

MONROE COUNTY BOARD OF COMMISSIONERS MEETING
August 17, 2016

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday, August 17, 2016 in the Commissioners' Public Meeting Room with the following present: Chairman John R. Moyer, Vice-Chairman Charles A. Garris, Commissioner John D. Christy, County Solicitor John Dunn, and Administrative Secretary Cindy King. Chief Clerk Greg Christine was not in attendance.

Chairman Moyer called the meeting to order at 9:30 a.m. with a moment of silence and the pledge allegiance to the flag.

There was no public comment on the agenda items.

Chairman Moyer recessed the regular meeting at 9:31 a.m. to convene the Assessment Board meeting for corrections to the duplicate.

M-2016-150 Motion by Vice-Chairman Garris seconded by Commissioner Christy and carried to approve the corrections to the tax duplicate as follows, as requested by the Chief Assessor:

Additions - \$28,240
Subtractions - \$264,170

The Assessment Board meeting adjourned at 9:32 a.m. and the regular meeting continued.

M-2016-151 Motion by Vice-Chairman Garris, seconded by Commissioner Christy and carried to approve the minutes of the August 3, 2016 Commissioners' Meeting, as presented.

M-2016-152 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:				
Diana Brown	C&Y	33 Casw I	9/6/2016	New hire, replacement
Timothy Shaw	C&Y	33 Casw I	8/22/2016	New hire, replacement
William Brosky	C&Y	35 Casw II	9/6/2016	New hire, replacement
Kimberly Longo	C&Y	33 Casw I	8/22/2016	New hire, replacement
Maura Klebauskas	C&Y	33 Casw I	8/22/2016	New hire, replacement
Becky Hippler	Conservation	4 Groundskeeper	8/29/2016	New hire, replacement
Ramona Clements-Weeke	Courts	10 Adm Asst, Custody Conc	8/22/2016	New hire, replacement
Dorothy Hilyard	Courts	Tipstaff/Crier	9/2/2016	New hire, replacement
Gail Dunkelberger	Courts	Tipstaff/Crier	9/2/2016	New hire, replacement
William Henigan Jr	Courts	Tipstaff/Crier	9/2/2016	New hire, replacement
Michael Kreischer	DA	17 Detective - On Call	8/18/2016	New position hire
Kathryn Goldner	MDJ	7 Tech - Floater	8/22/2016	New hire, replacement
SEPARATIONS:				
Casey Turner	Career Link	Laborer	7/28/2016	Program Ended
Iyanna Williams	Career Link	Laborer	7/22/2016	Program Ended
Tanira Toppin	Career Link	Laborer	7/29/2016	Program Ended
Saida James	C&Y	35 Casw II	8/5/2016	Resigned
Mandy Corchado	HR	10 Admin Secretary	9/2/2016	Resigned
Jenna Ciarcia	Aging	35 Casw II	8/2/2016	Resigned
Scott Graver	Maint	3 Custodian	8/15/2016	Terminated
CHANGES:				
Brendon Smith	Jail	CO I	8/5-8/7/16	LOA
Brendon Smith	Jail	CO I	9/10/2016	LOA
Kenneth Malarik Jr	Jail	CO I	8/6-8/7/16	LOA
Matthew Weidman	Jail (Risk Mngmt)	CO II (cam. surveillance)	7/15-9/8/16	Extend Modified Duty
Kimberly Martin	MDJ Anzini	10 Adv Tech	7/11-8/21/16	LOA
Lisa McElwain	Proth	8 Rec Tech	8/4/2016	Return to full duty
Sandy Messerle	Sheriff	16 Deputy	8/9-8/14/16	ExtendLOA
Sandy Messerle	Sheriff	16 Deputy	8/15/2016	RTW Modified duty
Sal Manda	Sheriff	18 Deputy Sheriff/Sergeant	8/8/2016	Promotion, filling vacancy
Mark Phillips	Sheriff	25 Chief Deputy Sheriff	8/8/2016	Promotion, filling vacancy

b) Approve/Ratify Requests to work additional hours:

i) Sheriffs' Office Overtime Report for the period ending 8/10/16:

- (1) Deputies – 87.40 hours
- (2) Clerks – 59.22 hours
- (3) Security – 24.77 hours
- ii) Treasurers’ Office for the week ending 8/7/16, for the following:
 - (1) Five hours each for Crystal Owen and Sherri Frisbee

M-2016-153 Motion by Commissioner Christy, seconded by Vice-Chairman Garris and carried to approve the following:

- a) Vouchers Payable:
 - i) \$1,206,790.76 for the week ending 8/5/16
 - ii) \$561,424.79 for the week ending 8/12/16
- b) Gross Payroll:
 - i) \$1,161,743.56 for the period ending 7/24/16
 - ii) \$983,385.99 for the period ending 8/7/16
- c) Healthcare Benefits Payments:
 - i) Blue Cross/Blue Shield:
 - (1) \$69,082.22 on 7/27/16
 - (2) \$70,243.15 on 8/3/16
 - ii) Geisinger:
 - (1) \$19,522.12 on 8/3/16
 - iii) United Concordia Dental:
 - (1) \$1,229.80 (admin. fee)
 - (2) \$6,419.40 on 8/3/16
 - iv) Health Equity:
 - (1) \$258.00 on 8/3/16
 - v) ConnectYourCare:
 - (1) \$1,712.02 on 7/28/16
 - (2) \$505.76 on 8/4/16

M-2016-154 Motion by Commissioner Christy, seconded by Vice-Chairman Garris and carried to approve/ratify the Travel Request Report as follows:

Travel ID	Travel Date(s)	Traveler(s)	Destination	Purpose of Travel	Est. Costs
AREA AGENCY ON AGING					
2016-0255	08/16/2016 – 08/16/2016	LaVacca, Brian Slinger, Deborah	Hawley, PA	ADRC Budget Meeting	\$22.00
2016-0264	10/17/2016 – 10/21/2016	Isaacs, Sonya	Atherton Hotel, State College	Older Adult Basic Protective Service Training	\$545.84
2016-0265	08/29/2016 – 09/01/2016	Woo, Debbie Seas, Sheila	PHILADELPHIA	NAPSA CONFERENCE NATIONAL ADULT PROTECTIVE SERVICE ASSOCIATION	\$2,735.88
CHILDREN & YOUTH SERVICES					
2016-0257	08/08/2016 – 08/09/2016	O'Dell, Jennifer	Berks County	To attend the Charting the Course Towards Permanency for Children in Pennsylvania training. Additional dates: 8/15/16 to 8/17/16 and 8/22/16	\$957.00
2016-0258	08/08/2016 – 08/17/2016	James, Sandra	Reading, Pa	Charting the course training on 8/8/16-8/9/16 and 8/15/16- 8/17/16.	\$463.00
2016-0259	08/08/2016 – 08/09/2016	Snyder, Melissa	Berks County, Pa. (Reading)	Charting the Course Training Series Also attending on 8/15,8/16, 8/17, and 8/22.	\$744.00
2016-0260	08/08/2016 – 08/09/2016	Chan, Hannah James, Sandra	Reading, PA	Chartering the Course Training	
CONSERVATION DISTRICT					
2016-0252	08/25/2016	Wagner, Drew Wilk, Mike Kerrigan, Lori Schellhammer, Adam	Wilks-Barre, PA	To attend a PA Department of Environmental Protection Northeast Region and Conservation District Roundtable Meeting	\$0.00

Travel ID	Travel Date(s)	Traveler(s)	Destination	Purpose of Travel	Est. Costs
2016-0262	10/10/2016 -- 10/12/2016	Spotts, Roger	Elk County, PA	To provide an "Elk Viewing in the Pennsylvania Wilds" public program	\$0.00
2016-0266	08/31/2016	Giambra, Matthew	Honesdale, Wayne County PA	To participate in a Corn Plot Field Day	\$0.00
2016-0267	09/28/2016 -- 09/29/2016	Motts, John	York, PA	To attend the 2016 Dirt, Gravel & Low Volume Roads Annual Maintenance Workshop	\$0.00
PLANNING					
2016-0263	08/17/2016	Rinker, Steven	CCAP Harrisburg	PA County GIS Pros Meeting	\$102.60

M-2016-155 Motion by Vice-Chairman Garris, seconded by Commissioner Christy and carried to approve the following, as requested by the Area Agency on Aging:

- a) Execute a Service Agreement with the Pocono Family YMCA to provide group exercise classes at the Barrett and Loder Senior Centers for the period of 7/1/16 through 6/30/17 at the rate of \$25.00 per class, with a maximum amount not to exceed \$3,825.00
- b) Execute a Lease Agreement with Paradise Township to use the Township Park for the Senior Center Picnic at a cost of \$100.00 for the day
- c) Execute a Participation and Cost Sharing Agreement with multiple statewide Area Agencies on Aging to form a non-profit joint venture to contract with managed care organizations to provide services under the Aging Waiver Program, at an initial investment of \$23,028.00

M-2016-156 Motion by Vice-Chairman Garris, seconded by Commissioner Christy and carried to approve the following, as requested by Children and Youth Services:

- a) Ratify execution of the Assurance of Compliance/Participation Form with the PA Office of Children Youth and Families for the 2017/2018 Needs Based Budget and Implementation Plan
- b) Execute the following Purchase of Service Agreements for the period of 7/1/15 through 6/30/16:
 - i) Alternative Living Solutions - \$150,000.00 contract limit
 - ii) Summit School, Inc., d/b/a The Summit Academy - \$80,000.00 contract limit
 - iii) The Community Specialist Corp., d/b/a The Academy - \$80,000.00 contract limit
 - iv) Diakon Child, Family & Community Ministries - \$75,000.00 contract limit
- c) Execute a Purchase of Service Agreement with Supportive Concepts for Families, Inc. for the period of 7/1/16 through 6/30/17, with a \$160,000.00 contract limit
- d) Ratify execution of a 2015/2016 Budget Amendment to amend the agency allocation to maximize the ACT 148 allocation in order to seek reimbursement of County fund expenditures in the amount of \$400,000.00
- e) Execute an Adoption Assistance Agreement for D.R.

M-2016-157 Motion by Commissioner Christy, seconded by Vice-Chairman Garris and carried to approve the following;

- a) The Budget Adjustment Report dated 8/10/16 with adjustments totaling \$36,787.00

DEPARTMENT	ACCOUNT NUMBER	DESCRIPTION	REASON	REV=INCREASE EXP=DECREASE	REV=DECREASE EXP=INCREASE
Aging 6/30/2016	760.4001.9575.0000	Capital Expenditure	Adjust expense amounts to cover year end expenses	5,976.00	
	760.4001.4140.0000	Overtime Wages			87.00
	760.4001.4210.0000	FICA			305.00
	760.4001.4250.0000	Unemployment			33.00
	760.4001.5800.3318	Wireless Services			100.00
	760.4001.5800.3612	Home Support			1,500.00
	760.4001.5800.3621	Consumer Reimbursement			500.00
	760.4001.5800.3640	Home Delivered Meals			2,200.00
	760.4001.5800.3730	Dues & Subscriptions			60.00
	760.4001.7720.0000	Meal Allowance			15.00
	760.4001.5800.3611	Personal Care			1,176.00
Aging - Prime Time Health 6/30/2016	760.4011.5800.3430	Supplies	Excess Prime Time Health funds being moved to wages	594.00	
	760.4011.5801.3510	Staff Travel	and benefits to account for the input of PTH statistics	395.00	
	760.4011.5801.3760	Miscellaneous		1,218.00	
	760.4011.4115.0000	Wages & Salaries			1,618.00
	760.4011.4210.0000	FICA			123.00
	760.4011.4230.0000	Hospitalization			291.00
	760.4011.4290.0000	Retirement			175.00
Archives	101.4111.2031.4290.0000	Retirement Employees	To pay for "acid free" folders and documents	200.00	
	101.4111.2031.7101.0000	Office Supplies/Forms			200.00
Coroner	101.4193.6311.0000	Association Dues/Expenses	To pay for necessary supplies for the remainder of year	190.00	
	101.4193.6315.0000	Conference/Meeting		370.00	
	101.4193.6320.0000	Subscriptions		500.00	
	101.4193.6476.0000	Estate Disposition		500.00	
	101.4193.6482.0000	Inquest		1,000.00	
	101.4193.7610.0000	Training		3,590.00	
	101.4193.7740.0000	Gas Oil & Grease		120.00	
	101.4193.7112.0000	Clinical			6,270.00
Information Systems	101.4172.5264.0000	Hardware Support	To cover the costs of renewals for various county domain	300.00	
	101.4172.5900.0010	Telecommunication	name registrations		300.00
Maintenance - Parking Deck	101.4176.3000.5505.0000	Snow Removal	To cover expenses until the end of the year	6,100.00	
	101.4176.3000.5290.0000	Parking Pass Expense			4,500.00
Maintenance	101.4176.7851.0030	Hardware			800.00
	101.4176.7540.0000	Buildings - General			800.00
Planning	101.4171.7740.0000	Gas Oil and Grease	Utilizing personal vehicles for out of county trips. GIS	350.00	
	101.4171.7750.0000	Auto Allowance	PROS are now being held at CCAP		350.00
Public Defender	101.4152.7117.0000	Education	To cover additional furniture costs from that which was	384.00	
	101.4152.9575.0000	Capital	approved in the budget		384.00
Tourism	177.4520.9800.1000	Transfer to Fund Balance	To establish a budget for Kettle Creek Environmental	15,000.00	
	177.4520.9555.0000	Allocations/Gifts	Fund and COTA Environmental		15,000.00
				36,787.00	36,787.00

- b) Ratify the award of the bid for the Confiscated Freightliner truck and Gator Made Trailer to Ralph Mele, the high bidder, in the total amount of \$7,000.00
- c) Ratify Authorization for the Chief Clerk to advertise the following:
 - i) Notice of cancellation of the 8/17/16 Monroe County Retirement Board Meeting
 - ii) Amendment Number One to the Renovation Project for 701 Main Street to extend the deadline for sealed bids
- d) A Certificate of Special Recognition for Andrew Thomas Thornton for obtaining the rank of Eagle Scout
- e) Add the following Vendors to the County List of Approved Vendors:
 - i) James Trainor – Aging
 - ii) Donna Trainor – Aging
 - iii) Anita Procci – Aging
 - iv) Carol Burnham – Aging
 - v) Graphic Magic – Re-assessment Project
 - vi) Kettle Creek Environmental Fund – Commissioners
 - vii) FFI Professional Safety Services – Emergency Services

Chairman Moyer explained various items on the budget adjustment report.

M-2016-158 Motion by Commissioner Christy, seconded by Vice-Chairman Garris and carried to nominate the following persons to serve on the Local Emergency Planning Committee (LEPC):

- i) Corinne Trembler – Network Emergency Management Specialist/St. Luke’s Hospital
- ii) Jeffrey Yanochko – Pre-Hospitalization Emergency Management Liaison/St. Luke’s Hospital orientation
- iii) Robert Meaders – Engineering Director – St. Luke’s Hospital
- iv) Anton Toryak – Environmental, Health & Safety Specialist/ Bio-Spectra
- v) Meghan Shambach - Environmental, Health & Safety Professional/Patterson-Kelley

M -2016-159 Motion by Commissioner Christy, seconded by Vice-Chairman Garris and carried to approve the Capital Purchases Report , as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
Emergency Management	101.4291.9575.0000	Capital Expenditure	2	Two section extension ladder	FF1 - Lowest Quote	\$1,368.65
Public Defender	101.4152.9575.0000	Capital Expenditure	1	Desk pedestal and workchair (Desk was approved in original budget)	Office Service Co - State Contract	\$1,046.24
TOTAL APPROVED CAPITAL						\$ 2,414.89
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
TOTAL REQUESTS W/TRANSFER						\$ -
GRANT FUNDED & OTHER:						
TOTAL GRANT FUNDED & OTHER						\$ -
TOTAL CAPITAL REQUESTS						\$ 2,414.89

M-2016-160 Motion by Commissioner Christy, seconded by Vice-Chairman Garris and carried to approve/ratify the Computer Capital Purchase Reports as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
DIS - Public Defender	101.4172.9575.4152	Capital Expenditure	1	OptiPlex 3040 Computer	Dell - State Contract	\$798.38
TOTAL APPROVED CAPITAL						\$798.38
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
TOTAL REQUESTS W/TRANSFER						\$0.00
GRANT FUNDED & OTHER:						
Capital Reserve	120.5780.9575.0000	Capital Expenditure	5	OptiPlex 5040	Dell - State Contract	\$5,822.55
	120.5780.9575.0000	Capital Expenditure	1	Enterprise LaseJet M605n	PCM-G - Lowest quote	\$689.99
TOTAL GRANT FUNDED & OTHER						6,512.54
TOTAL CAPITAL REQUESTS						\$7,310.92

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
TOTAL APPROVED CAPITAL						\$0.00
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
TOTAL REQUESTS W/TRANSFER						\$0.00
GRANT FUNDED & OTHER:						
Register & Recorder	601.4153.8800.0000	Program Expenses	12	Optiplex 3040 Computer	Zones - Lowest Quote	\$7,279.44
Prothonotary	601.4195.8800.0000	Program Expenses	20	Optiplex 3040 Computer	Zones - Lowest Quote	\$12,132.40
	601.4195.8800.0000	Program Expenses	1	Quickbooks Pro - 3 User Licenses	SCW - Lowest Quote	\$471.49
TOTAL GRANT FUNDED & OTHER						19,883.33
TOTAL CAPITAL REQUESTS						\$19,883.33

Chairman Moyer commented on the article in the Pocono Record on August 14, 2016 pertaining to the method used for valuing a commercial real estate for county wide reassessment. He stated that the assessment of commercial building will not include profits. Mr. Wes Graham, Project Manager, for Tyler Technologies, will be speaking about the county-wide reassessment process at the council, township supervisors meetings, civic, and service organizations.

Chairman Moyer asked if there was any public comment.

Mr. Karl Davis, Mount Pocono Borough Council, asked the name of contact person for Tyler Technologies. Chairman Moyer replied Mr. Wes Graham and his office is in the Assessment Office.

Ms. MaryAnn Kowalshyn had questions on alternate method of collecting property taxes. Discussion was held on collecting property taxes.

Ms. Elizabeth Greico, felt that the county should not be taking on reassessment at this time and that a Pennsylvania firm should have been retained to complete the project. Discussion was held on the county- wide reassessment.

Chairman Moyer adjourned the meeting at 10:05 a.m.

Greg Christine, Chief Clerk/Administrator

M-2016-150 thru M-2016-160