



MONROE COUNTY BOARD OF COMMISSIONERS
March 6, 2024

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday, March 6, 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 Todd W. Weitzmann, 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.

M-2024-72 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the minutes of the 2/21/2024 Commissioners’ Meeting.

M-2024-73 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to adopt the certificate of special recognition for Jordan Smalley for achieving the rank of an Eagle Scout.

M-2024-74 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:				
Anthony Mckenna	Career Link	Laborer	2/20/24	Did not Start
Susan Owens	C&Y	33 Fiscal Tech	3/4/24	New Hire/Replacement
Kathy McBride	Courts	10 Admin Assistant	3/18/24	New Hire/Replacement
Denise Denson	MDJ 43-4-01	7 Tech	3/18/24	New Hire/Replacement
Brianna Christy-Otto	PD	10 App Intake Analyst	3/11/24	New Hire/Replacement
Andrew Hernandez	Sheriff	17 Deputy Sheriff	3/4/24	Rehire/Replacement
SEPARATIONS:				
Monica Harrison	Aging	33 Fiscal Tech	2/9/24	Non-Retained
Ariel Pabon	C&Y	35 Casw 2	3/1/24	Non-Retained
Brandi Grello	Jail	CO	2/29/24	Non-Retained
Michael Lugo	Jail	CO	2/20/24	Resigned
Michael Ratliff	Maint	3 Custodian	2/26/24	Non-Retained
Kacie Hughes	MDJ 43-4-02	7 Technician	3/1/24	Resigned
Izabella Schlatter	Sheriff	8 Office Asst Firearms	3/11/24	Resigned
Kayla Felten	Sheriff	10 Personal Prop/Criminal Ct Clk	3/1/24	Resigned
CHANGES:				
Gabrielle Ferrara	Commissioners	17 Records Archivist	2/27-3/13/24	LOA
Jeanette Gilbo	Courts	16 Court Recorder/Trans	2/28-5/21/24	LOA
Jeanette Gilbo	Courts	16 Court Recorder/Trans	5/22-8/24/24	LOA
Denise Caputo	DR	11 Intergov Spec	3/11/24	Promotion
Gayle Stumpp	DR	10 Enforc & Data Img Tech	3/1-8/31/24	Intermittent LOA
Morgan Altemose	DR	11 Intergov Spec	3/4/24	Promotion
Kimberly Gilliam	HR	10 Administrative Secretary - PT	3/20-5/8/24	LOA
Brandi Grello	Jail	CO	1/27-4/26/24	Probationary Period Extended
Joseph Collado	Jail	CO	2/24-2/25/24	LOA
Justin Garcia	Jail	CO	2/11-2/22/24	LOA
Virginia Bert	Jail	7 Office Asst Sr.	2/5-8/4/24	Intermittent LOA
MISCELLANEOUS:				
Approve the request from Chief PD Jason LaBar to add one 22 Assist PD position as of August 2024				
Approve the request from Director of Planning Christine Meinhart to convert a 21 Environmental Planner Sr position to a 22 Infrastructure Planner.				
Approve the request from Cori Doughty, Court Admin, to create a temporary 13 Executive Assist to the courts to end on 7/5/24				
Approve the request from Kate Best to allow use of 34.5 hours carryover vacation before sick time for Donna Stevens' upcoming LOA.				

- b) Approve/Ratify Requests to work additional hours:
 - i) Sheriff's Office Overtime Report for the period ending 2/25/2024:
 - (1) Deputies – 15.75
 - (2) Security – 29.75
 - (3) Clerks- 0
- c) Electronic Financial Transactions (Ratify):
 - 1) Vouchers Payable:
 - i) \$828,796.60 for week ending 2/23/2024
 - ii) \$6,012,703.02 for week ending 3/1/2024
 - 2) Gross Payroll:
 - i) \$1,388,796.68 for period ending 2/25/2024
- d) Healthcare Benefits Payments:
 - i) Highmark Blue Cross/Blue Shield:
 - (1) \$47,859.94 on 2/20/2024
 - (2) \$69,926.32 on 2/29/2024
 - (3) \$10.30 on 2/29/2024
 - ii) Geisinger:
 - (1) \$60,403.71 on 2/20/2024
 - (2) \$81,261.80 on 2/26/2024
 - iii) Dental Claims:
 - (1) \$3,720.04 on 2/20/2024
 - (2) \$5,276.80 on 2/29/2024
 - (3) \$1,032.30 on 2/29/2024
 - iv) Flexible Spending Account:
 - (1) \$2,823.07 on 2/20/2024
 - (2) \$6,082.53 on 2/23/2024
 - (3) \$2,934.18 on 3/1/2024

M-2024-75 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve/ratify Travel Requests for the following - Area Agency on Aging, Assessment, Children & Youth, Commissioners, Grants, Public Defender, Vector Control and Veterans Affairs

M-2024-76 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to acknowledge the resignation of Michael Albert from the Carbon-Monroe-Pike Mental Health/Developmental Services Advisory Board.

Chairman Christy thanked Mr. Albert for his dedication to the Board.

M-2024-77 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) Reappoint the following to the Advisory Board:
 - i) Dr. Damary Bonilla-Rodriguez with a term to expire 10/31/2026
 - ii) Donna Watson with a term to expire 10/31/2026
- b) Acknowledge resignation from the Advisory Board:
 - i) Carrie Weitz

M-2024-78 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the actions listed below:

- a) Ratify the Budget Adjustment Report dated 2/20/2024 totaling \$6,717,732.00
- b) Approve the Budget Adjustment Report dated 2/29/2024 totaling \$34,245.00
- c) Ratify a Limited-Service Agreement with Pennoni Associates, Inc. for Monroe County Courthouse Project for scope of services listed on agreement at the rate of \$850.00 per event
- d) Ratify submittal to the National Resource Conservation Service -USDA, of the county to express their preference for the Sponsor Preferred Alternative for both the Goose Pond Dam and Leavitt Branch Dam is for the rehabilitation of each dam
- e) Execute agreement with Walker Consultants for professional consulting services for repairs to the county parking deck with Asset Management Plan in the amount of \$57,020.00

- f) Amend agreement with Kudu Creative increasing contract total to an amount not to exceed \$413,467.00, for a period through 12/31/2024, for a Fentanyl Awareness Campaign in Monroe County (paid from Opioid Settlement Funding)
- g) Acknowledge receipt of the Liquid Fuels Tax Fund, Act 44 Fund, and Act 89 Tax Fund Attestation Engagement for the period January 1, 2018, to December 31, 2022, as prepared by the Auditor General
- h) Execute the following Change Orders for the Courthouse Renovation/Expansion Project:
 - i) GC-019 – Lobar Construction – Additional Work and Credit totaling \$19,533.62
- i) Add the following Vendors to the County List of Approved Vendors:
 - i) Aging:
 - (1) Lois M. Labarre
 - ii) Maintenance:
 - (1) Acco Brands

Chairman Christy explained the budget adjustments, the Pennoni Associates, Inc. agreement and the Kudu addendum.

M-2024-79 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to execute renewal agreement with Guardian RFID for inmate management, monitoring and tracking at rates listed on Addendum B (\$3,500.00 per year) through 12/31/2027 as requested by the Correctional Facility.

M-2024-80 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below as requested by the Grants Department:

- a) Approve the Fiscal Director to electronically sign the FY 24 Mosquito-borne Disease Control Contract (C990004365) for the period January 1, 2024-December 31, 2024, in the amount of \$133,717.00
- b) Acknowledge receipt of the US Department of Homeland Security Grant Program Agreement, Federal Fiscal Year 2023, award #EMW-2023-SS-00094 in the amount of \$893,705.00
- c) Acknowledge receipt of the Commonwealth of Pennsylvania State Fiscal Year 2023-2024 Hazardous Material Response Grant Agreement (C950004067) in the amount of \$7,821.00
- d) Approve the CSBG 2024 Sub-recipient contracts for the period January 1, 2024, through December 31, 2024, pursuant to the State agreement with 1st allocation as listed:

		1st & 2nd Qtr. Agency Allocation	Total Agency Allocation
<u>Monroe</u>			
CSS-Shepherd's Maternity Home	-	\$ 3,511	\$ 10,000
Family Promise of Monroe County	-	\$ 29,843	\$ 85,000
Monroe County Meals on Wheels	-	\$ 7,022	\$ 20,000
Pocono Area Transitional Housing	-	\$ 11,235	\$ 32,000
Pocono Mountains United Way-Info Line/VITA	-	\$ 5,266	\$ 15,000
Pocono Services for Families & Children	-	\$ 25,629	\$ 73,000
Resources for Human Development	-	\$ 10,952	\$ 31,194
Salvation Army-Housing-Emergency Services	-	\$ 32,720	\$ 93,195
Stroud Region OpenSpace & Rec Commission	-	\$ 3,511	\$ 10,000
MONROE COUTY TOTAL:	-	\$129,689	\$ 369,389
<u>Pike</u>			
Center for Developmental Disabilities	-	\$ 11,702	\$ 33,330
Pike County Developmental Center	-	\$ 11,934	\$ 33,993
Pike County Human Services	-	\$ 8,777	\$ 25,000
PIKE COUNTY TOTAL	-	\$ 32,413	\$ 92,323
TOTAL		\$162,102	\$ 461,712

Chairman Christy reviewed the 2024 Sub-recipient contracts.

Vice-Chairman Parker asked why Carbon County was not included in the above allocations. Chairman Christy stated they have their own allocations; Pike County is included with Monroe County due to the size of their county.

M-2024-81 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to reappoint Mr. Andrew Forte to the Pennsylvania Northeast Regional Railroad Authority with a new term to expire on 1/31/2029.

M-2024-82 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below as requested by Pleasant Valley Manor:

- a) Ratify execution of the following Intergovernmental Transfer Agreements (IGT):
 - i) PA Department of Human Services Office of Long-Term Living Agreement to collect IGT Funds
 - ii) PA Coalition of Affiliated Healthcare & Living Communities (PACAH) Agreement to disburse IGT Funds

M-2024-83 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below as requested by the Probation Department:

- a) Execute agreement with Vigilant for client monitoring service for a 1-year period at rates listed in agreement on Table 1 and Table 2 with solicitors' changes
- b) Acknowledge receipt of the Justice Court Judges Commission Juvenile Probations Services Grant Award in the amount of \$96,795.00 for the grant period 07/01/2023-06/30/2024

M-2024-84 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to execute agreement with Permittium, LLC for permits at a rate of \$5.00 per transaction for the period 5/24/2024 through 5/24/2025 as requested by the Sheriff's Department.

M-2024-85 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve/ratify the Capital Purchases Report dated 2/21/2024 as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
Correctional Facility	101.4232.5522.0000	Minor Equipment	3	Standing desk converters	Amazon - Lowest Quote	1,137.00
TOTAL APPROVED CAPITAL						\$ 1,137.00
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
Tax Assessment	101.4136.9575.0000	Capital Expenditure	7	Optimize Integrated Power Poles	Office Service Co - State Contract	1,663.20
TOTAL REQUESTS W/TRANSFER						\$ 1,663.20
GRANT FUNDED & OTHER:						
TOTAL GRANT FUNDED & OTHER						\$ -
TOTAL CAPITAL REQUESTS						\$ 2,800.20

Chairman Christy explained the Capital Purchase Report items.

M-2024-86 Motion by Chairman Laverdure, seconded by Vice-Chairman Parker and carried to approve/ratify the Computer Capital Purchases Report dated 3/1/2024 as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
Information Systems	101.4172.5260.0002	Cybersecurity & DR	800	Cisco subscription licenses and servers	CDW - Lowest Quote	31,965.00
TOTAL APPROVED CAPITAL						\$ 31,965.00
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
TOTAL REQUESTS W/TRANSFER						\$ -
GRANT FUNDED & OTHER:						
TOTAL GRANT FUNDED & OTHER						\$ -
TOTAL CAPITAL REQUESTS						\$ 31,965.00

Chairman Christy explained the item on the Computer Capital Purchases Report is a second step in the authentication process to protect our computer network. Vice-Chairman Parker also noted it is required by our insurance company.

Chairman Christy reminded everyone about Community Night which will be held at Northampton Community College – Pocono Campus on April 30, 2024, from 6:00 p.m.-8:00 p.m.

Chairman Christy asked if there was any public comment. A reporter from BRC 13 news asked if Monroe County had filed the required report with Harrisburg stating how the Opioid Settlement money has been spent. Chairman Christy said Monroe County has filed its first report and the County has spent most of the money on an ad campaign for fentanyl awareness. He said the county is researching other ways the money is allowed to be spent. Chairman Christy stated the District Attorney is currently using resources from the funds to proactively fight opioid abuse.

Jane Gagliardo asked if there would be any public education programs on opioid awareness. Chairman Christy stated there are public education programs being scheduled as well as Narcan being made available to the public and RX Destroyer which is also available. He stated those items will be available at Community Night on April 30 and meetings can be arranged with any organization to provide Narcan and RX Destroyer. Chairman Christy stated the county has made great strides in providing services to people with addictions and is also working hard to reduce the stigma of addiction.

Janet Doner asked a question about the process of getting people with drug addiction help. Chairman Christy stated help is available through Carbon-Monroe-Pike Drug and Alcohol Commission as well as the Law Enforcement Treatment Initiative (LETI) program. Chairman Christy stated a person could turn themselves into any law enforcement personnel to get help. The Commissioners are also working with the Public Defender's office to create a program to assist their clients.

Michael Mancuso, District Attorney requested that the Opioid Settlement money be used for medically assisted treatment programs at the Monroe County Correctional Facility. Discussion followed about different types of programs available at the correctional facility.

Janet Doner asked about the prevalence of drugs available, Chairman Christy explained the history of drugs coming in the United States and stated at this time the Cartels are producing fentanyl and it is coming up from Mexico.

Bridget Shanley asked since fentanyl is currently coming in from Mexico is there was any discussion about clamping down on the borders. Chairman Christy stated 90% of fentanyl being brought in from Mexico is brought in by Americans.

Erik Diemer, Controller, stated following the recent completion of the 2022 single audit by Baker Tilly US, LLP and the 2021 and 2022 tax collector audits, the office is up to date on audits. He also stated the tax collectors' audits are available to view on the county's website.

Janet Doner stated the 90% statistic previously discussed may not be accurate because that is only the statistic for people being caught. The statistics of people not being caught are unknown.

The meeting was adjourned at 10:00 a.m.

Robert J. Gress, Chief Clerk/Administrator

M-2024-72 thru M-2024-86