



MONROE COUNTY BOARD OF COMMISSIONERS

January 3, 2024

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday, January 3, 2024, in the Commissioner's Public Meeting Room at the Monroe County Administrative Center with the following present: Vice-Chairman David C. Parker, Commissioner Sharon S. Laverdure, Solicitor Todd W. Weitzman, Solicitor Deborah L. Huffman, Chief Clerk/Administrator Greg Christine, Administrative Secretary Cindy Cook. Chairman John D. Christy attended virtually.

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.

There was no public comment on agenda items.

**M-2024-14** Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the minutes of the 12/20/23 Commissioners' Meeting.

**M-2024-15** Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to amend Motion M-2023-254, December 16, 2023, Commissioners Meeting Capital Purchases Report, to reflect a higher price on the purchase of Surface Pro computers in the additional amount of \$4,726.00.

**M-2024-16** Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the actions listed below:

- a) Personnel Agenda

NAME:	DEPARTMENT:	POSITION:	DATE:	REASON:
<b>NEW HIRES:</b>				
Robert Gress	Commissioners	31 Chief Clerk	1/16/24	Rehire
Robert Gress	Commissioners	Open Records Officer	1/16/24	Rehire
Alexandria Leitch	Courts	16 Court Recorder/Transcriptionist	1/16/24	New Hire
Brian Germano	DA	23 Chief Prosecutor Appellate Section	1/2/24	Rehire
William Parrish	DA	17 Detective/DA Crisis Intervention	1/16/24	New Hire
Joshua Szot	Pretrial Services	9 Pretrial Secretary	1/8/24	New Hire
<b>SEPARATIONS:</b>				
Efrain Madera	Coroner	22 Chief Deputy	12/22/23	Resigned
Tanisha Scott	Jail	CO	12/20/23	Self Termed
Aaron Lombard	Planning	14 Tech- Temp	12/29/23	End Assignment
David Loncki	Sheriff	25 Chief Deputy	1/2/24	Non-Retained
Rolando Acosta	Sheriff	18 Corporal/Firearms	1/2/24	Non-Retained
<b>CHANGES:</b>				
Melissa Snyder	C&Y	20 Supervisor	1/14-2/25/24	LOA
Greg Christine	Commissioners	31 Assistant Chief Clerk	1/16/24	Lateral Transfer
Delaney Henasey	Conservation	4 Groundskeeper PT	1/2/24	Promotion
Ashley Johnson	DA	12 Legal Secretary	1/2/24	Transfer/Promotion
Danielle Eilber	DA	12 Legal Secretary	1/2/24	Transfer/Promotion
Curtis Rogers	DA	22 Assist District Attorney	1/2/24	PT to FT
Jo-Ann Atanasio	DA	12 Legal Secretary	1/2/24	FT to PT
Yolanda Pryce	Dom Relations	12 Enf Spec	12/10/23-6/9/24	Intermittent LOA
Edwin Altamirano	Jail	CO	10/27/23-1/18/24	Mod Duty
El-Amin Abdul-Khaleeq	Jail	CO	12/22/23-6/21/24	Intermittent LOA
James Williams	Jail	CO	11/14-12/10/23	LOA
Jasmine Johnson	Jail	CO	1/8/24	2nd Shift Assignment
Michael Lugo	Jail	CO	1/8/24	2nd Shift Assignment
Samantha Loria	Jail	18 Corrections Couns	10/10-11/21/23	Update LOA
Samantha Loria	Jail	18 Corrections Couns	11/22-12/25/23	Update LOA
Tara Doyle	Jail	CO	12/12-12/22/23	Extend WC LOA
Tara Doyle	Jail	CO	12/23/23-1/10/24	Extend WC LOA
Julie Tarhovsky	Jury Mgt	10 Admin Asst	12/15-12/25/23	LOA
William Teada	MDJ	16 Audit & Training Coord	12/11-12/17/23	LOA
Brett Heffelfinger	Sheriff	18 Corporal Vehicle Fleet	1/3/24	Promotion
James Nunez	Sheriff	18 Corporal Asst FTO	1/2/24	Promotion
Matthew Stockman	Sheriff	18 Corporal Warrants Inv	1/3/24	Lateral Transfer
Micheal Cioffi	Sheriff	25 Chief Deputy*	1/3/24	Promotion
Thomas Lee	Sheriff	18 Corporal Firearms	1/3/24	Promotion/Replacement
Stephanie Chieffo	Treasurer	9 Accounting Tech	11/20/23-1/20/24	LOA
<b>MISCELLANEOUS:</b>				
<b>Delete the following positions as of 12/31/23:</b>				
Note: Frozen positions in C&Y (see 2023 reorg) were NOT included in 2024 budget so they were deleted.				
Coop Extension- Remove (1) 17 Coop Ext Prog Agent*				
Correctional Facility- Remove (1) 4 Custodian/MCCF				
OEM- Remove (1) 9 Acct Tech				
Tax Assessment- Remove (3) Auxiliary Board Members				
Voter Reg- Remove (1) 11 Deputy Voting Machine Custodian - TEMP				
<b>Replace the following as of 1/1/2024:</b>				
Treasurer- Replace (1) 9 Acct Tech with (1) 12 Accounting Tech, Senior				
Voter Reg- Replace (2) 9 Record Tech with (2) 12 Administrative Coordinator				
<b>Add the following positions as of 1/1/24:</b>				
Conservation- Add (1) 4 Groundskeeper-PT				
DA- Add (1) New 23 Chief Prosecutor Appellate*				
DA- Add (1) New 17 Detective/DA-Crisis Intervention (3rd year)				
DA- Add (1) 12 Legal Secretary - FT				
DA- Add (1) 12 Legal Secretary - PT				
Maint- Add (1) 3 Custodian - FT				
Maint- Add (1) 13 Bldg Maintenance Mechanic - FT				
OEM- Add (1) New 17 Planner 1-Critical Infrastructure				
PD- Add (1) 12 Legal Secretary - FT				
PD- Add (1) 22 Assistant PD - PT				
Sheriff- Add (1) 8 CH Bailiff- FT				
Voter Reg- Add (3) 6 File Clerks-TEMP (each of the (3) positions work 35 hours weekly)				
<b>Increase the hours of the following positions as of 1/1/24:</b>				
DA- (9) FT 22 Asst DA move from 35 hours weekly to 40 hours weekly				
PD- (8) FT 22 Asst Public Defender move from 35 hours weekly to 40 hours weekly				
<b>Adopt the following Job Descriptions effective 1/1/24:</b>				
Commissioners	17	Records Archivist (no change in grade)		
Commissioners	20	Risk Manager* (regraded from 19)		
Corrections	26	Deputy Warden Operations (no change in grade)		
Corrections	26	Deputy Warden Security (no change in grade)		
Corrections	21	Lt Training* (regraded from 20)		
Corrections	21	Lt* (regraded from 20)		
Corrections	21	Lt Central Intake* (regraded from 20)		
Corrections	23	Director of Treatment* (regraded from 20)		
Corrections	18	Sergeant (no change in grade)		
Corrections	17	HR Specialist* (no change in grade)		
Courts	17	Jury Manager (regraded from 16)		
Courts	13	Exec. Assist to Court Admin (regraded from 12)		
DA	23	Chief Prosecutor Appellate* (exempt 40 hours DA)		
OEM	17	Planner 1- Critical Infrastructure Prep (non-exempt 40 hours OEM)		
Treasurer	18	Chief Deputy Treasurer (regraded from 17)		
Treasurer	13	Asst Deputy Treasurer (no change in grade)		
Voter Reg	15	Deputy Director of Voter Reg (regraded from 13)		
Request from Brian Fisher, Director of Domestic Relations, to convert one 12 Accounting Tech Sr position to a 12 Enforcement Specialist.				

b) Sheriff's Office Overtime Report for the period ending 12/17/23:

- (1) Deputies – 73.50 hours
- (2) Security – 62.00 hours
- (3) Clerks – 4.75 hours

c) Electronic Financial Transactions (Ratify):

- 1) Vouchers Payable:
  - i) \$1,624,016.79 for the week ending 12/22/23
  - ii) \$933,874.57 for the week ending 12/29/2023
- 2) Gross Payroll:
  - i) \$1,343,252.81 for the period ending 12/17/23
- 3) Healthcare Benefits Payments:
  - i) Highmark Blue Cross/Blue Shield:
    - (1) \$37,145.02 on 12/19/23
    - (2) \$47,986.08 on 12/27/23
  - ii) Geisinger:
    - (1) \$81,422.37 on 12/4/23
    - (2) \$110,959.02 on 12/19/23
    - (3) \$4,124.00 on 12/18/23
    - (4) \$98,296.58 on 12/18/23
    - (5) \$80,476.03 on 12/27/23
  - iii) Dental Claims:
    - (1) \$7,106.53 on 12/27/23
    - (2) \$1,032.30 on 12/29/23
  - iv) Flexible Spending Account:
    - (1) \$176.00 on 12/15/23
    - (2) \$473.94 on 12/19/23
    - (3) \$20.60 on 12/27/23
  - v) ConnectYourCare:
    - (1) \$341.82 on 12/1/23
    - (2) \$647.13 on 12/27/23
    - (3) \$265.31 on 12/29/23

**M-2024-17** Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve/ratify the attached Travel Request Report – Assessment

**M-2024-18** Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below, items (a) thru (h) and items(j) thru (n). Item(i), the Professional Services Agreement with Bid4Assets was tabled.

- a) Ratify the Budget Adjustment Report dated 12/14/23 totaling \$34,833.00
- b) Approve the Budget Adjustment Report dated 12/28/23 totaling \$179,581.00
- c) Accept an Engagement Agreement with Weitzmann, Weitzmann & Huffman, LLC in the amount of \$90,000.00 to be appointed the County Solicitor effective 1/2/24
- d) Approve the following Contract Service Provider Agreements:
  - i) Robert A. Saurman, Esquire – Special Public Defender
  - ii) Janet Catina, Esquire – Special Public Defender
  - iii) Janet Catina, Esquire – PFA Defense Advocate
- e) Authorize submission of the 2022-2023 Byrne State Crisis Intervention Program Grant Application, in the amount of \$200,000.00 and further authorize the Grants Manager to electronically submit on behalf of the Commissioners
- f) Authorize submission of the 2023 Building Infrastructure and Communities Application in the amount of \$63,500.00 and further authorize the Grants Manager to electronically submit on behalf of the Commissioners
- g) Accept a proposal from Finest Shade in the amount of \$2,944.00 (lowest of two quotes) to frost the Sallyport and Judges Parking Garage doors in the new Courthouse addition
- h) Execute the following Change Orders for the Courthouse Renovation/Expansion Project:
  - i) EC-008 – Wind Gap Electric - \$150,100.15 – Additional work
  - ii) GC-018 – Lobar Construction - \$40,674.84 – Additional work
- i) Execute a Professional Services Agreement with Bid4Assets, for the period of one year, to provide online auction services for the Tax Claim Bureau, with the cost passed on to the bidder-Tabled

- j) Reappoint Debbie Kulick and Aaron DeAngelo to the Eastern Monroe Public Library Board of Trustees with new terms to end 12/31/2026
- k) Execute a Power Generation Maintenance Agreement with Curtis Power Solutions in the amount of \$2,937.44 for the period of 1/1/24 through 12/31/24 to perform annual maintenance on the Emergency Services generator (subject to the Solicitor's final approval)
- l) Accept a proposal from Zelenkofske Axelrod, LLC to perform the 2023 County audit in an amount not to exceed \$63,500.00, with options for 2024 and 2025
- m) Authorize submission to PennDOT an Application to Encumber Liquid Fuels Tax Funds in the amount of \$150,000.00
- n) Add the following Vendors to the County List of Approved Vendors:
  - i) Aging:
    - (1) Mary L. Hamrick
  - ii) Pretrial Services:
    - (1) Cori Doughty
    - (2) Paola Medrano
    - (3) Brian J. Fisher
  - iii) Fiscal:
    - (1) BLACK ROCK PROPERTY MANAGEMENT, LLC
    - (2) MICHAEL REISENWITZ
    - (3) RINEVEST, LLC
    - (4) ROCKY RUSSO
    - (5) TTMM, LLC
    - (6) ANDREI BIALEVICH
    - (7) LENNOX K. NURSE
    - (8) ANDROULLA TOFALLI
    - (9) NINO KAVTARADZE
    - (10) HAMLIN HEIGHTS
    - (11) JCNT LLC
    - (12) TITUS ASSIH
    - (13) WALTER J. LEWIS
    - (14) A&M PROPERTY HOLDINGS, LLC
    - (15) SANDRA PFEIFER
    - (16) 116 ANN LN LLC
    - (17) ADAM SAWAH
    - (18) EUGENE H. HAGERTY SR.
    - (19) POCONO VILLAGE COURT LLC
    - (20) MAZZIOTTA PROPERTIES GROUP LLC
    - (21) ESTATE OF JOSEPH R. SQUIRES, SR.
    - (22) WILSON O. ROMERO BERMEJO
    - (23) GEORGE KUZNI
    - (24) MARIE A. FERJUSTE
    - (25) CELESTE ALMANZAR
    - (26) DENISE TAGARIS
    - (27) ROSLYN CLARKE
    - (28) JOANNE COLLINS
    - (29) SHIRLEY M. STERNER
    - (30) TENDO LLC
    - (31) MICHAEL P. GUY
    - (32) LEGACY REAL ESTATE PARTNERS INC.
    - (33) HARVEY I. POLLOCK
    - (34) MOUNTAINHOME PROPERTIES LLC
    - (35) PLAMEN A. MALINOV
    - (36) JAVIER MORALES
    - (37) WFA 8EMERSON LLC
    - (38) CHARLES COOPER
    - (39) JANE L. GEORGE
    - (40) PAUL FISHER INC.
    - (41) SOCRATES KATSIAMIDES
    - (42) THREE MUSKETEERS HOLDINGS GROUP LLC
    - (43) MARLESE ALEXANDRIA MOONITZ
    - (44) MR M'S CUSTOM LLC
    - (45) COLETTE FRITZLEN
    - (46) FAIRBRIDGE INN & SUITES
    - (47) ECONOSTAY INN
    - (48) FABRIZIO R CIANNI

- (49) PRESTON BIGELOW
- (50) IGOR JARYL & VERA JARYL
- (51) EWA KUBIAK
- (52) ANTHONY M. FARDA
- (53) ANGELO REVILLA
- (54) PASQUALE NICOLETTI
- (55) POCONO DREAMS LLC
- (56) DENISE E. GOULD
- (57) 491 GRUPPE LLC
- (58) JOSEPH S. WIESMETH
- (59) JUDITH NIELSEN
- (60) SHOFF HOLDINGS LLC
- (61) TIMBERFALLS BLAKELY LLC
- (62) RENEE PACE
- (63) 151-153 BROAD LLC
- (64) MARYANN & JAMES FETTERHOFF
- (65) MONICA MUTLOS
- (66) MYRTLE A. MAUNDY

Chairman Christy stated the firm of Weitzmann, Weitzmann and Huffman, LLC are the new County Solicitors. He thanked Attorney Robert A. Saurman who is providing services as a Special Public Defender and Attorney Janet Catina who is providing services as a Special Public Defender and a PFA Defense Advocate. He explained the Byrne State Crisis Intervention Program Grant would assist Monroe County with gun safety mitigation and crisis intervention. He stated the 2023 Building Infrastructure and Communities Grant would be used to explore possible uses for the old jail building. Chairman Christy thanked Debbie Kulick and Aaron DeAngelo for continuing to serve on the Eastern Monroe Public Library Board of Trustees.

**M-2024-19** Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the Capital Purchases Report dated 12/28/23 as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
<b>APPROVED CAPITAL:</b>						
Courts	101.4184.9575.0000	Capital Expenditure	3	Judicial Robes	Oak Hall - Lowest Quote	1,478.85
Tax Assessment	101.4136.9575.0000	Capital Expenditure	1	Desk Riser	Office Service - State Contract	263.58
Tax Assessment	101.4136.9575.0000	Capital Expenditure	12	New Cubicles	Office Service - State Contract	37,538.48
<b>TOTAL APPROVED CAPITAL</b>						<b>\$ 39,280.91</b>
<b>REQUESTS WITH TRANSFER: (see Budget Adjustment Report)</b>						
<b>TOTAL REQUESTS W/TRANSFER</b>						<b>\$ -</b>
<b>GRANT FUNDED &amp; OTHER:</b>						
<b>TOTAL GRANT FUNDED &amp; OTHER</b>						<b>\$ -</b>
<b>TOTAL CAPITAL REQUESTS</b>						<b>\$ 39,280.91</b>

Chairman Christy asked if there was any public comment. Theresa Pesce stated her concerns about the newly adopted Rules for Public Participation at County Meetings. She also stated her concerns about not being able to use the audio-visual equipment to make presentations at the meeting.

The meeting was adjourned at 9:40 a.m.

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Robert J. Gress, Chief Clerk/Administrator

**M-2024-14 thru M-2024-19**

## TRAVEL REQUEST REPORT

Travel ID	Travel Date(s)	Traveler(s)	Destination	Purpose of Travel	Est. Costs
<b>ASSESSMENT</b>					
2023-0257	01/18/2024 -- 01/19/2024	Hasker, Michelle Lutz, Darrell	CCAP BUILDING HARRISBURG	January AAP Board and Committee Meetings	\$0.00