



MONROE COUNTY BOARD OF COMMISSIONERS
October 16, 2024

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday, October 16, 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 at 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.

Cindy Treible, Chief Assessor reported there were no corrections to the duplicate.

M-2024-322 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the minutes of the 10/02/2024 Commissioners' Meeting.

M-2024-323 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:				
Darryl Sanders	Career Link	Laborer	10/8/24	Update Start Date
Fantaisha Palmer	Career Link	Laborer	10/8/24	Update Start Date
Jaileen Camacho	Career Link	Laborer	10/8/24	New Hire
Kaylee Strunk	Career Link	Laborer	10/8/24	Update Start Date
Kevin Cloward	Career Link	Laborer	10/8/24	Update Start Date
Onteia Gates	Career Link	Laborer	10/8/24	Re-Hire
Amber Robles	Children & Youth	21 Fiscal Officer II*	10/21/24	New Hire/Replacement
Samantha Benway	Conservation	7 Office Asst Sr	10/28/24	New Hire/Replacement
Jessica Holloway	Correctional Facility	CO I	9/23/24	Correct Name
Donna Dottery	District Justices	7 Tech Floater	9/23/24	Correct Name
Charles Grimsey	Maintenance	3 Custodian	10/21/24	New Hire/Replacement
Raymond Calderon	Maintenance	12 Bldg Maint Mech	11/5/24	New Hire/Replacement
Tristan Cadogan	Maintenance	3 Custodian	10/15/24	New Hire/Replacement
Destiny Conard	Public Defender	22 Asst Public Def*	10/21/24	New Hire/Replacement
Viansa Santiago	Public Defender	10 Application Intake Analyst	10/7/24	Change to Rehire/Replacement
SEPARATIONS:				
Rossana Chobanova	Career Link	13 Career Couns/Case Mgr	10/14/24	Resigned
Andrew Ricks	Vector Cont	14 Vector Technician Temp	10/3/24	Update End Date
CHANGES:				
Jenna Moore	Children & Youth	20 Supervisor I Intake/CPS	10/21/24	Promotion
Sarah Essiem	Children & Youth	35 Casw 2	9/2-10/27/24	LOA
Virginia Salter	Children & Youth	Constable	10/12-10/22/23	Reverse Unpaid Suspension
Blake Schiller	Correctional Facility	18 Sergeant	11/1-11/3/24	LOA
El-Amin Tehran Abdul-Khaleeq	Correctional Facility	CO II	9/9-10/23/24	LOA
Frank Lantigua	Correctional Facility	CO II	10/4-10/15/24	Extend LOA
Frank Lantigua	Correctional Facility	CO II	10/15-10/23/24	LOA
Kristijan Frank	Correctional Facility	CO II	10/7/24	Extend LOA
Kristijan Frank	Correctional Facility	CO II	10/8-10/10/24	RTW Mod Duty
Kristijan Frank	Correctional Facility	CO II	10/11-10/25/24	LOA
Patti Manfre	Correctional Facility Admin	18 Treatment Assistant	10/8/24	Early RTW
Yessica Clase	Correctional Facility	CO II	11/16-11/17/24	LOA
Amanda Treantafelo	Coroner	22 Chief Dep Coroner*	9/27-10/11/24	LOA
Leidimar Smith	Maintenance	4 Custodian Sr	10/2-11/3/24	LOA
Morgan Martinez	Maintenance	4 Custodian Sr	8/30-10/11/24	LOA
Morgan Martinez	Maintenance	4 Custodian Sr	10/12/24-4/11/25	Intermittent LOA
Ralph Ayala	Maintenance	4 Custodian Sr	10/1/24	Promotion
Timothy Nixon	Maintenance	4 Custodian Sr	4/8/24	Promotion
Alyssa Herrera	Probation - Adult	9 Probation Secretary	11/2-12/14/24	LOA
Heather Oberman	Voter Registration	8 Office Asst Sr	10/15-10/29/24	Temp Additional Position
Lance Robson	Voter Registration	33 Casw 1	10/15-10/29/24	Temp Additional Position
Sherry Frisbie	Voter Registration	12 Accounting Tech Sr.	10/15-10/29/24	Temp Additional Position
Susan Sebring	Voter Registration	8 Data Entry Clerk	10/15-10/29/24	Temp Additional Position
MISCELLANEOUS:				
Approve the request from Mary Claire Megargle to place CW2 on a monthly Protective Services rotation and pay them out of class per the PSSU CBA until Protective Service can be restaffed with CW 3.				

- b) Approve/Ratify Requests to work additional hours:
 - i) Sheriff's Office Overtime Report for the period ending 10/06/2024
 - (1) Deputies – 68 hours
 - (2) Security – 98.75 hours
 - (3) Clerks – 4 hours

M-2024-324 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the actions listed below:

- a) Vouchers Payable:
 - i) \$929,392.61 dated 10/04/2024
 - ii) \$1,028,859.26 dated 10/08/2024
- b) Gross Payroll:
 - i) \$1,364,304.90 for pay period ending 10/06/2024
- c) Healthcare Benefits Payments:
 - i) Highmark Blue Cross/Blue Shield:
 - (1) \$86,977.11 dated 10/01/2024
 - (2) \$46,249.06 dated 10/08/2024
 - (3) \$1,060.05 dated 10/08/2024
 - ii) Geisinger:
 - (1) \$83,940.49 dated 10/01/2024
 - (2) \$192,232.37 dated 10/08/2024
 - iii) Dental Claims:
 - (1) \$8,041.20 dated 10/08/2024
 - (2) \$8,226.98 dated 10/02/2024

- (3) \$7,599.21 dated 10/11/2024
- iv) Flexible Spending Account:
 - (1) \$509.98 dated 10/08/2024
 - (2) \$369.21 dated 10/11/2024

M-2024-325 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve/ratify the Travel Requests for the following: Adult Probation, Aging, Children & Youth, Commissioners, Conservation District, Emergency Services, Juvenile Probation and Vector Control.

M-2024-326 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) Execute the following Adoption Assistance Agreements
 - i) I.P.
 - ii) M.P.
- b) Amend the Adoption Assistance Agreement for L.B. to reflect a subsidy increase from \$10.00 per day to \$40.00 per day to assist with increased behavioral issues
- c) Execute Purchase of Service Agreements for the period July 1, 2024 – June 30, 2025, with following:
 - i) Drug and Alcohol Rehabilitation Services, Inc., contract limit totaling \$30,000.00 (drug and alcohol rehabilitation)
 - ii) Concern Professional Services for Children, Youth and Families, contract limit totaling \$200,000.00 (specialized foster care) – contingent upon corrected insurance certificate
 - iii) Loftus Vergari & Associates, contract limit totaling \$85,000.00 (foster care)
 - iv) Families United Network, Inc, contract limit totaling \$50,000.00 (family based foster care)
 - v) Children’s Home of York, contract limit totaling \$130,000.00 (adoption and foster care services)
 - vi) Bethany Home, Inc., DBA Bethany Children’s Home, contract limit totaling \$125,000.00 (independent living and supervised independent living)

M-2024-327 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below:

- a) Ratify the Budget Adjustment Report dated 10/02/2024 totaling \$42,817.00
- b) Approve the Budget Adjustment Report dated 10/10/2024 totaling \$103,840.00
- c) Authorize Chief Clerk to advertise for requests for proposals to hire a consultant to create the first county – wide reentry strategic plan
- d) Ratify the following change orders for Courthouse Construction Project:
 - i) Otis Elevator Company #ELC-002 in the total amount of a subtraction of \$10,040.00 for deduction of Overspeed Governors
 - ii) Wind Gap Electric, Inc. EC-011 in the total amount of an additional \$7,101.77 for added circuit /control for wiring/monitoring for heat cable in the South Annex Stair Tower
 - iii) Lobar Construction Inc. GC-025 in the total amount of an additional \$7,830.93 for cost associated with furnishing and installing Kinetics Vibration/Acoustic Pads at the mezzanine AHU
 - iv) LTS Plumbing & Heating, Inc. PC-011 in total amount of an additional \$7,362.87 for Sprinkler Line Removal, Sprinkler Line Insulation and Sprinkler Line Reinstallation
- e) Approve the use of Courthouse Square by GO Collaborative on October 26, 2024, for the annual Spooky Stroudsburg Event to be held from 1:00 p.m. – 7:00 p.m.
- f) Ratify emergency repair to chiller with Super Heat Inc. MCCF in the amount of \$13,858.94
- g) Add the following Vendors to the County List of Approved Vendors:
 - i) Sheriff
 - (1) Miwall Corporation
 - ii) Aging
 - (1) Debra L. Hartley

Chairman Christy explained the budget adjustment reports. The report totaling \$42,817.00 reflects seventy seven (77) percent for healthcare benefits, fourteen (14) percent for tax claim postage and file system repair and nine (9) percent to the office of emergency management for

roof repairs. The report totaling \$103,840.00 reflects fifty eight (58) percent to MCTA for additional grant funding, nineteen (19) percent to aging for share housing and resource grant funding, thirteen (13) percent to HAP for additional allocation. Additional adjustments were for the fifth installment of CSBG funding, maintenance for the purchase of snow blowers and risk management for first aid box restocking.

M-2024-328 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve Professional Services Agreement with Attorney Deborah Huffman as a special part-time assistant district attorney for the prosecution of violations of protection of abuse orders for the period October 1, 2024, through September 30, 2025, at a rate of \$220.00 per hour as requested by Mike Mancuso, District Attorney.

M-2024-329 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below as requested by the Fiscal/Grants department:

- a) Authorize Grants Manager, Kwanza Smith to submit the 2024 Help America Vote Act (HAVA) Election Security Grant Contract totaling \$5,776.18 to support county election administration
- b) Ratify authorization for Grants Manager, Kwanza Smith, to electronically sign the Monroe County Jail-Based Vivitrol Program Contract (#2024-GO-MA-44340) totaling \$119,757.00 to expand the jail-based substance abuse treatment program
- c) Execute a Contract of Service Agreement for a three (3) year period to end March 21, 2027, in the amount of \$70,000.00 annually to provide consultant services for the Community Partnership for Gun Safety Initiative for the FY 2023-24 Violence Intervention and Prevention (VIP) awarded grant with the following:
 - i) John J. Jakobsen
 - ii) Dr. John A. Toleno
- d) Approve submission of the 2024 Homeless Assistance Program First Amendment and inform the following Sub Recipients of the additional HAP Funding:

<u>HAP</u>	<u>Budget</u>	<u>Additional Funds</u>
Family Promise	\$ 10,294	\$ 2,442
PATH	\$ 10,294	\$ 2,442
Salvation Army	\$ 10,294	\$ 2,442
Safe Monroe	\$ 10,294	\$ 2,443
RHD	\$ 4,000	\$ 2,442
	\$ 45,176	\$ 12,211
Admin	\$ 5,019	\$ 1,358
Total-HAP	\$ 50,195	\$ 13,569
Total -HAP		\$ 63,764

- e) Approve submission of the 2024 CSBG First Amendment and inform the following Sub Recipients of additional CSBG Funding:

	Budget	Additional Funds
CSS - SHEPHERD'S MATERNITY HOME	\$10,000	- \$1,500
POCONO AREA TRANSITIONAL HOUSING	\$32,000	- \$1,500
PIKE COUNTY DEVELOPMENTAL CENTER	\$33,993	- \$1,098
ADMIN	\$12,551	- \$1,498
Total CSBG Funds		\$511,795
Total additional CSBG		\$5,596
Total CSBG Funds		\$517,565

M-2024-330 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to reappoint John Hoback to the MCTA Board with a new term to expire 12/15/2029 as requested by the Monroe County Transportation Authority.

M-2024-331 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the actions listed below:

- a) Ratify the Capital Purchases Report dated 10/10/2024 as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
TOTAL APPROVED CAPITAL						\$ -
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
Maintenance	101.4176.9575.0000	Capital Expenditure	2	Self-propelled Gas Snowblowers	Lowes - Lowest Vendor	\$ 3,608.10
TOTAL REQUESTS W/TRANSFER						\$ 3,608.10
GRANT FUNDED & OTHER:						
TOTAL GRANT FUNDED & OTHER						\$ -
TOTAL CAPITAL REQUESTS						\$ 3,608.10

b) Approve the Capital Purchases Report dated 10/10/2024 as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
Sheriff	101.4197.5522.0000	Minor Equipment	1	Armor Express Ballistic Panel and Shock Trauma Plate	Starr Uniform Center - State Contract	\$ 1,131.95
TOTAL APPROVED CAPITAL						\$ 1,131.95
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
TOTAL REQUESTS W/TRANSFER						\$ -
GRANT FUNDED & OTHER:						
TOTAL GRANT FUNDED & OTHER						\$ -
TOTAL CAPITAL REQUESTS						\$ 1,131.95

Chairman Christy asked if there was any public comment.

State Representative Tarah Probst asked for an estimated date of when the remainder of the county offices will be moved from the Ramsey school back to the courthouse. Chairman Christy stated the Probation office is scheduled to move out October 31, 2024.

Theresa Pesce stated she had a few concerns involving the Election Board but was addressing them at the Commissioner’s meeting as the commissioners oversee the Elections/Voter Registration office. Ms. Pesce wanted to clarify what she stated at the April 3, 2024, Election Board meeting concerning how the ballots are counted. Ms. Pesce also wanted the Election Board minutes to reflect the election day constables must purchase their own insurance coverage. Ms. Pesce recited an excerpt from the election law stating all ballots must be received in the County Board of Elections office by 8:00 p.m. and noted that the ballot boxes in the libraries that are open until 8:00 p.m. are not being received by 8:00 p.m. in the County Board of Elections office. Ms. Pesce’s final concern was the observation of people bringing more than one (1) ballot to the ballot box in the County Administration Center and questioned if there was a way to let people know they can only bring their own ballot in.

Erik Deimer, County Controller, representing GO Collaborative added that the Trick or Treat portion of the Spooky Stroudsburg event on October 26, 2024, will be held from 3:00 p.m. to 5:00 p.m. with local business’s participating.

State Representative Tarah Probst announced that Stroudsburg Borough would be holding their regular trick or treat event on October 31, 2024

M-2024-332 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to adopt a certificate of special recognition to Sonya Cole for the receipt of the 2024 A. Mitchell Palmer Award.

Vice-Chairman Parker explained the background of the A. Mitchell Palmer Award. Vice-Chairman Parker spoke about all the accomplishments of Sonya Cole both personally and professionally. Vice-Chairman Parker also shared some personal memories of Sonya Cole from his childhood to present.

Commissioner Laverdure noted that both Sonya Cole and her late husband Horace Cole were mentors to her as she started her teaching career in East Stroudsburg.

The meeting was adjourned at 9:50 a.m.

M-2024-322 thru M-2024-332

Robert J. Gress, Chief Clerk/Administrator