



MONROE COUNTY BOARD OF COMMISSIONERS
AGENDA
September 21, 2016

Open meeting

Moment of Silence and Pledge of Allegiance

Public Comment – Agenda Items Only

Corrections to the Duplicate

OLD BUSINESS

Approve the minutes of the 9/7/16 Commissioner’s Meeting

Ratify the 9/6/16 bid opening for renovations to 701 Main Street, as follows:

<u>Company</u>	<u>General Contract</u>	<u>Plumbing</u>	<u>Heating</u>	<u>Electrical</u>	<u>Elevator</u>
Bognet, Inc.	\$265,000.00	\$377,777.00	\$419,765.00		
NuCor Mgt.	\$289,000.00				
Boyle Const.	\$392,000.00				
Spotts Bro.		\$393,000.00	\$362,400.00	\$149,460.00	
Wind Gap Elec.				\$164,247.00	
Mark Whitehead Elec.				\$135,000.00	
ThyssenKrupp					\$122,651.00
Current Elevator					\$162,235.00

NEW BUSINESS

1) Personnel:

- a) Agenda:
- b) Approve/Ratify Requests to work additional hours:
 - 1) Sheriffs’ Office Overtime Report for the period ending 9/4/16:
 - (1) Deputies - 48.23
 - (2) Security – 6.95
 - (3) Clerks – 29.32

2) Electronic Financial Transactions (Ratify):

- a) Vouchers Payable:
 - 1) \$886,335.95 for the week ending 9/9/16
 - 2) \$428,092.24 for the week ending 9/16/16
- b) Gross Payroll:
 - 1) \$977,189.19 for the period ending 8/21/16
 - 2) \$974,190.52 for the period ending 9/4/16
- c) Healthcare Benefits Payments:
 - 1) Blue Cross/Blue Shield:
 - (1) \$24,537.62 on 8/31/16
 - 2) Geisinger:
 - (1) \$18,207.00 (admin fee)
 - (2) \$45,894.40 on 8/23/16
 - (3) \$72,197.41 on 8/31/16
 - (4) \$58,979.52 on 9/7/16
 - (5) \$47,809.51 on 9/14/16

- 3) United Concordia Dental:
 (1) \$5,594.35 on 8/23/16
 (2) \$6,250.31 on 8/31/16
 (3) \$4,581.45 on 9/7/16

- 4) ConnectYourCare:
 (1) \$765.96 on 9/1/16
 (2) \$294.59 on 9/8/16

3) Travel Authorizations (Approve/Ratify):

a) Approve/Ratify the Travel Request Report

Travel ID	Travel Date(s)	Traveler(s)	Destination	Purpose of Travel	Est. Costs
ADULT PROBATION					
2016-0299	09/07/2016 -- 09/07/2016	Dowches, Rebecca Borger, Kimberly Dunlap, Opal	Orefield, PA	Domestic Sex Trafficking: Psychological Impact & Intervention	\$10.00
AREA AGENCY ON AGING					
2016-0269	09/12/2016 -- 09/14/2016	LaVacca, Brian Fretz, Patty LaVacca, Brian Fretz, Patty	Lancaster	Pennsylvania Department of Aging Quarterly Review Pennsylvania Assoc. of Area Agencies on Aging Membership Mtg.	\$286.98
CHILDREN & YOUTH SERVICES					
2016-0300	09/09/2016 -- 09/09/2016	VanWhy, Tammy Windus-Hartman, Jacqueline VanWhy, Tammy Windus-Hartman, Jacqueline	Wyoming County Emergency Management Agency	CAPS Regional Training Session	\$11.00
2016-0302	10/05/2016 -- 10/05/2016	Michele Haydt Melissa Daubert Anthony Quranta	Radisson Hotel - Scranton, PA	SWAN quarterly fall meeting	\$33.00
2016-0309	10/14/2016 -- 10/14/2016	Diane Rogers	Wilkes-Barre, PA	Attendance at the Grandparents Raising Grandchildren 10th Annual Conference	\$86.84
2016-0310	09/29/2016 -- 09/29/2016	Hilbert, Shannon	Wilkes-Barre, PA	Traumatic Stress: Signs, Symptoms, & Recovery Training	\$57.68

Travel ID	Travel Date(s)	Traveler(s)	Destination	Purpose of Travel	Est. Costs
2016-0312	09/15/2016 -- 12/12/2016	Timoty Shaw	Northampton County Children and Youth	Required training needed to be come a direct service worker. 9/15 (Intro); 9/21-9/22 (identifying child abuse and neglect); 9/28-9/30 (using interactional helping skills); 10/3 -10/5 (in home safety and mgmt.); 10/13-10/14 (risk assessment); 10/26-10/27 (case planning with families); 11/4 (court process); 11/16-11/17 (assessing safety in out of home care); 11/28-11/30 (out of home placement); 12/12 (making permanent connections)	\$615.28
2016-0313	09/15/2016 -- 12/12/2016	Klebauskas, Maura	Northampton County Children and Youth	9/15 Intro to PA child welfare system, 9/21-22 Identifying child abuse, 09/28-30 Using interactional helping skills, 10/3- 5 In home safety, 10/13-14 Risk assessment, 10/26-27 Case planning, 11/4 Court process, 11/16-17 Assessing safety, 11/28-30 Out of home placement, 12/12 Making permanent connections	\$220.00
2016-0314	09/15/2016 -- 12/12/2016	Brown, Diana	Northampton Children & Youth	CTC Training Dates: 9/15,9/21- 22,9/28-9/30, 10/3-10/5,10/13- 10/14,10/26-10/27,11/4,11/16- 11/17,11/28-11/30,12/12	\$220.00

Travel ID	Travel Date(s)	Traveler(s)	Destination	Purpose of Travel	Est. Costs
2016-0317	09/15/2016 -- 12/12/2016	Kimberly M Longo	Northampton County	9/15/16- Title:110: Mod 1- Intro to Pennsylvania Child Welfare System 9/21/16-9/22/16-Title 110: Mod 2- Identifying Child Abuse and neglect 9/28/16-9/30/16-Title 110: Mod 3-Using Interactional Helping Skills to Achieve Lasting Change 10/3/16-10/5/16-Title 110: Mod 4- In Home Safety Assessment and Management 10/13/16-10/14/16-Title 110: Mod 5- Risk Assessment 10/26/16-10/27/16-Title 110: Mod 6- Case Planning with Families 11/4/16-Title 110: Mod 7- The Court Process 11/16/16-11/17/16-Title 110: Mod 8- Assessing Safety in Out of Home Care 11/28/16-11/30/16- Title 110: Mod 9- Out of Home Placement and Permanency Planning 12/12/16- Title 110: Mod 10- Making Permanent Connections -Outcomes for Professional Development	\$528.00

Travel ID	Travel Date(s)	Traveler(s)	Destination	Purpose of Travel	Est. Costs
2016-0318	09/15/2016 -- 12/12/2016	William Brosky	Northampton County Children and Youth 2801 Emerick Blvd. Bethlehem, Pa 18020	9/15/16- Module 1- Intro to Pa's Child Welfare System; 9/21 and 9/22/16- Module 2- Identifying Child Abuse and Neglect; 9/28, 9/29, 9/30/16- Module 3- Using Interactional Helping Skills To Achieve Lasting Change; October 3,4,5/16- Module4- In Home Safety Assessment and Management; October 13, 14/16- Module5- Risk Assessment; October 26, 27/16 - Module 6- Case Planning With Families; November 4/16- Module 7- The Court Process; November 16, 17/16- Module 8- Assessing Safety In and Out of Home Care; November 28, 29, 30/2016- Module 9- Out of Home Placement and Permanency Planning; December 12, 2016- Module 10 - Making Permanent Connections- Outcomes fro Professional Development.	\$896.00
2016-0334	09/21/2016 -- 09/21/2016	VanWhy, Tammy Windus-Hartman, Jacqueline Alvarado, Ashley Payano-Santiago, Maria	Wyoming County Emergency Management Agency	CAPS Fiscal User Group meeting/training	\$44.00
2016-0325	09/19/2016 -- 09/20/2016	Grace, Adelaide	Mechanicsburg, PA	Attend Leadership Roundtable Meeting	\$213.80

Travel ID	Travel Date(s)	Traveler(s)	Destination	Purpose of Travel	Est. Costs
COMMISSIONERS					
2016-0307	10/13/2016 -- 10/13/2016	Mary Chodkiewicz	Scranton	Local Court Security Committee Workshop	\$27.00
2016-0308	10/28/2016 -- 10/28/2016	Chodkiewicz, Mary	Harrisburg	Risk Managers Council Meeting	\$127.98
CONSERVATION DISTRICT					
2016-0303	10/03/2016	Boyle, Karen	Bushkill, Pike County PA	Bushkill Elementary 3rd Grade Classroom Visit	\$0.00
2016-0304	10/04/2016 -- 10/06/2016	Mikol, Andrea	State College PA	to attend the 16th Annual Conservation District Watershed Specialist meeting	\$0.00
2016-0305	11/18/2016	Hardiman, Brian	Northampton & Pike Counties PA and Warren and Sussex Counties, NJ	Public Program - Mystery Birding Field Trip	\$0.00
2016-0306	09/12/2016	Mikol, Andrea Schellhammer, Adam	Pennington, NJ	To attend a meeting with Stony Brook Millstone Watershed Association to discuss county-wide water quality monitoring program	\$0.00
2016-0315	09/27/2016	Wagner, Drew Kerrigan, Lori Schellhammer, Adam	Allentown PA	To meet with PennDOT on a Route I-80 reconstruction project	\$0.00
2016-0316	09/22/2016	Giambra, Matthew	Carbondale PA	To attend a PA Buy Fresh Buy Local Northeast Region Chapter meeting	\$0.00
2016-0322	10/25/2016	Giambra, Matthew	State College, PA	To attend required/mandatory PA Department of Environmental Protection Agriculture Training	\$0.00

Travel ID	Travel Date(s)	Traveler(s)	Destination	Purpose of Travel	Est. Costs
HUMAN RESOURCES					
2016-0327	09/15/2016 -- 09/15/2016	Ace-Sattur, Bonnie	State College, PA	Personnel & Labor Relations Workshop	\$277.12
JUVENILE PROBATION					
2016-0329	12/14/2016 -- 12/16/2016	Holley, Brian	HK Ashburn Facility - Ashburn, VA	To attend the Heckler & Koch Armorer Training Course	\$823.94
PLANNING					
2016-0296	09/19/2016	Rinker, Steven	CCAP - Harrisburg	PA County GIS Pros Board Meeting	\$102.60
VETERANS AFFAIRS					
2016-0311	09/13/2016 -- 09/16/2016	Schrader, Jesiah	5401 Carlisle Pike Medhanicsburg, PA 17050	Continuing Education (CEU)	\$128.52

4) Children and Youth Services:

- 1) Execute an Adoption Assistance Agreement for E.M.
- 2) Execute the Fourth Quarter 2015/2016 Juvenile Probation Office Title IV-E Claim seeking administrative costs in the amount of \$9,631.98

5) Commissioners' Office:

- a) Approve the Budget Adjustment Report dated 9/14/16 with adjustments totaling \$63,534.00
- b) Adopt the 2016/2017 County Human Services Grant Funds Budget (Fund 770), as follows:
 - 1) Human Services Department (County Support - \$914.00)
 - 2) State Food Purchase Program - \$221,572.00
 - 3) Human Services Development Fund (HSDF) - \$93,557.00
 - 4) Homeless Assistance Program - \$50,220.00
 - 5) Victims Of Crimes Act (VOCA) - \$151,396.00
 - 6) Victims of Juvenile Offenders (VOJO) - \$14,748.00
- c) Ratify submission of the 2017/2018 Rights and Services Act (RSA) Grant and Victims of Juvenile Offenders (VOJO) Grant Applications in the total amount of \$326,357.00
- d) Reappoint the following members to the Monroe County Transportation Authority with new terms to expire 9/30/2021:
 - 1) Patty Fretz
 - 2) Robert Huffman
 - 3) Eric Koopman
- e) Ratify approval of Change Order Number Five of the Annual Deck Cleaning and Vegetation Control Contract to add \$1,000.00 to the contract for installation of

Delineators on Bridge Number 11, as required by PennDOT, based on a recent inspection of the bridge

- f) Execute an Addendum to the contract with Tyler Technologies to clarify/change the software licenses issued to the County (no change in cost)
- g) Execute a Sub recipient Agreement with the Redevelopment Authority of Monroe County to allow the Authority to administer the 2015 Community Development Block Grant (CDBG) Program
- h) Approve the Following Proclamation or Certificate of Special Recognition:
 - 1) Jesse Michael Wiseburg - Eagle Scout
 - 2) Domestic Violence Awareness Month – October 2016
- i) Approve the use of Courthouse Square on 10/2/16 by the Stroudsburg Fire Department to hold their annual fire prevention event from 12-3 p.m.
- j) Approve the request from Women’s Resources of Monroe County to change the date from 10/6/16 to 10/11/16 for use of the Courthouse Courtyard for their annual candlelight vigil
- k) Execute the following Homeless Assistance Program (HAP) Grant Sub-Contracts:
 - 1) Family Promise of Monroe County - \$12,000.00 *(subject to proof of Professional Liability Insurance)*
 - 2) Pocono Area Transitional Housing - \$10,000.00
 - 3) Salvation Army - \$10,000.00
 - 4) Women’s Resources - \$13,176.00
- l) Execute the following Human Services Development Fund (HSDF) Grant Sub-Contracts:
 - 1) C-M-P MH/DS Programs - \$48,150.00
 - 2) Pocono Services for Families and Children - \$20,007.00
 - 3) Center for Vision Loss - \$6,000.00
 - 4) Pocono Alliance - \$10,000.00
- m) Award the bids for work on 701 Main Street, as follows:
 - 1) General Contractor – Bognet, Inc. – \$265,000.00
 - 2) Plumbing – Bognet, Inc. - \$377,777.00
 - 3) Heating – Spotts Brothers - \$362,400.00
 - 4) Electrical – Mark Whitehead Electric - \$135,000.00
- n) Reject all bids received for elevator work at 701 Main Street and authorize the Architect to re-advertise for elevator bids
- o) Add the following to the County List of Approved Vendors:
 - 1) Gap Systems – Sheriffs’ Office
 - 2) Ethel Snellings – Aging
 - 3) Pepper Ball – Jail
 - 4) Horn’s Outdoor – Emergency Management

6) Capital Outlay Purchases:

- a) Approve the Capital Purchases Report dated 9/14/16 totaling \$5,055.06

7) Computer Capital Purchases:

- a) Approve the Computer Capital Purchases Report dated 9/14/16 totaling \$1,886.20

Miscellaneous

Public Comment

Other Meetings

Salary Board 11:00 a.m.
Retirement Board 1:30 p.m.