



MONROE COUNTY BOARD OF COMMISSIONERS MEETING
April 6, 2016

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday, April 6, 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, Solicitor John Dunn, and Doreen Santiago, Office Assistant.

Chairman Moyer called the meeting to order at 9:33 a.m. with a moment of silence and the Pledge of Allegiance to the flag.

There was no public comment on the Agenda items.

Chairman Moyer presented a Proclamation to Ms. Lauren Peterson, Executive Director of Women's Resources of Monroe County, for *Sexual Assault Awareness Month*. The Commissioners thanked Women's Resources for their services to the county.

M-2016-63 Motion by Vice-Chairman Garris, seconded by Commissioner Christy and carried to approve the following:

- a) The minutes from the March 16, 2016, Commissioners' Meeting.
- b) Ratify the 4/1/16 opening of quotes for the sale of the used 1982 Chevrolet Fire Truck.
- c) Accept the request for Qualifications submission for a Guaranteed Energy Savings Contract from Johnson Controls.

M-2016-64 Motion by Vice-Chairman Garris, seconded by Commissioner Christy and carried to approve the following:

- a) Personnel Agenda:

NAME:	DEPARTMENT:	POSITION:	DATE:	REASON:
SEPARATIONS:				
Sharon Brooks	C&Y	35 Casw II	4/1/2016	Resigned
Jeremy Storm	Jail	CO II	3/23/2016	Disability retirement
Joseph Baker	Jail	CO I	3/23/2016	Resigned
Robert Stone	Sheriff	8 Cths Sec Bailiff	3/29/2016	Retiring
CHANGES:				
Steven Dorneman	Aging	33 Care Mgr I	3/18/2016	975 hours completed
Steven Dorneman	Aging	35 Care Mgr II	3/18/2016	Promotion
Debbie Woo	Aging	37 Casw III	4/7-4/10/16	Extend LOA
Debbie Woo	Aging	37 Casw III	4/11/2016	RTW from LOA
Tammy VanWhy	C&Y	21 Fiscal Officer II	4/18/2016	Transfer from Controller
Marie Werkheiser	C&Y	27 SSA III FT	1/27-2/14/16	LOA
Mirtha Quintana	C&Y	33 Casw I	3/16/2016	975 hours completed
Mirtha Quintana	C&Y	35 Casw II	3/16/2016	Promotion
Cynthia King	Commissioner	10 Admin Secretary	3/30-5/10/16	LOA
Allison Stettler	Controller	21 Deputy Controller	4/1-6/30/16	Extend additional 5 hrs/wk
Jason Lando	Jail	21 Lieutenant	3/28/2016	Promotion
Norma Elmore	Jail	4 Custodian	2/2-8/1/16	LOA Intermittent Leave
Chantal Silfee	Jail	CO II	1/28-2/2/16	LOA
Louis Abbatiello	Jail	CO II	3/5-4/3/16	Extend LOA
Matthew Boylan	Jail	CO II	3/12-5/4/16	Extend LOA
Russell Siple	Jail	CO II	3/17-3/20/16	Extend LOA
Russell Siple	Jail	CO II	3/21/2016	RTW full duty

Amanda Green	Jail	CO II	3/21/2016	Transfer to first shift
Andrew Andujar	Jail	CO II	3/21/2016	Transfer to third shift
Andrew Paisley	Jail	CO II	3/21/2016	Transfer to second shift
Brian Lees	Jail	CO II	3/21/2016	Transfer to second shift
Catherine Sellers	Jail	CO II	3/21/2016	Transfer to first shift
John Spencer	Jail	CO II	3/21/2016	Transfer to first shift
Keegan Allie	Jail	CO II	3/21/2016	Transfer to third shift
Kris Frank	Jail	CO II	3/21/2016	Transfer to first shift
Margo Johnson	Jail	CO II	3/21/2016	Transfer to first shift
Robert Redmond	Jail	CO II	3/21/2016	Transfer to second shift
Zachary Hooey	Jail	CO II	3/21/2016	Transfer to third shift
George Green	Jail	CO II	3/30-4/4, 4/7-4/8/16	Susp 8 days w/o pay
Timothy Toolan	Jail	CO II	3/22-4/15/16	Extend LOA
Louis Abbatiello	Jail (Risk Mgmt)	CO II (Office Asst)	4/4-4/22/16	RTW modified duty
Kaitlin Fulmer	Judge Williamson	20 Law Clerk	4/13/2016	Probation completed
Donald Hershman	Maintenance	3 Custodian	1/6-3/13/16	LOA
Donald Hershman	Maintenance	3 Custodian	3/14/2016	RTW full duty
Rudolph Clark	Maintenance	3 Custodian	2/16-2/21/16	LOA
Wilson Miller	PD	17 Investigator	2/11-5/4/16	LOA
Matthew Stockman	Sheriff	16 Deputy	03/28/2016	Amend start date
Michael Cioffi	Sheriff	16 Deputy	04/06/2016	Prob completed 12 months
Rolando Acosta	Sheriff	16 Deputy	04/06/2016	Prob completed 12 months
Jennifer Labarre	Sheriff	17 Corporal	5/5-6/30/16	LOA

MISCELLANEOUS:

Approve the request from Chief Public Defender Jim Gregor to allow donation of leave to PD Investigator Wilson Miller

b) Approve/Ratify Requests to work additional hours:

- i. Sheriffs' Office for the period ending 3/20/16 for the following: Rolando Acosta, 4.10 hours; William Bentzoni, 2.37 hours; Eugene Blaney, 8.93 hours; Joan Burrowbridge, 7.37 hours; Phyllis Curtis, 0.18 hours; Libby Daily, 2.20 hours; Steven Dimmick, 4.93 hours; Herb Heverner, 4.67 hours; John Hucorne, 5.0 hours; Marta Kaczmarczyk, 8.0 hours; Kimon Karanikolaou, 0.25 hours; Jennifer LaBarre, 1.0 hours; Darlene Lee, 9.05 hours; Jeffra Lee, 1.08 hours; Salvatore Manda, 1.25 hours; Diane Metzgar, 0.75 hours; Kenneth Morris, 5.22 hours; Mark Philips, 24.42 hours; Justine Sebring, 12.45 hours; Rickie Serfass, 11.02 hours; Gary Steinberg, 25.22 hours; Timothy Sullivan, 15.00 hours

M-2016-65 Motion by Commissioner Christy, seconded by Vice-Chairman Garris and carried to approve/ratify the following Electronic Financial Transactions:

a) Vouchers Payable:

- i. \$381,059.80 for the week ending 3/24/16
- ii. \$618,021.12 for the week ending 3/18/16
- iii. \$491,610.71 for the week ending 4/1/16

b) Gross Payroll:

- i. \$980,897.49 for the period ending 3/6/16

c) Healthcare Benefits Payments:

- i. Blue Cross/Blue Shield:
 - 1. \$24,698.61 on 3/2/16
 - 2. \$41,067.31 on 3/10/16
- ii. Geisinger:
 - 1. \$98,304.27 on 3/2/16
 - 2. \$107,791.09 on 3/10/16
 - 3. \$33,898.43 on 3/16/16
- iii. United Concordia Dental:
 - 1. \$4,167.94 on 3/2/16
 - 2. \$4,166.44 on 3/9/16
 - 3. \$3,467.33 on 3/15/16
- iv. Health Equity:
 - 1. \$1,100.00 on 3/15/16
- v. ConnectYourCare:
 - 1. \$1,151.13 on 3/3/16
 - 2. \$163.56 on 3/15/16

M-2016-66 Motion by Commissioner Christy, seconded by Vice-Chairman Garris and carried to approve/ratify the following Travel Requests:

TRAVEL REQUEST REPORT

Travel ID	Travel Date(s)	Traveler(s)	Destination	Purpose of Travel	Est. Costs
ADULT PROBATION					
2016-0115	05/15/2016 -- 05/18/2016	BORGER, KIMBERLY	ERIE, PA	PAPPC 2016 ANNUAL TRAINING SEMINAR	\$906.62
AREA AGENCY ON AGING					
2016-0100	04/12/2016 -- 04/13/2016	Peters, Janice Linda Clements Dorothy Schoenewald	Sheraton Harrisburg Hershey Hotel	Annual Ombudsman Conference	\$495.97
2016-0112	05/04/2016 -- 05/04/2016	LaVacca, Brian	Sheraton Harrisburg Hershey Hotel	Older Adult Protective Service Training: Social Media and Drug Diversion	\$14.00
2016-0114	04/06/2016 -- 04/06/2016	Berger, Leslie	State College PA	PASC Board Meeting	\$191.27
2016-0121	04/11/2016 -- 04/12/2016	Patty Fretz Sheila Seas	Harrisburg	Ombudsman training for Supervisors and Administrators	\$300.00
2016-0122	04/19/2016 -- 04/21/2016	Jones, LaTania	State College	Annual APPRISE Conference	\$381.24
2016-0101	04/05/2016 -- 04/06/2016	Patty Fretz Slinger, Deborah LaVacca, Brian	Harrisburg, PA	To attend AAA Financial Training Note that all 3 are noted as drivers in the event that driving is shared.	\$396.89
COMMISSIONERS					
2016-0105	05/16/2016 -- 05/17/2016	Mary Chodkiewicz	Hershey, PA	Workers' Compensation Conference	\$629.12
2016-0108	06/03/2016 -- 06/03/2016	Chodkiewicz, Mary	Harrisburg, PA	Risk Managers Council	\$127.76
2016-0106	03/24/2016 -- 03/24/2016	Mary Chodkiewicz	State College	Controlling WC Cost Workshop	\$171.40
CONSERVATION DISTRICT					
2016-0095	05/19/2016	Giambra Matthew	Lycoming County Conservation District, Montoursville PA	To attend an Ag Square Table meeting	\$0.00

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TRAVEL REQUEST REPORT

Travel ID	Travel Date(s)	Traveler(s)	Destination	Purpose of Travel	Est. Costs
2016-0096	05/24/2016 -- 05/25/2016	Boyle, Karen Spotts, Roger Speicher, Darryl	Selinsgrove and Mifflinburg PA	To attend, volunteer and chaperone the winning Monroe County High School Envirothon team at the Pennsylvania State Envirothon competition	\$0.00
2016-0110	03/29/2016	Giambra, Matthew	Scranton, PA	To go to the Courthouse in Scranton for ID photo and finger printing for clearances to write Ag Conservation Plans.	\$0.00
2016-0111	03/21/2016 -- 03/24/2016	Giambra, Matthew	State College, PA	To attend Basic/Refresher Erosion and Sediment Control Technical training	\$0.00
2016-0116	04/07/2016	Coleman, Brittney	Nescopeck State Park, Drums, PA	To attend an Educator Workshop - Learning with Nature: An Early Childhood Educator	\$0.00
2016-0117	04/08/2016	Todd, Craig	Wilkes-Barre, PA	to attend a Pennsylvania Association of Conservation Districts North East Region Meeting	\$0.00
CONTROLLER					
2016-0124	04/27/2016 -- 04/29/2016	Marlo Merhige	Johnstown, PA	PSACC Spring Controller's Conference	\$542.82
EMERGENCY SERVICES					
2016-0123	05/20/2016 -- 05/20/2016	Bruce Henry Ron Eick	Harrisburg PA	Attend the Fire Expo at the PA Farm Show & Expo Center in Harrisburg.	\$0.00
FISCAL AFFAIRS					
2016-0119	04/19/2016 -- 04/21/2016	Fabian, Joan Brenuig, Lisa Breunig	Red Lion Hotel, 4752 Lindle Harrisburg PA	Attend the 2016 CAAP (Community Action Agency of PA) Conference & ROMA Training	\$1,175.00

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TRAVEL REQUEST REPORT

Travel ID	Travel Date(s)	Traveler(s)	Destination	Purpose of Travel	Est. Costs
PLANNING					
2016-0102	03/18/2016 -- 03/18/2016	Horan, Fallon	nazareth pa greystone building	Meeting with Bryan Cope; Open Space Coordinator for Northampton County regarding Liberty Water Gap MOU	\$0.00
PUBLIC DEFENDER					
2016-0120	04/27/2016 -- 04/29/2016	Akritas, Michelle Wilkinson, Noelle Skutnik, David LaBar, Jason	Harrisburg, Pennsylvania	2016 Joint Annual Meeting of Pennsylvania Association of Criminal Defense Lawyers	\$4,229.17
TAX CLAIM					
2016-0098	04/05/2016 -- 04/05/2016	Knitter, Melinda	197 South Main Street, Wilkes- Barre, PA	Proceeding Memo re: hearing; held. Record Made. Matter continued. Appearances: Agatha McHale, Esq., J. Zac Christman, Esq. Non- Appearances: n/a. (There is no image or paper document associated with this entry.) (RE: related document(s)27). Hearing scheduled for 4/5/2016 at 09:30 AM at 197 South Main Street, Courtroom 2, Max Rosenn US Courthouse, Wilkes	\$52.16

TRAVEL REQUEST REPORT

Travel ID	Travel Date(s)	Traveler(s)	Destination	Purpose of Travel	Est. Costs
2016-0109	04/14/2016 -- 04/14/2016	Knitter, Melinda	197 South Main Street, Wilkes- Barre, PA	Bankruptcy Court	\$66.28
VETERANS AFFAIRS					
2016-0073	04/08/2016 -- 04/08/2016	Lisa Kaye	Philadelphia	Regional Office Meeting	\$542.08
2016-0125	04/14/2016 -- 04/14/2016	Lisa Kaye	VAMC Wilkes Barre, PA	Director's Meeting	\$0.00

M-2016-67 Motion by Commissioner Christy, seconded by Vice-Chairman Garris and carried to approve the following, as requested for Children and Youth Services:

- a) Execute an Adoption Assistance Agreement for A.F.
- b) Execute a revised Child Welfare Information Systems Data Sharing Agreement to incorporate the following statement, inadvertently omitted by the State on the Agreement executed by the County on 3/16/16: "Ensure that contractors do not disclose, duplicate, disseminate, or otherwise release CWIS data without obtaining prior written approval from CWIS officials."

M-2016-68 Motion by Commissioner Christy, seconded by Vice-Chairman Garris and carried to approve the following from the Commissioners' office:

- a) The Budget Adjustment Report dated 3/30/16 with adjustments totaling \$225,831.00.

DEPARTMENT	ACCOUNT NUMBER	DESCRIPTION	REASON	REV-INCREASE EXP=DECREASE	REV-DECREASE EXP=INCREASE
Capital Reserve Fund	120.5780.9575.0000	Capital Expenditure	To adjust 2016 budget for payments posted back to	206,950.00	
	120.5780.3900.1000	Transfer from Fund Balance	2015		206,950.00
Commissioners	101.4111.7610.0000	Training	To adjust the budget for increase in CCAP dues for	1,000.00	
	101.4111.7101.0000	Office Supplies	2016	1,000.00	
	101.4111.6100.0000	Advertising		1,000.00	
	101.4111.6311.0000	Association Dues/Expenses			3,000.00
Controller	101.4133.5280.0000	Other Contracted Services	To fund software upgrade for accounts payable checks	1,200.00	
	101.4133.7850.0000	Other General Expenses			1,200.00
Corrections	12/31/15 101.4232.6550.0000	Sewer	To cover unreimbursed expenses for 2015 boiler claim	4,116.00	
	101.4232.6351.0000	Public Liability	and fire alarm deductible		4,116.00
District Attorney	101.4194.3484.0000	Revenue Reimb - Various	To establish a budget for reimbursement of a	199.00	
	101.4194.6210.0010	Wireless Communications	replacement cell phone		199.00
Juvenile Probation	12/31/15 101.4237.3484.0000	Revenue Reimb - Various	To set up budget for reimbursement from Penn DOT for	4,116.00	
	101.4237.7850.0000	Other General	the 2015 Litter Brigade		4,116.00
Various:					
Human Resources	101.4160.5220.0005	Legal - Labor Relations	To cover current and anticipated unbudgeted costs	5,500.00	
Public Defender	101.4152.5220.0005	Legal - Labor Relations	for labor relations legal services		2,000.00
GF - DRO	101.4187.9800.157	Transfer to Domestic Relations			750.00
District Attorney	101.4194.5220.0005	Legal - Labor Relations			2,750.00
Domestic Relations	157.4187.3900.101	Transfer from General Fund		750.00	
Domestic Relations	157.4187.5220.0005	Legal - Labor Relations			750.00
				225,831.00	225,831.00

Chairman Moyer explained the Budget Adjustment Report in more detail.

- b) Ratify authorization for the Chief Clerk to advertise for bids for repairs to the parking deck
- c) Accept the Interest Arbitration Award for the Teamsters Local Union 229 (Court Appointed Non-Professional Employees)
- d) Ratify execution of an Engagement Letter with the Law Firm of Smigel, Anderson and Sacks to perform legal services to the County on a tax matter. Chairman John R. Moyer explained more in detail.
- e) Execute the 2016 PA Emergency Management Agency Hazardous Material Emergency Preparedness Grant Agreement, in the amount of \$5,120.00 (\$1,280.00 County match), for the period of 9/30/15 through 9/30/16, to be used for Planning and training for hazardous spills in the County
- f) Execute a Collective Bargaining Agreement with the Monroe County Detectives Association for the period of 1/1/13 through 12/31/16
- g) Reappoint Bob Hay to the Monroe County Industrial Development Authority with the new term to expire 12/31/2020
- h) Appoint Gary Olsen to the Monroe County Industrial Development Authority with a term to expire 12/31/2020
- i) Ratify approval for use of Courthouse Square by the Borough of Stroudsburg on 3/29/16 for an event to honor John Jakobsen, the first Stroudsburg High School State Wrestling Champion
- j) The following Proclamations and Certificates of Special Recognition:
 1. Woman's Resources of Monroe County - Proclamation for Sexual Assault Awareness Month (R-2016-6)

Domestic Violence Awareness Month
April 2016

WHEREAS the Mission of the Women's Resources of Monroe County is to end domestic and sexual violence for all women, children and adults in Monroe County, and

WHEREAS, since 2014 the agency has provided 754 hours of counselling and advocacy services to 107 adult victims, 17 youth victims and 28 other individuals affected by sexual violence, and

WHEREAS, through Community education the agency provided 2,217 students in 56 school programs as well as provided 10 community programs which educated 547 participants, and

WHEREAS, we commend the valuable services Women's Resources of Monroe County performs and urge the citizens of our community to do their part to end domestic violence and sexual assault in Monroe County.

NOW THEREFORE BE IT RESOLVED, the Monroe County Board of Commissioners hereby designates the Month of April 2016, Domestic Violence Awareness Month in Monroe County.

2. Matthew Henry Ruiz - Eagle Scout
 3. Gabriel Edward Schaefer – Eagle Scout
 4. Charles Edward Zielkowski – Eagle Scout
- k) Execute an Extension Agreement with Justice Benefits, Incorporated, for an additional two years, at the current rate of 11% up to the baseline of \$17,414.00 and 22% above the baseline, for services related to the housing of federal prisoners
 - l) Ratify acceptance of a proposal from Royal Security Services, Inc. in the amount of \$1,045.00 for installation and a \$348.00 annual monitoring fee, for an upgraded alarm system for the Administrative Center
 - m) Execute the following Independent Contractors Agreements for teaching services for EMS classes at the Public Safety Center:
 1. Jeffrey Knopf (*subject to proof of required liability insurance*)
 2. Rachel Melendez (*subject to proof of required liability insurance*)
 3. Gregory Drake (*subject to proof of required liability insurance*)
 - n) Ratify Acceptance of a quote from Tyler Technologies, in the amount of \$1,200.00 for printing of computer generated checks. Chairman Moyer explained in detail.
 - o) Accept a quote from Corporate Environments, in the amount of \$1,340.00 to install a moveable file system that was donated to the County by MH/DS
 - p) Execute a Department of Environmental Protection Section 903 Grant Application to seek salary reimbursement for the County Recycling Coordinator
 - q) Award the sale of the 1982 Chevrolet Fire Truck to DeNaples Auto Parts, Inc. in the amount of \$801.50
 - r) Add the following vendors to the Approved Vendors List:
 1. Suburban Propane – Aging
 2. Lorraine Marcincak – Aging
 3. Progrio – Register and Recorder

M-2016-69 Motion by Commissioner John Christy, seconded by Vice-Chairman Garris and carried to approve Capital Outlay Purchases Report dated 3/30/16:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
Courts	101.4184.9575.0000	Capital Expenditure	21	Task Chairs with high back and adjustable arms	All Steel - state contract	8,905.68
Human Resources	101.4160.9575.0000	Capital Expenditure	1	Workstation with panels and installation for HR Assistant	Office Center - state contract	1,816.99
TOTAL APPROVED CAPITAL						\$ 10,722.67
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
TOTAL REQUESTS W/TRANSFER						\$ -
GRANT FUNDED & OTHER:						
Aging	760.4012.5801.3760	Miscellaneous	2	Mobile Wireless Color Printer with copier	CDWG - lowest quote	600.00
TOTAL GRANT FUNDED & OTHER						\$ 600.00
TOTAL CAPITAL REQUESTS						\$ 11,322.67

Chairman Moyer explained the report in more detail.

M-2016-70 Motion by Commissioner John Christy, seconded by Vice-Chairman Garris and carried to approve the Computer Capital Purchases Report dated 3/30/16 as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
Emergency Management	101.4172.9575.4291	Capital - OEM	3	Cisco Meraki Cloud Managed Wireless Access Points	Zones - lowest quote	\$3,173.49
TOTAL APPROVED CAPITAL						\$3,173.49
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
TOTAL REQUESTS W/TRANSFER						\$0.00
GRANT FUNDED & OTHER:						
TOTAL GRANT FUNDED & OTHER						-
TOTAL CAPITAL REQUESTS						\$3,173.49

Chairman Moyer explained the report in more detail.

Commissioner Christy spoke about the introduction of Narcan, a nasal Heroin Antidote, into the Community.

Chairman Moyer asked if there was any public comment.

Chairman Moyer adjourned the meeting at 10:53 a.m.

Greg Christine, Chief Clerk/Administrator

M-2016-63 thru M-2016-70
R-2016-6