



MONROE COUNTY BOARD OF COMMISSIONERS' MEETING  
April 20, 2022

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday, April 20, 2022 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 Dunn, Chief Clerk/Administrator Greg Christine, and Cindy King, Administrative Secretary to the Board of Commissioners.

Chairman Laverdure called the meeting to order at 9:31 a.m. with a moment of silence and the pledge of allegiance to the flag.

Chairman Laverdure recessed the regular meeting at 9:34 a.m. and opened an Assessment Board meeting for corrections to the duplicate.

**M-2022-84** Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve the corrections to the duplicate, as follows, as recommended by the Cindy Treible, Chief Assessor:

Additions- \$79,270  
Subtractions - \$5,102,060

Cindy Treible, Chief Assessor explained that if a change in a property assessment is made after the assessment certification that is a correction to the duplicate.

Chairman Laverdure closed the Assessment Board meeting at 9:36 a.m. and continued with the regular meeting.

There was no public comment on the agenda items.

**M-2022-85** Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the minutes of the April 4, 2022 Commissioners' Meeting, as presented.

**M-2022-86** 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>				
Destiny Tyson	C&Y	33 Casw I	4/25/22	New Hire/Replacement
Matthew Sanchez	Career Link	Laborer	4/18/22	New Hire, Seasonal
Ricky Reiss	Jail	3 Grnd Custodian TEMP	4/25/22	Rehire
Morgan Martinez	Maint	3 Custodian (Nights)	4/11/22	New Hire/Replacement
Alyssa Burke	MDJ 43-2-01	7 Technician	4/11/22	New Hire/Replacement
Courtney Bruce	PD	10 App Intake Analyst	4/25/22	New Hire/Replacement
Kellie Lewandowski	Planning	GIS/Planner	5/23/22	Internship
Renee Douglas	Sheriff	8 Off Asst - Firearms	5/2/22	New Hire/Replacement
<b>SEPARATIONS:</b>				
Kevin Frein	Coroner	15 Deputy Coroner	4/15/22	Resigned
Richard Campbell	Courts	21 Law Clerk Sr	4/22/22	Resigned
Antoinette Grimm	Dom Rela	14 Conference Officer	5/13/22	Retired
Alyssa Burke	Jail	7 Office Asst Sr - PT	4/11/22	Did Not Start
Khadirah Goldsmith	Jail	CO	4/17/22	Resigned
William Armitage	Jail	CO	4/3/22	Correct Ending Salary
Shauna Charlton	MDJ 43-4-04	7 Technician	4/22/22	Resigned
Eric McLain	Prob - Adult	20 Prob Officer Sr	4/22/22	Resigned
Libby Daily	Sheriff	11 RE Clerk Superv	4/29/22	Retired
<b>CHANGES:</b>				
Merle Turitz	Aging	21 Admin Officer 2	4/11/22	Promotion
Monique Lawson-Henry	C&Y	35 Casw 2	3/23-9/22/22	Intermittent LOA
Margaret Kober	Controller	10 Acct Rec Officer	2/22/22	Reclassification
Kelly Kelly	Courts	18 Court Reporter	3/28-5/9/22	LOA
Bonnie Ace-Sattur	HR	27 Director	3/14-4/27/22	Intermittent LOA
Charlie Silverio	Jail	CO	4/8-4/19/22	LOA
Edwin Altamirano	Jail	CO	4/15-4/17/22	LOA
Lance Werkheiser	Jail	CO	4/15-5/9/22	LOA
Raymond Wilson	Jail	CO	3/11-9/10/22	Intermittent LOA
Leidimar Alvarado Marin	Maint	3 Custodian	4/14-5/14/22	Extend LOA
Gerald Banner	Maint	4 Custodian Sr	4/11/22	Upgrade
Deiatria Lutz	MDJ 43-4-04	10 Adv Tech	3/31/22	Probation Completed
Paul Schepp	Proth	8 Records Tech	5/26/22-6/30/23	LOA
Jesiah Schrader	Vet Affrs	17 Deputy Dir	1/1/22	Reclassification
<b>MISCELLANEOUS:</b>				
Adopt the reclassified 10 Accounts Receivable Officer job description in the Controller's office				
Adopt the reclassified 17 Deputy Director job description in the Veteran's Affairs office				
Adopt the updated 25 Director job description in the Veteran's Affairs office				
Request from Director of Aging to update the grade 37 RSVP Coordinator job description to reflect that RSVP is now called "AmeriCorps Seniors RSVP"				

- b) Approve/Ratify Requests to work additional hours:
  - i) Sheriff's Office Overtime Report for the period ending 4/10/22:
    - (1)Deputies – 109.50 hours
    - (2)Security – 42.25 hours
    - (3)Clerks – 58.75 hours

**M-2022-87** Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below:

- a) Vouchers Payable:
  - i) \$1,555,566.61 for the week ending 4/1/22
  - ii) \$7,025,269.43 for the week ending 4/8/22
  - iii) \$1,904,621.61 for the week ending 4/15/22
- b) Gross Payroll:
  - i) \$1,206,678.85 for the period ending 4/10/22
- c) Healthcare Benefits Payments:
  - i) Geisinger:
    - (1)\$64,022.88 on 4/5/22
    - (2)\$162,784.23 on 4/13/22

- (3) \$3,577.80 on 4/14/22
- ii) Dental Claims:
  - (1) \$8,451.07 on 4/5/22
  - (2) \$5,325.20 on 4/8/22
- iii) Flexible Spending Account:
  - (1) \$179.50 on 4/14/22
- iv) ConnectYourCare:
  - (1) \$1,970.18 on 4/5/22
  - (2) \$1,368.80 on 4/8/22

**M-2022-88** Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below:

- a) Approve/Ratify the Travel Request Report – Children & Youth Services and Planning Department
- b) District Attorney’s Office:
  - i) Carol Doss, Laura Davidson and Danielle Jagger to Austin, TX from 6/4/22 through 6/7/22, to attend the annual National Association of Extradition Officials Conference
- c) Controller’s Office:
  - i) Marlo Merhige to State College, Pa from 5/4/22 through 5/6/22 to attend the PSACC Spring Conference

**M-2022-89** Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve the action listed below, as requested by Area Agency on Aging:

- a) Acknowledge notice of the resignation of Jyh-Hann Chang from the RSVP Advisory Board
- b) Appoint Brooke Langan, Ed.D. to the Retired Senior Volunteer Program Advisory Council, replacing Jyh-Hann Chang with a term to expire 12/31/2023

**M-2022-90** Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below, as requested by Children and Youth Services:

- a) Execute the following Purchase of Service Agreements for the period of 7/1/22 through 6/30/23:
  - i) Bucks County - \$450,000.00
  - ii) Children’s Advocacy Center of Monroe County - \$35,000.00 (subject to final approval by the Solicitor)
- b) Execute a Subsidy Agreement for Permanent Legal Custodian for G.T.
- c) Execute an Adoption Assistance Agreement for J.D.
- d) Execute the following documents with Avanco International, Inc., as it relates to the software program at the agency:
  - i) Child Accounting and Profile System CWIS Maintenance Agreement
  - ii) HIPPA Business Associate Agreement Addendum
  - iii) Consulting Services Addendum Service Provider Agreement
  - iv) Provider Agreement
- e) Reappoint Joann Baratta to a new term on the Advisory Board, expiring June 6, 2025

**M-2022-91** Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below:

- a) Approve the Budget Adjustment Report dated 4/14/22 totaling \$19,979.00
- b) Approve a request from PATH to use Courthouse Square on May 1, 2022 for their annual PATH Walk
- c) Ratify submission of a request to extend the US Department of Agricultural Farm to School Grant Agreement through June 30, 2023 (original date was 6/30/22)
- d) Adopt a Resolution approving the Act 167 Storm Water Management Brodhead, McMichaels, 2002 and Tobyhanna 1997 Plan Renewal (R-2022-4)
- e) Execute an Addendum to Commercial Lease Agreement with Barthold Mills Partners to extend the Lease for MDJ Anzini an additional 10 years, effective 1/1/2022 through 1/31/2031, allowing for 2% annual increases, as well as additional rent for improvements to the office
- f) Authorize the Grants Manager to electronically submit the Emergency Solutions Grant 2022 Quarterly Reports on behalf of the Commissioners
- g) Add the following vendors to the County List of Approved Vendors:
  - i) Fiscal
    - (1) Abrams Bros Welding

- (2) Agustin Levano
- (3) Fazard Mohammed
- (4) Miaja L Bizousky
- (5) W. Elizabeth Loake
- (6) David Gower
- (7) Deborah Lukitsch
- (8) Home365 Property Management LLC
- (9) Clarissa Burch
- (10) Claudette Collins
- (11) Joselyn Nathaniel
- (12) Juan Fernandez
- (13) Laura Fung Khee
- (14) Magda Gerlak
- (15) Sehada Radoncic
- (16) Wayne W & Anneliese Ecenbarger
- (17) AJ Konopka Excavating, Inc
- (18) Angel Robles
- (19) DLP Holdings 1, LLC
- (20) Juan Diaz
- (21) SJ Rubin Real Estate
- (22) Stephen Bacik
- (23) Stephen Lebron
- (24) Tatak Investments LLC
- (25) David Lansdowne
- (26) Jacqueline Logan Northslope Properties LLC
- (27) Atija Barzev
- (28) Halima Ming
- (29) Kevin Restrepo
- (30) Property Managers Corp
- (31) AVB Group LLC
- (32) David Dangelis
- (33) Evelyn Pagan
- (34) Extra Space Management Inc
- (35) Hikmat Salloum
- (36) Nuzhat Siddiqui
- (37) Thomas Bourgeois
- (38) Victoria Pfeiffer
- (39) Packerton Management
- (40) Teri Pultz
- (41) Denise Drew
- (42) Yuriy W Bogutskiy
- ii) Aging
  - (1) Mary Ann Fernandez
- iii) District Attorney
  - (1) Bonnie Haber RPR
- iv) MCCF
  - (1) Kubotz Tractor Corp - Ratify
- v) Coroner
  - (1) Ceccacci Lift Truck Service Inc – Ratify

Kristina Heaney, District Manager, Conservation District, stated that the Conservation District has been working on updating the Brodhead, McMichaels and the Tobyhanna Creek Watershed Act 167 Storm Water Management Plan, there has been very little changes to the plan since the last update in 2006. The next phase is approval of the resolution and then the plan is submitted to Pennsylvania Department of Environmental Protection and Department of Community Economic Development for approval.

**M-2022-92** Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve the actions listed below, as requested by the Planning Commission:

- a) Approve the Agreement for the Sale and Purchase of an Agricultural Conservation Easement in Perpetuity on the 34.48 acre farm owned by Dorothy M. Davidson, Susan J. Davidson and Charles E. Hennem in the amount of \$189,502.08
- b) Approve the following requests for funding through the 2022 Open Space Development Grant as recommended by the Monroe County Planning Commission Advisory Board:

- i) Big Woods Natural Area Trailhead - Chestnuthill Twp. \$40,000.00
- ii) TLC Park Playground Equipment Enhancement Project – Pocono Twp. \$40,000.00
- iii) HJP Park Swale & Grading Project - Jackson Twp. \$40,000.00
- iv) Hamilton Park Strawberry Hill Trailhead - Hamilton Twp \$36,987.00
- v) Hauser Nature Center ADA Trail & Ped. Enhancement -TNC \$24,000.00
- vi) Polk Twp Community Trail- Phase 2 - Polk Twp. \$20,104.00
- vii) Wiley Nature Preserve Trail Project- Coolbaugh EAC \$11,000.00
- viii) Echo Lake Park Trail Resurfacing – Middle Smithfield Twp. \$7,800.00
- ix) Community Garden Pollinator Enhancement- Smithfield Twp. \$2,207.00

Fallon Horan, Open Space Coordinator, explained the 2022 Open Space Development projects are focusing on creating access to public open spaces and connecting greenway passives. The projects are funded from Act 13 the Marcellus Legacy Fund and the applicants are required put up a 50% match.

**M-2022-93** Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve the Capital Purchases Report dated 4/14/22, as follows:

MONROE COUNTY, PENNSYLVANIA						
TO:	Greg Christine, Chief Clerk/Administrator					
FROM:	Jennifer Barclay, Director of Fiscal Affairs					cc: Board of Commissioners, 3 Jennifer Barclay, Fiscal Director Marlo Merhige, Controller Cindy Franklin, Purchasing
DATE:	April 14, 2022					
RE:	CAPITAL PURCHASE APPROVAL					
ACTION:	COMMISSIONER'S APPROVAL					
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>						
<b>TOTAL APPROVED CAPITAL</b>						<b>\$ -</b>
<b>REQUESTS WITH TRANSFER: (see Budget Adjustment Report)</b>						
<b>TOTAL REQUESTS W/TRANSFER</b>						<b>\$ -</b>
<b>GRANT FUNDED &amp; OTHER:</b>						
Register and Recorder	601.4153.8800.0000	Program Expenses	1	Microfilm & Microfiche System	Reynolds -State Contract	7,482.95
Public Liability	250.5700.8800.0001	Grant Expenses	2	Dehumidifiers	Zoro-Lowest Quote	1,886.82
<b>TOTAL GRANT FUNDED &amp; OTHER</b>						<b>\$ 9,369.77</b>
<b>TOTAL CAPITAL REQUESTS</b>						<b>\$ 9,369.77</b>

**M-2022-94** Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve the Computer Capital Purchases Report dated 4/14/22, as follows:

MONROE COUNTY, PENNSYLVANIA						
TO:	Greg Christine, Chief Clerk/Administrator					
FROM:	Jennifer Barclay, Director of Fiscal Affairs					cc: Board of Commissioners, 3 Jennifer Barclay, Fiscal Director Marlo Merhige, Controller Cindy Franklin, Purchasing Information Services
DATE:	April 14, 2022					
RE:	COMPUTER CAPITAL PURCHASE APPROVAL					
ACTION:	COMMISSIONER'S APPROVAL					
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>						
<b>TOTAL APPROVED CAPITAL</b>						<b>\$ -</b>
<b>REQUESTS WITH TRANSFER: (see Budget Adjustment Report)</b>						
<b>TOTAL REQUESTS W/TRANSFER</b>						<b>\$ -</b>
<b>GRANT FUNDED &amp; OTHER:</b>						
Information Systems	101.4172.9575.0000	Capital Expenditure	1	Smart UPS	CDW G - Sole Source	1,921.72
Information Systems	101.4172.9575.0000	Capital Expenditure	2	Transceiver modules	CDW G - Sole Source	892.72
<b>TOTAL GRANT FUNDED &amp; OTHER</b>						<b>\$ 2,814.44</b>
<b>TOTAL CAPITAL REQUESTS</b>						<b>\$ 2,814.44</b>

Chairman Laverdure announced that Community Night is May 3, 2022 at the Northampton Community College Monroe Campus starting at 6:00 p.m. sponsored by the Children's Roundtable of Monroe County and that the courthouse expansion project progress can be found on the county webpage.

Vice-Chairman Moyer announced that there are two (2) Public Hearings on the Leavitt Branch and Goose Pond Dams to discuss refurbishing the dams that the county is required to do, the hearings will be held at the Office of Emergency Management on April 21 at 2:00 and 6:00 p.m. He also announced that the U.S. Department of the Treasury recently made funds available through the Pennsylvania Homeowner Assistance Fund to help Pennsylvanians who have experienced hardships in paying their mortgages, property taxes, homeowners insurance and utilities as result of COVID-19. These funds are available through the Pennsylvania Housing Finance Agency. A description of the program and an application can be found at [www.phfa.org](http://www.phfa.org).

Chairman Laverdure asked if there was any public comment. No comment received.

Chairman Laverdure adjourned the meeting at 10:00 a.m.

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Greg Christine, Chief Clerk/Administrator

**M-2022-84 thru M-2022-94**  
**R-2022-4**

## TRAVEL REQUEST REPORT

Travel ID	Travel Date(s)	Traveler(s)	Destination	Purpose of Travel	Est. Costs
<b>CHILDREN &amp; YOUTH SERVICES</b>					
2022-0066	04/13/2022 -- 04/13/2022	Michele Haydt	Radisson Hotel, Scranton, PA	SWAN Spring quarterly meeting	\$70.67
2022-0070	04/24/2022 -- 04/27/2022	Grace, Adelaide	Seven Springs, Champion PA	Attend Children's Roundtable Summit. Please note that room nights will be paid through C&Y budget for AWG, Judge Jonathan Mark, Hearing Officer Weitzmann, PD Ashley Messoline and will be included in this request.	\$1,120.75
2022-0064	04/27/2022 -- 04/27/2022	Payano-Santiago, Maria	Children's Home of Easton 2000 S. 25th St. Easton PA	To Conduct an On-site audit	\$19.00
2022-0063	04/21/2022 -- 04/21/2022	Payano-Santiago, Maria	Access Service Inc. 3975 Township Line Rd. Bethlehem PA 18020	To conduct an On Site Audit.	\$19.00
<b>PLANNING</b>					
2022-0067	04/19/2022 -- 04/19/2022	Meinhart, Christine	Pittston	NEPA MPO mtg	\$0.00