



MONROE COUNTY BOARD OF COMMISSIONERS' MEETING  
December 16, 2020

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday, December 16, 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 D. 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.

There was no public comment.

Chairman Laverdure recessed the meeting at 9:32 a.m. to convene Assessment Board Meeting for corrections to the duplicate.

**M-2020-260** Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the corrections to the duplicate, as follows, as requested by Debbie Storman, Deputy Chief Assessor.

Additions – \$2,750  
Subtractions - \$1,341,190

Chairman Laverdure closed the Assessment Board at 9:33 a.m. and continued with the regular meeting.

**M-2020-261** Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the minutes of the 12/2/20 Commissioners' Meeting, as presented. Vice-Chairman Moyer abstained he was not in attendance.

**M-2020-262** Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve the actions listed below:

1. Award the bid for tax bill printing and mailing to Spring Hill Laser for a five-year period in the total amount of \$ \$286,579.71
2. Amend Motion M-2020-254 to reflect the correct date of 12/31/23 as the expiration date for the member's term on the Aging Advisory Board

**M-2020-263** Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve the actions listed below:

1. Award bids for County Goods and Services for 2020, as follows:
  - a. 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
  - b. 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)
  - c. UNIFORMS:
    - i. Sheriff's Office:
      1. Starr Uniform - \$58,243.75
      2. Moritz Embroidery - \$1,986.00
    - ii. Correctional Facility:

1. Starr Uniform - \$62,872.50
2. Moritz Embroidery - \$5,315.00
- d. JANITORIAL SUPPLIES:
  - i. All locations (No Bid Award):
    1. COSTARS/State Contract
- e. OFFICE SUPPLIES:
  - i. All locations (No Bid Award):
    1. COSTARS/State Contract
- f. TONER:
  - i. All Locations:
    1. IPS Global - \$123,471.70
- g. INMATE SUPPLIES:
  - i. Correctional Facility:
    1. Victory Supplies - \$91,175.75
- h. SEWAGE SLUDGE HAULING (Low Bidder):
  - i. Environmental Services- \$.0811 per gallon – Total estimated cost \$113,540.00
- i. PROPANE (All locations – Fixed Price)
  - i. Heller’s Gas - \$1.03 per gallon
- j. FUEL OIL (Old Jail, Correctional Facility and MDJ Mancuso)
  - i. Stiff Oil Co. – Fixed price of \$2.299 per gallon

**M-2020-264** Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below:

- a) Personnel Agenda:

NAME:	DEPT:	POSITION:	DATE:	REASON:
<b>NEW HIRES:</b>				
Zoe Greco	C&Y	33 CW I	12/9/20	New Hire, Replacement
Stacie Miller	Coroner	15 Deputy Coroner	1/5/21	New Hire, Replacement
Mary Ellen Keegan	Emer Serv	29 Director	1/4/21	Rehire, Replacement
<b>SEPARATIONS:</b>				
Stephanie Santiago	C&Y	23 SSA I	11/30/20	Resigned
Michael Sierra	Jail	CO II	12/20/20	Resigned
Wilhelm Jean-Pierre	Jail	CO I	11/28/20	Self-Term
Angela Bremer	Proth	11 Deputy Proth	12/31/20	Retiring
<b>CHANGES:</b>				
Linda Taubert	Aging	29 Case Aide II	11/16-11/20/20	LOA
Mara Cruz	Aging	31 Sr Center Mgr	12/7-12/13/20	LOA
Paula Margretta	Assessment	13 Field Assessor	12/3-12/4/20	LOA
Amanda VanDunk	C&Y	27 SSA 3	12/14-2/14/21	From 15 to 22.5 hrs/wk
Philip Barcafer	Commissioners	19 Risk Manager	11/23-11/29/20	LOA
Susan Cain	Controller	12 Admin Coordinator	11/17-11/22/20	LOA
Lori Fuchs	Courts	18 Court Reporter	11/26-11/30/20	Extend LOA
Kimberly Lippincott	DA	17 Detective	11/23-12/2/20	LOA
Catherine Barcafer	Dom Rel	11 Acct Tech	11/23-12/6/20	LOA
Theresa Ratliff	Human Res	19 Assistant Director	11/30-12/1/20	LOA
Salvatore Zito	Jail	18 Sergeant	11/28-12/8/20	LOA
Patti Manfre	Jail	18 Treatment Asst	12/7-12/19/20	LOA
Michelle Hamorski	Jail	CO I	11/29-12/12/20	LOA
Nicholas Giardina	Jail	CO I	11/28-12/11/20	LOA
Tami Pavolick	Jail	CO I	11/24-12/11/20	LOA
Alizabeth Plows	Jail	CO II	1/2-3/24/21	LOA
Brian Lees	Jail	CO II	12/3-12/6/20	LOA
Brian Lees	Jail	CO II	12/7-1/4/21	Modified Duty
Carl DeSimone	Jail	CO II	12/1-12/12/20	LOA
Carrera Freeman	Jail	CO II	12/1-12/9/20	LOA
Catherine Sellers	Jail	CO II	11/27-12/7/20	LOA
Christine Cleary	Jail	CO II	12/4-1/5/21	LOA
Christopher Okula	Jail	CO II	12/3-12/15/20	LOA
Clarence Sellers	Jail	CO II	11/28-12/13/20	LOA
Derlindra Watts	Jail	CO II	12/1-12/14/20	LOA
Donald Kubik	Jail	CO II	11/26-12/9/20	LOA
Ethan Constable	Jail	CO II	11/28-12/9/20	LOA
Gary Mowery	Jail	CO II	12/3-12/16/20	LOA
George Balla	Jail	CO II	11/26-12/15/20	LOA
Gerald Cox	Jail	CO II	11/28-12/11/20	LOA
James Landon	Jail	CO II	12/10-1/17/21	Extend LOA
Jeffrey Murray	Jail	CO II	12/1-12/15/20	LOA
John Spencer	Jail	CO II	12/4-12/16/20	LOA
Joshua Ludwig	Jail	CO II	12/15-12/16/20	Modified Duty
Kenneth Malarik	Jail	CO II	11/29-12/11/20	LOA
Lee Marsh	Jail	CO II	11/30-12/13/20	LOA
Louis Abbatiello	Jail	CO II	12/2-12/10/20	LOA
Luciano Frias	Jail	CO II	11/30-12/16/20	LOA
Michael Sierra	Jail	CO II	12/3-12/12/20	LOA
Nathaniel Snow	Jail	CO II	11/29-12/11/20	LOA
Radlan Laylor	Jail	CO II	11/30-12/12/20	LOA
Rebecca Roth	Jail	CO II	12/10-1/1/21	LOA
Robert Schwartz	Jail	CO II	12/8-12/20/20	LOA
Scott Jackson	Jail	CO II	12/4-12/16/20	LOA
Scott Lockley	Jail	CO II	12/3-12/15/20	LOA
Shakiema Smith	Jail	CO II	12/8-12/20/20	LOA
Tara Doyle	Jail	CO II	11/20-11/26/20	LOA
Timothy Toolan	Jail	CO II	12/8-12/17/20	LOA
Warren Hulick	Jail	CO II	11/25-12/5/20	LOA
Sean Klein	Maint	12 Bldg Maint Mech	12/1/20	Probation Complete
Melissa Detweiler	MDJ Higgins	8 Tech Sr	11/30/20	Promotion, Replacement
Heather Harrison-Smith	MDJ Travagline	10 Adv Tech	11/30-12/4/20	LOA
Nina Rose Giambalvo-Blaha	Proth	8 Records Tech	12/21-6/20/21	LOA Intermittent
Steven Dimmick	Sheriff	16 Deputy	11/30-12/7/20	LOA
Michael Cioffi	Sheriff	17 Corporal	12/10-12/20/20	LOA
Rolando Acosta	Sheriff	17 Corporal	12/11-12/20/20	LOA
Kevin Kitt	Sheriff	8 Cths Sec/Bailiff	12/31-6/30/21	LOA Intermittent
Melinda Knitter	Tax Claim	13 Deputy Director	1/1/21	Promotion, Replacement
Dawn Pugh	Tax Claim	9 Acct Tech	1/1/21	Demotion
Lee Schuler	Vec Control	14 Technician	12/10-12/13/20	LOA

b) Requests to work additional hours:

- i) Sheriff's Office Overtime Report for the period ending 12/6/20:
  - (1) Deputies – 20.25 hours
  - (2) Security – 61.75 hours
  - (3) Clerks - .25 hours

**M-2020-265** Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below:

a) Vouchers Payable:

- i) \$1,419,476.12 for the week ending 12/4/20
- ii) \$999,650.07 for the week ending 12/11/20

- b) Gross Payroll:
  - i) \$1,186,324.12 for the period ending 12/6/20
- c) Healthcare Benefits Payments:
  - i) Highmark Blue Cross/Blue Shield:
    - (1) \$54,270.43 on 12/1/20
    - (2) \$52,890.02 on 12/8/20
  - ii) Geisinger:
    - (1) \$88,351.86 on 12/8/20
    - (2) \$17,566.81 on 12/10/20
  - iii) Dental Claims:
    - (1) \$1,313.40 on 12/1/20
    - (2) \$2,942.23 on 12/4/20
    - (3) \$5,197.64 on 12/11/20
  - iv) ConnectYourCare:
    - (1) \$314.57 on 12/4/20
    - (2) \$1,581.40 on 12/11/20

**M-2020-266** Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve the actions listed below, as requested by Area Agency on Aging:

- a) The 2020-2024 Four Year Agency Plan, as previously approved by the PA Department of Aging
- b) Execute a Contract with PurFoods, LLC d/b/a Mom's Meals for the period of 7/1/20 through 6/30/23 to provide home delivered meals to qualified individuals at the rate of \$6.09 per meal

**M-2020-267** Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve the actions listed below, as requested by Children and Youth Services:

- a) Execute the Fourth Quarter 2017/2018 C&Y Fiscal Report Revision Five indicating spending in the amount of \$17,478,600.00
- b) Execute the Fourth Quarter 2018/2019 C&Y Fiscal Report Revision Two indicating spending in the amount of \$17,413,851.00
- c) Execute the Fourth Quarter 2019/2020 C&Y Fiscal Report Revision One, indicating spending in the amount of \$17,954,765.00
- d) Execute the following Adoption Assistance Agreements:
  - i) E.O.
  - ii) J.S.
- e) Execute Amendments to the following Adoption Assistance Agreements to increase the per diem to address a need in additional mental health and educational services:
  - i) S.K.
  - ii) I.F.

**M-2020-268** Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve the actions listed below:

- a) Ratify the Budget Adjustment Report dated 12/3/20 in the amount of \$52,250.00
- b) The Budget Adjustment Report dated 12/9/20 totaling \$231,670.00
- c) Authorize the Chief Clerk to advertise the following:
  - i) Notice of a public meeting on 12/16/20 to set salaries of certain elected officials
  - ii) Notice of a virtual meeting of the Monroe County Prison Board
  - iii) Notice of available funds for the emergency food and shelter program for Pike County
  - iv) Notice of available funds for the emergency food and shelter program for Monroe County
- d) Appoint the following to the Pleasant Valley Manor Board of Trustees for the 2021 calendar year:
  - i) Sharon S. Laverdure
  - ii) John R. Moyer
  - iii) John D. Christy
  - iv) Dr. Peter Casale
  - v) Robert A. Shebelsky
- e) Execute the following Contracts for PFA Advocates and Special Public Defenders/Conflict Counsel, for the 2021 calendar year:
  - i) Janet Catina, Esquire – PFA Defense Advocate - \$30,000.00
  - ii) Deborah Huffman, Esquire – PFA Plaintiff Advocate - \$30,000.00
  - iii) Janet Catina, Esquire – Special Public Defender - \$42,500.00

- iv) Holly Conway, Esquire – Special Public Defender - \$42,500.00
- v) Donald Gaul, Esquire – Special Public Defender - \$42,500.00
- vi) Matthew Perry, Esquire - Special Public Defender - \$42,500.00
- vii) Rob Saurman, Esquire - Special Public Defender - \$42,500.00
- f) Ratify Execution of a Letter Agreement with Dein Properties, LP, in the amount of \$2,000.00 to lease warehouse space for a two month period (12/15/20 to 2/15/21) to construct a display mock-up of a proposed courtroom
- g) Ratify execution of a Subordination, Non-Disturbance and Attornment Agreement and Tenant Estoppel Certificate with Merchants Plaza Associates, LP, in order to allow them to refinance property leased, in part, by the Careerlink Office
- h) Execute the following Lease Renewal Extension Agreements with A.M.D. leasing and Henning Leasing:
 

<i>LOCATION</i>	<i>MONTHLY RENT</i>
i) 720 Phillips Street, Suite 100	\$3,312.40
ii) 720 Phillips Street, Suite 101	\$1,656.20
iii) 720 Phillips Street, Suite 102	\$2,720.90
iv) 720 Phillips Street, Suite 103	\$1,656.20
v) 724 Phillips Street, Suite 102	\$6,654.38
vi) 724 Phillips Street, Suite 201	\$4,495.40
vii) 730 Phillips Street Main Building	\$10,599.68
viii) 411 Main Street, Suite 102A	\$975.97
- i) Ratify execution of the following contracts for the County-wide Computer Re-wiring Project:
  - i) American Computing Services/John Fagliarone - \$65,744.00 – Admin. Building
  - ii) American Computing Services/John Fagliarone - \$ 45,182.40 - Correctional facility
  - iii) Bedrock Premises - \$4,500.00 – Fiber to Courthouse
  - iv) Bedrock Premises - \$11,025.00 – Safety Center
- j) Execute an Agreement with Pictometry International, Corp., to support the County GIS for a three-year period including aerial imagery, in the total three year amount of \$327,197.00
- k) Ratify Execution of the following Act 24 CARES Coronavirus County Relief Fund Recipient Agreements:
  - i) DM Cannette Supreme, LLC - \$17,452.28
  - ii) Levels Dance Studio, LLC - \$19,025.00
  - iii) East Stroudsburg Youth Asso. - \$20,000.00
  - iv) George N. Kemp Memorial Hall Asso. - \$26,000.00
- l) Inspection Renewal Agreement with SSI Fire & Explosion Protection, in the amount not to exceed \$1,526.00, for the preventative maintenance on the fire suppression system in the Courthouse and Admin. computer rooms
- m) Execute a Professional Services Agreement with MCM Consulting Group, Inc., in the amount of \$42,000.00, to update the County’s Hazard Mitigation Plan
- n) Nate Oiler of RKR Hess as the Planning Commission engineer for 2021 at the rate of \$100.00 per hour
- o) Ratify adoption of a Resolution to authorize the filing of a proposal for funds in the amount of \$477,054.00, with the PA Department of Community and Economic Development ESG Grant – COVID Code Blue (R-2020-16)

**Resolution of the Monroe County Commissioners  
Authorizing the filing of a proposal for funds with the  
Department of Community and Economic Development,  
Commonwealth of Pennsylvania**

**WHEREAS**, the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH) enacted into law on May 20, 2009, authorized the Emergency Solutions Grant (ESG) Program; and

**WHEREAS**, the Commonwealth of Pennsylvania through the Department of Community and Economic Development (DCED) has received ESG program funds and is making these funds available to units of local governments for eligible homeless services; and

**WHEREAS**, the Monroe County Commissioners desires to submit an application to DCED for ESG Program funds to provide homeless services or on behalf of other entities to provide homeless services.

**NOW, THEREFORE BE IT RESOLVED AND IT IS HEREBY RESOLVED** by the Monroe County Commissioners that:

1. The proposed project(s) Emergency Shelter to be funded by a grant from the Pennsylvania ESG Program meet the ESG interim rule requirements at §24 CFR 576 are eligible and approved.

2. The Monroe County Grants Manager on behalf of Monroe County is authorized and directed to execute an ESG Program application in the amount of \$ 477,054.00 to the PA Department of Community and Economic Development.
3. The contracted sub-recipients will assume the responsibility for securing the required matching amount of project funds or request a waiver of match funds to DCED.
4. The County will reimburse the Commonwealth for any expenditure found to be ineligible.
5. The Monroe County Finance Director is authorized to provide such assurances, certificates, and supplemental data or revised data that DCED may request in connection with the application.

- p) Accept a quote from John Zimmerman Carpentry in the amount of \$11,100.00 to construct a courtroom mock-up as part of the Courthouse Expansion Project
- q) The 2019-2021 Emergency Solutions Grant amendment in the amount of \$157,691.00, to change the process for invoice submittals
- r) Execute the Emergency Solutions Grant Sub-recipient Contracts, as follows (*subject to proof of professional liability insurance*):
  - i) Family Promise - \$171,529.00
  - ii) Stroudsburg Wesleyan Church- \$105,496.00
- s) Add the following vendors to the County List of Approved Vendors:
  - i) Labella Associates – Aging
  - ii) AED Superstore – Emergency Services
  - iii) Sandra Haney – Aging
  - iv) Cable and Wireless Technology – Information Services
- t) The following dates for the 2021 tax bills:

- County/Township

Bill Date	March 1, 2021
End of Discount	April 30, 2021
End of Base	June 30, 2021
End of Penalty	December 31, 2021
Last Day to Pay Tax Collector	December 31, 2021
Return to Tax Claim	January 01, 2022

- Interim Run B

Bill Date	July 1, 2021
End of Discount	August 31, 2021
End of Base	October 31, 2021
End of Penalty	December 31, 2021
Last Day to Pay Tax Collector	December 31, 2021
Return to Tax Claim	January 01, 2022

- School Bills

Bill Date	August 1, 2021
End of Discount	September 30, 2021
End of Base	November 30, 2021
End of Penalty	December 31, 2021
Last Day to Pay Tax Collector	December 31, 2021
Return to Tax Claim	January 01, 2022

- Interim Run A (2022)

Bill Date	January 1, 2022
End of Discount	February 28, 2022
End of Base	April 30, 2022
End of Penalty	December 31, 2022
Last Day to Pay Tax Collector	December 31, 2022
Return to Tax Claim	January 01, 2023

- u) The schedule of County Meetings and County Holidays for 2021, as follows:

**2021**

**Schedule of County Meetings**

All meetings on this schedule will be held in the Monroe County Administrative Center  
One Quaker Plaza, Stroudsburg, PA 18360  
(Unless otherwise noted)

**Monroe County Board of Commissioners**

**Workshop Meetings, Room 201**

There will be a public workshop meeting every Monday at approximately 10:00 AM (time subject to change) with the exception of any Monday holidays listed in this schedule. Additional dates for workshops will be 1/19/21, 2/16/21, 7/6/21, 9/7/21 and 10/12/21. The workshop meetings will be in the Commissioners’ Office, Room 201, Monroe County Administration Center, One Quaker Plaza, Stroudsburg, PA 18360. The subject of the workshop meetings will be to review pending items scheduled for action on the next Commissioners’ Meeting agenda as well as to discuss any other matters that may require official action by the Board of Commissioners.

The FY2021 regularly scheduled meetings of the County of Monroe will be held as follows:

**Monroe County Board of Commissioners**  
**First and third Wednesday of every month at 9:30 AM**  
**(\*unless otherwise noted):**

January 6 and 20	July 7 and 21
February 3 and 17	August 4 and 18
March 3 and 17	September 1 and 15
April 7 and 21	October 6 and 20
May 5 and 19	November 3 and 17
June 2 and 16	December 1 and 15

**Monroe County Assessment Board**  
***(Corrections to Duplicates only)***  
**Third Wednesday – 9:30 AM**

January 20	July 21
February 17	August 18
March 17	September 15
April 21	October 20
May 19	November 17
June 16	December 15

**Monroe County Salary Board**  
**Third Wednesday – 11:00 AM**

January 4 - Reorganization Meeting 11:30 a.m.	July 21
January 20	August 18
February 17	September 15
March 17	October 20
April 21	November 17
May 19	December 15
June 16	

**Monroe County Board of Assessment Revision**  
**First Wednesday – 1:30 PM (\*unless otherwise noted)**

January 6	July 7
February 3	August 4
March 3	September 1
April 7	October 6
May 5	November 3
June 2	December 1

**Monroe County Retirement Board**  
**Third Wednesday – 1:30 PM**

January 20	July 21
February 17	August 18
March 17	September 15
April 21	October 20
May 19	November 17
June 16	December 15

**Monroe County Board of Elections**  
**First Wednesday - 10:30 AM – (\*unless otherwise noted)**

January 6	July 7
February 3	August 4
March 3	September 1
April 7	October 6
May 5	November No Meeting
June – No Meeting	December 1

**Monroe County Planning Commission Meetings**  
**Second Tuesday at 5:00 PM**  
**At the Monroe County Planning Commission Office**  
**as follows:**

January 12	July 13
February 9	August 10
March 9	September 14
April 13	October 12
May 11	November 9
June 8	December 14

**Agricultural Land Preservation Board Meetings**  
**First Thursday at 5:30 PM**  
**At the Eldred Township Municipal Building,**  
**490 Kunkletown Road, Suite 101**  
**Kunkletown, PA 18058 as follows:**

January 7	July 1
February 4	August 5
March 4	September 2
April 1	October 7
May 6	November 4
June 3	December 2

**Monroe County Children and Youth Advisory Board Meetings**  
**Second Wednesday – 3:30 p.m. (\*unless otherwise noted)**  
**At the Monroe County Children and Youth Services Office**  
**730 Phillips Street, Stroudsburg, PA 18360 as follows:**

January 13	July 14
February 10	August No Meeting
March 10	September 8
April 14	October 13
May 12	November 10
June 9	December No Meeting

**Monroe County Area Agency on Aging Advisory Board Meetings**  
**Third Monday - 10:00 AM (\*unless otherwise noted)**  
**At the Area Agency on Aging Office**  
**724 Phillips Street, Suite 102, Stroudsburg, PA as follows:**

January No Meeting	July 19
February No Meeting	August 16
March 15	September 20
April 19	October 18
May 17	November 15
June 21	December 20

**Monroe County Correctional Facility - Board of Prison Inspectors**  
**Second Tuesday - 9:30 AM**  
**At the Monroe County Correctional Facility**



**4250 Manor Drive, Stroudsburg, PA as follows:**

January 12	July 13
February 9	August 10
March 9	September 14
April 13	October 12
May 11	November 9
June 8	December 14

**2021 COUNTY HOLIDAYS**

January 18	Martin Luther King Day
February 15	President’s Day
April 2	Good Friday
May 31	Memorial Day
June 14	Flag Day
July 5	Independence Day
September 6	Labor Day
October 11	Columbus Day
November 11	Veterans Day
November 25	Thanksgiving Holiday
November 26	Day after Thanksgiving
December 23	½ day/Christmas Eve
December 24	Christmas Day
December 30	½ day/New Year’s Eve
December 31	New Year’s Day

**M-2020-269** Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve the actions listed below, as requested the Redevelopment Authority of the County of Monroe:

- a) Accept the resignation of Raymond Guernsey from the Act 137 Affordable Housing Board
- b) Re-appoint the following to the Act 137 Affordable Housing Board, with terms to expire 12/31/25:
  - i) Robert Howes
  - ii) Sharon Ortiz
- c) Execute Sub-recipient Agreements to allow the Authority to administer the following Community Development Block Grant Covid-19 (CDBG-CV) programs:
  - iii) Mortgage Assistance Grant Program
  - iv) Grant Administration

**M-2020-270** Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve the Capital Purchases Report dated 12/10/20, as follows:

Attached you will find the following requests to purchase capital items from various departments.						
DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
<b>APPROVED CAPITAL:</b>						
Courts	101.4184.9575.0000	Capital Expenditure	21	Pistols & Holsters	Witmer Public Safety Group-Lowest Quote	4,807.39
<b>TOTAL APPROVED CAPITAL</b>						<b>\$ 4,807.39</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	Partition & Countertop for Controller	Office Service Co.-State Contract	1,310.74
<b>TOTAL GRANT FUNDED &amp; OTHER</b>						<b>\$ 1,310.74</b>
<b>TOTAL CAPITAL REQUESTS</b>						<b>\$ 6,118.13</b>

**M-2020-271** Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to ratify the Computer Capital Purchases Report dated 11/25/20, as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
<b>APPROVED CAPITAL:</b>						
<b>TOTAL APPROVED CAPITAL</b>						<b>\$0.00</b>
<b>REQUESTS WITH TRANSFER: (see Budget Adjustment Report)</b>						
<b>TOTAL REQUESTS W/TRANSFER</b>						<b>\$0.00</b>
<b>GRANT FUNDED &amp; OTHER:</b>						
COVID-19 County Relief Block Grant	177.4010.8800.2005	County Initiative	1	Processor	Dell-State Contract	913.91
COVID-19 County Relief Block Grant	177.4010.8800.2005	County Initiative	1	Microsoft Surface Laptop	CDW-G: State Contract	1,422.03
COVID-19 County Relief Block Grant	177.4010.8800.2005	County Initiative	2	Backup UPS units and battery packs for new server	Dell-State Contract	4,000.58
COVID-19 County Relief Block Grant	177.4010.8800.2005	County Initiative	1	Wireless Access Point & Licenses	MTG - Lowest Quote	10,910.00
COVID-19 County Relief Block Grant	177.4010.8800.2005	County Initiative	1	Conferencing System	Sage-State Contract	17,558.76
COVID-19 County Relief Block Grant	177.4010.8800.2005	County Initiative	25	Adobe Sign Licenses	CDW-G: State Contract	36,533.25
COVID-19 County Relief Block Grant	177.4010.8800.2005	County Initiative	1	Server & Storage Chassis	Dell-State Contract	180,878.78
<b>TOTAL GRANT FUNDED &amp; OTHER</b>						<b>\$ 252,217.31</b>
<b>TOTAL CAPITAL REQUESTS</b>						<b>\$252,217.31</b>

Chairman Laverdure announced that the Special Commissioners' Meeting scheduled for December 16, 2020 at 6:00 p.m. has been post-poned.

Chairman Laverdure adjourned the meeting at 9:41 a.m.

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Greg Christine, Chief Clerk/Administrator

**M-2020-260 thru M-2020-271**  
**R-2020-16**