



MONROE COUNTY BOARD OF COMMISSIONERS
August 21, 2024

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday August 21, 2024, in the Commissioners' Public Meeting Room at the Monroe County Administrative Center with the following present: Chairman John D. Christy, Vice-Chairman David C. Parker, Commissioner Sharon S. Laverdure, Solicitor Todd W. Weitzmann, Chief Clerk/Administrator Robert J. Gress and Administrative Secretary Cindy Cook.

Chairman Christy opened the meeting 9:30 a.m. with a moment of silence followed by the pledge of allegiance to the flag.

There was no public comment on agenda items.

Chairman Christy recessed the regular meeting and opened a public hearing at 9:32 a.m. on the 2024-2025 Human Services Plan funding for the Homeless Assistance Program (HAP) and Human Services Development Fund (HSDF).

Ms. Kwanza Smith, Grants Manager explained the Monroe County Fiscal Affairs office will administer HAP funding in the amount of \$50,195.00 and HSDF funding in the amount of \$93,507.00. Monroe County is required to complete a Human Services Plan and budget for these two component areas. Monroe County plans to serve two hundred fifty (250) individuals with the Homeless Assistance Program and one hundred twenty five (125) individuals with the Human Services Development Fund. Ms. Smith noted the amount of allocated funding remains the same as last year, it was also noted Monroe County 2024 Point In Time (PIT) Count showed an eighty seven (87) percent increase in unsheltered households between 2023 and 2024 and a seventy nine (79) percent increase in unsheltered homeless persons. Ms. Smith stated Emergency Shelter is a focus due to the lack of affordable housing in the county.

Ms. Smith asked if there were any questions, there were no questions on the 2024-2025 Human Services Plan.

M-2024-254 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to close the public hearing at 9:35 a.m.

Chairman Christy reconvened the regular meeting at 9:36 a.m. and opened an Assessment Board meeting at 9:37 a.m. for corrections to the duplicate.

M-2024-255 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the corrections to the duplicate, as follows, as requested by Cindy Treible, Chief Assessor.

Additions -	\$21,070.00
Subtractions -	\$1,232,480.00

Chairman Christy closed the Assessment Board meeting at 9:38 a.m. and continued with the regular meeting.

M-2024-256 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to amend Motion 2024-252 dated 08/07/2024 the Computer Capital Purchase Report to correct the purchase of Toughbooks for the Sheriff's department in the amount of \$28,322.56 to \$26,812.30 for a decrease of \$1,510.26.

M-2024-257 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the minutes of the 08/07/2024 Commissioners' Meeting.

M-2024-258 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the minutes of the 08/09/2024 Commissioners' Meeting.

M-2024-259 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to adopt the following certificates of special recognition:

Jacob Michael Christman – Eagle Scout
 John Michael Casey – Eagle Scout
 Pocono Family YMCA – 110th Anniversary of Continued Service

M-2024-260 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the actions listed below:

a) Agenda:

NAME:	DEPARTMENT:	POSITION:	DATE:	REASON:
NEW HIRES:				
Mearcy Ann Brathwaite	C&Y	35 Casw 2	7/29/24	Correct title & salary
Patricia Fugallo	Courts	10 Admin Asst Custody Conc	8/19/24	Did not Start
Richard Vitello	Courts	10 Admin Asst Custody Conc	8/26/24	New Hire/Replacement
Victoria DeBenedetto	Courts	16 Court Recorder & Transcriptionist	8/19/24	New Hire/Replacement
Michael Rooney	DA	20 Law Clerk	9/4/24	Change Start Date
Paula Williams	Fiscal	13 Acct Tech Fiscal	8/19/24	New Hire/Replacement
Charles Stecker Jr.	Proth	8 Records Tech	8/26/24	New Hire/Replacement
Sheila Riley-Aultman	Proth	8 Records Tech	8/26/24	New Hire/Replacement
Crystal Owen	Tax Claim	Delq Tax Poster	8/5/24	New Hire/Replacement
Katherine Vreeland	Voter Reg	7 Data Entry Clerk Temp	9/3/24	Reinstate Temp Position
SEPARATIONS:				
Barbara Keiper	Assessment	13 Field Assessor	11/22/24	Retired
Tirzi Neville	Courts	16 Court Recorder/Trans	9/13/24	Resigned
Derindra Watts	Jail	CO	8/2/24	Resigned
Scott Garretson-Wisner	Jail	CO	8/5/24	Non-Retained
Lauren Gerolimatos	PD	16 Paralegal Analyst	8/30/24	Resigned
Susan Felker	Tax Claim	Delq Tax Poster	8/5/24	Resigned
Stephanie Chieffo	Treasurer	9 Accounting Tech	8/30/24	Resigned
CHANGES:				
Christopher Grays	Adult Prob	16 Prob Officer Trainee	8/19/24	Probation Complete
Adriana Stares	C&Y	37 Casw 3	8/12/24	Promotion
Cassandra Gehr	C&Y	37 Casw 3	8/12/24	Promotion
Jamie Amoroso	C&Y	37 Casw 3	8/12/24	Promotion
Killeen Conaty	C&Y	35 Casw 2	7/30/24	975 Hrs Complete
Marissa Stoop	C&Y	37 Casw 3	8/12/24	Promotion
Danielle Zuk	DA	8 Secretary	8/12/24	Transfer
Cassandra Semente	DR	14 Conference Officer	8/14/24-2/13/25	Intermittent LOA
Arkadiusz Martynowicz	Jail	CO	7/24-8/18/24	LOA
Blake Schiller	Jail	18 Sergeant	9/7-9/8/24	LOA
Blake Schiller	Jail	18 Sergeant	9/23/24	Shift Change - 2nd
Brianna Miller	Jail	18 Sergeant	9/23/24	Shift Change - 1st
Corey Keida	Jail	18 Sergeant	8/4-8/11/24	LOA
Justin Garcia	Jail	18 Sergeant	8/26/24	Promotion
Patrick Matthew	Jail	18 Sergeant	9/23/24	Shift Change - 3rd
Robert Helvick	Jail	18 Sergeant	9/23/24	Shift Change - 1st
Silvia Koffer	Jail	CO	7/20-9/19/24	LOA
Silvia Koffer	Jail	CO	9/20-11/10/24	LOA
Stephen Wilson	Jail	CO	8/8-8/15/24	LOA
Terez Williams	Jail	CO	8/2/24-2/1/25	Intermittent LOA
Virginia Bert	Jail	7 Office Asst Sr	8/5/24-2/4/25	Intermittent LOA
Yessica Clase	Jail	CO	9/7-9/8/24	LOA
Sandra Norville-Nash	MDJ 43-2-01	8 Tech Sr	6/3-8/6/24	Update LOA End Date
Caroline Dipasquale	Proth	8 Records Tech	8/11/24	Probation Complete
Marie Lyons	Tax Claim	9 Accounting Tech	8/11/24	Probation Complete
Melinda Knitter	Tax Claim	14 Deputy Director Tax Claim	7/29/24-1/28/25	Intermittent LOA
MISCELLANEOUS:				
Approve the request from Cindy Treible in Tax Assessment for the following people who work 37.5 hours have 5 additional hours/wk (2.5 regular and 2.5 OT) Aug 22-Oct 31				
Deborah Storman				
Susan Felker				
Michelle Hasker				
Iylana Santos				
Approve the request from the Courts to make Gina Schaefer, Admin Asst, FT at 35 hours/week, effective 8/26/24				
Approve the request from Michael Mancuso to send out three New Job Descriptions to Archer for grading				
Detective Corporal				
Mid Level Prosecutor- ADA				
Major Case Prosecutor-ADA				
Approve the request from Jason Labar to send a revised JD 16 Paralegal Analyst to Archer				

- b) Approve/Ratify Requests to work additional hours:
- i) Assessment Office – Five (5) hours overtime per person, per week beginning August 22, 2024, through October 31, 2024, for the following: D. Storman, S. Felker, M. Hasker, I. Santos
 - ii) Sherriff’s Office Overtime Report for period ending 08/11/2024
 - (1) Deputies – 66.25 hours

- (2) Security – 91 hours
- (3) Clerks – 2.25 hours

M-2024-261 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the actions listed below:

- a) Vouchers Payable:
 - i) \$1,609,642.38 dated 08/09/2024
 - ii) \$2,748,595.92 dated 08/16/2024
- b) Gross Payroll:
 - i) \$1,460,056.92 for period ending 08/11/2024
- c) Healthcare Benefits Payments:
 - i) Highmark Blue Cross/Blue Shield:
 - (1) \$69,864.55 on 08/06/2024
 - (2) \$106,023.68 on 08/13/2024
 - ii) Geisinger:
 - (1) \$51,911.99 on 08/05/2024
 - (2) \$4,024.69 on 08/13/2024
 - (3) \$53,634.95 on 08/13/2024
 - (4) \$182,297.22 on 08/19/2024
 - iii) Dental Claims:
 - (1) \$6,668.58 on 08/09/2024
 - (2) \$5,726.45 on 08/20/2024
 - iv) Flexible Spending Account:
 - (1) \$467.05 on 08/09/2024
 - (2) \$151.25 on 08/15/2024
 - (3) \$708.42 on 08/16/2024

M-2024-262 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to Approve/Ratify the Travel Requests for the following: Adult Probation, Conservation District, Human Resources, Pretrial Services, Vector Control, and Veterans Affairs.

M-2024-263 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve a Memorandum of Understanding and Collaborative Agreement for CIT Law Enforcement Coordinator Position Development for the period February 5, 2024, through December 31, 2025.

M-2024-264 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the actions listed below as requested by Children and Youth Services:

- a) Approve the submission of the 2023-2024 3rd quarter Title IV-E Juvenile Probation Claim Report for federal reimbursement of administrative costs in the amount of \$2,785.74
- b) Execute Purchase of Service Agreements for the period July 1, 2024 – June 30, 2025, with the following:
 - i) Community Haven Group Home, Inc. contract limit totaling \$260,000.00 (group home)
 - ii) Colonial Intermediate Unit 20 contract limit totaling \$280,000.00 (truancy intervention services)
 - iii) Diversified Treatment Alternative Centers LLC., contract limit totaling \$500,000.00 (residential treatment programs)

M-2024-265 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure with a correction to the amount for the proposal from Pennoni and carried to approve the actions listed below:

- a) Ratify the Budget Adjustment Report dated 08/08/2024 totaling \$1,834,720.00
- b) Approve the Budget Adjustment Report dated 08/16/2024 totaling \$30,665.00
- c) Ratify a proposal from Pennoni to provide Hazardous Materials Consultation for the incinerator at Pleasant Valley Manor for an estimated cost of \$8,300.00 plus labor which will be billed on a time and expense basis in accordance with the 2024 Schedule of Fees attached to the proposal
- d) Ratify authorization for the Chief Clerk to advertise for the following:
 - i) Sale of Surplus Vehicles
 - ii) Cancellation of the August 21, 2024, Retirement Board Meeting

- iii) Reschedule of August 21, 2024, Salary Board Meeting Time
- iv) Request for Proposals for a Community Partnership Gun Safety Coordinator
- e) Add the following Vendors to the County List of Approved Vendors:
 - i) Correctional Facility
 - (1) TJA Use of Force Training LLC
- f) Approve revised Monroe County Purchasing Manual

Chairman Christy reviewed the budget adjustments.

M-2024-266 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below as requested by the Fiscal and Grants Department:

- a) Ratify the Fiscal Director, Jennifer Barclay, to electronically sign the FY 23-24 Violence Intervention and Prevention (VIP) Contract (2023-VI-VI-43968) in the amount of \$695,286.00 for the period April 1, 2024 – March 31, 2027
- b) Execute a Contract for Service Agreement with Carey Group, Inc. in the amount of \$31,500.00 to provide a Monroe County Youth Needs Assessment for the FY 23-24 Violence Intervention and Prevention (VIP) awarded grant
- c) Ratify the Grants Manager, Kwanza Smith to electronically sign the FY 24 Byrne Discretionary Community Project Grant (Congressman Matt Cartwright) DOJ Contract # (15BJA-24-GG-00198-BRND in the amount of \$1,009,000.00 for the period March 9, 2024 – February 28, 2026
- d) Adopt resolution authorizing the filing of the Emergency Solutions Grant Program (ESG) application to the PA DCED in the amount of \$1,426,239.00 for Street Outreach, Rapid Rehousing, Homelessness Prevention, and Emergency Shelter (**R-2024-7**)

**Resolution of the Monroe County Commissioners
Authorizing the filing of a proposal for funds with the
Department of Community and Economic Development,
Commonwealth of Pennsylvania.**

WHEREAS, the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH) enacted into law on May 20, 2009, authorized the Emergency Solutions Grant (ESG) Program; and

WHEREAS, the Commonwealth of Pennsylvania, through the Department of Community and Economic Development (DCED) has received ESG program funds and is making these funds available to units of local governments for eligible homeless services; and

WHEREAS, the Monroe County Commissioners desire to submit an application to DCED for ESG Program funds to provide homeless services or on behalf of other entities to provide homeless services.

NOW, THEREFORE BE IT RESOLVED AND IT IS HEREBY RESOLVED by the Monroe County Commissioners that:

1. The proposed projects Street Outreach, Rapid Rehousing, Homelessness Prevention, and Emergency Shelter to be funded by a grant from the Pennsylvania ESG Program meet the ESG interim rule requirements at §24 CFR 576 are eligible and approved.
2. The Monroe County Grants Manager on behalf of Monroe County is authorized and directed to execute an ESG Program application in the amount of \$ 1,426,239 to the PA Department of Community and Economic Development.
3. The contracted sub-recipients that are approved by the County will assume the responsibility for securing the required matching amount of project funds or request a waiver of funds to DCED.
4. The County of Monroe will reimburse the Commonwealth for any expenditure found to be ineligible.
5. The Monroe County Grants Manager is authorized to provide such assurances, certificates, and supplemental data or revised data that DCED may request in connection with the application.

End of Resolution

- e) Approve submittal of the ESG FY 2024 application including Limited English Proficiency, Four-Factor Analysis, Language Access Plan and Statement of Assurance

M-2024-267 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to acknowledge notice of Monroe County’s initial Medical Assistance Transportation Program allocation for FY 2024-2025 in the amount of \$787,849.00.

M-2024-268 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve a request from Theresa Johnson, Treasurer to add M&T Bank as a new depository bank to the current list of depository banks.

M-2024-269 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the actions listed below:

a) Ratify the Capital Purchase Report dated 08/07/2024 as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
Courts	101.4184.9575.0000	Capital Expenditure	15	Banker Boxes for MDJ Wolbert	Amazon - Lowest Quote	970.20
TOTAL APPROVED CAPITAL						\$ 970.20
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
TOTAL REQUESTS W/TRANSFER						\$ -
GRANT FUNDED & OTHER:						
TOTAL GRANT FUNDED & OTHER						\$ -
TOTAL CAPITAL REQUESTS						\$ 970.20

b) Approve the Capital Purchase Report dated 08/16/2024 as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
Courts	101.4184.9575.0000	Capital Expenditure	1	Wall Partition Panels for MDJ Riley	Global Industrial - Lowest Vendor	2,404.98
TOTAL APPROVED CAPITAL						\$ 2,404.98
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
TOTAL REQUESTS W/TRANSFER						\$ -
GRANT FUNDED & OTHER:						
TOTAL GRANT FUNDED & OTHER						\$ -
TOTAL CAPITAL REQUESTS						\$ 2,404.98

Vice-Chairman Parker announced Chris Herren, a former professional basketball player and person with substance use disorder in long term recovery will be in Monroe County September 10, 11 and 12. He is a motivational speaker who has a great testimony about overcoming drug addiction. He will be speaking at the area high schools and at a community event which will be held at Kahalari on September 11 at 7:00 p.m. Vice-Chairman Parker noted that the speaking events are being paid for with the Opioid Settlement Funds.

Chairman Christy reminded everyone the West End Fair is going on this week.

Chairman Christy asked if there was any public comment.

Cindie Gregor stated her concerns about a proposed cell tower in Pocono Township. Chairman Christy stated she may want to attend the next Monroe County Planning Commission meeting to address her concerns. Chairman Christy noted that the Monroe County Planning Commission and the Monroe County Commissioners do not make land use decisions as that is a township function.

Dawn Eilber stated she is an owner of a property near the proposed cell tower and neither she nor her neighbors were notified by Pocono Township about the proposed cell tower construction in their neighborhood. Ms. Eilber stated she has been attending Pocono Township meetings for over a year about the proposed cell tower and wanted the Monroe County Commissioners to be aware of the issue.

Theresa Pesce asked if the proposed cell tower site also needed Monroe County Conservation District approval as well. Chairman Christy explained the difference between what planning commission and conservation district look at on plans that are submitted for review.

Ms. Pesce mentioned that someone told her about two (2) incidents that may have violated election law but didn't know if they were reported to the elections office and requested that all incidents should be brought up at a public meeting or posted on the county website. Ms. Pesce also stated her concerns of a polling place being in an office building of a candidate running for office.

Vice-Chairman Parker asked Ms. Pesce if the incidents she referred to took place in Monroe County. Ms. Pesce said the incidents happened in Monroe County, but she was getting the information second hand. Chairman Christy stated the candidates are allowed to have poll watchers to observe the polls on election day and report any violations of the election law to the elections office.

The meeting was adjourned at 10:05 a.m.

Robert J. Gress Chief Clerk/Administrator

M 2024-254 thru M-2024-269
R 2024-7