



MONROE COUNTY BOARD OF COMMISSIONERS' MEETING
May 18, 2022

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday, May 18, 2022 in the Commissioners' Public Meeting Room, at the Monroe County Administrative Center with the following present: Chairman Sharon S. Laverdure, Vice-Chairman John R. Moyer, Commissioner John D. Christy, County Solicitor John D. Dunn, attended via zoom, Chief Clerk/Administrator Greg Christine, and Administrative Secretary Cindy King.

Chairman Laverdure called the meeting to order at 9:33 a.m. with a moment of silence and the pledge of allegiance to the flag.

There was no public comment on agenda items.

Chairman Laverdure recessed the regular meeting at 9:33 a.m. and opened an Assessment Board meeting for corrections to the duplicate.

M-2022-108 Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve no corrections to the duplicate, as reported by Cindy Treible, Chief Assessor.

Chairman Laverdure closed the Assessment Board meeting at 9:34 a.m. and continued with the regular meeting.

M-2022-109 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the minutes of the 5/4/22 Commissioners' Meeting, as presented.

M-2022-110 Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve the actions listed below:

- a) Personnel Agenda:

NAME:	DEPT:	POSITION:	DATE:	REASON:
NEW HIRES:				
Iyalana Ravinowitz	Assmt	11 Field Assessor	6/6/22	New Hire/Replacement
William Streppone	Sheriff	8 Sec Officer/Bailiff	5/16/22	New Hire/Replacement
SEPARATIONS:				
Claire Zimmerman	Courts	12 Judicial Asst	6/3/22	Retired
Olivia Daigle	Courts	12 Judicial Asst	6/3/22	Resigned
Taylor Kilduff	Courts	20 Law Clerk	5/20/22	Resigned
Melanie Quinn	Jail	7 Office Asst Sr	5/9/22	Resigned
Mary Kavanagh	Jail	8 Office Asst Sr	5/5/22	Non-Retained
Aaliyah McKune	Jail	CO	5/12/22	Resigned
Sarah Martin	Jail	CO	5/12/22	Resigned
CHANGES:				
Susan Sebring	Assmt	8 Data Entry Clerk	5/2-5/15/22	LOA
Trina Breland-Hope	C&Y	35 Casw 2	4/19/22	975 Hrs Completed
Claire Zimmerman	Courts	12 Judicial Asst	4/27-5/4/22	LOA
Tammy Panko Shaw	Courts	18 Court Reporter	4/11-4/18/22	LOA
Lois Lockley	Jail	10 Adv Tech	4/15-7/15/22	Intermittent LOA
Brianna Miller	Jail	18 Sergeant	4/28-5/7/22	LOA
Anthony Perez	Jail	21 Lieutenant	5/8/22	Probation Complete
Sheila Fish	Jail	7 Laundry Supply Clerk	5/11/22	Probation Complete
Catherine Sellers	Jail	CO	5/2-6/2/22	Extend LOA
Frederick Weaver	Jail	CO	5/31-7/7/22	LOA
Laquan Jenkins	Jail	CO	4/16-5/13/22	LOA
Shari Foster-Adams	Jail	CO	4/25-5/2/22	LOA
Shari Foster-Adams	Jail	CO	5/6-5/10/22	LOA
Yenthy Munoz	Jail	CO	5/2-5/11/22	LOA
Aubrey Levy	Maint	10 Admin Secretary	4/18-10/17/22	Intermittent LOA
James Gregor	PD	26 Deputy Chief PD	5/19/22	Replacement
Jason LaBar	PD	30 Chief PD	5/19/22	Promo/Rplcmt 40 hrs/wk
Vanessa Saccheri	Prob - Adult	11 Probation Asst	5/16/22	Promotion
Gerald Rose	Prob - Adult	21 Prob Supervisor	5/2-5/8/22	LOA
Paul Schepp	Proth	8 Records Tech	5/11/22	LOA
Gail Fouda	Sheriff	11 Real Est Clk Super	5/16/22	Promotion
Eric Morin	Vet Affrs	17 Deputy Director	5/31/22	Transfer/Promotion
Sarah McCready	Vet Affrs	8 Office Asst PT	5/16/22	Full Time during vacancy

b) Approve/Ratify Requests to work additional hours:

i) Sheriff's Office Overtime Report for the period ending 5/8/22:

- (1) Deputies – 55.75 hours
- (2) Clerks – 41.00 hours
- (3) Security – 47.00 hours

ii) Tax Claim Bureau:

- (a) Five hours per week, for the period of 6/1/22 through 6/30/22, for Melinda Knitter, Lynn Dehaven, Stephanie Reed, Kelley Sickles, Tina Zito, Susan Kinsley and Marijana Mihalopoulos

M-2022-111 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below:

a) Vouchers Payable:

- i) \$1,706,388.68 for the week ending 5/6/22
- ii) \$3,534,810.38 for the week ending 5/13/22

b) Gross Payroll:

- i) \$1,208,890.29 for the period ending 5/8/22

c) Healthcare Benefits Payments:

- i) Highmark Blue Cross/Blue Shield:
 - (1) \$117,706.78 on 5/3/22
 - (2) \$56.65 (admin. fee)
 - (3) \$128,968.22 on 5/10/22
- ii) Geisinger:
 - (1) \$211,734.57 on 5/3/22
 - (2) \$66,018.50 on 5/10/22
- iii) Dental Claims:
 - (1) \$6,833.16 on 5/6/22
 - (2) \$5,100.02 on 5/13/22
- iv) Flexible Spending Account:
 - (1) \$2,275.64 on 5/13/22
 - (2) \$338.10 on 5/13/22
- v) ConnectYourCare:
 - (1) \$7,139.85 on 5/6/2

M-2022-112 Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve/ratify the Travel Request Report – Aging, Children & Youth, Veteran’s Affairs, Assessment and Conservation District.

M-2022-113 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to execute a contract for Professional Services with Holly B. Conway, Esquire for the period of 4/25/22 through 6/30/25, to provide various legal services to the Agency at the rate of \$150.00 per hour with a maximum not to exceed \$10,000.00 for the term of the contract, as requested by the Area Agency on Aging.

M-2022-114 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below:

- a) Execute an amended Purchase of Service Agreement with the County of Chester to extend their 7/1/21 to 6/30/22 Agreement to 9/30/22
- b) Execute the following Purchase of Service Agreement for the period of 7/1/22 to 6/30/23:
 - i) Justice Works Youthcare - \$500,000.00

M-2022-115 Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve the actions listed below:

- a) Ratify the Budget Adjustment Report dated 4/29/22 totaling \$17,096.00
- b) Approve the Budget Adjustment Report dated 5/12/22 totaling \$13,003.00
- c) Authorize the Chief Clerk to advertise the cancellation of the 5/18/22 Retirement Board Meeting
- d) Ratify acceptance of a quote from Tyler Technologies, in the amount of \$6,300.00 (to be paid from ERAP monies) for project and grant account training in the New World System
- e) Adopt enactment of an Ordinance authorizing the issuance of the County’s General Obligation Note, Series of 2022 to finance the current refunding of the outstanding principal amount of the County's General Obligation Bonds, Series of 2014 and the costs of issuance of the Note
- f) Adopt a Resolution supporting increased funding in the State 2022-2023 Budget for the Mental Health System
- g) Accept an engineering proposal from Borton Lawson Engineering, in the amount of \$310,500.00 to perform bridge engineering services for the following bridges:
 - i) Bridge Number 12 – Total Replacement
 - ii) Bridge Number 25 – Renovation/Repair Project
- h) Add the following Vendors to the County List of Approved Vendors:
 - i) Fiscal:
 - (1) Silverwoods CCM LLC
 - (2) Alcides Soto
 - (3) Brielle S Kessel
 - (4) Lisa Ross
 - (5) 581 Associates LLC
 - (6) Haydeh Hemmat
 - (7) Michael Lewis
 - (8) William D Gender Estate
 - (9) Winifred Staples

- ii) District Attorney:
 - (1) CovertTrack Group Inc
 - (2) Saul Mineroff Electronics Inc
- iii) OEM:
 - (1) John C Poko
 - (2) Linde Gas & Equipment

Vice-Chairman Moyer explained that we are adopting an enactment of an ordinance authorizing the county to borrow money to finance the current refunding of the outstanding amount of the General Obligation Bonds Series 2014 and then re-borrow money. The county will save \$230,00 over a four (4) year period. Chairman Laverdure stated that the Commissioners are adopting a resolution supporting an increase in funding in the State 2022-23 Budget for Mental Health System, which is needed.

M-2022-116 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below, as requested by the Office of Emergency Management:

- a) Submit the following names to the PA Emergency Management Agency for nomination to the Monroe County Local Emergency Planning Committee:
 - i. Timothy Knapp – Deputy Director, Monroe County EOC
 - ii. Christina Rosario – Emergency Preparedness Planner, Monroe County EOC
- b) Execute the Emergency Management Performance Grant for the period of 10/1/21 through 9/30/22, in the amount of \$275,807.10, to reimburse the County for emergency personnel salaries.
- c) Execute a Memorandum of Understanding with the US Department of Homeland Security to allow the Emergency Services Department to continue to use the Federal Emergency Response System in the event of an emergency

M-2022-117 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below, as requested by the Planning Commission:

- a) Execute an Intern Agreement with Bloomsburg University to allow for a paid internship in the Planning Commission Office
- b) Execute a Reimbursement Agreement with Coolbaugh Township to enable the Township to expend County Open Space Funds, previously granted, in the amount of \$11,000.00 for the Wiley Nature Preserve Trail Project

M-2022-118 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to appoint Rebecca Trippet to the Monroe County Municipal Waste Management Authority of the Board of Directors as the Western District Representative for the unexpired term due to the death of Gene Mackes, to December 31, 2022.

M-2022-119 Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve a request by the Monroe County Conservation District to use \$36,521.00 from the Monroe County Demolition Fund to remove an abandoned structure on Running Valley Road, as recommended by the Redevelopment Authority of the County of Monroe Board of Directors.

M-2022-120 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the Capital Purchases Report dated May 12, 2022, as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
Maintenance	101.4176.5522.0000	Minor Equipment	2	Cordless Grinders with Paddle Switch Kits, Including Batteries	Home Depot-Lowest Quote	598.00
Maintenance	101.4176.5522.0000	Minor Equipment	2	Brushless Cordless Sawzall Reciprocating Saw Kits, including Batteries, Chargers & Cases	Home Depot-Lowest Quote	638.00
TOTAL APPROVED CAPITAL						\$ 1,236.00
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
Commissioners	101.4111.5522.0000	Minor Equipment	1	Novo Highback Mesh Chair	Office Service Co-State Contract	378.12
TOTAL REQUESTS W/TRANSFER						\$ 378.12
GRANT FUNDED & OTHER:						
District Attorney-Gaming Enforcement	101.4194.7000.6490.0000	Investigations	1	Tracking Device	CovertTrack Group Inc-Lowest Quote	1,710.00
District Attorney-Gaming Enforcement	101.4194.7000.6490.0000	Investigations	1	Camera Bundle with Lenses	Amazon-Sole Source	1,199.00
District Attorney-Gaming Enforcement	101.4194.7000.6490.0000	Investigations	1	Micro Button, Mask DVR & Mobile Interview Kit, including S/H	Saul Mineroff Electronics-Sole Source	3,420.00
TOTAL GRANT FUNDED & OTHER						\$ 6,329.00
TOTAL CAPITAL REQUESTS						\$ 7,943.12

M-2022-121 Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve/ratify the Computer Capital Purchases Reports, as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
TOTAL APPROVED CAPITAL						\$0.00
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
TOTAL REQUESTS W/TRANSFER						\$0.00
GRANT FUNDED & OTHER:						
Register & Recorder	601.4153.8800.0000	Program Expenses		HP Color Laser Jet Printer	GovConnection-Sole Source	515.25
TOTAL GRANT FUNDED & OTHER						\$515.25
TOTAL CAPITAL REQUESTS						\$515.25

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
TOTAL APPROVED CAPITAL						\$0.00
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
TOTAL REQUESTS W/TRANSFER						\$0.00
GRANT FUNDED & OTHER:						
Information Systems	101.4172.5261.0000	Software Support	1	Adobe Photoshop	SCW-Lowest Quote	627.99
TOTAL GRANT FUNDED & OTHER						\$627.99
TOTAL CAPITAL REQUESTS						\$627.99

Commissioner Christy reported that Community Night was a wonderful event.

Vice-Chairman Moyer thanked the candidates, the county workers and the voters for their support in the primary election.

Chairman Laverdure asked if there was any public comment. It was noted, that there were no problems at the polling places.

Greg Christine, Chief Clerk/Administrator

M-2022-108 thru M-2022-121
O-2022-2

TRAVEL REQUEST REPORT

Travel ID	Travel Date(s)	Traveler(s)	Destination	Purpose of Travel	Est. Costs
AREA AGENCY ON AGING					
2022-0085	06/01/2022 -- 06/03/2022	Merle Turitz	State College Hilton Garden Inn	AmeriCorps Seniors Directors Association of PA Conference	\$387.98
ASSESSMENT					
2022-0089	06/17/2022 -- 06/17/2022	Treible, Cindy Storman, Deborah Felker, Susan Keiper, Barbara Hasker, Michelle	Frances Slocum Park Wyoming PA	NECAAP continuing education classes for recertification	\$150.00
CHILDREN & YOUTH SERVICES					
2022-0086	05/10/2022	Grace, Adelaide	Scranton	Meet with Director of Northeast Regional Office for OCYF	\$69.65
2022-0091	05/17/2022 -- 05/17/2022	Payano-Santiago, Maria	Affinity Forensic Associates 2454 Brothead Road Bethlehem PA	On-site vendor audit.	\$11.00
CONSERVATION DISTRICT					
2022-0087	11/03/2022 -- 11/03/2022	John Motz	Susquehanna County	2022 DGLVR Stream Crossing Replacement Certification Training.	\$0.00
VETERANS AFFAIRS					
2022-0088	06/17/2022 -- 06/24/2022	Kaye, Lisa Marie	Gettysburg, PA	Conference	\$0.00
2022-0092	06/27/2022 -- 06/27/2022	Kaye, Lisa Marie	Williamsport	Visit/speaking female Veteran Unit - SCI Muncy	\$0.00