.00
e. Maarv Waterproofing	\$495,000.00	\$120,000.00
f. Pro-Tec Contracting	\$225,352.00	\$88,000.00
g. Hudak WPC	\$598,895.00	\$33,000.00
h. Witmer Group	\$902,179.00	\$60,000.00

3. Amend Motion #2020-166 from the July 1, 2020, Commissioners' Meeting to increase the purchase price for a security camera from \$284.99 to \$309.90

M-2020-179 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below "A" through "E":

- a) Personnel Agenda:

NAME:	DEPT:	POSITION:	DATE:	REASON:
NEW HIRES:				
Akil Hayward	C&Y	33 Casw I	8/3/20	New Hire, replacmt
Diamond Donaldson	CareerLink	Laborer	7/13/20	Correction Rehire
Rolandda Pollock	CareerLink	Laborer	7/6/20	Correction Rehire
Kaylyn Joseph	CareerLink	Supervisor	7/24/20	New hire
Vito LaNeve	Jail	14 Bldg Maint Tech	7/27/20	New Hire, replacmt
Taylor Kilduff	Judge Worthington	20 Law Clerk	8/31/20	New Hire, replacmt
Leona Sharpstene	Judge Zulick	20 Law Clerk	8/17/20	New Hire, replacmt
Mikaela Steinberg	Public Def	10 Legal Secretary	8/24/20	New Hire, replacmt
Jose Jimenez	Sheriff	8 Cths Sec Offr/Bailiff	8/10/20	New Hire, replacmt
SEPARATIONS:				
Jacqueline Windus-Hartmar	C&Y	37 Admin Officer I	9/4/20	Correction Retired
Jahnya Khalifa	CareerLink	Laborer	7/16/20	Did Not Start
Jayden Ortiz	CareerLink	Laborer	7/16/20	Did Not Start
Victoria Harper	CareerLink	Laborer	7/16/20	Did Not Start
Catherine Pirolli	DA	22 Asst DA	8/14/20	Resigned
Jennifer Decker	Dom Rel	11 Acct Tech Sr	7/13/20	Correction Retired
Mary Boothe	Judge Sibum	20 Law Clerk	8/7/20	Resigned
Carly Greenberg-Spindler	Judge Zulick	20 Law Clerk	8/15/20	Resigned
Rudolph Clark	Maint	3 Custodian	8/1/20	Retired
Robert Barchiesi	PD	22 Asst PD	7/31/20	Resigned
Tamara Keene	Proth	8 Records Tech	7/27/20	Resigned
CHANGES:				
Gretchen Peters	Aging	21 Program Mgr 1	6/23-8/3/20	LOA
Judith Jones	Aging	29 Case Aide II	7/28-8/10/20	LOA
Beth Werkheiser	Assmt	Auxiliary Appeal Board	8/12/20	Change Start Date
Mary Chodkiewicz	Assmt	Auxiliary Appeal Board	8/12/20	Change Start Date
Mike Liberman	Assmt	Auxiliary Appeal Board	8/12/20	Change Start Date
Pat Forney	Assmt	Auxiliary Appeal Board	8/12/20	Change Start Date
Kristi Hammond	CareerLink	14 Career Guid/Mgr	8/3-8/14/20	Work remotely/quarant
Kristi Hammond	CareerLink	14 Career Guidance/Mgr	7/26-8/1/20	LOA
Siobhan Hennessey	CareerLink	Adult Child Care Aide	7/30/20	Correct title
Xzy-Naye Campbell	CareerLink	Laborer	7/7/20	Change start date
Sobeida Godoy	CareerLink	Supervisor	7/6/20	Correct title
Zoe Bartolacci	CareerLink	Supervisor	7/6/20	Correct title
Josie Bonham-Marino	Cons District	17 Envir Educator PT	8/18/20	RTW from Furlough
Becky Hippler	Cons District	4 Groundskeeper	8/3/20	RTW from Furlough
Emily Paul	Cons District	7 Office Asst Sr.	6/17/20	RTW from Furlough
Stacy Koehler	Courts	16 Ct Rec & Trans	7/6/20	RTW from Furlough
Kelly Kelly	Courts	18 Court Reporter	11/20/20	LOA
Kelly Kelly	Courts	18 Court Reporter	8/28-11/19/20	LOA
Carrie Ann Overcash	Dom Rel	12 Enforc Spec	7/8-10/12/20	LOA Intermittent
Sheri Haley	HR	14 HR Asst	7/19/20	RTW Early
Bradford Harkley	Jail	18 Bldg Maint Super	6/18-7/22/20	LOA
Benjamin Eyer	Jail	18 Sergeant	8/2-8/4/20	LOA
Stephane Viera	Jail	18 Sergeant	7/24/20-1/24/21	LOA Intermittent
Jason Treantafelo	Jail	21 Lieutenant	7/23-7/27/20	Extend LOA
Jeffery Murray	Jail	CO I	7/14-7/19/20	Extend Mod Duty
Jeffery Murray	Jail	CO I	7/20/20	RTW Full Duty
Carl DeSimone	Jail	CO II	8/3/20-2/2/21	LOA Intermittent
Damein Caban	Jail	CO II	8/2-8/3/20	LOA
Damein Caban	Jail	CO II	8/4-8/13/20	Modified Duty
Donald Kubik	Jail	CO II	7/17/20	RTW Full Duty
Edwin Altamirano	Jail	CO II	10/6-10/14/20	LOA
Edwin Altamirano	Jail	CO II	7/22-10/5/20	LOA
Elizabeth Knight	Jail	CO II	7/21-8/17/20	Extend Mod Duty
Keisha Crawford	Jail	CO II	7/24/20	RTW Full Duty
Keisha Crawford	Jail	CO II	7/21-7/23/20	LOA
Lance Werkheiser	Jail	CO II	7/5-7/26/20	LOA
Mary Barcene	Jail	CO II	7/28-9/1/20	LOA
Tanya McKoy	Jail	CO II	7/21-7/27/20	LOA
Vernell Bunn-McKenzie	Jail	CO II	7/17-8/8/20	LOA
Waldemar Wozniak	Jail	CO II	8/3-8/17/20	LOA
Wanda Rivera	Jail	CO II	6/19-12/18/20	LOA Intermittent
Betty Cardwell	Maint	3 Custodian	8/10/20	Transfer from PT to FT
Samantha Ashcroft	MDJ Courts	7 Tech (Floater)	6/8-7/19/20	LOA
Samantha Ashcroft	MDJ Courts	7 Technician (Floater)	7/29-10/20/20	LOA
Margaret McMahon	Prob - Adult	11 Probation Asst	7/21-8/24/20	LOA
Tamara Keene	Proth	8 Records Tech	7/6/20	RTW Early
Adele Dempsey	R&R	8 Records Tech	3/31-9/3/20	LOA Intermittent
Cory Jackson	Sheriff	16 Deputy Sheriff	7/7-8/3/20	LOA
Cory Jackson	Sheriff	16 Deputy Sheriff	7/2/20	LOA
Kevin Kitt	Sheriff	8 Cths Sec Bailiff	7/1-12/30/20	LOA Intermittent
MISCELLANEOUS:				
Approve the revised 14 Career Services Coordinator job description for the Career Link Office effective 8-5-2020				

- b) Requests to work additional hours:
 - i) Sheriff's Office Overtime Report for the period ending 7/19/20:
 - (1) Deputies – 19.25 hours
 - (2) Clerks – 2.50 hours
 - (3) Security – 23.00 hours
- c) Vouchers Payable:
 - i) \$506,582.36 for the week ending 7/17/20
 - ii) \$827,702.97 for the week ending 7/24/20
 - iii) \$431,248.70 for the week ending 7/31/20
- d) Gross Payroll:
 - i) \$1,139,945.74 for the period ending 7/19/20
- e) Healthcare Benefits Payments:
 - i) Highmark Blue Cross/Blue Shield:
 - (1) \$166,537.84 on 7/16/20
 - (2) \$257,859.46 on 7/29/20
 - ii) Geisinger:
 - (1) \$55,712.28 on 7/13/20
 - (2) \$92,352.90 on 7/21/20
 - (3) \$47,709.35 on 7/27/20
 - iii) Dental Claims:
 - (1) \$3,115.60 on 7/10/20
 - (2) \$9,449.63 on 7/24/20
 - (3) \$1,298.00 on 7/29/20
 - (4) \$5,817.57 on 7/31/20
 - iv) Flexible Spending Account:
 - (1) \$70.00 on 7/14/20
 - (2) \$245.38 on 7/29/20
 - v) ConnectYourCare:
 - (1) \$1,264.26 on 7/10/20
 - (2) \$2,659.90 on 7/16/20
 - (3) \$1,154.42 on 7/24/20
 - (4) \$4,914.60 on 7/31/20

M-2020-180 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below "A and "B", execute the following contracts for the period of 7/1/20 through 6/30/23, as requested by the Area Agency on Aging:

- a. GTL, Inc., d/b/a Link to Life – Emergency Response System
- b. Connect America.com, LLC. - Emergency Response System

M-2020-181 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below "A" and "B", as requested by Children and Youth Services:

- a. Execute the following Purchase of Service Agreements for the period of 7/1/19 through 6/30/20:
 - i. PA Treatment and Healing - \$320,000.00 Contract Limit
 - ii. Concern Professional for C/Y/F - \$200,000.00 Contract Limit
 - iii. KidsPeace National Centers - \$150,000.00 Contract Limit
 - iv. The Devereux Foundation - \$200,000.00 Contract Limit
- b. Execute the following Adoption Assistance Agreements:
 - i. D.S.
 - ii. B.B.
 - iii. N.B.
 - iv. M.B.

M-2020-182 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below "A" through "O":

- a. Ratify the Budget Adjustment Report dated 7/30/20 totaling \$277.00
- b. The Budget Adjustment Report dated 7/30/20 totaling \$1,444,167.00
- c. Appoint Mary Nell Strunk to the Northeast PA Alliance Board of Directors, replacing Keith Arthur, with a term to expire 6/30/22
- d. Ratify acceptance of a proposal from E.F. Possinger & Sons, Inc., in the amount of \$8,358.00, to install a gravel parking lot at the Coroner's Office
- e. The submission of the Emergency Solutions Grant Program allocations, in the amount of \$295,688.00, as follows:
 - i. Street Outreach - Resources for Human Development, Inc. - Case Management & Essential Services - \$ 30,000

- ii. Rapid Rehousing - Family Promise of Monroe County - Financial & Rental Assistance, Services - \$62,054
- iii. Rapid Rehousing - The Salvation Army of East Stroudsburg - Financial & Rental Assistance, Services - \$77,946
- iv. Homelessness Prevention - Family Promise of Monroe County - Financial & Rental Assistance, Services - \$50,000
- v. Emergency Shelter- The Salvation Army of East Stroudsburg - Essential Services \$25,020
- vi. Emergency Shelter-Resources for Human Development, Inc. - Essential Services & Operations - \$39,980
- vii. Admin - \$10,688
- f. The request of the Assessment Office to conduct their 2020 (for 2021 taxes) appeal hearings electronically
- g. The Preventative Maintenance Agreement with Winter Engine-Generator Service, Inc., in the amount of \$750.00 for the Administrative Center Generator
- h. Award the bid for the Parking Deck Maintenance Project to Pro-Tech Contracting (low Bid), as follows:
 - i. Base Bid – \$225,352.00
- i. Ratify execution of a Grant Agreement with the PA Commission on Crime and Delinquency for a Coronavirus Emergency Supplemental Funding Grant in the amount of \$109,701.00 to be used by the Courts and related departments
- j. The submission to DCED the Community Services Block Grant Discretionary Fund Proposal in the amount of \$40,000.00 (grant funded) to purchase the CAPS System Case Management Software to track unique human services clients
- k. The Agreement with CAPS Systems, Inc. with an amount not to exceed \$40,000.00 for a human services case management tracking system
- l. Execute the GEMS Program Grant Agreement with the PA Department of State in the amount of \$692,779.80 to receive reimbursement for the purchase of voting machines, software, scanners and privacy booths
- m. Execute the following Agreements for the County Employee Healthcare Benefits Program, for the period of 9/1/20 through 8/31/21:
 - (1) Geisinger Health Plan - \$53.66 PEPM
 - (2) Highmark Flexible Spending Account - \$5.15 PEPM
 - (3) United Concordia Dental - \$2.20 PEPM
 - (4) VBA (vision):
 - (a) \$3.22 Single
 - (b) \$5.81 Two Persons
 - (c) \$7.91 Family
 - (5) Highmark BC/BS:
 - (a) PPO - \$19.32 PEPM
 - (b) HMO - \$26.87 PEPM
- n. The 2020/21 Fiscal Year Budgets for Fund 770 as follows:

i. Grants Administration Dept.	\$ 97,421
ii. State Food Purchase Program	\$234,761
iii. Community Service Block Grant – CARES	\$646,689
iv. Human Service Development Fund	\$ 94,407
v. Homeless Assistance Program	\$ 77,195
vi. 2018/20 Emergency Solutions Grant	\$ 11,217
vii. 2020/22 Emergency Solutions Grant	\$295,688
- o. Add the following vendors to the County List of Approved Vendors:
 - i. Henry Scheaffel – Aging
 - ii. Dr. Cynthia M. Lischick – PD
 - iii. Knowink – Voter
 - iv. Martin Yale Industries – Voter
 - v. Whitaker Brothers Business Machines - Voter

M-2020-183 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the action listed below “A”, as requested Carbon-Monroe-Pike Drug and Alcohol:

- a. Execute the Five Year Grant Agreement with the PA Department of Drug & Alcohol for the period of 7/1/20 through 6/30/25, in the amount of \$5,633,141.00

M-2020-184 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the action listed below “A”, as requested by the Office of Emergency Management:

- a. Execute the 2020-2022 Hazardous Materials Emergency Preparedness Grant with the Pennsylvania Emergency Management Agency in the amount of \$5,920.00

M-2020-185 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below “A through “C”, as requested by the Redevelopment Authority of the County of Monroe:

- a. Execute the following policies/guidelines as recommended by the Act 137 Affordable Housing Board:
 - i. Monroe County First-Time Homebuyer Program Guidelines
 - ii. Monroe County First-Time Homebuyer Program Subordination Policy
- b. Adopt a Resolution (R-2020-13) authorizing submission of an application for funding through the Community Development Block Grant CARES Act

A Resolution of the County of Monroe, Commonwealth of Pennsylvania, authorizing the submission of an application to the Pennsylvania Department of Community and Economic Development for funding through the Community Development Block Grant-Coronavirus (CDBG-CV) Program, as part of the Coronavirus, Aid, Relief, and Economic Security (CARES) Act [P.L. 116-136], and further certifying compliance with the requirements of said program.

WHEREAS, it is necessary and in the public interest that the County of Monroe, Pennsylvania, receive funds from the Commonwealth through the Department of Community and Economic Development in accordance with the Community Development Block Grant-Coronavirus Program; and

WHEREAS, the County of Monroe Board of Commissioners has the legal authority and responsibility under Act 179 to apply for Community Development Block Grant-Coronavirus funds and represent the non-entitlement communities within the county; and

WHEREAS, the County of Monroe Board of Commissioners have undertaken a considerable community participation process including written invitations to municipalities, informational meetings, hearings and legal notices all of which culminated in the prioritization of projects and development of a Community Needs Assessment; and

WHEREAS, the County of Monroe Board of Commissioners are familiar with the requirements of the program as included in the Statement of Assurances; and

WHEREAS, the County of Monroe Board of Commissioners wishes to apply for said funds.

NOW, THEREFORE, BE IT RESOLVED by the County of Monroe Board of Commissioners that its Chairman is authorized to have prepared the necessary forms and documents to submit an application to the Department of Community and Economic Development for Community Development Block Grant-Coronavirus funds for the purposes aforesaid; and

BE IT FURTHER RESOLVED, if CDBG-CV funds are determined by the Pennsylvania Department of Community and Economic Development to be expended on ineligible program costs or do not meet a national objective, the County of Monroe Board of Commissioners agrees to repay the proportion deemed ineligible from non-federal sources.

BE IT FURTHER RESOLVED that the Community Needs Assessment developed in coordination with low and moderate individuals, interested organizations, non-profits and other interested parties through the citizen participation process and municipal information gathering is hereby adopted; and

BE IT FURTHER RESOLVED that County of Monroe Board of Commissioners is empowered to place their signature, on behalf of the governing body, on necessary application forms and affix thereto the official seal of the Unit of Local Government.

Adopted by the County of Monroe Board of Commissioners at their regular meeting of Wednesday, August 5, 2020.

- c. The changes to the Monroe County Demolition Fund Guidelines, to better define site control and legal ownership

M-2020-186 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the action taken below “A and “B”:

- a. Ratify the Capital Purchases Report dated 7/30/20.

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
TOTAL APPROVED CAPITAL						\$ -
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
TOTAL REQUESTS W/TRANSFER						\$ -
GRANT FUNDED & OTHER:						
Voter Registration	177.4010.8800.2005	County Initiative	140	Poll Pad Units, PA SVRS Integration, Setup & Delivery and Training & Support	Knowink-State Contract	\$ 167,800.00
TOTAL GRANT FUNDED & OTHER						\$ 167,800.00
TOTAL CAPITAL REQUESTS						\$ 167,800.00

b. The Capital Purchases Report dated 7/30/20.

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
Emergency Management	101.4291.8543.0000	Education Materials	1	8" Custom Loose Table Throw with Artwork	Red Diamond Graphics-Lowest Quote	\$ 373.00
Sheriff	101.4197.9575.0000	Capital Expenditure	1	Lathem LT5 Electronic Time and Date Stamp	Stolz & Fatzinger-Lowest Quote	\$ 309.00
TOTAL APPROVED CAPITAL						\$ 682.00
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
Public Defender	101.4152.9575.0000	Capital Expenditure	5	Vertical File Cabinets, 5-drawer with lock	Office Service Co.-State Contract	\$ 1,799.95
Sheriff	101.4197.9575.0000	Capital Expenditure	2	Setina Vehicle Partitions, Barriers, Miscellaneous Parts & Labor	P&D Emergency Services-Lowest Quote	\$ 2,814.00
Sheriff	101.4197.9575.0000	Capital Expenditure	1	Vehicle Display Mount, Computer Cradle & Adaptor, including Shipping	P&D Emergency Services-Lowest Quote	\$ 1,058.95
TOTAL REQUESTS W/TRANSFER						\$ 5,672.90
GRANT FUNDED & OTHER:						
TOTAL GRANT FUNDED & OTHER						\$ -
TOTAL CAPITAL REQUESTS						\$ 6,354.90

M-2020-187 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions taken below "A" and "B":

a. Ratify the Computer Capital Purchases Report dated 7/30/20.

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
TOTAL APPROVED CAPITAL						\$0.00
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
District Attorney	101.4194.5522.0000	Minor Equipment	1	Brother 4100e Fax Machine	SCW-State Contract	\$276.14
TOTAL REQUESTS W/TRANSFER						\$276.14
GRANT FUNDED & OTHER:						
TOTAL GRANT FUNDED & OTHER						-
TOTAL CAPITAL REQUESTS						\$276.14

b. The Computer Capital Purchases Report dated 7/30/20.

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
Commissioners	101.4172.9575.4111	Capital Expenditure	1	FI-7160 Scanners	SCW-State Contract	\$ 854.49
Courts	101.4172.9575.4184	Capital Expenditure	4	FI-7030 Scanners	SCW-State Contract	\$ 1,657.08
District Attorney	101.4172.9575.4194	Capital Expenditure	8	FI-7160 Scanners	SCW-State Contract	\$ 6,835.92
Tax Claim	101.4172.9575.4138	Capital Expenditure	7	FI-7030 Scanners	SCW-State Contract	\$ 2,899.89
TOTAL APPROVED CAPITAL						\$12,247.38
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
TOTAL REQUESTS W/TRANSFER						\$0.00
GRANT FUNDED & OTHER:						
Human Services	770.4490.9575.0000	Capital Expenditure	3	FI-7160 Scanners	SCW-State Contract	\$2,563.47
TOTAL GRANT FUNDED & OTHER						2,563.47
TOTAL CAPITAL REQUESTS						\$14,810.85

Vice-Chairman Moyer explained the broadband survey the Planning Office is conducting.

Vice-Chairman Moyer adjourned the meeting at 10:06 a.m.

Greg Christine, Chief Clerk/Administrator

M-2020-178 thru M-2020-187
R-2020-13