



COMMISSIONERS' MEETING
January 6, 2016

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday, January 6, 2016, in the Commissioners' Public Meeting Room, at the Monroe County Administrative with the following present: Chairman John R. Moyer, Vice-Chairman Charles A. Garris, Commissioner John D. Christy, County Solicitor John Dunn, Chief Clerk/Administrator Greg Christine, and Administrative Secretary Cindy King.

Chairman Moyer called the meeting to order at 9:32 a.m. with a moment of silence and the pledge of allegiance to the flag.

There was no public comment on agenda items.

M-2016-12 Motion by Vice-Chairman Garris, seconded by Commissioner Christy and carried to approve the following minutes:

December 16, 2015 Commissioners' Meeting
December 18, 2015 Special Meeting for Adoption of the 2016 Budget

M-2016-13 Motion by Commissioner Christy, seconded by Vice-Chairman Garris and carried to approve the following:

a) Personnel Agenda:

NAME:	DEPARTMENT:	POSITION:	DATE:	REASON:
NEW HIRES:				
Catherine Pirolli	D A	22 ADAPT	1/5/2016	New hire, replacement
John Christy	Commissioner	Commissioner	1/4/2016	Newly Elected Official
Cindy Gontarski	Coroner	Deputy PT On Call	12/28/2015	New hire, replacement
Scott Fabian	Coroner	Deputy PT On Call	12/28/2015	New hire, replacement
Tina Evangelista	Judge Zulick	20 Law Clerk	1/11/2016	New hire, replacement
Diatra Lutz	MDJ Claypool	7 Technician	1/11/2016	New hire, replacement
Katherine Deardorff	Prothonotary	8 Rec Technician	1/6/2016	Rehire, replacement
Thomas Whitehead	R&R	8 Rec Technician	1/11/2016	New hire, replacement
Cathy Shoemaker	R&R	9 Deputy Rec Wills	1/4/2016	New hire, replacement
SEPARATIONS:				
Jehnel Smith	C&Y	35 Casw II	1/20/2016	Resigned
Stephen Serensits	C&Y	33 Casw I	12/29/2015	Resigned
Tashiana Dixon	C&Y	35 Casw II	1/5/2016	Resigned
Gloria Smith	Domestic Relat	9 Acct Tech	2/5/2016	Retiring
Suzanne McCool	Commissioner	Commissioner	1/3/2016	End of Term
Bradley Harrison	Coroner	Deputy PT On Call	7/2/2015	Resigned
Karen Ezzo	Grants	19 Grants Manager	1/15/2016	Resigned
Ricky Reiss	Jail	4 Grds Custodian TEMP	12/16/2015	End of season
David Welti	Jail	CO II	12/17/2015	Self-termination
Casey Schweppenheiser	Judge Zulick	20 Law Clerk	1/8/2016	Resigned
Helen Diecidue	R&R	Register & Recorder	1/3/2016	End of term
Sherri Spolsky	Tax Claim	6 Delinquent Poster	12/18/2015	Resigned
CHANGES:				
Alyscia Hill	Adult Probation	9 Secretary	12/22/2015	Probation completed
Gregory Yeager	Adult Probation	16 Probation Offr Trainee	12/29/2015	Probation completed
Gregory Yeager	Adult Probation	17 Probation Officer I	12/29/2015	Promotion
Alexis Sebring	C&Y	35 Casw II	11/5/15-1/3/16	LOA
Cassandra Gehr	C&Y	33 Casw I	12/24/2015	975 hrs completed
Cassandra Gehr	C&Y	35 Casw II	12/24/2015	Promotion
Jean Lee	C&Y	35 Casw II	11/25/2015	Probation completed
Lori Kerrigan	Conserv District	21 Head Res Conserv	1/13/2016	Probation completed
Drew Wagner	Conserv District	26 Hydraulic Engineer	11/24-12/8/15	LOA
Mary Miller	Courts	10 Adm Asst Custody	12/28/2015	Demotion
Mary Miller	Courts	10 Admin Asst Custody	1/5-1/7/16	Suspended w/o pay
Pamela Bisbing	Jury Comm	16 Jury Manager	1/18/2016	Promotion, filling vacancy
Daniel Van Horn	Jail	14 Bldg Maint Tech	1/4/2016	Promotion, filling vacancy
Matthew Patrick	Jail	18 Sergeant	1/4/2016	Promotion, filling vacancy
David Fernandez	Jail	CO I	12/14/2015	Assigned to 2nd shift
Elizabeth Wojtenko	Jail	CO I	12/14/2015	Assigned to 2nd shift
Nathaniel Snow	Jail	CO I	12/14/2015	Assigned to 2nd shift
Radland Laylor	Jail	CO I	12/14/2015	Assigned to 2nd shift
Stephen Wilson	Jail	CO I	12/14/2015	Assigned to 2nd shift
Tramaine Keene	Jail	CO I	12/14/2015	Transfer to 2nd shift
Blake Schiller	Jail	CO II	11/24/15-1/5/16	LOA extended
Cecil Johnson	Jail	CO II	12/24/2015	Working suspension
Jeromy Storm	Jail	CO II	1/4-1/18/16	LOA extended
Marc Weig	Jail	CO II	12/8-12/10/15	RTW Full Duty
Scott Lockley	Jail	CO II	12/8-12/12/15	LOA
Waldemar Wozniak	Jail	CO II	3/3/16-3/2/17	LOA
William Johnson	Jail	CO II	12/14/2015	Transfer to 3rd shift
Terri Cramer	R&R	16 Chief Deputy Rec Wills	1/4/2016	Promotion, new position
Josephine Ferro	R&R	Register & Recorder	1/4/2016	Newly Elected Official
Bryant Torres	Sheriff	8 Cths Sec Bailiff	12/1-12/3/15	LOA
Barbara Keiper	Tax Claim	Poster	1/4/2016	Additional position
Paula Margretta	Tax Claim	Poster	1/4/2016	Additional position
MISCELLANEOUS:				
Approve the elimination of one grade 8 Records Technician from Register & Recorder Office effective 1/4/16				
Request from Debbie Rivera, Deputy Court Administrator to adopt the revised grade 16 Jury Manager job description effective 1/18/16				
Request from Debbie Rivera, Deputy Court Administrator to adopt the revised grade 10 Administrative Assistant Custody Department job description effective 12/18/15				
Replace the 16 Custody Conciliator Supervisor position with 10 Administrative Assistant Custody Department in the Courts				

b) Approve/Ratify Requests to work additional hours:

- (1) Sheriffs' Office for the period of 12/14/15 through 12/27/15 as follows: William Bentzoni, 2.5 hours; Eugene Blaney, 8 hours; Mary Beth Cook, 3.5 hours; Libby Daily, 4.50 hours; Jason Dunlap, 1.5 hours; Alan Gannon, 17.5 hours; John Hucorne, 5 hours; Mateusz Kochan, 12 hours; Scott LaBar, 1 hour; Jennifer LaBarre, 1 hour; Darlene Lee, 13.25 hours; Salvatore Manda, 1 hour; Kenneth Morris, 18.5 hours; Mark Philips, 4 hours; Justine Sebring, 4.25 hours; Rickie Serfass, 17 hours; Robert Stone 12 hours
- (2) Treasurers' Office for the period of January 2016 Up to five hours, each week for Lorrie DeHaven, Candy Burger, Crystal Owen and Sherri Frisbie

M-2016-14 Motion by Vice-Chairman Garris, seconded by Commissioner Christy and carried to approve the following:

a) Vouchers Payable:

- i) \$415,518.68 for the week ending 12/18/15
 - ii) \$255,515.27 for the week ending 12/24/15
 - iii) \$370,624.33 for the week ending 12/31/15
- b) Gross Payroll:
 - i) \$967,816.04 for the period ending 12/13/15
- c) Healthcare Benefits Payments:
 - i) Blue Cross/Blue Shield:
 - (1) \$31,818.04 on 12/2/15
 - (2) \$31,989.60 on 12/9/15
 - ii) Geisinger:
 - (1) \$64,961.48 on 12/9/15
 - (2) \$19,119.13 on 12/16/15
 - iii) United Concordia Dental:
 - (1) \$5,534.90 on 12/9/15
 - iv) ConnectYourCare:
 - (1) \$457.98 on 12/4/15
 - (2) \$194.88 on 12/10/15
 - (3) \$603.92 on 12/11/15

M-2016-15 Motion by Commissioner Christy, seconded by Vice-Chairman Garris and carried to approve/ratify the attached Travel Request Report.

M-2016-16 Motion by Commissioner Christy, seconded by Vice-Chairman Garris and carried to execute an Adoption Assistance Agreement for P.E., as requested by Children and Youth Services.

M-2016-17 Motion by Commissioner Christy, seconded by Vice-Chairman Garris and carried to approve the following:

- a) Approve the Budget Adjustment Report dated 12/29/15 with adjustments totaling \$44,709.00

Chairman Moyer explained various items on the Budget Adjustment Report.

DEPARTMENT	ACCOUNT NUMBER	DESCRIPTION	REASON	REV-INCREASE EXP=DECREASE	REV-DECREASE EXP=INCREASE
Children & Youth	751.4425.6010.4620.0340	Service Supplies	To cover current and future expenditures	50.00	
	751.4426.6022.5000.0360	Purchased Services		1,372.00	
	751.4425.6001.4620.0340	Service Supplies			50.00
	751.4426.6020.4620.0340	Service Supplies			1,372.00
Commissioners	12/31/15 101.4111.6100.0000	Advertising	To cover engineering expenses for Admin Bldg. parking	2,407.00	
	101.4111.5240.0000	Engineering Consultants	garage		2,407.00
Coroner	12/31/15 101.4193.7101.0000	Office supplies	To cover meals and mileage for basic coroners	300.00	
	101.4193.7610.0000	Training	education course in Hershey, December 2015		300.00
Coroner	12/31/15 101.4193.6482.0000	Inquest	To cover auto allowance through year end	800.00	
	101.4193.7750.0000	Auto Allowance			800.00
County Contingency Courts	12/31/15 101.4994.5280.0000	Other Contracted Services	To cover attorney fees	5,575.00	
	101.4184.5000.5220.1100	Legal Fees/Hearings			5,575.00
County Contingency Courts	12/31/15 101.4994.5280.0000	Other Contracted Services	To cover current invoices	5,000.00	
	101.4184.5000.5220.1120	Homicide/Non-death penalty			5,000.00
District Attorney	12/31/15 101.4194.6315.0000	Conferences/Meeting Regs	To cover year end expenses	44.00	
	101.4194.6100.0000	Advertising		249.00	
	101.4194.6210.0000	Telephone		17.00	
	101.4194.7103.0000	Printing/Duplication		1,500.00	
	101.4194.5522.0000	Minor Equipment		384.00	
	101.4194.6352.0000	Auto Insurance			44.00
	101.4194.7740.0000	Gas, Oil & Grease			2,150.00
MDJ - Fleugel MDJ - Olsen	12/31/15 101.4186.301.3650.0000	Vehicle Citations	To cover November & December 2015 invoices	252.00	
	101.4186.303.6520.0000	Electric			252.00
Planning	12/31/15 101.4171.7610.0000	Training	To cover postage through year end	250.00	
	101.4171.6250.0000	Postage			250.00
Planning: Recreation	12/31/15 101.4171.4510.7144.0000	Field Expenses	To cover expenses for trash and handicapped bathrooms	600.00	
	101.4171.4510.8200.0000	Field Services			600.00
Probation - EM Monitoring Probation - Adult	12/31/15 101.4236.5450.7101.0000	Office Supplies	To cover training/travel expenses	400.00	
	101.4236.7610.0000	Training			400.00
Public Defender	12/31/15 101.4152.7750.0000	Auto Allowance	To cover December 2015 invoice	150.00	
	101.4152.7740.0000	Gas, Oil & Grease			150.00
Public Defender	12/31/15 101.4152.5220.1115	Mitigation	To cover year end expenses	8,400.00	
	101.4152.6480.0000	Witness Fees			3,400.00
	101.4152.6470.0000	Ct. Reporter Transcript			5,000.00
Sheriff	12/31/15 101.4197.8400.0000	Small Tools & Equipment	To cover expense through year end	350.00	
	101.4197.7770.0000	Vehicle Operating Expense			350.00
Tax Claim	12/31/15 101.4138.6250.0000	Postage	To cover searches for 2016 Judicial Tax Sale	5,000.00	
	101.4138.6220.1200	Search Fees			5,000.00
VOCA	7/01/15 770.4493.2030.3750.0001	Grant Revenue	To correct budget for revision	2,251.00	
	770.4493.2030.6315.0000	Conference/Meeting Regs		5,023.00	
	770.4493.2030.4115.0000	Wages & Salaries		1,187.00	
	770.4493.2030.7101.0000	Office Supplies		1,668.00	
	770.4493.2030.7750.0000	Auto Allowance		791.00	
	770.4493.2030.6210.0000	Telephone		385.00	
	770.4493.2030.6351.0000	Public Liability		304.00	
	770.4493.2030.6210.0010	Wireless Communications			358.00
	770.4493.2030.7610.0000	Training			640.00
	770.4493.2030.4230.0000	Hospitalization			10,611.00
				44,709.00	44,709.00

- b) Execute an Agreement (lowest of two) with ThyssenKrupp Elevator Corporation, for a five year period, with initial monthly payments of \$390.00, for monthly elevator maintenance at 701 Main Street
- c) Accept a proposal from Ken Miller, Inc. (lowest of two) in the amount of \$4,100.00, to replace the parking lot lights at 701 Main Street with LED fixtures
- d) Accept a proposal from Wish Designs, Inc., in the amount of \$871.50 to install the address on 701 Main Street
- e) Execute a Gypsy Moth Suppression Program Agreement with the PA Department of Conservation and Natural Resources at the rate of \$54.00 per acre for the 2016 Gypsy Moth Spray Program
- f) Accept a Commercial Insurance Renewal Proposal from EHD, in the amount of \$102,671.00 to act as agent for the County's Workers' Compensation Program, as follows:
 - i) \$30,750.00 - Management Fee
 - ii) \$71,921.00 - Excess Workers' Compensation Premium
- g) Appoint Gloria VanWhy as the resident member to the Monroe County Housing Authority, with a term to expire 1/9/2019
- h) Execute of the following Change Orders (5, 6 and 7) for the Correctional Facility Parking Lot Paving Project:
 - i) \$9,914.78 for additional Asphalt Scratch Coat

- ii) \$136.08 for painting cost of additional handicap parking spaces
- iii) \$5,793.75 for 25 tons of additional level coat for the basketball court
- i) Ratify Authorization for the Chief Clerk to advertise a Meeting notice for a special Retirement Board Meeting to be held on 1/4/15 at 1:30 p.m.
- j) Execute the following Domestic Relations Office Title IV-D Attorney Contracts:
 - i) Lori Cerato, Esquire - \$145.00 per hour
 - ii) Holly Conway, Esquire - \$145.00 per hour
 - iii) Deborah Huffman, Esquire - \$145.00 per hour
 - iv) Connie Merwine, Esquire - \$145.00 per hour
 - v) Megan Reaser, Esquire - \$145.00 per hour
 - vi) Victoria Strunk, Esquire – \$145.00 per hour (subject to satisfactory proof of malpractice insurance)
- k) Request of Barry Lynch to conduct a Downtown Stroudsburg Winter Ice Festival around Courthouse Square on 2/13/16.
- l) Authorize a Letter of Nomination to be sent to the Pennsylvania Emergency Management Agency requesting Lynda Messerschmidt and Commissioner John Christy be appointed to the Monroe County Local Emergency Planning Committee
- m) Add the following Vendors to the Approved Vendors List:
 - i) Steven Dorneman – Aging
 - ii) Deborah Ciccone – Aging
- n) The following dates for the 2016 tax bills:
 - i) County/Township

(1) Bill Date	March 1, 2016
(2) End of Discount	April 30, 2016
(3) End of Base	June 30, 2016
(4) End of Penalty	December 31, 2016
(5) Last Day to Pay Tax Collector	December 31, 2016
(6) Return to Tax Claim	January 01, 2017
 - ii) Interim Run B

(1) Bill Date	July 1, 2016
(2) End of Discount	August 31, 2016
(3) End of Base	October 31, 2016
(4) End of Penalty	December 31, 2016
(5) Last Day to Pay Tax Collector	December 31, 2016
(6) Return to Tax Claim	January 01, 2017
 - iii) School Bills

(1) Bill Date	August 1, 2016
(2) End of Discount	September 30, 2016
(3) End of Base	November 30, 2016
(4) End of Penalty	December 31, 2016
(5) Last Day to Pay Tax Collector	December 31, 2016
(6) Return to Tax Claim	January 01, 2017
 - iv) Interim Run A (2017)

(1) Bill Date	January 1, 2017
(2) End of Discount	February 28, 2017
(3) End of Base	April 30, 2017
(4) End of Penalty	December 31, 2017
(5) Last Day to Pay Tax Collector	December 31, 2017
(6) Return to Tax Claim	January 01, 2018

M-2016-18 Motion by Commissioner Christy, seconded by Vice-Chairman Garris and carried to approve the Capital Purchases Report dated December 29, 2015 as follows:

TRAVEL REQUEST REPORT

Travel ID	Travel Date(s)	Traveler(s)	Destination	Purpose of Travel	Est. Costs
CHILDREN & YOUTH SERVICES					
2015-0309	01/19/2016 -- 01/21/2016	Francis, Tara Skoinik, Jillian Quintana, Mirtha Perez, Michael	Penn Stater Hotel and Conference Center	To attend Statewide Adoption and Permanacy Conference	\$1,154.22
CONSERVATION DISTRICT					
2015-0311	01/20/2016	Carpenter, Honor	Hawley PA	To attend Lake Wallenpaupack Watershed Management District 2016 meetings as listed 1/20-2/17-3/16-4/20-5/18-6/15- 7/20-8/17-9/21-10/19-11/16 & 12/21, 2016	\$0.00
2015-0313	01/22/2016	Hardiman, Brian	Portland, Northampton County, PA; Bushkill, Dingmans Ferry, Milford, Lackawxen & Hawley, Pike County PA; and Port Jervis, Pond Eddy & Barryville New York	Public Eagle Watch Field Trips 2016 as listed 1/22-1/29-2/5 & 2/12/16	\$0.00
2015-0314	02/11/2016	Speicher, Darryl	Delaware Water Gap National Recreation Area, Pike County PA, and Narrowsburg NY	To offer a public eagle watch field trip for the Wildlands Conservancy	\$0.00

TRAVEL REQUEST REPORT

Travel ID	Travel Date(s)	Traveler(s)	Destination	Purpose of Travel	Est. Costs
2015-0315	02/24/2016	Hardiman, Brian	Delaware Water Gap National Recreation Areas, Pike County PA, and Narrowsburg NY	To offer a Eagle Watch field trip to the Wildlands Conservancy	\$0.00
2015-0317	01/19/2016	Hardiman, Brian Boyle, Karen Speicher, Darryl Coleman, Brittney	Five Points Elementary School Bangor PA	To provide Kindergarten programs to Five Points Elementary School on January 19 and 20, 2016	\$0.00
2015-0318	02/25/2016	Coleman, Brittney	Lakota Wolf Preserve Columbia NJ	To offer a public program to the Lakota Wolf Preserve in Columbia New Jersey	\$0.00
2015-0319	01/21/2016 -- 01/22/2016	Giambra, Matthew	State College, PA	To attend the 2016 Pennsylvania Agronomic Education Conference	\$0.00