



MONROE COUNTY BOARD OF COMMISSIONERS MEETING
August 19, 2020

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday, August 19, 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 Administrative Secretary Cindy King.

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.

Chairman Laverdure recessed the meeting at 9:31 a.m. to convene the Assessment Board meeting for corrections to the duplicate.

M-2020-188 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the corrections to the duplicate, as follows:

Additions - \$79,660
Subtractions - \$9,833,580

Chairman Laverdure closed the Assessment Board meeting at 9:32 a.m. and continued with the regular meeting.

M-2020-189 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the minutes of the 8/5/20 Commissioners' Meeting, as presented. Chairman Laverdure abstained she was not in attendance.

M-2020-190 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to adopt a proclamation declaring September, 2020 "Suicide Awareness and Prevention Month".

Ms. Tina Clymer, Administrator, Carbon-Monroe-Pike Mental Health and Development Services accepted the proclamation. This year's theme is "Working Together to Prevent Suicide". Tina thanked the Commissioners for their continued support.

M-2020-191 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below "A" and "B":

a) Personnel Agenda:

NAME:	DEPT:	POSITION:	DATE:	REASON:
NEW HIRES:				
Allison Keeley	C&Y	35 Casw 2	8/24/20	New Hire, Replcmt
Annet Hernandez	C&Y	35 Casw 2	8/17/20	New Hire, Replcmt
Paige McCurley	C&Y	33 Casw 1	8/17/20	New Hire, Replcmt
Gurpreet Kaur	Jail	CO I	8/31/20	New Hire, Replcmt
Marisol Rodriguez	Jail	CO I	8/31/20	New Hire, Replcmt
Mathew Magnin	Jail	CO I	8/31/20	New Hire, Replcmt
Michelle Hamorski	Jail	CO I	8/31/20	New Hire, Replcmt
Nick Giardina	Jail	CO I	8/31/20	New Hire, Replcmt
Reann Carter	Jail	CO I	8/31/20	New Hire, Replcmt
Shaquan McGraw	Jail	CO I	8/31/20	New Hire, Replcmt
Tami Pavolick	Jail	CO I	8/31/20	New Hire, Replcmt
Todd Kowzyn	Jail	CO I	8/31/20	New Hire, Replcmt
Wilhelm Jean-Pierre	Jail	CO I	8/31/20	New Hire, Replcmt
Sarah McCreedy	Vet Affrs	8 Admin Asst - PT	8/17/20	New Hire, Replcmt
SEPARATIONS:				
Jessica Kolment	C&Y	Casw I	8/14/20	Resigned
Emily Paul	Cons District	7 Office Asst Sr.	8/12/20	Resigned
Amir Samaroo	Jail	CO I	8/11/20	Resigned
CHANGES:				
Gretchen Peters	Aging	21 Program Mgr 1	8/4-9/14/20	Extend LOA
Gretchen Peters	Aging	21 Program Mgr 1	9/15-9/20/20	LOA
Judith Jones	Aging	29 Case Aide II	8/11-8/24/20	Extend LOA
Debbie Woo	Aging	37 Care Mgr 3	7/15-8/2/20	LOA
Debbie Woo	Aging	37 Care Mgr 3	8/13-2/12/21	LOA Intermittent
Heather Oberman	Assmt	8 UPI/Off Asst Sr	9/15-10-26/20	LOA
Adam Shelp	C&Y	20 Supervisor	8/31/20	Promotion, replcmt
Pamela Thomas-McDougle	HR	10 Admin Sec	7/21-10/21/20	LOA
Arkadiusz Martynowicz	Jail	CO II	7/28-8/13/20	Extend Modified duty
Brianna Miller	Jail	CO II	7/22-1/21/21	LOA Intermittent
Damien Caban	Jail	CO II	8/14-8/24/20	Modified Duty
Jodi Keiper	Jail	CO II	8/4-2/3/21	LOA Intermittent
Steven Geist	Jail	CO II	7/17-1/16/21	LOA Intermittent
Aubrey Levy	Maint	10 Admin Sec	6/18-12/17/20	LOA Intermittent
Kim Borger	Planning	15 Cartog/Plnr	7/21-7/26/20	LOA
Ryan Hill	Planning	21 Sr Envir Planner	8/5/20	Promotion, reclass
Margaret McMahan	Prob - Adult	11 Probation Asst	7/21-8/9/20	Change LOA Dates
Yvens Jean-Charles	Sheriff	16 Armed CSO Superv	8/24/20	Promotion, new position
Gary Huertas	Sheriff	16 Deputy	8/17-8/30/20	LOA
Jeff Mladen	Sheriff	8 Cths Sec Bailiff	7/21-8/16/20	LOA
MISCELLANEOUS:				
Approve the hiring of two temporary janitorial associates from Manpower for the additional cleaning of the Courts effective 8/31/2020				
Approve the hiring of three full time temporary and two part time temporary employees for the Voter Registration office effective 8/24/2020				
Adopt the 21 Senior Environmental Planner job description, a revision of the 17 Environmental Planner description & position eff 8/5/2020				
Approve the addition of one 16 Armed Courthouse Security Officer/Bailiff Supervisor to the Sheriff's department & adopt the job description eff 8/5/2020				

b) Requests to work additional hours:

i) Assessment Office:

(1) Five hours of overtime, each week from 8/10/20 through 9/30/20 for Deborah Storman and Susan Felker

ii) Treasurer's Office:

(1) Five hours of overtime for the week of 8/9/20 for Candy Burger, Sherri Frisbie, Steph Chieffo and Lorrie DeHaven

iii) Sheriff's Office Overtime Report for the period ending 8/2/20:

(1) Deputies – 55.00 hours

(2) Security – 19.50 hours

(3) Clerks – 0.88 hours

iv) Voter Registration/Elections:

(1) Up to one hour per day effective 8/17/20 to 11/6/20 for Penny Robson, Mary Dunkleberger Kathy Cesare, Jason Demsey and James Juarbe

M-2020-192 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below "A" through "C":

- a) Vouchers Payable:
 - i) \$1,987,637.41 for the week ending 8/7/20
 - ii) \$738,230.32 for the week ending 8/14/20
- b) Gross Payroll:
 - i) \$1,138,516.26 for the period ending 8/2/20
- c) Healthcare Benefits Payments:
 - i) Highmark Blue Cross/Blue Shield:
 - (1) \$123,818.26 on 8/14/20
 - ii) Geisinger:
 - (1) \$49,783.46 on 8/3/20
 - (2) \$123,968.70 on 8/10/20
 - (3) \$17,560.65 on 8/12/20
 - iii) Dental Claims:
 - (1) \$4,941.43 on 8/7/20
 - (2) \$6,381.47 on 8/14/20
 - iv) Flexible Spending Account:
 - (1) \$477.03 on 8/14/20
 - v) ConnectYourCare:
 - (1) \$209.75 on 8/5/20
 - (2) \$1,216.90 on 8/7/20

M-2020-193 Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve/ratify the attached Travel Request Report for the Assessment Office and the Conservation District.

M-2020-194 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below "A" through "D", as requested by Children and Youth Services:

- a) Execute an Amendment to the 2019-2020 Purchase of Service Agreement with Midatlantic Youth Services Corporation to increase their per diem an additional \$30.00 to address increased costs due to COVID in a secure setting
- b) Execute the following Purchase of Service Agreements for the period of 7/1/19 through 6/30/20:
 - i) National Mentor Healthcare d/b/a Pennsylvania Mentor - \$200,000.00
 - ii) Diversified Treatment Alternative Centers - \$500,000.00
- c) Execute the following Purchase of Service Agreements for the period of 7/1/20 through 6/30/21:
 - i) Adelphoi Village, Inc. - \$600,000.00
 - ii) People R Us Community Residential Services - \$100,000.00
- d) Rescind the Adoption Assistance Agreement for D.S. at the request of the prospective adoptive parents

M-2020-195 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed "A" through "N":

- a) The Budget Adjustment Report dated 8/13/20 totaling \$270,066.00
- b) Ratify Execution of the Cooperative Agreement Under Title IV-D of the Social Security Act to administer the Domestic Relations Department IV-D Child Support Enforcement Program for the period of 10/1/20 through 9/30/25
- c) Ratify authorization for the Chief Clerk to advertise the following:
 - i) Notice to Bidders for the installation of dividers and doors in various offices in the Administration Center
 - ii) Notice to bidders for ballot printing and mail order services for the 2020 General Election
 - iii) Notice of a public meeting on 8/21/20 for the Children & Youth 2020/2021 Implementation Budget and 2021/2022 Needs Based Plan and Budget
- d) Authorize the County Treasurer to open a bank account with ESSA Bank for Children & Youth Social Security Beneficiaries
- e) Execute a Client Agreement with SwiftMD for telemedicine services to County employees at a rate of \$5.50 PEPM

- f) Ratify execution of an Agreement of Sale with PNC Bank National Association in the amount of \$785,000.00 (appraised number) to purchase the PNC Bank located at 43 North Sixth Street, Stroudsburg, to be used for the Courthouse Expansion Project
- g) The 2019 Bridge Maintenance & Repair Project Change Order Number One with E.F. Possinger & Sons, Inc., in the amount (add) of \$1,649.34 to allow for additional asphalt quantities
- h) Adopt a Declaration of Disaster Emergency as a result of the recent flooding in the County
- i) Ratify acceptance of a proposal from EHC Associates, Inc. in the amount of \$3,250.00, to complete a Phase 1 Environmental Site Assessment of the PNC Bank Property
- j) The Emergency Solutions Grant Coronavirus Grant in the amount of \$381,761.00 and authorize the Fiscal Director to electronically sign the agreement on behalf of the County
- k) Accept a proposal from The Archer Company, LLC., in the amount of \$20,000.00 to perform an updated comprehensive classification and compensation study for the County
- l) Appoint the following to the Community Services Advisory Board (CSAB):
 - i) Community Representatives:
 - (1) DeMecia Wooten-Irizarry
 - (2) Christopher McCabe
 - ii) Low Income Representative:
 - (1) Mary Claire Megargle
- m) Execute the Human Services Development (HSDF) Fund Sub-Recipient contracts for the 2020-2021 Fiscal Year as indicated below:
 - i) CMP MH/DS - Adult Services - \$48,000
 - ii) Center for Vision Loss - Generic Services - \$7,085
 - iii) Pocono Mountains United Way - Generic Services - \$3,915
 - iv) Pocono Services for Families & Children - Children & Youth - \$25,157
- n) Add the following vendors to the County List of Approved Vendors:
 - i) Jerry W. Payne – Aging
 - ii) Gary’s Meat Market – Fiscal
 - iii) Romaine Companies – Jail
 - iv) CAP Systems, Inc. – Fiscal

Commissioner Christy explained that the declaration of disaster of emergency was enacted due to the storm of August 5, 2020 that caused a lot of property damage throughout the county. There may be funding available through the state to assist residents in making repairs to their homes and property by contacting your township emergency coordinator.

M-2020-196 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the Medical Assistance Transportation Program (MATP) 4th Quarter Report in the amount of \$66,645.00, as requested by the Monroe County Transportation Authority.

M-2020-197 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below “A” and “B”:

- a) Nominate Stephanie Pinho of BioSpectra for membership to the Local Emergency Planning Committee
- b) Accept a three year proposal from Core Power in the total amount of \$7,134.60 for the annual maintenance and support of the battery back-up system at the Public Safety Center (subject to the Solicitor’s changes)

M-2020-198 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below “A” and “B”:

a) Ratify Capital Purchase Report

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	101.4120.0005.8800.2501	Sect 102 Voting Machines	1	Martin Yale High Speed Letter Opener and Paper Folder	Witaker Brothers Business Machines, Inc.-Lowest Quote	\$ 4,346.00
TOTAL GRANT FUNDED & OTHER						\$ 4,346.00
TOTAL CAPITAL REQUESTS						\$ 4,346.00

b) Capital Purchase Report

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
TOTAL APPROVED CAPITAL						\$ -
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
Adult Probation	158.4000.8800.0000	Program Expenditure	9	Body Armor	Witmer Public Safety Group-State Contract	\$ 7,980.12
Correctional Facility	101.4232.5522.0000	Minor Equipment	1	GoPro Camera	Amazon.com-Lowest Quote	\$ 302.88
Correctional Facility	101.4232.5522.0000	Minor Equipment	1	Digital Camera 15 pc. Bundle	Amazon.com-Lowest Quote	\$ 399.99
TOTAL REQUESTS W/TRANSFER						\$ 8,682.99
GRANT FUNDED & OTHER:						
TOTAL GRANT FUNDED & OTHER						\$ -
TOTAL CAPITAL REQUESTS						\$ 8,682.99

M-2020-199 Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve the actions listed below "A" and "B":

A. Ratify Computer Capital

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
TOTAL APPROVED CAPITAL						-
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
COVID-19 Supplemental Grant	177.4490.5550.9575.0000	Capital Expenditure	29	Dell Laptops	Dell-State Contract	\$ 68,471.03
TOTAL REQUESTS W/TRANSFER						\$68,471.03
GRANT FUNDED & OTHER:						
TOTAL GRANT FUNDED & OTHER						-
TOTAL CAPITAL REQUESTS						\$68,471.03

B. Computer Capital

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
Commissioners	101.4172.9575.4111	Capital Expenditure	1	CCTV Camera for maintenance parking, includes labor and relocation of one camera to parking deck, level 5	P2 Controls-Sole Source	\$ 5,889.00
Correctional Facility	101.4172.9575.4232	Capital Expenditure	2	Dome Cameras, including cages, licenses, and installation (AB Yard & DW closet)	P2 Controls-Sole Source	\$ 18,832.00
Sheriff	101.4172.9575.4197	Capital Expenditure	5	Microdome Cameras for courthouse stairwell (2), judge's chambers & stairwell, incl replacement of one & installation	P2 Controls-Sole Source	\$ 10,025.00
TOTAL APPROVED CAPITAL						\$34,746.00
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
Aging	177.4008.9575.0000	Capital Expenditure	1	Dell Latitude laptop	Dell-State Contract	\$ 895.00
TOTAL REQUESTS W/TRANSFER						\$895.00
GRANT FUNDED & OTHER:						
Children & Youth	751.various.7950.0410	Purchased Assets	1	Fax Machine	SCW-Lowest Quote	\$ 276.14
Coroner	177.4010.8800.2005	County Initiative	1	Network Security Firewall with 5-year support license	MTG-State Contract	\$ 9,624.00
TOTAL GRANT FUNDED & OTHER						\$9,900.14
TOTAL CAPITAL REQUESTS						\$45,541.14

Commissioner Christy noted that the purchase of the twenty-nine (29) laptops are being paid from a Criminal Justice Advisory Board grant.

Chairman Laverdure asked if there was any public comment. Linda Zak asked if the Voter Registration Office hired additional help for the general election. Commissioner Christy replied they are in the process.

Chairman Laverdure adjourned the meeting at 9:50 a.m.

Greg Christine, Chief Clerk/Administrator

M-2020-188 thru M-2020-199