



MONROE COUNTY BOARD OF COMMISSIONERS MEETING
September 2, 2020

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday, September 2, 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 R. Moyer was not in attendance.

Chairman Laverdure called the meeting to order at 9:32 a.m. with a moment of silence and the pledge of allegiance to the flag. Chairman Laverdure stated that these are challenging times in many ways for people young and old. We are together for each other.

M-2020-200 Motion by Commissioner Christy, seconded by Chairman Laverdure and carried to approve the actions listed below "1" through "3":

1. The minutes of the 8/19/20 Commissioners' Meeting
2. Ratify the opening of bids on 8/21/20 for Ballot Printing and Mail order Services, as follows:
 - a. David A. Smith Printers
 - b. Kutco Printing
 - c. Kistler Printing
 - d. Election IQ
 - e. MER
 - f. Fort Orange Press
 - g. NPC Printing
3. Ratify the opening of bids on 8/24/20 for the Covid-19 Protection Dividers and Door Project in the Administration Center, as follows:
 - a. Bognet - \$24,778.00 Regular Hours/\$25,778.00 After Hours
 - b. Grimm Construction - \$21,040.00 Regular Hours/\$21,040.00 After Hours

Acknowledged the proclamation declaring August 30, 2020 "International Overdose Awareness Day" in Monroe County. Commissioner Christy stated that there was gathering at the Wesleyan Church on Sunday, August 30, 2020.

M-2020-201 Motion by Commissioner Christy, seconded by Chairman Laverdure and carried to approve the actions listed below "A" and "B".

- a) Personnel Agenda:

NAME:	DEPT:	POSITION:	DATE:	REASON:
Alexandria Solt	DA	22 ADA	9/14/20	New hire, Replacement
Michael Iovacchini	Comm	Interim Comm Health Li	9/2/20	New temp position hire
Alexandra Dutt	Cons Dist	19 Res Cons Specialist	9/21/20	New hire replcmt
Gloria Kerchner	Voter Reg	Data Entry Clk PT Temp	8/31/20	New hire 3 days/week
Sherry Warner	Voter Reg	Data Entry Clk PT Temp	8/31/20	New hire 3 days/week
Chisom Ihejirika	Judge Sibum	20 Law Clerk	8/31/20	New hire, Replacement
SEPARATIONS:				
Allison Keeley	C&Y	33 Casw 1	8/26/20	Non-retained
Sade Gantt	C&Y	33 Casw 1	8/24/20	Non-retained
Jacob Hill	Judge Sibum	20 Law Clerk	9/11/20	Resigned
Steven Martin	Proth	8 Records Tech	8/28/20	Resigned
Aaron Jodon	Sheriff	16 Deputy Sheriff	9/4/20	Resigned
Katherine Cesare	Voter Reg	12 Advanced Tech	9/9/20	Resigned
CHANGES:				
Gretchen Peters	Aging	21 Program Mgr 1	9/1/20	RTW Early
Judith Jones	Aging	29 Case Aide II	8/25-9/11/20	Extend LOA
Maureen Bacik	Aging	35 Comm Hlth Nurse 1	8/20/20	RTW Early Full Duty
Annet Hernandez	C&Y	35 Casw 2	9/8/20	Correct Start date
Alysanene Fortune	C&Y	33 Casw 1	7/17/20	Probation Complete
Alysanene Fortune	C&Y	35 Casw 2	7/18/20	Promo w/o exam
Kimberly Walter	C&Y	35 Casw 2	10/19/20-1/10/21	LOA
Rachel Starkes	C&Y	35 Casw 2	7/4/20	Probation Complete
Taylor Ross	C&Y	33 Casw 1	8/7/20	Probation Complete
Taylor Ross	C&Y	35 Casw 2	8/8/20	Promo w/o exam
Vanessa Bell	C&Y	33 Casw 1	7/30/20	Probation Complete
Vanessa Bell	C&Y	35 Casw 2	7/31/20	Promo w/o exam
Barbara Harteis	Coop Ext	7 Office Asst PT	8/31/20	RTW from Furlough
Kelly Kelly	Courts	18 Court Reporter	11/9/20	Change LOA End Date
Julieane Fry	DA	22 Asst DA	7/11-8/2/20	LOA
Kenneth Lenning	Dom Rel	17 Investigator	7/17/20	Probation Complete
Rebecca Frederick	Emerg Serv	9 Account Tech	7/1/20	Probation Complete
Jason Lando	Jail	21 Lieutenant	8/6-9/20/20	LOA
Arkadiusz Martynowicz	Jail	CO II	7/28-9/15/20	Extend Modified duty
Damein Caban	Jail	CO II	8/14-9/3/20	Extend Modified duty
John McDonnell	Jail	CO II	8/19-8/21/20	3 Day Working Suspension
Kenneth Malarik	Jail	CO II	8/7-8/9/20	LOA
Mary Barcene	Jail	CO II	9/2-10/1/20	LOA
Nicholas Virella	Jail	CO II	8/21-8/31/20	Extend Modified duty
Nicholas Virella	Jail	CO II	9/1/20	RTW Full Duty
Rebecca Sinclair	Jail	CO II	8/15/20	Working Suspension
Sarah Martin	Jail	CO II	7/12-7/18/20	LOA
Michael Ackerman	Jail	CO II	7/28-8/28/20	Extend Modified duty
Michael Ackerman	Jail	CO II	8/29/20	RTW Full Duty
Claire Zimmerman	Judge D Higgin	12 Judicial Asst	7/2/20	Probation Complete
David Gaspar Jr	Judge D Higgin	20 Law Clerk	7/6/20	Probation Complete
Rudolph Clark	Maint	3 Custodian	5/18/20 - 7/31/20	LOA
Teresa Madej	Maint	3 Custodian	8/14-8/26/20	LOA
Teresa Madej	Maint	3 Custodian	8/27-8/31/20	LOA
Frank Biank	Prob - Adult	20 Prob Offr Sr	8/10-8/21/20	LOA
Paul Schepp	Proth	8 Rec Tech	8/17-8/30/20	LOA
Daria Power-Mantilla	Sheriff	8 Cths Sec Bailiff	8/20-9/2/20	EPSL
Jeff Mladen	Sheriff	8 Cths Sec Bailiff	8/17-8/30/20	Extend LOA
Libby Daily	Sheriff	11 RE Clerk Supervisor	9/7/20	Promotion, replacement
James Juarbe	Voter Reg	8 Office Asst	11/11/20-12/31/20	Extend LOA
Mary Dunkelberger	Voter Reg	9 Records Tech	8/13-12/31/20	EFMLA Intermittent
Kristine Wright	Voter Reg	13 Fisc Spec(Data Entr	9/9/20	Temp Add'l position
Ashley Fitzner	Voter Reg	10 Dep Proth(Data Entr	9/9/20	Temp Add'l position
Karie VanWhy	Voter Reg	12 Legal Sec PD(Data E	9/9/20	Temp Add'l position
Cynthia King	Voter Reg	10 Adm Sec (Data Entr	9/9/20	Temp Add'l position
Eileen Leonard	Voter Reg	9 Rec Tech Sheriff(Data	9/9/20	Temp Add'l position
Ruthann Ciszak	Voter Reg	30 Clk Typ 3 Aging(Data	9/9/20	Temp Add'l position
Rebecca Freshcorn	Voter Reg	8 Rec Tech Sheriff(Data	9/9/20	Temp Add'l position
Bianca Corrado	Voter Reg	12 Leg Sec DA(Data Er	9/9/20	Temp Add'l position
Susan Sebring	Voter Reg	8 Data Ent Clk (Data Er	9/9/20	Temp Add'l position
Susan Pagano	Voter Reg	33 Fisc Tech Aging(Dat	9/9/20	Temp Add'l position
Phyllis Curtis	Voter Reg	8 RE Clk Sheriff(Data E	9/9/20	Temp Add'l position
MISCELLANEOUS:				
Approve the addition of a temporary Part Time Interim Community Health Liaison in the Commissioners office through December 31, 2020 and adopt the job description effective September 2, 2020				
Approve the hire of a Manpower temporary hire for the Human Resource office through October 23, 2020				
Approve the request from Adelaide Grace to replace the 37 Administrative Officer I with a 37 Accountant II and adopt the new job description effective September 8, 2020				

- b) Requests to work additional hours:
 - i) Tax Claim Bureau:
 - (1) One hour of overtime each day from 8/29/20 through 10/3/20 for Dawn Pugh, Deb Miraglia, Melinda Knitter, Joann Mahon, Lynn DeHaven and Stephanie Reed

M-2020-202 Motion by Commissioner Christy, seconded by Chairman Laverdure and carried to approve the actions listed below "A" through "C":

- a) Vouchers Payable:
 - i) \$651,757.71 for the week ending 8/21/20
 - ii) \$7,537,759.11 for the week ending 8/28/20
- b) Gross Payroll:
 - i) \$1,153,788.72 for the period ending 8/16/20
- c) Healthcare Benefits Payments:
 - i) Highmark Blue Cross/Blue Shield:
 - (1) \$96,028.62 on 8/18/20
 - (2) \$41,726.04 on 8/25/20
 - ii) Geisinger:
 - (1) \$93,757.56 on 8/18/20
 - (2) \$62,128.88 on 8/25/20
 - iii) Dental Claims:
 - (1) \$7,127.57 on 8/21/20
 - (2) \$1,291.40 (admin. fee)
 - (3) \$4,042.12 on 8/28/20
 - iv) Flexible Spending Account:
 - (1) \$310.00 on 8/24/20
 - (2) \$66.95 on 8/27/20
 - v) ConnectYourCare:
 - (1) \$213.90 on 8/18/20
 - (2) \$465.45 on 8/21/20
 - (3) \$977.30 on 8/28/20

M-2020-203 Motion by Commissioner Christy, seconded by Chairman Laverdure and carried to approve the actions listed below "A" through "E", as requested by Children and Youth Services:

- a) Ratify execution of the 2020/2021 Implementation Plan
- b) Ratify execution of the 2021/2022 Needs Based Plan and Budget Estimate
- c) The submission of the Fourth Quarter 2019/2020 Juvenile Probation Office Title IV-E Claim in the amount of \$6,985.34
- d) Execute the following Adoption Assistance Agreements:
 - i) P.L.
 - ii) E.L.
- e) Execute a Subsidy Agreement For Permanent Legal Custodian for S.R.

M-2020-204 Motion by Commissioner Christy, seconded by Chairman Laverdure and carried to approve the actions listed below "A" through "Q":

- a) Ratify the Budget Adjustment Report dated 8/26/20 totaling \$3,321.00
- b) The Budget Adjustment Report dated 8/26/20 totaling \$42,165.00
- c) Authorize the Chief Clerk to advertise the following:
 - i) Invitation for Bids for the 2020 Bridge Maintenance Project
 - ii) Public Notice (Pike County) of availability of Federal funds in the amount of \$32,783.00 for the Emergency Food and Shelter Program CARES
 - iii) Public Notice (Monroe County) of availability of Federal funds in the amount of \$46,933.00 for the Emergency Food and Shelter Program CARES
- d) Award the bid for Covid-19 Protection Dividers and Doors to Grimm Construction, Inc. in the amount of \$21,040.00 for afterhours work
- e) Award the bid for Ballot Printing and Mail Order Services to Kistler Printing, as follows:
 - i) Package Mail/Print Services - \$1.26 per piece
 - ii) Ballot Printing - .016 per piece
 - iii) Absentee Ballot Printing - .022 per piece
 - iv) Provisional Ballot Printing - .041 per piece
- f) Execute a one day Rental Agreement with the Sherman Theater to use the facility to hold the Tax Claim Bureau Judicial Tax Sale on 9/16/20, at a cost of \$400.00

- g) Execute an Amendment to The Agreement to Provide Administrative Services with Geisinger Indemnity Insurance Company, to accept minor changes for the Employee Benefit Plan, at no cost increase to the County
- h) Ratify execution of a Letter Agreement with Riley and Company to provide financial consulting services to the Tax Claim Bureau at a rate of \$225.00 per hour
- i) Execute a Professional Services Escrow Agreement with the Borough of Stroudsburg in the amount of \$2,000.00 to be used to pay Borough review fees for the Courthouse Expansion Project
- j) Execute an Agreement with EHC Associates, Inc., in the amount of \$13,505.00 to provide Asbestos abatement consulting services, bid document preparation and bidding and monitoring services for the Courthouse Expansion Project
- k) Award the Bid for the Parking Deck Maintenance Project to Sealcrete Contracting based on Pro-tec's written statement that they cannot perform under the bid/contract submitted by them
- l) The 2019/2020 State Food Purchase Program Final Report in the amount of \$240,979.20
- m) Ratify submission of the 2021/2022 Rights and Services (RASA) Act and Victims of Juvenile Offenders (VOJO) Grant Applications, as follows:
 - i) RASA - \$255,687.00
 - ii) VOJO - \$75,930.00
- n) The 2020-2022 Emergency Solutions Grant (ESG) Contract for the period of 7/24/20 through 1/24/22, in the amount of \$295,688.00
- o) Execute the 2020-2021 State Food Purchase (SFPP) Program and SFPP CARES sub-recipient Contracts for the 2020-2021 Fiscal Year as follows:
 - i) Bushkill Outreach - \$15,330
 - ii) Christian Awareness Ministries - \$10,000 (*subject to proof of insurance*)
 - iii) New Perspectives - \$12,000
 - iv) Pleasant Valley Ecumenical Network - \$35,850
 - v) Pocono Mountain Ecumenical - \$31,376
 - vi) Salvation Army-Pantry & Soup Kitchen - \$42,350
 - vii) St. Matthews Catholic Church - \$12,000
 - viii) TOP of the Mountain - \$34,075 (*subject to a corrected insurance certificate*)
 - ix) Women's Resources - \$8,000
 - x) 2020-2021 SFPP Total - \$200,981
 - xi) Bushkill Outreach - \$15,960
 - xii) Christian Awareness Ministries - 10,413 (*subject to proof of insurance*)
 - xiii) New Perspectives - \$2,000
 - xiv) Pleasant Valley Ecumenical Network - \$37,325
 - xv) Pocono Mountain Ecumenical - \$32,665
 - xvi) Salvation Army-Pantry & Soup Kitchen - \$42,725
 - xvii) St. Matthews Catholic Church - \$2,000
 - xviii) TOP of the Mountain - \$35,480
 - xix) Women's Resources - \$3,000
- p) Execute the HAP and HAP CARES Sub-Recipient contracts for the 2020-2021 Fiscal Year as follows:
 - i) Family Promise of Monroe County - Emergency Shelter - \$10,000
 - ii) Pocono Transitional Area Housing - Bridge Housing Services - \$10,000
 - iii) Resources for Human Development Inc. -Case Management Service - \$4,000
 - iv) The Salvation Army of Monroe County - Emergency Shelter Services - \$10,000
 - v) Women's Resources of Mon. Cty., Inc. - Emergency Shelter Services - \$11,176
 - vi) Family Promise of Mon. Cty. - Emergency Shelter & Rental Assistance - \$27,000
- q) Add the following vendors to the County List of Approved Vendors:
 - i) Somerset County Fire Police Asso. – Emergency Management
 - ii) Valliere & Counseling Assoc. Inc. – Corrections
 - iii) Eleanor Irfan – Aging
 - iv) Micro Technology Group – I.T.
 - v) Paul Termini – PD

M-2020-205 Motion by Commissioner Christy, seconded by Chairman Laverdure and carried to approve the action listed below "A" and "B", as requested by Redevelopment Authority of the County of Monroe:

- a) Ratify Execution of the following documents for the CDBG-CV Program:
 - i) Four Factor Analysis and Language Access Plan for the Borough of Stroudsburg
 - ii) Four Factor Analysis and Language Access Plan for the Borough of East Stroudsburg
 - iii) Four Factor Analysis and Language Access Plan for Monroe County

- iv) Cooperation Agreement with the Borough of Stroudsburg
- v) Cooperation Agreement with the Borough of East Stroudsburg
- b) Ratify execution of the Disclosure Report for the Community Development Block Grant (CDBG) CV in the amount of \$307,425.00

M-2020-206 Motion by Commissioner Christy, seconded by Chairman Laverdure and carried to approve the actions listed below “A” and “B”:

- a) Ratify the Capital Purchases Report dated 8/27/20 as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
TOTAL APPROVED CAPITAL						\$ -
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
Sheriff	101.4197.5522.0000	Minor Equipment	1	UHD TV-Fire TV Edition	Amazon.com-Lowest Quote	\$ 269.99
TOTAL REQUESTS W/TRANSFER						\$ 269.99
GRANT FUNDED & OTHER:						
Maintenance	177.4010.8800.2005	County Initiative	1	Cordless Disinfectant Cold Fogger	Amazon.com-Lowest Quote	\$ 479.00
Maintenance	177.4010.8800.2005	County Initiative	11	Cordless Disinfectant Cold Foggers	Amazon.com-Lowest Quote	\$ 5,058.24
Voter Registration	177.4010.8800.2005	County Initiative	1	Wall Mounted Box Drop	Chamstrom-Lowest Quote	\$ 371.00
TOTAL GRANT FUNDED & OTHER						\$ 5,908.24
TOTAL CAPITAL REQUESTS						\$ 6,178.23

- b) The Capital Purchases Report dated 8/27/20 as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
Correctional Facility	101.4232.9575.0000	Capital Expenditure	1	Gas Mask	Bob Barker-Lowest Quote	\$ 285.12
Maintenance	101.4176.9575.0000	Capital Expenditure	1	Drywall Cart plus shipping	Uline-Lowest Quote	\$ 357.42
Sheriff	101.4197.7109.0000	Uniforms	1	Bullet Proof Vest	Starr Uniform-Bid Pricing	\$ 850.00
Sheriff	101.4197.9575.0000	Capital Expenditure	13	Rifles with Red-Dot Sights & Streamlights, Batteries included	Atlantic Tactical-Lowest Quote	\$ 17,935.45
Sheriff	101.4197.9575.0000	Capital Expenditure	6	Rifle Suppressors	Atlantic Tactical-Lowest Quote	\$ 4,639.80
TOTAL APPROVED CAPITAL						\$ 24,067.79
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
Correctional Facility	101.4232.5522.0000	Minor Equipment	2	Radio Chargers	Guardian RFID-Sole Source	\$ 575.00
TOTAL REQUESTS W/TRANSFER						\$ 575.00
GRANT FUNDED & OTHER:						
TOTAL GRANT FUNDED & OTHER						\$ -
TOTAL CAPITAL REQUESTS						\$ 24,642.79

M-2020-207 Motion by Commissioner Christy, seconded by Chairman Laverdure and carried to approve the action listed below “A” Computer Capital Purchases dated 8/27/20:

APPROVED CAPITAL:						
TOTAL APPROVED CAPITAL						-
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
Public Defender	101.4152.5522.0000	Minor Equipment	1	Color LaserJet Pro Printer	SCW-Lowest Quote	\$ 285.19
TOTAL REQUESTS W/TRANSFER						\$285.19
GRANT FUNDED & OTHER:						
TOTAL GRANT FUNDED & OTHER						-
TOTAL CAPITAL REQUESTS						\$285.19

Commissioner Christy explained that Kistler Printing will print and mail the absentee and mail-in ballots for the November 3, 2020 General Election.

Chairman Laverdure stated that Michael Iovacchinim, D.O., has been hired as the part-time county’s Interim Community Health Liaison. He is a graduate from East Stroudsburg School District and has most recently worked at Einstein Hospital.

Chairman Laverdure adjourned the meeting at 9:40 a.m.

Greg Christine, Chief Clerk/Administrator

M-2020-200 thru M-2020-207