



MONROE COUNTY BOARD OF COMMISSIONERS' MEETING  
December 7, 2022

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday, December 7, 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 Dunn, Chief Clerk/Administrator Greg Christine, and Administrative Secretary Cindy King.

Chairman Laverdure opened the meeting at 9:32 a.m. with a moment of silence and the pledge of allegiance to the flag.

There was no public comment on the agenda items.

**M-2022-265** Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below:

- 1) Approve the minutes of the 11/16/22 Commissioners' Meeting
- 2) Amend the following Motions:
  - a) M2022-247 – Correct the vendor name from Office Service Company to The HON Company
  - b) M2022-261 – Correct the Vendor's name from RMI to Motorola
  - c) M2022-262 – Correct the account number from 751.4426.6025.8800.0001 to 751.4428.6041.4640.0391

Chairman Laverdure presented a certificate of special recognition to Bonnie Ace-Sattur, Human Resources Director, who is retiring December 16, 2022 after thirty-five (35) years of service. The Commissioners thanked Bonnie for her dedication and years of employment with the County. Bonnie thanked the Commissioners for their support throughout the years.

**M-2022-266** Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to adopt a certificate of special recognition for Bonnie Ace-Sattur, Human Resources Director acknowledging her retirement.

**M-2022-267** Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve the actions listed below:

- a) Personnel Agenda:
- b) Approve/Ratify Requests to work additional hours:
  - i) Sheriff's Office Overtime Report for the period ending 11/20/22:
    - (1) Deputies – 32.75 hours
    - (2) Security – 17.25 hours

**M-2022-268** Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve actions listed below:

- a) Vouchers Payable:
  - i) \$1,087,823.10 for the week ending 11/18/22
  - ii) \$1,484,073.52 for the week ending 11/25/22
  - iii) \$2,880,026.45 for the week ending 12/2/22
- b) Gross Payroll:
  - i) \$1,326,785.37 for the period ending 11/20/22
- c) Healthcare Benefits Payments:
  - i) Highmark Blue Cross/Blue Shield:
    - (1) \$70,726.04 on 11/15/22
    - (2) \$70,961.62 on 11/22/22
    - (3) \$48,098.00 on 12/1/22
  - ii) Geisinger:
    - (1) \$60,819.92 on 11/15/22
    - (2) \$4,268.55 on 11/15/22

- (3) \$91,085.81 on 11/22/22
- (4) \$317,215.40 on 11/29/22
- iii) Dental Claims:
  - (1) \$4,649.07 on 11/15/22
  - (2) \$6,308.95 on 11/18/22
  - (3) \$3,746.82 on 11/28/22
  - (4) \$996.90 on 12/1/22
  - (5) \$4,004.05 on 12/2/22
- iv) Flexible Spending Account:
  - (1) \$66.95 on 11/29/22
  - (2) \$15.00 on 11/30/22
- v) ConnectYourCare:
  - (1) \$183.75 on 11/15/22
  - (2) \$923.95 on 11/15/22
  - (3) \$1,362.94 on 11/18/22
  - (4) \$1,228.90 on 11/28/22
  - (5) \$431.53 on 12/2/22

**M-2022-269** Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve/ratify the attached Travel Request Report for the Sheriff's Office, Veteran's Affairs and Correctional Facility.

**M-2022-270** Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to appoint/re-appoint the following to the Americorps Seniors Retired Senior Volunteer Program Advisory Council:

- a) Tracy Fox – to 12/31/2025
- b) James Olizarowicz – to 12/31/2025

**M-2022-271** Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to execute an amended Adoption Assistance Agreement for M.M. to reflect the passing of the adoptive mother.

**M-2022-272** Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve the actions listed below:

- a) Ratify the Budget Adjustment Report dated 12/1/22 totaling \$58,567.00
- b) Approve the Budget Adjustment Report dated 12/1/22 totaling \$50,980.00
- c) Authorize the Chief Clerk to advertise a Notice of Sale of confiscated or abandoned weapons in the Sheriff's Office
- d) Amend the County Employee Manual to add the following language:
  - i. A non-union employee who has passed away without using all of their vacation leave that they had earned will be entitled to payment for the vacation leave that they had earned but not used at their straight-time hourly rate for that year
- e) Ratify approval of a Change Order with Thomson Reuters in the amount of \$64,500.00 to add an addition 300 hours of programming to the C-Track CMS Software program
- f) Approve the following Change Order for the Courthouse Renovation/Expansion Project:
  - i. EC-003 Wind Gap Electric - \$73,747.85 (ADD)
- g) Approve the following Change Order for the Ramsey School Renovation Project:
  - i. Prime #002 – CMG of Easton - \$2,198.68 (ADD)
- h) Accept a quote from Tri-Boro Fencing Contractors in the amount of \$12,356.00 (Costars) to install a security/privacy fence at 701 Main Street
- i) Approve the 2022 Emergency Management Performance Grant in the amount of \$114,735.00 for the period of 10/1/21 through 9/30/22 and further authorize the Finance Director to sign electronically on behalf of the Commissioners
- j) Ratify execution of an Engagement Agreement with Babst-Calland, Attorneys at Law to represent the County in an election matter
- k) Acknowledge receipt of the Emergency Action Plan and Surveillance Warning and Evacuation Plan for the Leavitt Branch Dam and Goose Pond Run Dam
- l) Add the following vendors to the County List of Approved Vendors:
  - i. Aging:
    - 1. Mary Hart
    - 2. Joseph P. Cassaro
    - 3. Carol J. Cassaro
  - ii. CareerLink:

1. Journal Communications, Inc.
- iii. Monroe County Correctional Facility:
  1. Hemera Holding LLC
- iv. Veterans Affairs:
  1. NorthBound & Co.
  2. Marine Toys for Tots Foundation
- m) Award the Bids for County Goods and Services for 2023, as follows:
  - i. Inmate Uniforms & Supplies:
    1. Victory Supply, LLC - \$76,167.91
    2. Bob Barker Co., Inc. - \$17,310.30
    3. Hemera Holdings, LLC - \$2,100.00
  - ii. Janitorial Supplies:
    1. Administrative Center:
      - a) Pennsylvania Paper - \$12,995.45
      - b) WB Mason - \$61,707.15
      - c) Imperial Bag and Paper - \$2,632.24
    2. Correctional Facility:
      - a) Pennsylvania Paper - \$48,803.58
      - b) WB Mason - \$44,778.20
      - c) Imperial Bag and Paper - \$32,735.27
    3. Office Supplies:
      - a) WB Mason - \$155,587.80
    4. Toner:
      - a) IPS - \$85,953.60
    5. Sheriff Uniforms:
      - a) Starr Uniform - \$40,266.56
    6. Corrections Uniforms:
      - a) Starr Uniforms - \$69,648.90
      - b) Moritz Embroidery - \$6,265.00
    7. Snow Removal:
      - a) EF Possinger & Sons, Inc. (all locations):
        - i. Snow plowing - \$143.00 per hour
        - ii. Snow removal - \$137.00 per hour
        - iii. Calcium Chloride - \$1,593.00 per ton
        - iv. Sodium Chloride - \$331.00 per ton
        - v. Cinder - \$175.00 per ton
        - vi. Clear & Salt sidewalks - \$131.00 per hour
    8. Fuel Oil:
      - a) Stiff Oil Company (fluctuating price only):
        - i. .49¢ mark-up
    9. Propane:
      - a) Heller's Gas, Inc. (fixed price only/all locations)
        - i. \$1.41 per gallon
    10. Sewage Sludge Hauling:
      - a) Environmental Services Corp - .0910 per gallon for 2023 and 2024

Solicitor Dunn explained the agreement with Babst-Calland, Attorney at Law.

**M-2022-273** Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below, as requested by Monroe County Municipal Management Authority:

- a) Adopt a Resolution amending their Articles of Incorporation, as follows:
  - i. Changing official place of business to 183 Commercial Boulevard, Blakeslee, PA 18510 (R-2022-11)
  - ii. Amend the term of existence of the Authority for another fifty (50) years
- b) Re-appoint the following to the Authority Board of Directors:
  - i. Scott Besmer – to 12/31/2027
  - ii. Edward Cramer – to 12/31/2027
  - iii. Rebecca Tippet – to 12/31/2027

**M-2022-274** Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below, as requested by Monroe County Conservation District:

- a) Re-appoint the Following to the Conservation District Board of Directors:
  - i. Robert Armstrong – to 12/31/2026

- ii. Brian Winot – to 12/31/2026
- iii. Sharon S. Laverdure – to 12/31/2023 (Commissioners’ Representative)

Chairman Laverdure stated that there is a vacancy on the Board of Directors for a Farmer Representative.

**M-2022-275** Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below, as requested by the Redevelopment Authority of the County of Monroe:

- a) Re-appoint the following members to the Affordable Housing Advisory Board, with new terms to expire 12/31/2027:
  - i. Deborah Huffman
  - ii. Wayne Vanderhoof
  - iii. Thomas McKeown
  - iv. Michael Katz
- b) Approve a request to amend Section 8(3) of the Monroe County Demolition Fund Program Guidelines to increase the maximum amount of commercial and industrial property demolition from \$100,000 to \$200,000 per request
- c) Amend the 2022 Act 137 Affordable Housing Budget, as follows:
  - i. Decrease the Land Bank category by \$24,500.00
  - ii. Increase the Supportive Housing Assistance Category by \$24,500.00
- d) Approve a request by the Act 137 Affordable Housing Board to allocate \$35,000.00 to Monroe County Habitat for Humanity for their Home Preservation Program

**M-2022-276** Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below, as requested by the Monroe County Planning Commission:

- a) Approve a request to increase the following fees:
  - i. Minor subdivision reviews from \$35.00 to \$100.00
  - ii. Land development reviews from \$300.00 to \$500.00
- b) Reappoint the following to the Planning Commission Board:
  - i. Annette Atkinson – to 12/31/2026
  - ii. Robert Baxter – to 12/31/2026

**M-2022-277** Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to re-appoint Suzanne McCool to the Advisory Board with a new term to expire December 31, 2025, as requested by Carbon Monroe Pike Mental Health Developmental Services.

**M-2022-278** Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the Capital Purchases Report dated December 1, 2022, as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
<b>APPROVED CAPITAL:</b>						
Emergency Management	101.4291.9575.0000	Capital Expenditure	6	Pelican remote area lighting systems	Grainger - Lowest Quote	12,751.20
Emergency Management	101.4291.9575.0000	Capital Expenditure	1	Refurbish Ambulance	Ed's Auto Service - Sole Source	14,931.19
Emergency Management	101.4291.9575.0000	Capital Expenditure	2	Aluminum portable water tanks	Global Industries - Lowest Quote	4,277.56
Emergency Management	101.4291.9575.0000	Capital Expenditure	1	Striping and logos for ambulance	Red Diamond Graphics - Sole Source	3,200.00
Emergency Management	101.4291.9575.0000	Capital Expenditure	1	Panic alarm system devices & software	Tuway Communications - Sole Source	4,295.00
Emergency Management	101.4291.9575.0000	Capital Expenditure	1	7' x 16' enclosed trailer	Appalachian Trailers - Lowest Quote	8,343.06
Emergency Management	101.4291.9575.0000	Capital Expenditure	2	Bulk storage racks	Uline - Lowest Quote	785.40
Maintenance	101.4176.5522.0000	Minor Equipment	2	Reciprocating saw kits	Cooper Electric - Lowest Quote	558.26
Maintenance	101.4176.5522.0000	Minor Equipment	1	High back chair	Hon - State Contract	501.76
<b>TOTAL APPROVED CAPITAL</b>						<b>\$ 49,643.43</b>
<b>REQUESTS WITH TRANSFER: (see Budget Adjustment Report)</b>						
Courts	101.4184.9575.0000	Capital Expenditure	1	Paper folding machine	Amazon - Lowest Quote	1,860.09
Courts	101.4184.9575.0000	Capital Expenditure	9	Hearing assisted listening devices	Vistacom - State Contract	9,570.42
<b>TOTAL REQUESTS W/TRANSFER</b>						<b>\$ 11,430.51</b>
<b>GRANT FUNDED &amp; OTHER:</b>						
Aging	760.4001.5800.3431	Supplies - AAA Office	1	Sit to stand desk platform	Hon Company - State Contract	389.06
<b>TOTAL GRANT FUNDED &amp; OTHER</b>						<b>\$ 389.06</b>
<b>TOTAL CAPITAL REQUESTS</b>						<b>\$ 61,463.00</b>

**M-2022-279** Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve the Computer Capital Purchases Report dated December 1, 2022, as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
<b>APPROVED CAPITAL:</b>						
Courts	101.4172.9575.4184	Courts	9	Dell monitors and accessories	Dell - State Contract	1,780.56
Emergency Management	101.4172.9575.4291	Emergency Services	1	Optiplex computer	Dell - State Contract	789.43
<b>TOTAL APPROVED CAPITAL</b>						<b>\$ 2,569.99</b>
<b>REQUESTS WITH TRANSFER: (see Budget Adjustment Report)</b>						
<b>TOTAL REQUESTS W/TRANSFER</b>						<b>\$ -</b>
<b>GRANT FUNDED &amp; OTHER:</b>						
Courts	101.4172.9575.4184	Courts	1	Surface Pro and accessories	Dell - State Contract	1,349.89
<b>TOTAL GRANT FUNDED &amp; OTHER</b>						<b>\$ 1,349.89</b>
<b>TOTAL CAPITAL REQUESTS</b>						<b>\$ 3,919.88</b>

Chairman Laverdure asked if there was any public comment. John Dunn thanked Bonnie Ace-Sattur for her years of service with the county.

The meeting was adjourned at 9:51 a.m.

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Greg Christine, Chief Clerk/Administrator

**M-2022-265 thru M-2022-279**  
**R-2022-11**

## TRAVEL REQUEST REPORT

Travel ID	Travel Date(s)	Traveler(s)	Destination	Purpose of Travel	Est. Costs
<b>CORRECTIONAL FACILITY</b>					
2022-0220	12/08/2022 -- 12/09/2022	Helwick, Robert Fortunato, Joseph	Spring Township Fire Department Reading PA	PepperBall certification	\$990.00
<b>OFFICE OF THE SHERIFF</b>					
2022-0221	12/08/2022 -- 12/09/2022	Heffelfinger, Brett Wojy, Adam	Spring Township Fire Department 2301 Monroe Ave Reading PA 19609	To become Pepperball Instructors for the Office.	\$1,034.00
<b>VETERANS AFFAIRS</b>					
2022-0222	12/02/2022 -- 12/02/2022	Kaye, Lisa Marie	Annville, PA	SVC meeting	\$0.00
2022-0223	12/07/2022 -- 12/07/2022	Kaye, Lisa Marie	Allentown	Grand opening/outreach event	\$49.60