



MONROE COUNTY BOARD OF COMMISSIONERS
July 17, 2024

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday July 17, 2024, in the Commissioners' 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. Weitzmann, Chief Clerk/Administrator Robert J. Gress and Administrative Secretary Cindy Cook. Chairman John D. Christy was not in attendance.

Vice-Chairman Parker called the meeting to order at 9:30 a.m. with a moment of silence followed by the pledge of allegiance to the flag.

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

There was no public comment on agenda items.

M-2024-222 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to amend M-2024-219 dated 07/03/2024 to reflect Monroe County's FY 2023 Community Development Block Grant contract #C000088590 disbursement as \$401,473.00 instead of \$403,473.00.

M-2024-223 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to amend M-2024-214 dated 07/03/2024 agreement with Arro Engineering increasing contract amount to \$114,000.00 for design and bidding of the water system at the Monroe County Correctional Facility and Pleasant Valley Manor.

M-2024-224 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the minutes of the 07/03/2024 Commissioners' Meeting.

M-2024-225 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to award the Monroe County Parking Garage Maintenance bid to South Shore Construction totaling \$513,090.00 (lowest bid received).

M-2024-226 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to adopt the following certificates of special recognition:

Jack L. Dunlap- Eagle Scout
Wayne Bolt- Recognition of Service

Commissioner Laverdure stated she had the privilege of working with Mr. Bolt on many committees and he had such a positive impact on the community. Commissioner Laverdure announced Mr. Bolt's memorial services would be held Friday morning at the Cohen Recital Hall at East Stroudsburg University with a gathering at 10:00 a.m. and service at 11:00 a.m.

M-2024-227 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:				
Alexander Gonzalez	Career Link	Laborer	7/1/24	Did Not Start
Aniah Johnson	Career Link	Supervisor	6/24/24	Correct Title/Salary
Elijah Wells	Career Link	Laborer	7/1/24	Did Not Start
Marta Perry	Career Link	Laborer	7/1/24	Did Not Start
Richard Rivera	Career Link	Laborer	6/24/24	Did Not Start
Tamia Keyes	C&Y	35 Casw 2	7/22/24	New Hire/Replacement
Hung Huynh	Courts	21 Law Clerk Sr. *Pres Judge Worthington	7/15/24	Did Not Start
Richard Ekstedt	Maintenance	4 Painter/Floor Maintenance PT	7/15/24	Rehire
Annette Small	Proth	8 Records Tech	7/22/24	New Hire/Replacement
Ninti Mateen	Proth	8 Records Tech	7/22/24	New Hire/Replacement
SEPARATIONS:				
Rachel Wallace	C&Y	35 Caseworker 2	7/19/24	Resigned
Lori Fuchs	Courts	18 Court Reporter	7/16/24	Retired
Laura Davidson	DA	16 Office Mgr-Legal	8/9/24	Retired
Regan Murphy	DA	20 Law Clerk	7/5/24	Resigned
Joseph Libretti	Jail	CO	7/2/24	Terminated
Warren Hulick	Jail	18 Sergeant	7/21/24	Retired
Virginia Goida	Maintenance	4 Custodian Sr.	7/26/24	Retired
CHANGES:				
Lauren O'Connor	Aging	29 Case Aide II	6/3/24	975 Hrs Complete
Myra Gold	Aging	29 Case Aide II	6/4/24	975 Hrs Complete
Cassandra Gehr	C&Y	35 Casw 2	5/7/24	975 Hrs Complete
Jennifer Payne	C&Y	20 Supervisor I Quality Assurance	7/15/24	Promotion
Melissa Snyder	C&Y	24 Asst Admin/C&Y	7/15/24	Promotion
Sandra James	C&Y	35 Casw 2	5/9/24	975 Hrs Complete
Jahida Nieves	Commissioners	13 Acct Tech Fiscal	5/15/24	Probation Complete
John Motz	Conservation	20 Res Cons Spec	6/21-9/2/24	LOA
Andrea Foster-Lopes	Courts	14 Court Monitor	8/1-8/30/24	LOA
Dina Welliver	Courts	16 Court Recorder & Transcriptionist	7/10-10/9/24	Probation
Yolanda Pryce	Dom Rel	12 Enf Spec	6/10-12/9/24	Intermittent LOA
Kwanza Smith	Fiscal	20 Grants Manager	7/8/24	Promotion
Blake Schiller	Jail	18 Sergeant	8/3-8/4/24	LOA
Gregory Reese	Jail	CO	6/13-6/15/24	LOA
Gregory Reese	Jail	CO	7/28/24	LOA
Gregory Reese	Jail	CO	8/30/24	LOA
Jennifer Shay	Jail	7 Office Asst Sr	6/5-8/13/24	Update LOA Dates
Jennifer Shay	Jail	7 Office Asst Sr	8/14-8/26/24	Update LOA Dates
Luciano Frias	Jail	CO	6/18-12/17/24	Intermittent LOA
Marian Norman	Jail	CO	6/25-12/24/24	Intermittent LOA
Nicholas Virella	Jail	CO	6/14-7/29/24	WC Mod Duty
Robert Helvick	Jail	18 Sergeant	7/22/24	2nd Shift Reassignment
Stefan Leonard	Jail	CO	6/4-7/30/24	Extend WC LOA
Tara Doyle	Jail	CO	6/12-7/15/24	Extend WC Mod Duty
Megan Kishbaugh	Maint	4 Custodian Sr	7/5/24	Promotion
Brianna Christy-Otto	PD	12 Legal Secretary	7/15/24	Promotion
Lisa Cantor	Pre-Trial Services	16 Pretrial Officer Trainee	5/20/24	Probation Complete
Mariel Castillo	Pre-Trial Services	16 Pretrial Officer Trainee	5/20/24	Probation Complete
Samantha Norton	Prob - Adult	20 Prob Officer Sr	8/18-10/13/24	LOA
Faith Mejias	Proth	8 Records Tech Proth	6/17/24	Probation Complete
Jennifer Leary	Proth	10 Deputy Clerk of Courts	5/6/24	Probation Complete
Kenya Walker	Proth	10 Deputy Clerk of Courts	6/17/24	Probation Complete
Linda Orehek	Proth	10 Deputy Proth	6/4-7/18/24	WC LOA
Michelle Warsaw	Proth	17 Chief Deputy Proth	6/3/24	Probation Complete
Nancy Deignan-Wolf	Proth	10 Deputy Proth	6/10/24	Probation Complete
MISCELLANEOUS:				
Approve the request from Cindy Treible for 5 hours of overtime per person per week for the following employees, from 6/27/24 - 8/24/24 to process the remails for the upcoming upset sale.				
Melinda Knitter				
Lynn Dehaven				
Kelley Sickles				
Tina Zito				
Susan Kinsley				
Marie Lyons				
Marijana Mihalopoulos				
Approve the request from Christine Meinhart to change the Grade 19 GIS Analyst Planner to a grade 21 Environmental Planner Sr.				

- b) Approve/Ratify Requests to work additional hours:
 - i) Sheriff Office Overtime Report for the period ending 06/30/2024
 - (1) Deputies – 33.25 hours
 - (2) Security – 82.00 hours
 - (3) Clerks – 20.50 hours
 - ii) Tax Claim for the period 06/27/2024 – 08/24/2024 as listed on Personnel Agenda

M-2024-228 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below:

- a) Vouchers Payable:
 - i) \$2,726,249.88 dated 07/05/2024
 - ii) \$648,058.67 dated 07/12/2024
- b) Gross Payroll:
 - i) \$1,392,569.82 for period ending 06/30/2024
- c) Healthcare Benefits Payments:
 - i) Highmark Blue Cross/Blue Shield:
 - (1) \$10.30 on 07/01/2024
 - (2) \$277,883.21 on 07/10/2024
 - ii) Geisinger:
 - (1) \$103,773.79 on 07/01/2024
 - (2) \$ 79,405.88 on 07/08/2024
 - (3) \$68,320.10 on 07/15/2024
 - iii) Dental Claims:
 - (1) \$6,196.95 on 07/09/2024
 - (2) \$5,392.26 on 07/15/2024
 - iv) Flexible Spending Account:
 - (1) \$2,660.08 on 07/05/2024
 - (2) \$275.74 on 07/15/2024
 - (3) \$156.75 on 07/15/2024

M-2024-229 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to Approve/Ratify the Travel Requests for the following: Emergency Management, Juvenile Probation and Vector Control.

M-2024-230 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) Amend Adoption Assistance Agreement for M.C. to reflect a subsidy increase from \$19.00 per day to \$25.00 to assist with additional behavioral and medical issues
- b) Execute a Purchase of Service Agreement for the period July 1, 2024 – June 30, 2025, with
 - i) Faith, Hope, & Charity Foster Care Agency LLC contract limit totaling \$90,000.00 (Treatment and Supervised Visitation)
 - ii) Community Services Foundation Inc. contract limit totaling \$160,000.00 (Foster Care and Supportive Day Treatment)
 - iii) Lighthouse Family Youth Agency contract limit totaling \$200,000.00 (Group Home)
 - iv) Acollective Consulting contract limit totaling \$350,000.00 (Residential Placement)

M-2024-231 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below:

- a) Approve the Budget Adjustment Report dated 07/12/2024 totaling \$42,207.00
- b) Ratify agreement with Altronics to install additional alarms in Administrative Center totaling \$1,525.35 for the installation and \$480.00 per year for alarm monitoring service
- c) Authorize the Pennsylvania Subdivision Intrastate Allocation Participation Form for the “Wave 2 Settlements” which proposes to amend the Pennsylvania Opioid Misuse and Addiction Abatement Trust Order (“Amended Trust Order”) in Commonwealth Court by the PA Attorney General related to the Opioid crisis involving Teva, Allergan, Walmart Inc., CVS Pharmacy Inc., and Walgreens Co. to allocate these funds among the Commonwealth and its subdivisions

- d) Execute professional services agreement with RKR Hess division of UTRS, Inc. in the amount of \$3,500.00 for engineering work regarding outlet investigation and recommended repairs at Leavitt Branch Dam D45-250 (diver cost was separate fee)
- e) Approve COBRA Rates for the period 09/01/2024 to 08/31/2025
- f) Execute Service Agreements for Medical, Dental and Vision:
 - i) Geisinger POS for the period 09/1/2024 to 08/31/2025 (TPA \$10.53 per month)
 - ii) Highmark PPO (\$1.63 per member)/HMO (\$1.63 per month) for the period 09/01/2024 to 08/31/2025 HRA (\$5.15 per month)
 - iii) United Concordia Dental for the period 01/01/2025 to 12/31/2025 (\$1.85 per month)
 - iv) VBA Vision for the period 09/01/2023 to 08/31/2026 (\$.63 per month)
 - v) Swift MD 09//01/2024 to 08/31/2025 (\$5.50 per month)
- g) Approve the following change order for the Courthouse Project:
 - i) Wind Gap Electric Change Order EC - 010 totaling \$5,139.48 for revised mechanical and electrical RFP#225
 - ii) Lobar Construction Change Order GC – 023 totaling \$7,384.34 for bulkhead wall framing/ceiling grid, additional tile – 2nd floor/6 bathrooms, added rubber base in Corridor 1014 RFP#226-RFP#228
- h) Add the following Vendors to the County List of Approved Vendors:
 - i) District Attorney
 - (1) Forensic Radiology Group
 - ii) Emergency Management
 - (1) Elizabeth Harrison
 - iii) Aging
 - (1) TrINETTE K. LOCKLEY

M-2024-232 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 authorization for the Grants Manager, Kwanza Smith to electronically submit the FY 2024 State Criminal Alien Assistance Program (SCAAP) Grant application for the period July 1, 2022 – June 30, 2023, totaling \$59,000.00
- b) Ratify authorization of Fiscal Director, Jennifer Barclay, to electronically submit the Municipal Assistance Program (MAP)- Shared Services and Planning Contract for the period July 1, 2023- June 30, 2026, totaling \$75,000.00
- c) Execute the Local Law Enforcement Grant(1408cMonroecountyDA2023), totaling \$250,000.00 from the PA Gaming Control Board
- d) Ratify authorization for the Grants Manager, Kwanza Smith to submit the FY23 Election Integrity Grant Program 90-day Post Election Report with the PA Department of Community and Economic Development totaling \$416,869.05
- e) Ratify authorization for the Grants Manager, Kwanza Smith to electronically submit the FY24 Monroe County Jail-Based Vivitrol Program Grant application for the period October 1, 2024 – September 30, 2026, totaling \$119,757.00

M-2024-233 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve Cooperation Agreement by and between the County of Monroe and the Redevelopment Authority authorizing the FFY 2021 and 2022 CDBG funds are authorized to be used as leveraged funds for the 2024 Housing Preservation Grant Program totaling \$176,277.00 as requested by the Redevelopment Authority of Monroe County.

M-2024-234 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the Computer Capital Purchases Report dated 07/12/2024 as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
Information Security	101.4172.9575.0000	Capital Expenditure	25	Dell computers and monitors	Dell - State Contract	32,186.00
TOTAL APPROVED CAPITAL						\$ 32,186.00
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
TOTAL REQUESTS W/TRANSFER						\$ -
GRANT FUNDED & OTHER:						
TOTAL GRANT FUNDED & OTHER						\$ -
TOTAL CAPITAL REQUESTS						\$ 32,186.00

Theresa Pesce asked how the FY 23 Election Integrity Grant was tied to the PA Department of Community and Economic Development. Vice- Chairman Parker stated that the PA Department of Community and Economic Development administers the grant.

Vice-Chairman Parker asked if there was any public comment.

Erik Diemer spoke about Monroe County Conservation’s District Bug Feast. Mr. Diemer stated the event usually has a paid admission fee, but this year Ms. Linda McHugh donated funds to cover the admission fees for everyone to be able to attend free of charge. Mr. Deimer thanked Ms. McHugh for her act of kindness and generosity. Mr. Diemer also thanked the Monroe County Conservation District for continuing to hold the event.

Vice- Chairman Parker stated the commissioners also join in thanking Ms. McHugh for her donation.

Theresa Pesce stated her concerns today are about voter registration. Ms. Pesce cited from Civil Rights Division, U. S. Department of Justice The National Voter Registration Act of 1993. Ms. Pesce spoke about her concerns with the motor voter law as well as concerns with the voter registration forms and verifying citizenship.

Vice Chairman Parker commented that the county is launching a new program called Text My Gov and noted that one of the prompts will allow people to update their voter registration information.

Attorney Victoria Strunk, President, Monroe County Bar Association, presented a Resolution from the Monroe County Bar Association supporting increased funding to the sheriff’s office to ensure the Court of Common Pleas continues to perform the essential functions of government which includes the sheriff’s department providing security, serving process, executing warrants and transporting prisoners. The Monroe County Bar Association asks the commissioners to allocate resources and supports prioritizing the allocation of additional funding for the sheriff’s office in the upcoming budget.

Vice-Chairman Parker responded that he and his fellow commissioners value each county employee and the work that they do to serve the people of Monroe County including the sheriff’s deputies and the employees in sheriff’s office. Vice-Chairman Parker stated the county is in the middle of conducting a salary study to determine where salaries need to be, to be competitive with surrounding areas. Vice-Chairman Parker stated the results of the salary study will be considered and determine the cost to the taxpayers to see how they would be impacted. Vice-Chairman Parker stated that monetary issues may not always be the reason for not being able to attract job candidates. He noted that the commissioners had just increased wages for all deputies on May 15, 2024.

Anne Tiracchia asked if the issues of recruiting job candidates were monetary or lack of people applying. Vice-Chairman Parker responded that both issues are concerns.

Vice-Chairman Parker stated the county is holding a job fair today.

Theresa Pesce ask a question regarding taxes. Vice-Chairman Parker and Commissioner Laverdure explained the difference between county, school and municipal taxes.

Vice-Chairman Parker stated that the state budget was passed last week, and our school districts received much more money than they were expecting. He encouraged taxpayers to

attend their school board meetings and request the district consider reopening their budget to provide some taxpayer relief.

Anne Tiracchia asked a question about the correlation between cyber and charter schools and the tax dollars being a state legislative issue. Vice-Chairman Parker stated there was some relief coming to the school districts with regards to cyber and charter schools. Jacob Pride explained the funding formula is changing and will go into effect in January 2025. This would assist the school districts with the costs associated with the cyber and charter schools.

Don Kubik stated his concerns about the pay in the sheriff's office. Mr. Kubik asked for an update on the requested security gate at the correctional facility. Vice-Chairman Parker stated there was not an update. Mr. Kubik stated a security gate needs to be installed. Mr. Kubik also stated that the concerns he brought to the Prison Board a week ago about a supervisor have yet to be addressed.

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

Robert J. Gress Chief Clerk/Administrator

M-2024-222 thru M-2024-234