



MONROE COUNTY BOARD OF COMMISSIONERS MEETING
March 16, 2016

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday, March 16, 2016 in the Commissioners' Public Meeting Room with the following present: Chairman John R. Moyer, Vice-Chairman Charles A. Garris, Commissioner John D. Christy, Chief Clerk/Administrator Greg Christine, and Administrative Secretary Cindy King. Solicitor John Dunn was not in attendance.

Chairman Moyer called the meeting to order at 9:35 a.m. with a moment of silence and the pledge of allegiance to the flag.

Chairman Moyer announced that March is Women's History Month and presented certificates of special recognition for the following recipients : Nancy M. Shukaitis, First Woman Elected as Monroe County Commissioner, Supervisor Nancy C. May, for being the Woman who served the Longest Term as a Township Supervisor in Monroe County, State Representative Rosemary M. Brown, First Women elected to the Pennsylvania State House of Representatives, Judge Linda Wallach-Miller for being the First Women elected to the Monroe County Court of Pleas, and Judge Margherita Patti-Worthington , First Women to serve as President Judge.

The Commissioners congratulated the women and thanked them for their dedication to the county.

Ms. Ann Tiracchia and Suzanne McCool, Members of the Women's Commission, congratulated the Women on their award. Today the Women's Commission will be hosting an event showing a film on the "Fight for Women's Suffrage" at East Stroudsburg University.

Chairman Moyer recessed the regular meeting at 10:00 a.m. to convene the Assessment Board meeting for corrections to the duplicate.

M-2016-54 Motion by Commissioner Christy, seconded by Vice-Chairman Garris and carried to approve the corrections to the tax duplicate as follows, as requested by the Chief Assessor:

Additions in the amount of \$2,780
Subtractions in the amount of \$349,270

The Assessment Board meeting adjourned at 10:01 a.m. and the regular meeting continued.

There was no public comment on agenda items.

M-2016-55 Motion by Commissioner Christy, seconded by Vice-Chairman Garris and carried to approve the minutes from the March 2, 2016, Commissioners' Meeting.

M-2016-56 Motion by Commissioner Christy, seconded by Vice-Chairman Garris and carried to approve the following:

a) Personnel Agenda:

| NAME: | DEPT: | POSITION: | DATE: | REASON: |
|--|---------------|----------------------------|-------------------|--------------------------|
| NEW HIRES: | | | | |
| Mirelda Olivera | DA | 8 Secretary | 03/14/2016 | New hire replacement |
| Matthew Stockman | Sheriff | 16 Deputy | 03/21/2016 | New hire replacement |
| SEPARATIONS: | | | | |
| Sonia Love | C&Y | 20 Fiscal Officer | 3/15/2016 | Resigned |
| Nicole Allen | C&Y | 35 Casw II | 3/24/2016 | Resigned |
| Priscilla Torres | Jail | 4 Custodian | 3/4/2016 | Non-retained |
| William Alven | Jail | CO I | 3/2/2016 | Resigned |
| CHANGES: | | | | |
| Michele Haydt | C&Y | 22 Prog Mgr II | 3/7/2016 | Suspended 1 day w/o pay |
| Linda Addotta | C&Y | 30 Clerk Typist III | 3/1/2016 | RTW early from LOA |
| Cherene Hospedales | C&Y | 33 Casw I | 2/22/2016 | 975 hrs completed |
| Jacqueline Matos | C&Y | 33 Casw I | 2/11/2016 | 975 hrs completed |
| Saida James | C&Y | 33 Casw I | 2/22/2016 | 975 hrs completed |
| Cherene Hospedales | C&Y | 35 Casw II | 2/22/2016 | Promotion |
| Jacqueline Matos | C&Y | 35 Casw II | 2/11/2016 | Promotion |
| Saida James | C&Y | 35 Casw II | 2/22/2016 | Promotion |
| Amber Carpentier | C&Y | 37 Casw III | 3/21/2016 | Promotion |
| Lori Kerrigan | Cons District | 21 Head Res Conserv | 3/9-4/11/16 | LOA |
| Jessica Muehleisen | Courts | 12 Exec Asst | 3/14/2016 | Probation completed |
| Gregory Armond | Jail | 18 Sergeant | 3/11,3/14-3/17/16 | Suspended 5 days w/o pay |
| Norma Elmore | Jail | 4 Custodian | 3/21/2016 | Voluntary demotion |
| Frederick Weaver | Jail | CO II | 2/27-3/23/16 | Extend LOA |
| Lisa Camnetar | Jail | CO II | 3/10-9/9/16 | Intermittent LOA |
| Matthew Weidman | Jail | CO II | 3/9-4/7/16 | Extend LOA |
| Scott Graver | Maint | 3 Custodian | 3/8/2016 | Suspended 1 day w/o pay |
| Kimberly Martin | MDJ Anzini | 10 Adv Technician | 03/02/2016 | Probation completed |
| Joseph Chillari | PD | 17 Investigator - TEMP | 3/7/2016 | Change start date |
| Kenneth Cocuzzo | Purchasing | 7 Office Asst Sr | 2/17-8/16/16 | Extend Intermittent LOA |
| Denise Morin | R&R | 10 Deputy Rec Deeds | 04/18/2016 | Promotion |
| Jeffra Lee | Sheriff | 16 Deputy | 03/30/2016 | Probation completed |
| Darlene Lee | Sheriff | 16 Deputy/Office Mgr | 03/30/2016 | Probation completed |
| Jennifer LaBarre | Sheriff | 17 Corporal | 03/30/2016 | Probation completed |
| Kenneth Morris | Sheriff | 17 Corporal Field Training | 03/21/2016 | Promotion |
| Rickie Serfass | Sheriff | 17 Corporal Vehicle Fleet | 3/30/2016 | Probation completed |
| Gary Steinberg | Sheriff | 17 Corporal Warrant Invest | 03/30/2016 | Probation completed |
| Kimberly Setzer | Sheriff | 8 Real Est Clerk | 03/23/2016 | Probation completed |
| Sharon Hill | Sheriff | 8 Real Est Clerk | 2/22-2/26/2016 | RTW from LOA 1/2 days |
| Sharon Hill | Sheriff | 8 Real Est Clerk | 02/29/2016 | RTW Full Duty |
| MISCELLANEOUS: | | | | |
| Adopt the revised job descriptions for the Magisterial District Judge's offices: 10 Advanced Technician, 8 Technician Senior, 7 Technician | | | | |
| Adopt the new job description for the Magisterial District Judge's offices: 7 Technician Floater | | | | |

- b) Vouchers Payable:
 - i) \$560,419.92 for the week ending 3/4/16
 - ii) \$585,425.98 for the week ending 3/11/16
- c) Gross Payroll:
 - i) \$973,002.48 for the period ending 2/21/16
- d) Healthcare Benefits Payments:
 - i) Blue Cross/Blue Shield:
 - (1) \$133,672.44 on 2/18/16
 - (2) \$57,738.49 on 2/25/16
 - ii) Geisinger:
 - (1) \$22,330.09 (admin fees)
 - (2) \$51,814.68 on 2/25/16
 - iii) United Concordia Dental:
 - (1) \$2,537.00 on 2/25/16
 - (2) \$1,225.40 on 2/25/16
 - iv) ConnectYourCare:
 - (1) \$1,143.49 on 2/18/16
 - (2) \$2,421.23 on 2/25/16

M-2016-57 Motion by Vice-Chairman Garris, seconded by Commissioner Christy and carried to approve/ratify the following Travel Requests:

- a) Penn State Extension Office:

- i) Sherri Williams to Tunkhannock, PA on 3/14/16 to attend the District II Horse Leader Committee Meeting
- b) Approve/Ratify the attached Travel Request Report

M-2016-58 Motion by Vice-Chairman Garris, seconded by Commissioner Christy and carried to execute an Amendment to an Agreement dated November 20, 2015, with East Stroudsburg University to allow for the Department of Health Studies to place interns at the senior centers to perform health screenings, as requested by Area Agency on Aging.

M-2016-59 Motion by Commissioner Christy, seconded by Vice-Chairman Garris and carried to approve the following, as requested by Children and Youth Services:

- a) Execute a Children Welfare Information Solutions (CWIS) Data Sharing Agreement with the PA Department of Human Services, to upgrade policies and procedures for child abuse referrals
- b) Execute the following Purchase of Service Agreements for the period of 7/1/15 through 6/30/16:
 - i) The Devereux Foundation - \$75,000.00 contract limit – Intensive Residential Treatment
 - ii) Glen Mills Schools - \$ 400,000.00 contract limit – Residential Treatment
 - iii) Adelphoi Village, Inc. – 600,000.00 contract limit – Sex Offender Program
 - iv) CONCERN Professional Services for Children, Youth and Families - \$70,000.00 contract limit – Foster Care
 - v) KidsPeace National Centers, Inc. – \$110,000.00 contract limit MH Residential Treatment
 - vi) Clear Vision Residential Treatment Services, Inc. - \$50,000.00 contract limit – Group Home
 - vii) The Blair Foundation of PA - \$17,000.00 contract limit – Supported Foster and Kinship Care
 - viii) Family Care for Children & Youth, Inc. - \$85,000.00 contract limit – Specialized Kinship Care
 - ix) Families United Network, Inc. - \$3,000.00 – Transitional Living Services

M-2016-60 Motion by Vice-Chairman Garris, seconded by Commissioner Garris and carried to approve the following:

- a) The Budget Adjustment Report dated 3/9/16 with adjustments totaling \$527,693.00

| DEPARTMENT | ACCOUNT NUMBER | DESCRIPTION | REASON | REV=INCREASE EXP=DECREASE | REV=DECREASE EXP=INCREASE |
|----------------------|-----------------------------|--------------------------------|---|------------------------------|------------------------------|
| Aging | 760.4001.5800.3760 | Miscellaneous | To cover the renewal for the senior centers' co-pilot | 5,880.00 | |
| | 760.4001.5800.3730 | Dues and Subscriptions | software subscription | | 5,880.00 |
| Children & Youth | 751.4425.6010.5000.0360 | Purchased Services | To cover current and future expenditures | 22,000.00 | |
| | 751.4425.6010.5000.0360 | Purchased Services | | 46,000.00 | |
| | 751.4420.6032.5000.0360 | Purchased Services | | 189,000.00 | |
| | 751.4420.6024.5000.0360 | Purchased Services | | 47,000.00 | |
| | 751.4420.6024.5000.0360 | Purchased Services | | | 22,000.00 |
| | 751.4420.6003.5000.0360 | Purchased Services | | | 46,000.00 |
| | 751.4420.6031.5000.0360 | Purchased Services | | | 189,000.00 |
| | 751.4426.6024.4500.0210 | Subsidies | | | 47,000.00 |
| Corrections | 101.4232.7122.0000 | Maintenance Supplies | To purchase necessary items | 1,493.00 | |
| | 101.4232.9575.0000 | Capital Expenditure | | | 1,067.00 |
| | 101.4232.5522.0000 | Minor Equipment | | | 426.00 |
| District Attorney | 101.4194.3484.0000 | Revenue Reimb - various | To establish budget for reimbursement to replace | 199.00 | |
| | 101.4194.6210.0010 | Wireless Communications | an existing cell phone | | 199.00 |
| Information Services | 101.4172.5900.0010 | Telecommunication | To budget for materials and labor costs for the CCTV | 3,300.00 | |
| | 101.4172.9575.4197 | Computer Capital | security upgrade within the courthouse | | 3,300.00 |
| MDJ - Muth | 101.4186.202.7101.0000 | Office Supplies | To cover a current invoice | 30.00 | |
| | 101.4186.202.7104.0000 | Subscriptions | | | 30.00 |
| MDJ - Olsen | 101.4186.303.7101.0000 | Office Supplies | To cover the purchase of a lateral filing cabinet for | 600.00 | |
| | 101.4186.303.9575.0000 | Capital Expenditure | the court | | 600.00 |
| Probation | 101.4237.4115.0000 | Wages & Salaries | To cover repairs to the filing system | 7,720.00 | |
| | 101.4237.5520.0000 | Office Equipment Agreements | | | 7,720.00 |
| Public Liability | 12/31/15 250.5700.3350.0500 | Charges for Services - General | To cover a refund of a deductible and to accrue an | 2,600.00 | |
| | 250.5700.6351.0002 | Claims Expense | expense for a 2015 claim | | 2,600.00 |
| Public Liability | 250.5700.3484.0000 | Revenue Reimb - Various | To budget for courthouse gutter replacement project | 199,342.00 | |
| | 250.5700.6351.0002 | Claims Expense | as approved per M2016-43 | | 199,342.00 |
| Sheriff | 101.4197.7610.0000 | Training | To budget for price increase of approved tasers | 38.00 | |
| | 101.4197.5522.0000 | Minor Equipment | | | 38.00 |
| Tax Collectors | 101.4137.6250.0000 | Postage | To budget for tax refund | 1,200.00 | |
| | 101.4137.6350.0000 | Insurance & Bonding | | 1,000.00 | |
| | 101.4137.7101.0000 | Office Supplies | | 291.00 | |
| | 101.4137.9000.0001 | Tax Refund - Library | | | 2,491.00 |
| | | | | 527,693.00 | 527,693.00 |

Chairman Moyer explained various items on the Budget Adjustment Report.

- b) Reappoint the following members to the Monroe County Hospital Authority, with terms to expire February 1, 2021:
 - i) Robert Weseloh
 - ii) Donna Reish
 - iii) Gail Dunkleberger
 - iv) Charles A. Garris
- c) Execute a contract with Pamela R. Cooper to provide interpreting services to the Assessment Office, for the period of 1/1/16 through 12/31/16, at the rate of \$45.00 per hour
- d) Ratification of execution of the Second Amendment to the Leave Management Services Agreement with UPMC Benefit Management to extend their contract to 1/31/17
- e) Execute the Emergency Solutions Grant Program Contract in the amount of \$433,832.00, for the period of 1/14/16 through 7/14/17, to be used to support emergency shelter, street outreach and Rapid Re-housing services for the homeless
- f) The Annual Work Plan for 2016 as prepared by the Information Services Department
- g) Execute the following Professional Services Agreements with RKR Hess, for a three year period (2016, 2017, 2018):
 - i) Levitt Branch Dam Annual Inspection - \$3,825.00
 - ii) Goose Pond Run Dam - \$3,825.00
- h) Appoint Polk Township Supervisor Carl Heckman to serve on the Monroe County Agricultural Land Preservation Board, to serve the remaining term of Alan Everett through 1/16/17
- i) Appoint JoEllen Chadwick to the Monroe County Planning Commission with a term to expire 12/31/19
- j) Ratification of a lease agreement renewal with Harold and Suzanne Werkheiser for Magisterial District Judge Thomas Olsen's office, in the amount of \$1,744.61 per month for a two year period, expiring 2/14/18

- k) Acknowledged receipt of the Monroe County Planning Commission 2015 Annual Report
- l) The following Proclamations and Certificates of Special Recognition:
 - i) March 31, 2016 as Colon Cancer Awareness Saves Unlimited Adult Lives (C.A.S.U.A.L.) Day in Monroe County (R-2016-5)
 - ii) Sara Green - Girl Scout Gold Award
 - iii) Naomi S. Place - Girl Scout Gold Award
 - iv) Stephaine A. Molerio - Girl Scout Gold Award
 - v) Robert James Fritz, III – Eagle Scout
 - vi) Commissioner Nancy M. Shukaitis-First Women Elected County Commissioner
 - vii) Supervisor Nancy C. May- Longest Woman Serving the term as a Township Supervisor
 - viii) State Representative Rosemary M. Brown-First Women Elected PA State House Representative
 - ix) Judge Linda Wallach Miller – First Women Elected to the Monroe County Court Of Pleas
 - x) President Judge Margherita Patti-Worthington – First Women to Serve as President Judge in Monroe County
- m) Ratify Authorization for the Chief Clerk to advertise the following public notices:
 - i) Aging Department public hearing to take comments on the 2015/2016 Aging Budget
 - ii) Request for Proposals for a new Jury Management System
 - iii) Sale of a used Fire Truck
- n) Add the following vendors to the Approved Vendors List:
 - i) Inside The Tape, LLC – District Attorney
 - ii) Merry Maids – Aging

M-2016-61 Motion by Commissioner Christy, seconded by Vice-Chairman Garris and carried to approve the Capital Purchases Report dated March 9, 2016, as follows:

| DEPARTMENT | ACCOUNT # | ACCOUNT DESCRIPTION | QTY | ITEM | Vendor | AMOUNT |
|---|------------------------|---------------------|-----|---|---|---------------------|
| APPROVED CAPITAL: | | | | | | |
| Corrections | 101.4232.9575.0000 | Capital Expenditure | 3 | Top Freezer Refrigerators | Home Depot - Lowest quote | 1,884.60 |
| Courts | 101.4184.9575.0000 | Capital Expenditure | 1 | Series Modular Desk Shell | Hon - State Contract | 344.96 |
| Maintenance | 101.4176.5522.0000 | Minor Equipment | 2 | Spectrum Vacuum Cleaners | Pennsylvania Paper & Supply Co - State Contract | 831.09 |
| TOTAL APPROVED CAPITAL | | | | | | \$ 3,060.65 |
| REQUESTS WITH TRANSFER: (see Budget Adjustment Report) | | | | | | |
| Corrections | 101.4232.9575.0000 | Capital Expenditure | 1 | Tube Axial Fan | Zoro - Lowest quote | 1,066.55 |
| Corrections | 101.4232.5522.0000 | Minor Equipment | 1 | Light fixture | Friedman Electric - Lowest quote | 1,066.55 |
| MDJ - Olsen | 101.4186.303.9575.0000 | Capital Expenditure | 1 | 4 drawer lateral filing cabinet | Hon - State Contract | 541.50 |
| TOTAL REQUESTS W/TRANSFER | | | | | | \$ 2,674.60 |
| GRANT FUNDED & OTHER: | | | | | | |
| Aging | 760.4001.9575.0000 | Capital Expenditure | 1 | Marker board, Lectern & Cart | CBI - State Contract | 1,812.25 |
| Aging - Apprise | 760.4012.5801.3760 | Miscellaneous | 1 | Gray L shaped desk | CBI - State Contract | 1,698.80 |
| Public Liability | 250.5700.8800.0001 | Grant Expenses | 5 | AED Powerheart | Gregory W Moyer Fund - Lowest quote | 4,975.00 |
| | 250.5700.8800.0001 | Grant Expenses | 1 | Markware Software & supplies for SDS labeling | Hansen Supply - Lowest quote | 2,252.22 |
| TOTAL GRANT FUNDED & OTHER | | | | | | \$ 10,738.27 |
| TOTAL CAPITAL REQUESTS | | | | | | \$ 16,473.52 |

M-2016-62 Motion by Commissioner Christy, seconded by Vice-Chairman Garris and carried to approve the Computer Capital Purchases Report dated March 9, 2016, as follows:

| DEPARTMENT | ACCOUNT # | ACCOUNT DESCRIPTION | QTY | ITEM | Vendor | AMOUNT |
|---|--------------------|---------------------|-----|-------------------------------|-----------------------|--------------------|
| APPROVED CAPITAL: | | | | | | |
| Sheriff | 101.4172.9575.4197 | Capital Expenditure | 1 | Bosch cameras for CCTV System | P2 Controls | \$28,380.00 |
| Veterans Affairs | 101.4172.9575.4175 | Capital Expenditure | 1 | Dell Optiplex desktop | Dell - State Contract | \$748.07 |
| TOTAL APPROVED CAPITAL | | | | | | \$29,128.07 |
| REQUESTS WITH TRANSFER: (see Budget Adjustment Report) | | | | | | |
| TOTAL REQUESTS W/TRANSFER | | | | | | \$0.00 |
| GRANT FUNDED & OTHER: | | | | | | |
| Aging | 760.4001.9575.0000 | Capital Expenditure | 2 | Microsoft Surface Pro Tablets | SCW - lowest quote | \$2,053.52 |
| TOTAL GRANT FUNDED & OTHER | | | | | | 2,053.52 |
| TOTAL CAPITAL REQUESTS | | | | | | \$31,181.59 |

Chairman Moyer asked if there was any public comment. Stroudsburg Mayor Tarah Probst recommended converting the old jail from a storage facility into a tourist attraction. She noted that it would generate revenue for the Borough and County.

Ms. Linda Zak, Friends of Pleasant Valley Manor, announced that they hosting an event "Swing Into Action Benefit Gala" on April 6, 2016 at Shawnee Inn. Dinner and dancing will begin at 7:00 pm and music by the Riverside Rhythm.

Suzanne McCool gave an update on the Women's Commission. She asked the Commissioners for a donation for Pleasant Valley Manor to be used to finish the Community Room.

Stroudsburg Mayor Probst requested the use of Courthouse Square on March 31, 2016 to hold an event.

Chairman Moyer adjourned the meeting at 10:22 p.m.

Greg Christine, Chief Clerk/Administrator

M-2016-54 thru M-2016-62
R-2016-5