



MONROE COUNTY BOARD OF COMMISSIONERS
January 17, 2024

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday January 17, 2024, in the Commissioner's 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 Deborah L. Huffman, Chief Clerk/Administrator Robert J. Gress, Administrative Secretary Cindy Cook

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

Chairman Christy recessed the regular meeting at 9:33 a.m. to convene an Assessment Board meeting for corrections to the duplicate.

M-2024-20 Motion by Chairman Christy, seconded by Vice-Chairman Parker and carried to approve the corrections to the duplicate, as follows, as requested by Deborah Storman, Deputy Chief Assessor.

Additions – none
Subtractions - \$541,200

Chairman Christy closed the meeting at 9:35 a.m. and continued with the regular meeting.

There was no public comment on agenda items.

M-2024-21 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the minutes of the 1/3/24 Commissioners' Meeting.

M-2024-22 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to adopt the certificate of special recognition for Nicholas Vyprynyuk for achieving the rank of Eagle Scout.

Vice-Chairman Parker attended Nicholas's Eagle Scout ceremony and stated Nicholas collected over one hundred twenty (120) sets of used firefighter gear and sent them to firefighters in the Ukraine. He also noted the Consulate General of Ukraine in New York as well as a family member from Ukraine attended the ceremony.

M-2024-23 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below:

a) Agenda:

NAME:	DEPARTMENT:	POSITION:	DATE:	REASON:
NEW HIRES:				
Lesley Branch	C&Y	33 CASW 1	1/22/24	New Hire/Replacement
John Dunn	Commissioners	County Solicitor PT	1/1/25	Rehire
Leona Sharpstene	Courts	20 Law Clerk	1/22/24	Rehire
William Parish	DA	17 Detective/DA Crisis Intervention	2/5/24	Change start date
Aaron Lombard	Planning	20 Vector Coordinator	1/22/24	Rehire
Darshanie Gir	Proth	8 Records Tech	1/8/24	Did Not Start
SEPARATIONS:				
Barbara Dashiels	C&Y	27 Clerk Typist II	1/19/24	Resigned
Keri Golden	Courts	12 Min Clk/Jud Asst	1/5/24	Self-Termed
Andrew Kroeckel	DA	22 Assist DA	2/16/24	Resigned
Matthew Bernal	DA	22 Assist DA	2/9/24	Resigned
Gerald Tyler	Maintenance	3 Custodian	1/5/24	Self-Termed
Chandra Bleice	PD	22 Assist PD	1/12/24	Resigned
CHANGES:				
Brittany Angelica	Aging	35 Casw 2	12/19/23-6/18/24	Intermittent LOA
Mary Volney	Career Link	10 Admin Asst	1/12-1/22/24	LOA
Melissa Snyder	C&Y	20 Supervisor	1/2-2/16/24	LOA
Melissa Snyder	C&Y	20 Supervisor	2/17-3/25/24	LOA
Amanda Treantafelo	Coroner	22 Chief Deputy	1/2/24	Promotion
Kelly Eberle	Courts	12 Judicial Asst	11/30/23-1/14/24	Update LOA End Date
Mario Orlando	DA	17 Detective	12/1-12/8/23	LOA
Emily McCartney	DR	12 Work Search Specialist	1/22/24	Promotion
Gerald Cox	Jail	CO	12/7/23-6/6/24	Intermittent LOA
Tami Pavolick	Jail	CO	12/15/23	Intermittent LOA
Virginia Bert	Jail	7 Office Asst Sr.	1/10-1/24/24	LOA
Jessica Achey	R&R	9 Deputy Recorder, Deeds	1/2/24	Correct Title
Marykathryn Best	R&R	Register of Wills/Recorder of Deeds	1/2/24	Updated Name
James Nunez	Sheriff	18 Corporal/FTO	1/9/24	Lateral Transfer
Mateusz Kochan	Sheriff	18 Corporal/Asst FTO	1/9/24	Lateral Transfer
Russell Doyle	Sheriff	18 Corporal	1/2-3/7/24	Correct LOA Salary
MISCELLANEOUS:				
Approve the request from Chief Public Defender, Jason Labar to increase Eric Closs' weekly hours from 35 hours to 40 effective 1/15/24.				
Correct the grade for the following Job Descriptions adopted effective 1/1/24:				
Corrections	22 Lt Training* (regraded from 21)			
Corrections	22 Lt* (regraded from 21)			
Corrections	22 Lt Central Intake* (regraded from 21)			
Correct the Aging Supervisor on-call rate on the 1/2/24 reorganizational agenda to \$28.57				
Correct the omission of the 4 MCCF Custodian position on the 1/2/24 Reorganizational Agenda.				
Approve the request from Adelaide Grace to increase C&Y Supervisor oncall rate to \$325 effective 1/15/2024.				
Approve the request to add a PT County Solicitor position paying \$250/hr effective 1/1/24				

- b) Approve/Ratify Requests to work additional hours:
 - i) Sheriff’s Office Overtime Report for the period ending 12/31/23:
 - (1) Deputies – 21.00 hours
 - (2) Security – 22.50 hours

M-2024-24 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the actions listed below:

- a) Vouchers Payable:
 - i) \$958,865.78 for the week ending 1/5/24
 - ii) \$1,213,332.03 for the week ending 1/12/24
- b) Gross Payroll:
 - i) \$1,337,878.71 for the week ending 12/31/23
- c) Healthcare Benefits Payments:
 - i) Highmark Blue Cross/Blue Shield:
 - (1) \$174,807.48 on 1/3/24
 - (2) \$74,781.16 on 1/9/24
 - ii) Geisinger:
 - (1) \$77,271.27 on 1/3/24
 - (2) \$97,393.33 on 1/8/24
 - iii) Dental Claims:
 - (1) \$4,579.26 on 1/5/24
 - (2) \$4,499.89 on 1/5/24
 - iv) Flexible Spending Account:
 - (1) 969.05 on 1/5/24

M-2024-25 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve/ratify the attached Travel Request Report – Children & Youth, Tax Claim Bureau, Emergency Services and Veteran’s Affairs.

M-2024-26 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to ratify execution of the First Amendment to Local Agency Grant Agreement for Senior Farmers’ Market Nutrition Program, to reflect changes in program administration as required by Federal regulations as requested by the Area Agency on Aging.

M-2024-27 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below as requested by Children and Youth Services:

- a) Ratify execution of the 2022/2023 Plan Budget Amendment Certification Statement to reflect a 2.4% decrease in spending for the period
- b) Execute an Adoption Assistance Agreement for A.D.

Chairman Christy explained the Budget Amendment Certification Statement and Children and Youth funding.

M-2024-28 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the actions listed below:

- a) Ratify the Budget Adjustment Report dated 1/2/24 totaling \$624,504.00
- b) Approve the Budget Adjustment Report dated 1/11/24 totaling \$1,424,065.00
- c) Acknowledge receipt of the 2022 Water Quality Study from the Monroe County Planning Commission
- d) Execute the following Professional Services Agreement:
 - i) Masington, Riegel & Goldberg, d/b/a ARM Lawyers – Sheriff’s Solicitor - \$15,000.00
 - ii) Patrick Best, Esquire – Controller’s Office Solicitor - \$6,350.00
 - iii) Weitzmann, Weitzmann & Huffman, LLC – County Solicitor - \$90,000.00
 - iv) Jason Costanzo, Esquire – Register & Recorder - \$11,000.00
- e) Execute the following Contract Service Provider Agreements:
 - i) Jacob Hill, Esquire – Special Public Defender
 - ii) Eric J. Filer, Esquire – Special Public Defender
 - iii) Deborah L. Huffman, Esquire – PFA Plaintiff Advocate
- f) Accept a quote from Matheson Transfer Company in the amount of \$2,720.00, to move furniture from the Courthouse to the warehouse
- g) Execute an Agreement for Professional Services with the Carbon-Monroe-Pike Drug and Alcohol Commission, Inc., to use \$63,428.00 of Opioid Settlement dollars to fund an Alcohol Recovery Support Specialist position at the Agency
- h) Acknowledge an increase in the per hour cost of security services (Securitas) in the Administrative Center from \$28.89 to \$30.90
- i) Execute a Youth Level of Service/Case Management Inventory 2.0 Test Usage Agreement with the PA Juvenile Court Judges’ Commission to perform risk assessments on juvenile offenders at the rate of \$3.00 per assessment
- j) Execute the Savin Maintenance and Service Agreement with the PA District Attorneys Institute for the period of 1/1/24 through 12/31/24 to continue to provide victim notification related to incarcerated individuals
- k) Add the following vendors to the County List of Approved Vendors:
 - i) Domestic Relations:
 - (1) Enformion LLC
 - ii) Aging:
 - (1) Carmen Mercado-Gonzalez
 - iii) PreTrial Services:
 - (1) Christine M. Darrah
 - iv) Emergency Mgmt:
 - (1) Critical Systems, LLC
 - v) MCCF:
 - (1) Henry’s Generator

Chairman Christy explained the budget adjustments. He stated the County received more ERAP money that was not originally included in the budget because the County thought the program had ended. He stated we have several new Professional Service Agreements for Solicitors for County Offices. He stated the Agreement for Professional Services with Carbon-Monroe-Pike Drug and Alcohol allows for an Alcohol Recovery Support Specialist to be hired that will only be dealing with Opioid Overdoses.

M-2024-29 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve/ratify the following Capital Purchases Reports:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
TOTAL APPROVED CAPITAL						\$ -
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
TOTAL REQUESTS W/TRANSFER						\$ -
GRANT FUNDED & OTHER:						
Voter Registration	101.4120.8800.0001	Grant Expenses	10	Poll pad package including delivery	Knowink - State Contract	15,550.00
TOTAL GRANT FUNDED & OTHER						\$ 15,550.00
TOTAL CAPITAL REQUESTS						\$ 15,550.00

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
Courts	101.4184.9575.0000	Capital Expenditure	1	Judge's robe	Oak Hall - Lowest quote	540.95
Sheriff	101.4197.9575.0000	Capital Expenditure	1	Bullet proof vest	Costars - State Contract	1,136.95
TOTAL APPROVED CAPITAL						\$ 1,677.90
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
TOTAL REQUESTS W/TRANSFER						\$ -
GRANT FUNDED & OTHER:						
Voter Registration	101.4120.8800.0001	Grant Expenses	3	Platform trucks with side panels	Uline - Lowest quote	2,342.49
TOTAL GRANT FUNDED & OTHER						\$ 2,342.49
TOTAL CAPITAL REQUESTS						\$ 4,020.39

Chairman Christy stated the purchases from Knowink and the purchase from Uline are expenses related to splitting Middle Smithfield voting district into four (4) districts and Tunkhannock into two (2) districts. Other expenses were for a Judge’s robe for the Magisterial District Court and a bullet proof vest for the Sheriff’s Department.

M-2024-30 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the Computer Capital Purchases Report dated 1/11/24 as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
Information Systems	101.4172.9575.0000	Capital Expenditure	38	Video cameras and labor	Odin Tech - Sole Source	26,844.58
Public Liability	250.5700.8800.0001	Grant Expenses				15,000.00
TOTAL APPROVED CAPITAL						\$ 41,844.58
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
District Attorney	101.4194.9575.0000	Capital Expenditure	2	Laserjet printers	CDW - Lowest quote	684.04
TOTAL REQUESTS W/TRANSFER						\$ 684.04
GRANT FUNDED & OTHER:						
TOTAL GRANT FUNDED & OTHER						\$ -
TOTAL CAPITAL REQUESTS						\$ 42,528.62

Chairman Christy explained that the Administration Building cameras are outdated and are being replaced from analog to digital.

Chairman Christy asked if there was any public comment. Natalie from Children and Youth stated that Children and Youth is down thirteen (13) positions, and they are in a crisis. She invited the Commissioner’s to attend their weekly administrative meeting which is held every Thursday at 9:30 a.m. She stated that they have some recruitment and retention ideas but need the Commissioner’s support.

Theresa Pesce, Community Member stated her grievance today is the Election Board only holding six (6) meetings this year which is a General Election year. She also asked if the Capital Purchase Report and Computer Capital Purchase Report could be more transparent before the meeting so comments could be made on agenda items if needed.

The meeting was adjourned at 9:45 a.m.

Robert J. Gress, Chief Clerk/Administrator

M-2024-20 thru M-2024-30

TRAVEL REQUEST REPORT

Travel ID	Travel Date(s)	Traveler(s)	Destination	Purpose of Travel	Est. Costs
CHILDREN & YOUTH SERVICES					
2023-0256	01/23/2024 -- 01/25/2024	Michele Haydt	State College, PA	SWAN Winter statewide meeting - Penn Stater	\$546.74
2024-0001	01/16/2024 -- 01/17/2024	Grace, Adelaide	Harrisburg, PA	Attend training.	\$515.21
CONSERVATION DISTRICT					
2024-0008	01/17/2024 -- 01/17/2024	Heaney, Kristina Mike Wilk	DEP NERO, Wilkes-Barre, PA	Discussion about two warehouse projects in Monroe County	\$0.00
2024-0009	01/10/2024 -- 01/10/2024	David Hooker	Hawley PA and Weatherly, PA	Lake Wallenpaupack Watershed Management District strategic planning meeting and January board meeting	\$0.00
2024-0015	01/23/2024 -- 01/23/2024	David Hooker Kristina Heaney	Allentown, PA	Farm Forward quarterly meeting	\$0.00
EMERGENCY SERVICES					
2024-0003	03/19/2024 -- 03/20/2024	Keegan, Maryellen	Lackawanna County EOC 30 Valley View Drive, Jessup, Pa 18434	To attend the MGT-310: Threat & Hazard Identification & Risk Assessment & Stakeholder Preparedness review course.	\$0.00
2024-0004	04/23/2024 -- 04/24/2024	Keegan, Maryellen	Lackawanna County EOC 30 Valley View Drive, Jessup, Pa 18434	Attend MGT-315: Conducting Risk Assessments for Critical Community Assets course	\$0.00
2024-0005	02/21/2024 -- 02/21/2024	Keegan, Maryellen	Lackawanna County EOC 30 Valley View Drive, Jessup, Pa 18434	To attend the AWR-213: Critical Infrastructure Security Resilience Awareness course	\$0.00
2024-0006	05/22/2024 -- 05/22/2024	Keegan, Maryellen	Lackawanna County EOC 30 Valley View Drive, Jessup, Pa 18434	To take the MGT-414: Critical Infrastructure Resilience and Community Lifelines	\$0.00

TRAVEL REQUEST REPORT

Travel ID	Travel Date(s)	Traveler(s)	Destination	Purpose of Travel	Est. Costs
2024-0007	05/23/2024 -- 05/23/2024	Keegan, Maryellen	Lackawanna County EOC 30 Valley View Drive, Jessup, Pa 18434	MGT-452: Physical and Cybersecurity for Critical Infrastructure	\$0.00
TAX CLAIM					
2024-0016	01/25/2024 -- 01/25/2024	Knitter, Melinda Zito, Tina	United States Bankruptcy Court Wilkes-Barre PA	Petition for Relief Under Chapter 13	\$22.00
VETERANS AFFAIRS					
2024-0002	01/12/2024 -- 01/12/2024	Kaye, Lisa Marie	Annville, PA	SVC Meeting	\$0.00