



MONROE COUNTY BOARD OF COMMISSIONERS  
November 1, 2023

The regular meeting of the Monroe County Board of Commissioners was held Wednesday, November 1, 2023, in the Commissioner's 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, Solicitor John Dunn, Chief Clerk/Administrator Greg Christine, Administrative Secretary Cindy Cook

Chairman Laverdure called the meeting to order 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-2023-222** Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve the minutes of the October 18, 2023, Commissioners' Meeting, as presented.

**M-2023-223** Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to adopt the following proclamations:

## Proclamation

Whereas, Epilepsy is a neurological condition sometimes referred to as a seizure disorder and is characterized by recurring seizures; and

Whereas, 1 in 26 people will develop epilepsy in their lifetime; and

Whereas, more than 209,000 Pennsylvanians live with epilepsy or seizure disorders; and

Whereas, up to 50,000 Americans die each year from seizures and related causes, including Sudden Unexplained Death in Epilepsy; and

Whereas, The Epilepsy Foundation Eastern Pennsylvania leads the fight to stop seizures, find a cure, and overcome the challenges created by epilepsy; and

Whereas, state funding in Pennsylvania currently supports Epilepsy Foundation programs that provide technical assistance, training and support to Pennsylvania's school nurses, teachers, and students on seizure recognition and first aid, and

Whereas, state funding in Pennsylvania currently supports Epilepsy Foundation programs that provide patient education, public awareness, information and referral services for children and their families living with seizures in our state; and

Whereas, the Epilepsy Foundation Eastern Pennsylvania is celebrating 51 years of service and dedication to Pennsylvania communities and,

Whereas, the Commonwealth has historically supported the creation and expansion of epilepsy support services and awareness programs through Federal and State appropriations; and

Whereas, the epilepsy community recognizes November as Epilepsy Awareness Month to promote epilepsy awareness and education throughout the world, Therefore Be it resolved, that Monroe County designates November 2023 as Epilepsy Awareness Month.

-End of Proclamation-

Chairman Laverdure presented a proclamation to Larissa Folio who accepted it on behalf of her daughter, proclaiming November "Epilepsy Awareness Month" Ms. Folio spoke about her daughter's personal journey with epilepsy.

## PROCLAMATION

WHEREAS, During the American Revolutionary War, the Sons of Liberty often convened under the nation's original Liberty Tree in Boston, to discuss their opposition to British rule in the colonies. This historic tree became a beacon of hope to colonists and a symbol of American freedom, and

WHEREAS, In an attempt to stymie these colonists, the British destroyed Boston's Liberty Tree. Suddenly, patriots throughout the 13 colonies began to designate new Liberty Trees. The last known original Liberty Tree sat on the campus of Saint John's University in Maryland, until it was destroyed by Hurricane Floyd in 1999 and

WHEREAS, Thanks to local landscaper Mark Mehnert, who rescued and revived parts of this original tree, direct descendants of this Liberty Tree are thriving and making their way across the nation.

WHEREAS, In partnership with the Pennsylvania Freemasons, America250PA's Liberty Tree Project includes a certified Liberty Tree planted in each of Pennsylvania's 67 counties beginning in the Fall of 2021, through 2026.

NOW THEREFORE, the Monroe County Board of Commissioners do hereby commemorate Sunday, October 29, 2023, as America250PA Liberty Tree Planting Day in Monroe County and further thank the Pennsylvania Freemasons for partnering with the America250PA Committee to recognize this important event.

-End of Proclamation-

Chairman Laverdure presented a proclamation to Richard Williams, Mark Lipsky and Elwood Davidson all from Hamilton Day Lodge Number 814 proclaiming Sunday, October 29, 2023, as America250PA Liberty Tree Planting Day in Monroe County. The gentlemen thanked the Commissioner's and Hamilton Township for partnering with the Pennsylvania Freemasons to plant the tree.

**M-2023-224** Motion by John Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below:

- 1) Personnel:**
  - a) Agenda:

NAME:	DEPARTMENT:	POSITION:	DATE:	REASON:
<b>NEW HIRES:</b>				
Mayra Gold	Aging	29 Case Aide II	11/6/23	New Hire/Replacement
Ariel Pabon	C&Y	35 Casw II	11/6/23	New Hire/Replacement
Sandra James	C&Y	35 Casw II	11/13/23	Rehire/Replacement
Zulma DaSilva	PD	10 App Intake Analyst	11/6/23	New Hire/Replacement
Lisa Cantor	Pretrial Services	16 Pretrial Officer Trainee	11/13/23	New Hire/Replacement
Mariel Castillo	Pretrial Services	16 Pretrial Officer Trainee	11/13/23	New Hire/Replacement
Jennifer Leary	Proth	10 Deputy Clerk of Courts	11/6/23	Rehire/Replacement
<b>SEPARATIONS:</b>				
Ihsan Tarcan	Jail	CO	10/19/23	Non-Retained
Michael Sutton	Jail	CO	11/10/23	Resigned
Catherine Johnson	MDJ 43-2-01	7 Tech	10/17/23	Resigned
William Streppone	Sheriff	8 Bailiff	10/24/23	Terminated
<b>CHANGES:</b>				
Stacey McLaughlin	C&Y	35 Accountant I	10/31/23	Transfer/Promotion
Gabrielle Ferrara	Commissioners	17 Records Archivist	11/13-12/13/23	LOA
Chad Martinez	DA	22 Asst DA	11/20/23	Contractual Increase 20+yrs
Cassandra Semente	DR	14 Conference Officer	10/20-10/24/23	Unpaid Suspension
Elizabteh Chilko	DR	12 Enforcement Spec Sr.	10/22/23	Early RTW
Alizabeth Plows	Jail	CO	10/17-12/4/23	LOA
Alizabeth Plows	Jail	CO	12/5/23-1/8/24	LOA
John Keiper	Jail	CO	9/22/2-3/21/24	Intermittent LOA
Keegan Allie	Jail	CO II	10/21-10/27/23	Extend LOA
Raymond Wilson	Jail	CO	10/20-10/29/23	Extend Mod Duty
Raymond Wilson	Jail	CO	10/30/23	RTW Full Duty
Raymond Wilson	Jail	CO	10/4/23-4/3/24	Intermittent LOA
Scott Jackson	Jail	CO	10/5-10/24/23	Extend Mod Duty
Scott Jackson	Jail	CO	10/25/23	RTW Full Duty
Terez Williams	Jail	CO II	10/31/23	Probation Complete
Terez Williams	Jail	CO II	10/31/23	Step Increase- 12 mos
Tara Doyle	Jail	CO II	10/25-11/15/23	Extend LOA
Sandra Norville-Nash	MDJ	7 Technician Floater	11/13/23	Transfer/Vol Demotion
Amy Van Norman	MDJ 43-2-02	10 Adv Tech	10/13-11/30/23	Update LOA Start Date
Christina Wright	MDJ 43-3-03	10 Adv Tech	10/30/23	Promotion
Joanna Kaminski-Wesolowski	MDJ 43-4-04	10 Adv Tech	10/4-10/15/23	LOA
Alyscia Hill	Prob-Adult	20 Prob Officer	11/16/23	Contractual Increase 4 yrs
Michelle Warsaw	Proth	10 Deputy Prothonotary	10/30/23	Promotion
Michelle Williams	Proth	10 Deputy Prothonotary	10/30/23	Promotion
Angela-Patricia Ramos Morales	PD	22 Asst PD	11/15/23	Contractual Increase 24 mos
Kaytlyn Weitzel	Sheriff	9 Real Estate Clerk	10/2/23	Extend LOA
Kaytlyn Weitzel	Sheriff	9 Real Estate Clerk	10/3-12/1/23	Extend LOA
William Streppone	Sheriff	8 Bailiff	10/12-10/15/23	Unpaid Suspension
<b>LONGEVITY:</b>				
Jenna Moore	C&Y	37 Casw 3	11/5/23	Longevity Bonus
Stacie Gill-DiPippa	C&Y	24 Asst Admin	11/11/23	Longevity Bonus
Chad Martinez	DA	22 Asst DA	11/20/23	Longevity Bonus
Barbara Molkenhain	DR	11 Intergov Spec	11/23/23	Longevity Bonus
Elizabeth Chilko	DR	12 Enf Spec Sr	11/15/23	Longevity Bonus
Stephanie Chieffo	Treasurer	9 Accounting Tech	11/7/23	Longevity Bonus
<b>MISCELLANEOUS:</b>				
Adopt the job description for the 22 Deputy Director of Emergency Management as revised on 12/12/21				
Approve the request from Kristina Heaney to change Groundskeeper Anthony Herda's schedule to 6am - 2:30pm.				

b) Approve/Ratify Requests to work additional hours:

i) Sheriff's Office Overtime Report for the period ending 10/8/23:

- (1) Deputies – 9.75 hours
- (2) Security – 33.00 hours
- (3) Clerks – 3.50 hours

ii) Sheriff's Office Overtime Report for the period ending 10/22/23:

- (1) Deputies – 20.25
- (2) Security – 33.25

**M-2023-225** Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve the actions listed below:

a) Vouchers Payable:

- i) \$2,126,283.74 for the week ending 10/20/23

- ii) \$1,196,417.10 for the week ending 10/27/23
- b) Gross Payroll:
  - i) \$1,344,988.95 for the period ending 10/22/23
- c) Healthcare Benefits Payments:
  - i) Highmark Blue Cross/Blue Shield:
    - (1) \$76,854.44 on 10/18/23
    - (2) \$318,197.08 on 10/24/23
    - (3) \$180.63 on 10/25/23
  - ii) Geisinger:
    - (1) \$4,351.20 on 10/17/23
    - (2) \$103,965.86 on 10/16/23
    - (3) \$90,389.32 on 10/24/23
  - iii) Dental Claims:
    - (1) \$6,058.57 on 10/16/23
    - (2) \$6,036.34 on 10/20/23
    - (3) \$1,028.60 on 10/23/23
    - (4) \$6,573.82 on 10/27/23
  - iv) Flexible Spending Account:
    - (1) \$176.00 on 10/16/23
    - (2) \$808.78 on 10/16/23
    - (3) \$1,498.68 on 10/20/23
    - (4) \$792.17 on 10/27/23

**M-2023-266** Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve/ratify the attached Travel Request Report – Adult Probation, Children and Youth, Public Defender, Vector Control

**M-2023-227** Motion by Vice-Chairman Moyer, seconded by Commissioner Christy and carried to approve the actions listed below as requested by Children and Youth Services:

- a) Ratify the approval of the following 2022/23 Juvenile Probation Office Title IV-E Claim Reports the federal reimbursement of administrative costs:
  - i) 3<sup>rd</sup> Quarter - \$3,155.08
  - ii) 4<sup>th</sup> Quarter - \$2,960.04
- b) Approve the addendum to the Subsidized Permanent Legal Custodianship for A.C. to reflect a new legal name change
- c) Approve the following Subsidized Permanent Legal Custodianship Agreements:
  - i) C.S.
  - ii) V.S.
  - iii) L.A.
  - iv) M.T.
  - v) A.T.
  - vi) A.T.
- d) Approve the FY 2022/23 Fourth Quarter Act 148 Report in the amount of \$16,072,610

Commissioner Christy noted that November is National Adoption Month, and a banner will be displayed next Monday at the Courthouse.

**M-2023-228** Motion by Commissioner Christy, seconded by Vice-Chairman Moyer and carried to approve the actions listed below:

- a) Ratify the Budget Adjustment Report dated October 26, 2023, totaling \$447,754.00
- b) Approve the Budget Adjustment Report dated October 26, 2023, totaling \$602,765.00
- c) Approve the request from the Monroe County Retirement Board to have the Actuarial Contribution (ADC) paid in one lump sum payment from the General Fund into the Retirement Fund in the month of December 2023
- d) Approve the 2023-24 Hazardous Materials Response Fund Grant in the amount of \$7,821 for the performance period of July 1, 2023, through September 30, 2024, and authorize the Fiscal Director to electronically sign the agreement (#C950004067) on behalf of the Commissioners
- e) Approve the Fiscal Director to electronically sign the State and Local Cybersecurity Grant Program (SLCGP) – Intrusion Detection Service MS-ISAC Albert Sensors agreement (#C950004515) for the period of October 1, 2023, through December 31, 2024
- f) Approve the Fiscal Director to electronically sign the State and Local Cybersecurity Grant Program (SLCGP) – Security Awareness Service agreement (#C950004333) for the period of October 1, 2023, through December 31, 2024

- g) Approve a request to use Courthouse Square for the annual tree lighting ceremony on Friday, November 24, 2023, at 5:30 pm to 7:30 pm (*preparation from 2:00 to 8:30*)
- h) Add the following Vendors to the County List of approved vendors:
  - i) Area Agency on Aging:
    - (1) Michelle J. Vecchio
    - (2) Salvatore Musumeci
  - i) Ratify the following agreements with Norstar Networks (Costars):
    - i) Provide SIP Device License for Courthouse video conferencing audio in the amount of \$2,651.88
    - ii) Provide 40 hours of professional services in the amount of \$5,800
  - j) Ratify the acceptance of a proposal from Value Engineering, Inc. in the amount of \$2,500 for Wetland Consulting Services at 4227 Manor Drive, Hamilton Township, Monroe County
  - k) Ratify the execution of a Right of Way Agreement with Blue Ridge Technologies to grant use of the underground conduit to supply cable to the Courthouse Renovation Expansion Project
  - l) Ratify execution of addendums to the Administrative Services Agreements for 2021, 2022 and 2023 with Geisinger Indemnity Insurance Company:

**M-2023-229** Motion by Vice-Chairman Moyer seconded by Commissioner Christy and carried to approve a software agreement with Enformion for Child Support Enforcement and Investigations for the period of December 15, 2023, through December 15, 2026, for an annual fee of \$4,638.00 as requested by Domestic Relations.

**M-2023-230** Motion by Commissioner Christy seconded by Vice-Chairman Moyer and carried to execute a Professional Services Agreement with MCM Consulting Group, Inc. to update the Monroe County Hazard Mitigation Plan in the amount of \$98,222.25 for the period of November 1, 2023, through July 31, 2025, as requested by the Monroe County Office of Emergency Management.

**M-2023-231** Motion by Commissioner Christy seconded by Vice-Chairman Moyer and carried to approve the 2023/24 Medical Assistance Transportation (MATP) 1<sup>st</sup> Quarter Report in the amount of \$139,970.52 as requested by the Monroe County Transportation Authority.

**M-2023-232** Motion by Vice-Chairman Moyer seconded by Commissioner Christy and carried to ratify the approval of the extension to the 3-Year Project Activity Completion to the FFY 2019 Community Development Block Contract (*#C000073811*) from October 20, 2023, to January 31, 2024, additional time is needed to continue to qualify eligible low moderate-income clients and complete dwelling rehabilitation as requested by the Redevelopment Authority of the County of Monroe.

**M-2023-233** Motion by Commissioner Christy seconded by Vice-Chairman Moyer and carried to approve the actions listed below:

- a) Ratify the Capital Purchases Report dated October 26, 2023, as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
<b>APPROVED CAPITAL:</b>						
<b>TOTAL APPROVED CAPITAL</b>						<b>\$ -</b>
<b>REQUESTS WITH TRANSFER: (see Budget Adjustment Report)</b>						
Vector Control: MBDC Grant	101.4327.2043.9575.0000	Capital Expenditure	1	2024 F-150 Pickup truck	Koch 33 Ford - Single Source	45,321.00
<b>TOTAL REQUESTS W/TRANSFER</b>						<b>\$ 45,321.00</b>
<b>GRANT FUNDED &amp; OTHER:</b>						
Maintenance	101.4176.7851.0020	Plumbing	2	Faucet sensors	Hajoca - Lowest Quote	804.33
<b>TOTAL GRANT FUNDED &amp; OTHER</b>						<b>\$ 804.33</b>
<b>TOTAL CAPITAL REQUESTS</b>						<b>\$ 46,125.33</b>

b) Approve the Capital Purchases Report dated October 26, 2023, as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
<b>APPROVED CAPITAL:</b>						
<b>TOTAL APPROVED CAPITAL</b>						<b>\$ -</b>
<b>REQUESTS WITH TRANSFER: (see Budget Adjustment Report)</b>						
Tax Assessment	101.4136.5522.0000	Minor Equipment	1	Adjustable desk riser	Office Service - State Contract	263.58
<b>TOTAL REQUESTS W/TRANSFER</b>						<b>\$ 263.58</b>
<b>GRANT FUNDED &amp; OTHER:</b>						
Correctional Facility: SCAAP	601.4232.8800.0000	Program Expenses	15	Portable radio's and speakers	Radio Maint. Inc. - State Contract	11,370.00
Correctional Facility: SCAAP	601.4232.8800.0000	Program Expenses	16	Mobile Trackers and licenses	Guardian RFID - Sole Source	22,445.75
Risk Management	101.4111.2010.7850.0030	Safety Program	3	Cardiac AED's	Gregory Moyer AED Fund	1,054.64
Public Liability	250.5700.8800.0001	Grant Expenses				3,190.36
<b>TOTAL GRANT FUNDED &amp; OTHER</b>						<b>\$ 38,060.75</b>
<b>TOTAL CAPITAL REQUESTS</b>						<b>\$ 38,324.33</b>

**M-2023-234** Motion by Commissioner Christy seconded by Vice-Chairman Moyer and carried to approve the Computer Capital Purchases Report dated October 26, 2023, as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
<b>APPROVED CAPITAL:</b>						
Information Systems	101.4172.9575.0000	Capital Expenditure	1	Emergency Backup Core Network Switch	MTG - Lowest Quote	13,469.70
<b>TOTAL APPROVED CAPITAL</b>						<b>\$ 13,469.70</b>
<b>REQUESTS WITH TRANSFER: (see Budget Adjustment Report)</b>						
Prothonotary: Automation Fund	601.4195.8800.0000	Program Expenses	3	Color scanners	Amazon - Lowest Quote	2,760.00
<b>TOTAL REQUESTS W/TRANSFER</b>						<b>\$ 2,760.00</b>
<b>GRANT FUNDED &amp; OTHER:</b>						
Correctional Facility	101.4172.9575.4232	Capital Expenditure	1	HP Color printer	SCW - Lowest Quote	339.05
<b>TOTAL GRANT FUNDED &amp; OTHER</b>						<b>\$ 339.05</b>
<b>TOTAL CAPITAL REQUESTS</b>						<b>\$ 16,568.75</b>

Jennifer Strauch, Grants Manager stated that the Carey Group which is the consulting firm hired by Monroe County to complete a Community Needs Assessment and Strategic Plan for Gun Safety is requesting the community’s assistance to complete a 10–15-minute online Firearms and Community Safety survey using a QR code. The survey consists of several topic questions, including experience with guns, gun ownership, community perspectives on safety and policing, mental health and substance abuse issues and demographics. The Carey Group would like the survey to be completed within 6 weeks. Commissioner Christy took the survey and asked participants to think of your entire community not just your neighborhood when completing the survey.

Theresa Pesce spoke about the oath of office the Commissioners take as well as the security of the information of Monroe County residents using the Poll Pads. Commissioner Christy stated that the Commissioners’ have taken the oath of office and have done their research and feel the process is safe and secure as does the Department of State. Commissioner Christy stated the Commissioners take the Election as one of their number one jobs, and they take it very seriously. Vice-Chairman Moyer agreed with Commissioner Christy that the Commissioner’s take the Election very seriously. He also stated the process is completely transparent and invited anyone who was interested to come and observe the process next Tuesday starting at 7:00 a.m.

Jane Gagliardo asked the Commissioners to consider providing something to Theresa Pesce to show the security of the election. Chairman Laverdure stated that observing the process is the best way for someone to witness the security of the process.

Janet Doner spoke about proprietary information and third-party companies.

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

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Greg Christine, Chief Clerk/Administrator

**M-2023-222 thru M-2023-234**

## TRAVEL REQUEST REPORT

Travel ID	Travel Date(s)	Traveler(s)	Destination	Purpose of Travel	Est. Costs
<b>ADULT PROBATION</b>					
2023-0233	11/08/2023 -- 11/08/2023	Bellas, Keith	Emergency Services Center, 1805 Cornwall Road, Lebanon, PA 17042	To attend a Tactical Leadership Training on November 8th, 2023.	\$207.00
2023-0234	11/08/2023 -- 11/08/2023	Reese, William	Emergency Services Center, 1805 Cornwall Road, Lebanon, PA 17042	To attend a Tactical Leadership Training on November 8th, 2023.	\$207.00
2023-0235	11/08/2023 -- 11/08/2023	Filocco, Jonathan	Emergency Services Center, 1805 Cornwall Road, Lebanon, PA 17042	To attend the Tactical Leadership Training on November 8th, 2023.	\$207.00
2023-0236	11/08/2023 -- 11/08/2023	Dixon, Tyrel	Emergency Services Center, 1805 Cornwall Road, Lebanon, PA 17042	To attend a Tactical Leadership Training on November 8th, 2023.	\$207.00
2023-0237	11/08/2023 -- 11/08/2023	McCracken, Shannon	Emergency Services Center, 1805 Cornwall Road, Lebanon, PA 17042	To attend a Tactical Leadership Training on November 8th, 2023.	\$207.00
2023-0238	11/08/2023 -- 11/08/2023	Dalton, Jennifer	Emergency Services Center, 1805 Cornwall Road, Lebanon, PA 17042	To attend a Tactical Leadership Training on November 8th, 2023.	\$207.00



## TRAVEL REQUEST REPORT

Travel ID	Travel Date(s)	Traveler(s)	Destination	Purpose of Travel	Est. Costs
<b>CHILDREN &amp; YOUTH SERVICES</b>					
2023-0216	10/26/2023 -- 10/26/2023	Payano-Santiago, Maria	Lackawanna County Government-123 Wyming Avee. Scranton PA 18503	SPLC IV-E Eligibility training.	\$28.00
<b>PUBLIC DEFENDER</b>					
2023-0231	12/14/2023 -- 12/15/2023	Vitelli-Bleice, Chandra	King of Prussia, PA	PACDLs Annual conference	\$811.45
<b>VECTOR CONTROL</b>					
2023-0239	10/23/2023 -- 10/27/2023	Lombard, Aaron	Pike County	fulfillment of grant funded Tick surveillance	\$0.65