



MONROE COUNTY BOARD OF COMMISSIONERS
February 7, 2024

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday February 7, 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.

There was no public comment on agenda items.

Courtney Tolino, President of the Pocono Cinema & Cultural Center along with Brianna Booker and Dr. Carlton Farnbaugh announced the formation of the Monroe County Poet Laureate Program. The role of the Poet Laureate is to raise the County's appreciation of reading and writing of poetry and raise awareness for the Poet Laureate program. She stated this is not a paid position. Anyone 21 and over may apply. More information can be found at Pocono Cinema and Cultural Center's website along with applications for the position.

M-2024-31 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the minutes of the 1/2/24 Commissioners' Meeting.

M-2024-32 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the minutes of the 1/17/24 Commissioners' Meeting.

M-2024-33 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to adopt the following proclamations and certificates:

Proclamation

WHEREAS, Future Business Leaders of America, Inc. (FBLA) is a non-profit educational organization whose first chapter was established in Johnson City, Tennessee, in 1942; and

WHEREAS, Iowa became FBLA's first state chapter in 1947; and

WHEREAS, Stroudsburg High School officially chartered its FBLA local chapter on January 28, 1985; and

WHEREAS, Monroe County schools, Pleasant Valley and Pocono Mountain East and West also have active FBLA chapters; and

WHEREAS, FBLA includes more than 200,000 members and advisers in 4,600 chapters nationwide in middle schools, high schools, colleges, universities, career and technical schools, and private business schools; and

WHEREAS, FBLA is a professional business organization dedicated to bringing business and education together in a positive working relationship through innovative leadership and career development programs; and

WHEREAS, FBLA members perform community service activities and strive to build a student's understanding of the realities of the modern business world; and

WHEREAS, FBLA teaches middle school, high school, and college students' basic business and leadership principles; and assists them in the transition from school to work; and

NOW, THEREFORE, the Monroe County Board of Commissioners do hereby proclaim February 11-17, 2024, as FBLA WEEK in Monroe County.

-End of Proclamation-

Vice-Chairman Parker presented the proclamation to two (2) student representatives from Stroudsburg High School’s Future Business Leaders of America organization.

Chairman Christy stated his daughter participated in FBLA during school and loved it. Commissioner Laverdure stated her granddaughter currently participates in FBLA at Pleasant Valley School District and will be going to the competition in Hershey.

The following certificates were also previously presented:

Agnes Callery	PEER Training Certificate
Christine Gerlach	PEER Training Certificate
Cheryl Giunta	PEER Training Certificate
Robert Hirt	PEER Training Certificate
Dr. Marilyn Brown	Educator Certificate
Russell Fisher	Volunteer Certificate
Sue Mahusky	Volunteer Certificate

M-2024-34 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:						
Anthony Mckenna	Career Link	Laborer	2/20/24	New Hire		
Daryl Sanders	Career Link	Laborer	2/20/24	New Hire		
De'Shan Thomas	Career Link	Laborer	2/20/24	New Hire		
Fantashia Palmer	Career Link	Laborer	2/20/24	Rehire		
Kaylee Strunk	Career Link	Laborer	2/20/24	Rehire		
Kevin Cloward	Career Link	Laborer	2/20/24	New Hire		
Nashod Palmer	Career Link	Laborer	2/20/24	Rehire		
Ontea Gates	Career Link	Laborer	2/20/24	New Hire		
Te'Shan Thomas	Career Link	Laborer	2/20/24	New Hire		
John Sefain	C&Y	33 Fiscal Tech	2/5/24	New Hire/Replacement		
Nicole Dima	C&Y	33 Casw 1	2/12/24	New Hire/Replacement		
Rachel Wallace	C&Y	35 Casw 2	1/29/24	New Hire/Replacement		
Greg Christine	Commissioners	Open Records Officer- PT	2/12/24	Rehire		
Robert Gress	Commissioners	Open Records Officer	1/16/24	Did not start		
Robert Gress	Commissioners	Open Records Officer- Temp	1/20-2/11/24	New Hire		
Andrew D'Amore	Coroner	15 Deputy Coroner	2/12/24	New Hire/Replacement		
Aaron DeAngelo	DA	22 ADA-PT	3/1/24	New Hire/Replacement		
Daniel Dolan	DA	22 ADA-PT	2/5/24	New Hire/Replacement		
Elizabeth Anderson	DA	22 ADA-PT	3/4/24	New Hire/Replacement		
Regan Murphy	DA	20 Law Clerk	2/12/24	New Hire/New Position		
Aquila Henning	Jail	CO	2/26/24	New Hire/Replacement		
Charles Olsommer	Jail	CO	2/26/24	New Hire/Replacement		
Diamond Collins	Jail	CO	2/26/24	New Hire/Replacement		
Diana Ortiz	Jail	CO	2/26/24	New Hire/Replacement		
Eiad Kassis	Jail	CO	2/26/24	New Hire/Replacement		
Kimberly Wright	Jail	CO	2/26/24	New Hire/Replacement		
Peter Procak	Jail	CO	2/26/24	New Hire/Replacement		
Scott Wisner	Jail	CO	2/26/24	New Hire/Replacement		
Yassica Clase	Jail	CO	2/26/24	New Hire/Replacement		
Stephanie Davis	MDJ 43-4-01	10 Adv Tech	2/12/24	New Hire/Replacement		
Bradley Weidenbaum	PD	22 Asst PD- PT	1/29/24	New Hire/Replacement		
Christopher Grays	Prob - Adult	16 Prob Officer Trainee	2/20/24	New Hire/Replacement		
Caroline DiPasquale	Proth	8 Records Tech	2/12/24	New Hire/Replacement		
Lenna Kuehner	Proth	8 Records Tech	1/29/24	New Hire/Replacement		
Jose Sorrentini	Sheriff	17 Deputy	2/5/24	New Hire/Replacement		
Matthew Ertle	Sheriff	8 Security Officer/Bailiff	2/12/24	New Hire/Replacement		
Thomas McNeil	Sheriff	Constable - Temp	2/12/24	New Hire/Replacement		
John Dunn	Solicitor	County Solicitor PT	1/17/24	Correct Start Date & Department		
Marie Lyons	Tax Claim	9 Accounting Tech	2/12/24	New Hire/Replacement		
SEPARATIONS:						
Patrick Forney	Assessment	Aux Board Member	12/31/19	End of Assignment		
Michael Liberman	Assessment	Aux Board Member	12/31/19	End of Assignment		
Janet Weidensaul	Assessment	Aux Board Member	12/31/19	End of Assignment		
Destiny Tyson	C&Y	35 Casw 2	1/19/24	Resigned		
Cynthia King	Commissioners	12 Admin Asst- PT	1/23/24	End of Assignment		
Greg Christine	Commissioners	31 Asst Chief Clerk	1/19/24	Retired		
Greg Christine	Commissioners	Open Records Officer	1/19/24	Retired		
Lori Kerrigan	Conservation	21 Head Resource Con	2/9/24	Resigned		
Alexander Minor	Courts	20 Law Clerk- Chambers	2/9/24	Resigned		
William Re	Courts	21 Law Clerk Sr-Judge Worthington	1/26/24	Resigned		
Christy Schlottman	DA	22 Asst DA PT	2/15/24	Resigned		
Dashay Billie	Jail	CO	2/12/24	Resigned		
Kate Hartzel	Jail	15 Drug & Alcohol Counselor	2/8/24	Resigned		
Thomas Stone	Maintenance	26 Oper & Maint Supr	4/4/24	Retired		
Desiree Crooks	MDJ	7 Tech Floater	2/23/24	Resigned		
Roxana DeRenzis	MDJ	10 Advanced Tech	2/9/24	Resigned		
Sidney Jeffries	Planning	GIS/Planning Intern	1/4/24	End of Assignment		
Roger Metzgar	Sheriff	Constable - Temp	2/12/24	End of Assignment		
Salvatore Furino	Sheriff	Constable - Temp	2/12/24	End of Assignment		
Thomas Lee	Sheriff	18 Corporal/Firearms	2/1/24	Resigned		
CHANGES:						
Ramona Vaughn	Aging	37 Casw 3	1/24-1/28/24	LOA		
Heather Oberman	Assessment	8 UPI/Office Ass5t	1/16 - 1/21/24	LOA		
Mary Volney	Career Link	10 Admin Asst	1/12-1/21/24	Update LOA End Date		
Adrianna Stares	C&Y	35 Casw II	1/9-1/15/24	LOA		
Lauren Stack	C&Y	35 Casw II	12/15/23	Probation Complete		
Susan Martens	C&Y	33 Fiscal Tech	12/1/23-5/31/24	Intermittent LOA		
Tara Cioni	C&Y	20 Supervisor	1/2-1/5/24	LOA		
Anthony Herda	Conservation	4 Groundskeeper	1/16/24	Probation Complete		
Michael Mick	Courts	17 Court Recorder Sr	1/12-1/18/24	LOA		
James Nasatka	DA	22 ADA	1/23-2/15/24	LOA		
Michael Rakaczewski	DA	30 1st Asst Dis Atty	1/1/24	Promotion		
Judith Noelle Wilkinson	DA	22 ADA	2/5/24	Lateral Transfer		
Edwin Altamirano	Jail	CO	1/19-2/4/24	Extend Mod Duty		
Edwin Altamirano	Jail	CO	2/5/24	RTW Full Duty		
Justin Garcia	Jail	CO	2/11-3/24/24	LOA		
Keegan Allie	Jail	CO	12/23/23-2/2/24	Extend Mod Duty		
Stefan Leonard	Jail	CO	1/17-1/31/24	LOA		
Steven Geist	Jail	CO	1/10-7/9/24	Intermittent LOA		
Steven Geist	Jail	CO	1/24-7/16/24	Intermittent LOA		
Tara Doyle	Jail	CO	12/14/23-1/15/24	Extend LOA		
Tara Doyle	Jail	CO	1/16-2/15/24	RTW Mod Duty		
Terez Williams	Jail	CO	1/9-7/8/24	Intermittent LOA		
Virginia Bert	Jail	7 Office Asst Sr.	1/18-2/4/24	Extend LOA		
Alyson Overland	MDJ	10 Adv Tech-43-2-01 (Judge Anzini)	1/12/24	Promotion		
Ana Saavedra	PD	12 Legal Secretary	1/29/24	Promotion		
Ryan Poust	Planning	19 GIS Analyst/Planner	1/23/24	Probation Complete		
Alfred Strouse	Prob - Jub	24 Deputy Chief	2/29-5/22/24	LOA		
Alfred Strouse	Prob - Jub	24 Deputy Chief	5/23/24	LOA		
Kurt Scheller	Prob - Jub	21 Supervisor	2/5/24	Early RTW		
Donna Halterman	R&R	10 Deputy	1/1/24	Probation Complete		
Marsha Monteforte	R&R	10 Deputy	1/4/24	Probation Complete		
Thomas Lee	Sheriff	18 Corporal/Firearms	1/25-1/31/24	Suspended w/o pay		
MISCELLANEOUS:						
Approve the Request for Jack Tazzetto to float his 2/19/24 President's Day holiday within the pay period to attend NCC Monroe Campus Job Fair with Natalie from C&Y.						
Replace 1 22 ADA position in the District Attorney's office with 1 20 Law Clerk						
Approve the request from Bob Gress, Chief Clerk, to remove the 12 Commissioners Admin Secretary PT						

- b) Approve/Ratify Requests to work additional hours:
 - i) Sheriff's Office Overtime Report for the period ending 1/14/24:
 - (1) Deputies – 36 hours
 - (2) Security – 54 hours
 - (3) Clerks- 4.50 hours

M-2024-35 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve/ratify the actions listed below:

- a) Vouchers Payable:
 - i) \$2,298,760.60 for week ending 1/19/24
 - ii) \$861,593.58 for week ending 1/26/24
 - iii) \$831,906.88 for week ending 2/2/24
- b) Gross Payroll:
 - i) Period ending 1/14/2024 totaling \$1,415,672.51
 - ii) Period ending 1/28/2024 totaling \$1,399,258.26
- c) Healthcare Benefits Payments:
 - i) Highmark Blue Cross/Blue Shield:
 - (1) \$101,259.70 on 1/16/2024
 - (2) \$66,028.76 on 1/23/2024
 - (3) \$151,547.74 and \$10.30 on 1/30/2024
 - ii) Geisinger:
 - (1) \$110,768.37 and \$6,926.54 on 1/16/2024
 - (2) \$52,532.70 on 1/23/2024
 - (3) \$107,369.03 on 1/29/2024
 - iii) Dental Claims:
 - (1) \$4,884.40 on 1/12/2024
 - (2) \$5,037.95 on 1/23/2024
 - (3) \$5,000.37 on 1/26/2024
 - (4) \$1,037.85 on 1/29/2024
 - (5) \$7,515.41 on 2/2/2024
- iv) Flexible Spending Account:
 - (1) \$145.75 and \$1861.90 on 1/12/2024
 - (2) \$4,258.95 on 1/19/2024
 - (3) \$2493.20 on 1/26/2024
 - (4) \$2974.82 on 2/2/2024

M-2024-36 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve/ratify the actions listed below:

- a) Approve/Ratify the attached Travel Request Report –Adult Probation, Conservation District, Planning, Public Defender, and Veterans Affairs
- b) S. Laverdure to Harrisburg, PA from March 3-5 to attend CCAP Spring Conference
- c) E. Diemer to Boiling Springs, PA from February 15-16 to attend PSACC New Controller's Conference

M-2024-37 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below, as requested by the Monroe County Affordable Housing Board:

- a) Reappoint Thomas Wilkins to a new term to expire 12/31/2028
- b) Approve the FY 2024 Act 137 Budget totaling \$639,787.56
- c) Approve the Act 137 funding of \$60,000.00 from the 2024 Affordable Housing budget to Monroe County Habitat for Humanity for Home Preservation Program

M-2024-38 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below as requested by Area Agency on Aging:

- a) Reappoint the following to the Advisory Council:
 - i) Sarah DePaolo with a new term to expire 12/31/2026
 - ii) Connie McCool with a new term to expire 12/31/2026
 - iii) Erma Pound with a new term to expire 12/31/2026
- b) Appoint Constance DiLego to the Advisory Council with a term to expire 12/31/2026

- c) Execute contract addendum with Lifeline Systems Company through 6/30/2024 at rate of \$28.00 per month for standard landline and cellular
- d) Execute contract addendum with CareGivers America through 6/30/2024 at rate of \$19.85 per hour
- e) Execute contract with Jjireh Home Care, Inc. d/b/a Caring Matters Home Care for Personal Care and Home Support Services through 6/30/2027 at \$20.50 per hour for Personal and Home Care Services
- f) Execute contract with Monroe County Transportation Authority through 12/31/2025 at rates listed in attachment G for transportation reimbursement
- g) Execute lease agreement with Pocono Services for Families and Children through 12/31/2026 at rates listed in Schedule A of the agreement

M-2024-39 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to execute an Interagency Agreement with Merakay (formerly NHS) for continuity of care through 10/01/2025 for former inmate services as outlined in agreement as requested by the Correctional Facility.

M-2024-40 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to acknowledge receipt of the Independent Auditor's Report, prepared by Baker Tilly, LLC., for the period ending 6/30/2023 as requested by Carbon/Monroe/Pike Drug & Alcohol Commission.

M-2024-41 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to execute agreement with the Pocono Counties Workforce Development Board pursuant to the Workforce Investment Opportunity Act for the period 1/01/2024 through 6/30/2027, the Chief Elected Officials/Fiscal Agent Agreement naming Carbon County as the role of Fiscal Agent and the Local Elected Officials Agreement as requested by Career Link/Pocono Workforce Development.

M-2024-42 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) Authorize first quarter submittal of the 2023-2024 Fiscal Report with total spending of \$4,382,388.00
- b) Execute agreement with Bancroft for Residential Treatment Services with a contract amount of \$317,550.00 contingent on solicitor's changes

M-2024-43 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the actions listed below:

- a) Ratify the Budget Adjustment Report dated 1/16/24 totaling \$5,013.00
- b) Approve the Budget Adjustment Report dated 2/1/24 totaling \$94,496.00
- c) Authorize chief clerk to solicit proposals for a Tax Revenue Anticipation Note (TRAN) for 2024
- d) Execute Professional Services Agreement with ARRO Consulting, Inc in the amount not to exceed \$287,000.00 (Wastewater Treatment Plant - Snydersville)
- e) Approve mileage reimbursement rate for County employees to .67 per mile, effective 1/1/2024
- f) Announce CCAP 2024 County Government Priorities
- g) Execute an amendment to the Leave Management Services Agreement with UPMC Benefit Management Services for the period 1/31/2024-1/31/2025 at rates listed on fee schedule
- h) Approve reports of County Liquid Fuels Fund for 2023 as follows:
 - i) 12/31/2023 fund balance of \$192,306.03 and total expenditures of \$99,372.30
 - ii) Act 44 County Liquid Fuel Tax fund balance of \$143,065.20 and total expenditures of \$0 dollars
 - iii) Act 89 County Liquid Fuel Tax Fund balance of \$319,812.57 and total expenditures of \$0 dollars
- i) Add the following Vendors to the County List of Approved Vendors:
 - i) Sheriff:
 - (1) EuroOptic LTD
 - ii) District Attorney:
 - (1) Michael Coyer, Ph.D.
 - iii) Voter Registration:
 - (1) Election Source

Chairman Christy explained the budget adjustment reports. He explained the Tax Revenue Anticipation Note as a short-term loan the County will take until the tax money starts to come in. He reviewed the Liquid Fuels accounts.

M-2024-44 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to execute Equipment Rental and Service Agreement with CSG-NAM for a 36-month period contingent upon solicitor's changes to agreement as requested by the Court Administrator.

Chairman Christy stated this contract is for coffee machines in the jury deliberation rooms.

M-2024-45 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below as requested by Eastern Monroe Public Library, Chairman Christy abstained:

- a) Appoint Dr. Judith Magann to the Board of Trustees with a term to expire 12/31/2026
- b) Acknowledge resignation of Erik Diemer from the Board of Trustees (elected as county controller)

Chairman Christy and Commissioner Laverdure thanked Erik Diemer for his service.

M-2024-46 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below as requested by the Grants Department:

- a) Ratify submittal of the FY2022 State Criminal Alien Assistance Program (SCAAP) for the period 7/1/2020-6/30/2021 totaling \$62,946.00
- b) Approve revised MATP 2022-2023 Allocation of \$571,158.00
- c) Adopt the Monroe & Pike Counties Community Services Administrative Board By-Laws
- d) Appoint/Reappoint the following to the Community Services Administrative Board (CSAB) all terms to expire 12/31/2026
 - i) Commissioner David C. Parker (Public Official appointment)
 - ii) Commissioner Sharon S. Laverdure (Public Official reappointment)
 - iii) Michelle Fernandez (Community Representative appointment)
 - iv) Donna Sokolowski (Low Income Representative reappointment)
 - v) Christine Meinhart-Fritz (Low Income Representative reappointment)
 - vi) Karl Davis (Community Representative reappointment)
 - vii) Justin Ortiz (Low Income Representative reappointment)
 - viii) Rose Chiocchi (Pike Community Representative reappointment)
 - ix) William Schaffer (Community Representative reappointment)
 - x) DeMecia Wooten-Irizarry (Community Representative reappointment)
 - xi) Christopher McCabe (Community Representative reappointment)
 - xii) Mary Claire Megargle (Low Income Representative reappointment)

Commissioner Laverdure thanked Jennifer Strauch, Grants manager and Kwanza Smith, Grants writer for the fabulous job they do for Monroe County. Commissioner Laverdure also stated they are available to assist community members with questions about grants as well.

Chairman Christy explained the function of the CSAB Board.

M-2024-47 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the actions listed below as requested by the Maintenance Department:

- a) Execute Planned Service Agreement with Johnsons Controls, Inc. for the period of 02/01/2024-1/31/2025 in a total amount of \$26,542.00
- b) Execute a service agreement with Dempsey Uniform & Linen supply for at rates listed on agreement #143060 for 2-year term, expiring 1/31/2026
- c) Approve quote from R.W. Masten to install metal door with steel frame at 701 Main, DA office 3rd floor for a total of \$1,696.00

M-2024-48 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below as requested by the Planning Commission:

- a) Reappoint the following to the Agricultural Land Preservation Board:
 - i) Russell Gould with a new term to expire 1/31/2027
 - ii) Glen W. Beers with a new term to expire 1/31/2027
 - iii) Richard Snyder with a new term to expire 1/31/2027
 - iv) Robert Serfass with a new term to expire 1/31/2027
 - v) Carl S. Heckman with a new term to expire 1/31/2027
 - vi) Mark Heckman with a new term to expire 1/31/2027

vii) Mark Green with a new term to expire 1/31/2027

M-2024-49 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 Services Agreement with University of Cincinnati Research Institute for staff training to be paid from Supervision Fees in the amount of \$8,000.00
- b) Approve submittal of the Juvenile Probation Services Grant Agreement in the amount of \$96,795.00 for the period through 6/30/2024

M-2024-50 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to acknowledge resignation of Janet K. Weidensaul from the Monroe County Hospital Authority Board effective 1/24/2024.

Commissioner Laverdure thanked Ms. Weidensaul for her service to the Board.

M-2024-51 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below as requested by the Monroe County Industrial Development Authority:

- a) Reappoint the following to the Board of Directors:
 - i) Troy Nauman with a new term to expire 12/31/2028
 - ii) Rick Mutchler with a new term to expire 12/31/2028
 - iii) Janet Weidensaul with a new term to expire 12/31/2028
- b) Approve clarifying language to the Cooperation Agreement regarding the Smithfield Tax Increment Project, paragraph 9 of agreement

M-2024-52 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the actions listed below as requested by the Monroe County Redevelopment Authority:

- a) Acknowledge receipt of the 2023 Monroe County Land Bank Annual Report
- b) Ratify a request for an extension of the completion date from February 23, 2024, to August 23, 2024, for FFY 2020 Monroe County Community Development Block Grant #C000075796

M-2024-53 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the 2023/2024 Medical Assistance Transportation Program (MATP) 2nd Quarter Report totaling \$166,864.95 as requested by the Monroe County Transportation Authority.

M-2024-54 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to reappoint Adam Kerrick to the Board with a new term to expire 1/30/2029 as requested by the Pocono Mountains Regional Airport.

M-2054-55 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve/ ratify the Capital Purchases Reports as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
TOTAL APPROVED CAPITAL						\$ -
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
Correctional Facility	101.4232.9575.0000	Capital Expenditure	1	Charging station	Amazon - Lowest Quote	559.99
District Attorney - Crisis Intervention Team	101.4194.0500.9575.0000	Capital Expenditure	1	Office desk and accessories	Office Service Co - State Contract	2,957.36
TOTAL REQUESTS W/TRANSFER						\$ 3,517.35
GRANT FUNDED & OTHER:						
TOTAL GRANT FUNDED & OTHER						\$ -
TOTAL CAPITAL REQUESTS						\$ 3,517.35

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
TOTAL APPROVED CAPITAL						\$ -
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
TOTAL REQUESTS W/TRANSFER						\$ -
GRANT FUNDED & OTHER:						
Emergency Management	101.4291.0020.7140.0000	Hazmat Emergency Expenses	6	Air monitoring sensors and freight	Witmer Public Safety - Sole Source	2,897.35
TOTAL GRANT FUNDED & OTHER						\$ 2,897.35
TOTAL CAPITAL REQUESTS						\$ 2,897.35

Chairman Christy explained all the Capital Purchases.

M-2024-56 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve/ratify the Computer Capital Reports as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
Commissioners	101.4172.9575.0000	Capital Expenditure	2	Surface Pro Laptops & accessories	Gov-C - Lowest Quote	2,651.22
TOTAL APPROVED CAPITAL						\$ 2,651.22
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
TOTAL REQUESTS W/TRANSFER						\$ -
GRANT FUNDED & OTHER:						
TOTAL GRANT FUNDED & OTHER						\$ -
TOTAL CAPITAL REQUESTS						\$ 2,651.22

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
TOTAL APPROVED CAPITAL						\$ -
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
TOTAL REQUESTS W/TRANSFER						\$ -
GRANT FUNDED & OTHER:						
Children & Youth	751.4428.6041.4640.0391	Grant Funded Expenses	1	HP printer and media tray	SCW - Lowest Quote	999.64
TOTAL GRANT FUNDED & OTHER						\$ 999.64
TOTAL CAPITAL REQUESTS						\$ 999.64

Chairman Christy explained the Computer Capital Purchases.

Commissioner Laverdure spoke about the CCAP 2024 County Government Priorities and requested they be posted on the County’s website.

Chairman Christy reminded everyone that Northampton Community College will be hosting Community Night on April 30, 2024.

Chairman Christy asked if there was any public comment.

Jack Fossett stated he was at his fourth meeting to state his dissatisfaction with the Foundry Street Bridge repair. Chairman Christy asked him if he has contacted the state regarding his concerns. He once again stated his dissatisfaction, he stated his next step will be litigation.

Theresa Pesce asked what the vendor Election Source is providing to the County and if they were a new vendor. Chairman Christy stated this company supplies the County with the Vote Here signs and supplies for the three new polling places. She also asked about the SCAAP grant which Chairman

Christy explained that was a Federal Program that every prison receives in case they need to place illegal aliens but can use the money for other items such as equipment purchases. He also stated at this time there are no illegal aliens at the Monroe County Correctional Facility.

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

Robert J. Gress, Chief Clerk/Administrator

M-2024-31 thru M-2023-56

TRAVEL REQUEST REPORT

Travel ID	Travel Date(s)	Traveler(s)	Destination	Purpose of Travel	Est. Costs
ADULT PROBATION					
2024-0011	04/03/2024 -- 04/05/2024	Dalton, Jennifer	Red Lion Hotel,, 4751 Lindle Road, Harrisburg, PA 17111	To attend the 33rd Annual Training Conference and Business Meeting.	\$414.00
2024-0012	04/03/2024 -- 04/05/2024	McCracken, Shannon	Red Lion Hotel,, 4751 Lindle Road, Harrisburg, PA 17111	To attend the 33rd Annual Training Conference & Business Meeting	\$414.00
CONSERVATION DISTRICT					
2024-0025	01/26/2024 -- 01/26/2024	Brittney Coleman Derek Lederer	Milford, Port Jervis NY, Lacawaxin and Hawley, PA	Eagle watch bus trip- rescheduled from 1/19/24	\$0.00
2024-0028	03/17/2024 -- 03/19/2024	Derek Lederer Brittney Coleman	Dingman's Ferry, PA	PAEE Conference/ training	\$0.00
2024-0029	03/18/2024 -- 03/18/2024	Brittney Coleman	Dingman's Ferry, PA	PAEE Conference/ training	\$0.00
2024-0030	03/17/2024 -- 03/19/2024	Colleen Lidon	Dingman's Ferry, PA	PAEE Conference/training	\$0.00
EMERGENCY SERVICES					
2024-0022	01/18/2024 -- 01/18/2024	Keegan, Maryellen	PEMA Eastern Area Office, 3566 Old Route 22, Hamburg, PA 19526	Coordinate a peer to peer meeting (County EMCs in the Eastern Area) to discuss current emergency Management programs and the challenges the counties face. Goal is to better coordinate planning, response and recovery through open communication and information sharing between colleagues and PEMA EAO	\$0.00

TRAVEL REQUEST REPORT

Travel ID	Travel Date(s)	Traveler(s)	Destination	Purpose of Travel	Est. Costs
2024-0024	01/26/2024 -- 01/28/2024	Edinger, William	101 Champ Boulevard Manhiem, PA 17545	Training MGT-418 Training Identification and Preparedness Planning.	\$480.00
PLANNING					
2024-0026	01/24/2024 -- 01/24/2024	Sherer, Julia	Palmerton Borough Hall	Chestnut Ridge Committee	\$0.00
PUBLIC DEFENDER					
2024-0023	02/22/2024 -- 02/23/2024	Wilkinson, Noelle	Hershey, Pa	2024 PACDL DUI and Motor Vehicle Law Summit	\$835.99
VETERANS AFFAIRS					
2024-0033	02/07/2024 -- 02/07/2024	Kaye, Lisa Marie	Annville	Governor's Advisory Council Meeting	\$97.28

MONROE COUNTY TRAVEL REQUEST FORM

Department/Agency: Veterans Affairs

Date(s) of Travel: Feb 2, 2024

Name and Job Title of Employee Traveling:

<i>Name</i>	<i>Job Title</i>	<i>Driver?</i>	<i>Vehicle Type</i>	<i>Insurance Submitted?</i>
Kaye, Lisa Marie	Director	R	Personal	R

Destination: An

Purpose of Travel:

SVC Meeting

Sponsored By: DMVA

Required Certification Training? £

Required Operational Training? £

Other? £

How will attendance benefit employee(s) in their present job assignment? (Explain):

Member At Large/Presenter

Upon completion, will content of training/seminar be reviewed with departmental staff or other appropriate personnel? £

If Yes, with whom? _____

When? _____

If No, explain why: _____

COST TO COUNTY:

Hotel \$0.00

Registration \$0.00

Travel/Mileage \$0.00

Meals \$0.00

TOTAL: \$0.00

Was "Total Cost to County" (above) budgeted for? £

Expense will be reimbursed by: COUNTY

TRAVEL REQUEST APPROVALS

<i>Approved By</i>	<i>Date</i>	<i>Time</i>	<i>Approval Level</i>	<i>Decision</i>
Robert Gress	01/25/2024	11:33 AM	DH	Approved

NOTE: Requests will not be considered without attached information, such as conference/meeting notice, agendas, registration notices, or any other verifying information, etc.

TRAVEL ID: 2024-0027

MONROE COUNTY TRAVEL REQUEST FORM

DEPARTMENT/AGENCY controller

TRAVEL DATE(S) 02/15 - 02/16 2024

NAME AND JOB TITLE OF EMPLOYEE TRAVELING: Erik Diemer, Controller

DESTINATION: Boiling Springs, PA

PURPOSE OF TRAVEL: PSACC New Controller's Conference

SPONSORED BY: PSACC

REQUIRED CERTIFICATION TRAINING: ☐

REQUIRED OPERATIONAL TRAINING: ☐

OTHER: ☐

HOW WILL ATTENDANCE BENEFIT EMPLOYEE(S) IN THEIR PRESENT JOB ASSIGNMENT (EXPLAIN): To get a better understanding of the duties of the Controller

UPON COMPLETION, WILL CONTENT OF TRAINING/SEMINAR BE REVIEWED WITH DEPARTMENTAL STAFF OR OTHER APPROPRIATE PERSONNEL? YES ☒ NO ☐

IF YES, WITH WHOM Staff

WHEN _____

IF NO, EXPLAIN WHY: _____

COST TO COUNTY: HOTEL: 0

REGISTRATION: 0

TRAVEL/MILEAGE: 205.00

MEALS: 0

TOTAL: 205.00

WAS "TOTAL COST TO COUNTY" (ABOVE) BUDGETED FOR? YES ☒ NO ☐

WILL EXPENSE BE REIMBURSED BY? STATE ☐ FEDERAL ☐ OTHER (SPECIFY) ☐

STATE ☐ FEDERAL ☐ OTHER (SPECIFY) ☐

DEPT. HEAD/ELECTED OFFICIALS' SIGNATURE: Erik Diemer

DATE: 2/1/24

NOTE: REQUESTS WILL NOT BE CONSIDERED WITHOUT ATTACHED INFORMATION SUCH AS CONFERENCE/MEETING NOTICE, AGENDAS, REGISTRATION NOTICES, ANY OTHER VERIFYING INFORMATION ETC

RECEIVED

FEB 02 2024

Approved
Therrell

MONROE COUNTY TRAVEL REQUEST FORM

Department/Agency: Commissioners

Date(s) of Travel: Mar 3, 2024 -- Mar 5, 2024

Name and Job Title of Employee Traveling:

Name	Job Title	Driver?	Vehicle Type	Insurance Submitted?
Laverdure, Sharon	Commissioner	R	Personal	R

Destination: Harrisburg , PA

Purpose of Travel:
CCAP Spring Conference

Sponsored By: CCAP

Required Certification Training? ☐ Required Operational Training? ☐ Other? ☒ R

How will attendance benefit employee(s) in their present job assignment? (Explain):
Meeting other commissioners, CCAP training and other.

Upon completion, will content of training/seminar be reviewed with departmental staff or other appropriate personnel? ☒ R

If Yes, with whom? Other commissioners, departments When? March 6

If No, explain why: _____

COST TO COUNTY:

Hotel \$302.00 Registration \$230.00 Travel/Mileage \$162.14 Meals \$0.00

TOTAL: \$694.14

Was "Total Cost to County" (above) budgeted for? ☒ R

Expense will be reimbursed by: COUNTY

Expense to Account Number(s):

101.4111 6315.0000

NOTE: Requests will not be considered without attached information, such as conference/meeting notice, agendas, registration notices, or any other verifying information, etc.

TRAVEL ID: 2024-0031

R. GRESS
2/2/2024