



MONROE COUNTY BOARD OF COMMISSIONERS MEETING  
December 2, 2020

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday, December 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 D. 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 9:30 a.m. with a moment of silence and the pledge of allegiance to the flag.

There was no public comment on agenda items.

**M-2020-251** Motion by Commissioner Christy, seconded by Chairman Laverdure and carried to approve the actions listed below:

1. The minutes of the 11/18/20 Commissioners' Meeting
2. The minutes of the 11/18/20 Special Meeting for the 2021 budget presentation
3. Ratify the opening of bids on 11/20/20 for Tax Bill Notices, as follows:
  - a. Berk One \$60,873.22 Total bid
  - b. Spring Hill Laser \$54,520.89 Total bid
4. Ratify the opening of bids on 10/20/20 for Infrastructure Upgrade Wiring Project, as follows:
  - a. Bedrock Technology - \$150,325.00 Total bid
  - b. Business technologies - \$638,526.19
  - c. American Computing Services - \$212,900.00
5. Acknowledge receipt of the following proposal for the Emergency Services 2021 Hazard Mitigation Plan Upgrade:
  - a. MCM Consulting Group - \$49,580.30 Total price
6. Ratify the opening of the following bids on 11/12/20 for County Goods and Services for 2020:
  - a. FUEL OIL BIDS:
    - i. Stiff Oil Company:
      1. Alternate One – Fixed Pricing:
        - a. Former Jail/Annex - \$2.299 per gallon
        - b. Correctional Facility - \$2.299 per gallon
        - c. MDJ Mancuso's Office - \$2.299 per gallon
      2. Alternate Two – Fluctuating Price:
        - a. Former Jail/Annex - ¢.30 per gallon mark-up
        - b. Correctional Facility - ¢.135 per gallon mark-up
        - c. MDJ Mancuso's Office - ¢.30 per gallon mark-up
    - ii. Environmental Services - ¢.0811 per gallon – Total estimated cost \$113,540.00
  - b. SEWAGE SLUDGE HAULING:
    - i. Allstate - ¢.95 per gallon – Total estimated cost \$133,00.00
    - ii. Biros - ¢.0858 per gallon – Total estimated cost \$121,020.00
    - iii. United Site Services - ¢.0839 per gallon – Total estimated cost \$117,460.00
    - iv. Environmental Services - ¢.0811 per gallon – Total estimated cost \$113,540.00
  - c. SHERIFF/CORRECTIONS UNIFORMS:
    - i. Starr Uniforms:
      1. Sheriffs - \$59,613.75
      2. Corrections - \$71,285.00
    - ii. Moritz:
      1. Sheriffs - \$2,192.00
      2. Corrections - \$5,315.00

- d. JANITORIAL SUPPLIES:
  - i. Central Poly - \$25,162.20 Total bid
  
- e. PROPANE:
  - i. Heller's Gas:
    - 1. Fixed Price:
      - a. 1.03 per gallon
    - 2. Fluctuating Price:
      - a. NO BID
  
- f. INMATE UNIFORM AND SUPPLIES:
  - i. Victory Supply - \$91,175.75 Total bid
  
- g. LAWN MAINTENANCE (Safety Center):
  - i. Primrose Landscaping LLC:
    - 1. Mowing, Trimming, Weeding - \$145.00 per visit (20 visits)
    - 2. Spring & Fall Clean-up - \$375.00 per visit (Two visits)
  
- h. OFFICE SUPPLIES AND TONER:
  - i. IPS Global - \$123,156.34 Toner Only
  
- i. SNOW REMOVAL:
  - i. E.F. Possinger & Sons, Inc (ALL LOCATIONS):
    - 1. Snow Plowing - \$95.00 per hour
    - 2. Snow Removal - \$95.00 per hour
    - 3. Cinders - \$120.00 per ton
    - 4. Calcium Chloride - \$1,150.00 per ton
    - 5. Sodium Chloride - \$225.00 per ton
    - 6. Clear and salt sidewalks (Safety Center) - \$95.00 per hour

**M-2020-252** Motion by Commissioner Christy, seconded by Chairman Laverdure and carried to approve the actions listed below:

- a) Personnel Agenda:

NAME:	DEPARTMENT	POSITION:	DATE:	REASON:
<b>NEW HIRES:</b>				
Arthur Jones	Career Link	Laborer	12/7/20	Rehire, Temp
Erica Burmeister	Jail	18 Corrections Counselor	12/7/20	New Hire, Replacement
<b>SEPARATIONS:</b>				
Bruce Henry	Emerg Serv	29 Director	1/8/21	Retiring
Pamela Thomas-McDougle	HR	10 Admin Sec	11/30/20	Separated
Marisol Rodriguez	Jail	CO I	11/28/20	Resigned
Ricky Reiss	Jail	3 Custodian Temp	11/19/20	End of Service
Amanda Berwick	Proth	8 Records Tech	11/18/20	Resigned
Jennifer Miller	R&R	9 Deputy Wills	12/11/20	Resigned
<b>CHANGES:</b>				
Tanya Lutin	Aging	29 Sr Ctr Mgr I - PT	11/4/20	Correct RTW date
Alice Carrion	Aging	35 Care Mgr 2	10/5/20	975 hours completed
Brittany Angelica	Aging	35 Care Mgr 2	11/20-5/19/21	LOA Intermittent
Maria Payano-Santiago	C&Y	37 Accountant II	11/12/20	Promotion, new position
Barbara Scanlan	CareerLink	13 Career Couns/Case Mgr	11/12-11/25/20	EPSL
Lori Fuchs	Courts	18 Court Reporter	11/14-11/25/20	LOA
Deborah Velardi	DA	12 Legal Secretary	11/12-11/25/20	EPSL
Barbara Molkenthin	Dom Rel	11 Intake Coordinator	11/30-5/29/21	LOA Intermittent
Pamela Thomas-McDougle	HR	10 Admin Sec	11/26-11/29/20	Extend LOA
Pamela Thomas-McDougle	HR	10 Admin Sec	11/24-11/25/20	Extend LOA
Bradford Harkley	Jail	18 Asst Bldg Maint	11/23-5/22/21	LOA Intermittent
Arkadiusz Martynowicz	Jail	CO II	11/21-12/31/20	Extend Modified Duty
Elizabeth Knight	Jail	CO II	12/1-12/14/20	Extend Mod Duty, 8 hrs/day
George Balla	Jail	CO II	11/14-11/25/20	LOA
James Landon	Jail	CO II	11/26-12/9/20	Extend LOA
Rebecca Roth	Jail	CO II	11/26-12/16/20	RTW Modified Duty
Robert Helvick	Jail	CO II	10/27-11/10/20	LOA
Samantha Brunson	Jail	CO II	11/27-4/14/21	LOA Intermittent
Steven Hayden	Jail	CO II	11/22-11/24/20	3-day Working Suspension
Wayne Pastor	Jail	CO II	10/27-11/7/20	LOA
Linda Destefano	Maintenance	3 Custodian	10/23-10/26/20	EPSL
Virginia Goida	Maintenance	3 Custodian	11/30-12/20/20	LOA
Richard Ekstedt	Maintenance	3 Painter/Floor Mech	11/16-11/20/20	EPSL
Rachel Rocco	MDJ	16 Audit & Training Coor	11/16-11/29/20	EPSL
Alyson Overland	MDJ Anzini	7 Technician	5/18/20	Probation Complete
Amie Berrios	MDJ Muth	8 Technician Sr	5/11-6/14/20	Correct EFMLA Dates
Lisa Cho	Pre-Trial Svcs	20 Pretrial Services Sup	11/9/20	Correct Promo Department
Nina Giambalvo-Blaha	Proth	8 Records Tech	11/23-12/20/20	Extend LOA
Adam Wojy	Sheriff	16 Deputy	11/23-12/1/20	LOA
Libby Daily	Sheriff	11 RE Clk Supervisor	12/1-12/18/20	RTW modified duty
Steven Dimmick	Sheriff	16 Deputy	11/30/20	LOA
Thomas Lee	Sheriff	16 Deputy	11/23-11/24/20	LOA
Gloria Kerchner	Voter Reg	Data Entry Clerk PT Temp	12/30/20	Change End of Service Date
Sherry Warner	Voter Reg	Data Entry Clerk PT Temp	12/30/20	Change End of Service Date

b) Requests to work additional hours:

i) Treasurer's Office:

(1) Lorrie DeHaven, Candy Burger, Sherri Frisbie and Steph Chieffo – Up to five hours per week for the period of 12/6/20 through 12/27/20

ii) Sheriff's Office Overtime Report for the period ending 11/8/20:

(1) Deputies – 36.00 hours

(2) Security – 24.25 hours

(3) Clerks – 17.50 hours

iii) Sheriff's Office Overtime Report for the period ending 11/22/20:

(1) Deputies – 45.50 hours

(2) Security – 35.25 hours

(3) Clerks – 3.25 hours

**M-2020-253** Motion by Commissioner Christy, seconded by Chairman Laverdure and carried to approve the actions listed below:

- a) Vouchers Payable:
  - i) \$1,285,055.74 for the week ending 11/20/20
  - ii) \$1,809,868.09 for the week ending 11/27/20
- b) Gross Payroll:
  - i) \$1,178,151.87 for the period ending 11/22/20
- c) Healthcare Benefits Payments:
  - i) Highmark Blue Cross/Blue Shield:
    - (1) \$43,351.28 on 11/17/20
    - (2) \$24,307.87 on 11/24/20
  - ii) Geisinger:
    - (1) \$52,967.05 on 11/16/20
    - (2) \$152,710.66 on 11/23/20
    - (3) \$43,070.41 on 11/30/20
  - iii) Dental Claims:
    - (1) \$5,467.38 on 11/20/20
    - (2) \$2,244.94 on 11/30/20
  - iv) Flexible Spending Account:
    - (1) \$190.55 on 11/12/20
    - (2) \$48.96 on 11/18/20
    - (3) \$164.64 on 11/24/20
    - (4) \$77.25 on 11/30/20
  - v) ConnectYourCare:
    - (1) \$209.90 on 11/18/20
    - (2) \$768.59 on 11/20/20
    - (3) \$1,099.63

**M-2020-254** Motion by Commissioner Christy, seconded by Chairman Laverdure and carried to approve the actions listed below, as requested by the Area Agency on Aging:

- a) Appoint the following to the Retired and Senior Volunteer Program Advisory Board:
  - i) Nora M. Goodwin – Term to expire 12/31/22
  - ii) Judy Schuchman – Term to expire 12/31/22
  - iii) Philip P. Morrissey – Term to expire 12/31/22
  - iv) John D. Christy – Commissioner Representative – Term to expire 12/31/22
- b) Execute the Title XIX Medicaid Grant Agreement with the PA Department of Human Services, for the period of 7/1/20 through 6/30/23, to provide eligible services to consumers and participants in need of long-term services and supports

**M-2020-255** Motion by Commissioner Christy, seconded by Chairman Laverdure and carried to approve the actions listed below:

- a) The Budget Adjustment Report dated 11/25/20 totaling \$1,561,806.00
- b) Authorize the Chief Clerk to advertise the following:
  - i) Notice to bidders of Addendum Number One for changes to the printing of Tax Bills
  - ii) Notice of a public meeting on 12/16/20 to set salaries of elected officials
- c) Appoint Craig Todd (Public Member) to the Conservation District Board of Directors, replacing Dave Moyer, with a term of 1/1/21 through 12/31/24
- d) Appoint Commissioner Sharon S. Laverdure as the Commissioner Representative to the Conservation District for the 2021 calendar year
- e) Ratify Approval for a request from the Stroudsburg Business Association to use Courthouse Square for the annual tree lighting ceremony on 11/27/20 from 2:30 to 8:30
- f) 2020/2021 Hazardous Materials Response Fund Grant in the amount of \$10,086.00 to be used to purchase additional water barriers to be used in the event of a spill near a watercourse
- g) The PA DCED CARES Community Development Block Grant-CV in the amount of \$307,425.00 to be used to provide mortgage assistance and hand sanitizing stations for the Boroughs
- h) Add Michael A. Church (PD) to the County List of Approved Vendors
- i) Ratify Execution of the following Act 24 CARES Coronavirus County Relief Fund Recipient Agreements:
  - i) Frogtown Chophouse, Inc. - \$50,000.00
  - ii) Wild Rose Country Dance Club, LLC - \$8,235.00
  - iii) St. Matthew's Rectory - \$33,315.97
  - iv) Basso, LLC - \$29,146.00
  - v) Integra Home Counseling, Inc. - \$36,869.68

- vi) Woody’s Men and Kids Cuts, LLC - \$29,388.52
- vii) Pocono Pride Softball - \$13,075.00
- viii) Pleasant Valley Ecumenical Network, Inc. - \$32,600.00
- ix) Pocono Township - \$7,021.08
- x) Maria T. Smith - \$9,137.00
- xi) P&S Flowers, Inc. - \$13,182.00
- xii) Dawn Poje - \$35,000.00
- xiii) Reach For the Stars Dance Studio, LLC - \$6,098.00
- xiv) Carbon, Monroe, Pike Drug & Alcohol Commission, Inc. - \$8,189.55
- xv) Tobyhanna Township - \$9,766.82
- xvi) AL’s and J’s, Inc - \$24,189.00
- xvii) Transform Personal Training, LLC - \$48,683.00
- xviii) Little League Baseball, Inc. (West End LL) - \$19,946.78
- xix) The Salvation Army - \$50,000.00
- xx) Tunkhannock Township Fire Company - \$5,103.83
- xxi) Donna L. Nye Interior Design, Inc. - \$4,492.00
- xxii) The 14KT Outlet, Inc. - \$12,983.00
- xxiii) Dale’s Concession, Inc. - \$50,000.00
- xxiv) Eldred Township - \$15,146.38
- xxv) Pocono Memorial American Legion Post 903 - \$8,937.00

**M-2020-256** Motion by Commissioner Christy, seconded by Chairman Laverdure and carried to approve the actions listed below, as requested by Redevelopment Authority of the County of Monroe:

- a) Ratify execution of a contract with Maroun Construction in the amount of \$10,050.00, to perform repairs on the Loder Senior Center porch (grant funded)
- b) A request from the Act 137 Affordable Housing Board to approve a zero interest loan to Family Promise of Monroe County in the amount of \$175,000.00, out of the Act 137 Funds, due and payable after 20 years or sale of the property, subject to execution of proper loan documents and evidence of a first mortgage from ESSA Bank

**M-2020-257** Motion by Commissioner Christy, seconded by Chairman Laverdure and carried to award the proposal to MCM Consulting Group, Inc. in the amount of \$42,000.00 (grant funded) to update the 2021 County’s Hazard Mitigation Plan, as recommended by Bruce Henry, Director of Office of Emergency Management.

**M-2020-258** Motion by Commissioner Christy, seconded by Chairman Laverdure and carried to approve the Capital Purchases Report dated 11/25/20, as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
<b>APPROVED CAPITAL:</b>						
Sheriff	101.4197.9575.0000	Capital Expenditure	3	Desktop Risers	Office Service Co.-State Contract	\$ 830.07
<b>TOTAL APPROVED CAPITAL</b>						<b>\$ 830.07</b>
<b>REQUESTS WITH TRANSFER: (see Budget Adjustment Report)</b>						
<b>TOTAL REQUESTS W/TRANSFER</b>						<b>\$ -</b>
<b>GRANT FUNDED &amp; OTHER:</b>						
COVID-19 County Relief Block Grant	177.4010.8800.2005	County Initiative	1	Floor Scrubber	Pa Paper & Supplies-State Contract	\$ 15,011.95
<b>TOTAL GRANT FUNDED &amp; OTHER</b>						<b>\$ 15,011.95</b>
<b>TOTAL CAPITAL REQUESTS</b>						<b>\$ 15,842.02</b>

**M-2020-259** Motion by Commissioner Christy, seconded by Chairman Laverdure and carried to ratify the Computer Capital Purchases Report dated 11/20/20, as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
<b>APPROVED CAPITAL:</b>						
Controller	101.4172.9575.4133	Capital Expenditure	1	LaserJet Color Printer & Sheet Tray	SCW-Lowest Quote	\$ 1,079.14
Sheriff	101.4172.9575.4197	Capital Expenditure	2	PocketJet Black & White Printers	SHI-State Contract	\$ 740.00
Tax Assessment	101.4172.9575.4136	Capital Expenditure	1	LaserJet Pro Color Printer	CDW-G-Lowest Quote	\$ 296.01
Tax Assessment	101.4172.9575.4136	Capital Expenditure	1	LaserJet Pro Color Printer	CDW-G-Lowest Quote	\$ 424.71
Tax Assessment	101.4172.9575.4136	Capital Expenditure	1	LaserJet Color Printer	Zones-Lowest Quote	\$ 761.74
Tax Assessment	101.4172.9575.4136	Capital Expenditure	1	LaserJet Color Printer	SCW-Lowest Quote	\$ 1,565.24
<b>TOTAL APPROVED CAPITAL</b>						<b>\$ 4,866.84</b>
<b>REQUESTS WITH TRANSFER: (see Budget Adjustment Report)</b>						
<b>TOTAL REQUESTS W/TRANSFER</b>						<b>\$ -</b>
<b>GRANT FUNDED &amp; OTHER:</b>						
COVID-19 County Relief Block Grant	177.4010.8800.2005	County Initiative	1	Access Point & 5-yr License	SHI-State Contract	\$ 1,379.47
COVID-19 County Relief Block Grant	177.4010.8800.2005	County Initiative	1	VEEAM Backup with 5-yr License	CDW-G-State Contract	\$ 3,055.00
COVID-19 County Relief Block Grant	177.4010.8800.2005	County Initiative	1	Power Edge Server & Backup Batteries	Dell-Sole Source	\$ 9,700.00
COVID-19 County Relief Block Grant	177.4010.8800.2005	County Initiative	1	Cloud Port Switches, Wireless Access Points, Catalyst, Transceiver, Cloud Controller Subscriptions, Service Agreements & Licenses	CDW-G-State Contract	\$ 62,631.94
COVID-19 County Relief Block Grant	177.4010.8800.2005	County Initiative	1	Direct MR56s, Port Switches & Licenses	CDW-G-State Contract	\$ 145,636.40
COVID-19 County Relief Block Grant	177.4010.8800.2005	County Initiative	1	Cloud Port Switch, Catalysts, Power Supplies, Network Architecture, Service Agreements & Licenses	CDW-G-State Contract	\$ 275,569.34
Prothonotary	601.4195.8800.0000	Program Expenses	1	LaserJet Printer & Sheet Tray	CDW-G-Lowest Quote	\$ 1,286.73
<b>TOTAL GRANT FUNDED &amp; OTHER</b>						<b>\$ 499,258.88</b>
<b>TOTAL CAPITAL REQUESTS</b>						<b>\$ 504,125.72</b>

Commissioner Christy stated that CARES Community Development Block Grant CV monies have started to be distributed by United Way.

Chairman Laverdure asked if there was any public comment. Gentleman present asked if there is any Act 24 CARES money. Commissioner Christy explained that the funds have been allocated.

Chairman Laverdure adjourned the meeting at 9:38 a.m.

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Greg Christine, Chief Clerk/Administrator

**M-2020-251 thru M-2020-259**