



MONROE COUNTY BOARD OF COMMISSIONERS

AGENDA

November 15, 2023

Open meeting

Moment of Silence and Pledge of Allegiance

Corrections to the Duplicate – Cindy Treible, Chief Assessor

Public Comment – Agenda Items Only

OLD BUSINESS

1. Approve the minutes of the 11/1/23 Commissioners' Meeting
2. Ratify the 11/6/23 opening of the following bids for goods and services for 2024:
 - a. Inmate Uniforms and Supplies:
 - i. Bob Barker - \$111,215.59
 - b. Propane:
 - i. Heller's Gas - \$.6525 + \$1.34 mark-up (Fixed Price Only)
 - c. Fuel Oil:
 - i. Stiff Oil – .49¢ mark-up (Fluctuating Price Only)
 - d. Corrections/Sheriff's Uniforms:
 - i. Starr Uniforms - \$132,844.86 Total Bid
 - ii. Moritz - \$9,426.00 (Select Items)
 - e. Office Supplies and Toner:
 - i. OfficeBasics - \$120,216.45 Total Bid
 - ii. IPS - \$95,930.80 Toner Only
 - f. Snow Removal:
 - i. E.F. Possinger & Sons:
 1. Snow Plowing - \$150.00 per hour
 2. Cinders - \$184.00 per ton
 3. Rock Salt - \$348.00 per ton
 4. Calcium Chloride - \$1,673.00 per ton
 5. Snow Removal - \$144.00 per hour
 6. Clear Walkways - \$230.00 per hour
 - g. Janitorial Supplies:
 - i. Office Basics - \$143,834.00
 - ii. United - \$113,509.00
 - iii. Pyramid School Products - \$96,467.71
 - iv. Pennsylvania Paper - \$247,585.22
 - v. Imperial Data - \$246,650.15
 - vi. Central Poly - \$75,672.00

PROCLAMATIONS AND CERTIFICATES - None

NEW BUSINESS

1) Personnel:

- a) Agenda:
- b) Approve/Ratify Requests to work additional hours:
 - i) Sheriff's Office Overtime Report for the period ending 11/5/23:
 - (1) Deputies – 26.75 hours
 - (2) Security – 77.25 hours
 - (3) Clerks – 8.00 hours

2) Electronic Financial Transactions (Ratify):

- a) Vouchers Payable:
 - i) \$2,119,322.80 for the week ending 10/13/23
 - ii) \$1,552,142.05 for the week ending 11/3/23
 - iii) \$646,685.38 for the week ending 11/10/23
- b) Gross Payroll:
 - i) \$1,311,238.03 for the period ending 11/5/23
- c) Healthcare Benefits Payments:

- i) Highmark Blue Cross/Blue Shield:
 - (1) \$113,670.69 on 10/31/23
 - (2) \$163,091.25 on 11/7/23
- ii) Geisinger:
 - (1) \$117,653.05 on 10/30/23
- iii) Dental Claims:
 - (1) \$4,148.21 on 11/6/23
- iv) Flexible Spending Account:
 - (1) \$20.60 on 10/31/23
- v) ConnectYourCare:
 - (1) \$904.99 on 11/6/23

3) Travel Authorizations (Approve/Ratify):

- a) Approve/Ratify the Travel Request Report – Adult Probation, Aging, Conservation District, Vector Control and Planning

4) Area Agency on Aging:

- a) Execute a contract with North Penn Legal Services at the rate of \$52.00, per hour, to prepare, Wills, Living Wills and Powers of Attorney for qualified clients

5) Children & Youth Services:

- a) Execute the following Purchase of Service Agreements for the period of 7/1/23 through 6/30/24:
 - i) George Junior Republic in PA - \$725,000.00
 - ii) Summit School d/b/a Summit Academy - \$175,000.00
 - iii) Community Specialists Corp d/b/a The Academy - \$100,000.00

6) Commissioners' Office:

- a) Ratify the Budget Adjustment Report dated 11/9/23 totaling \$304,617.00
- b) Approve the Budget Adjustment Report dated 11/9/23 totaling \$30,275.00
- c) Approve the use of Courthouse Square from 12/7/23 through 12/20/23 to allow the placement of a Menorah for Chanukah
- d) Appoint Ms. Deborah Staniszewski to the CMP Drug & Alcohol Commission Advisory Board (replacing Ken Gustafson) with a term to expire 11/30/26
- e) Authorize the Grants Manager to electronically submit on behalf of the County the FY24 Mosquito-borne Disease Control Grant application in the amount of \$133,718.80 for the period of 1/1/24 through 12/31/24
- f) Execute a Lease Agreement with Jaime Loysen and James Passmore d/b/a Auto-in-Motion for the period of 11/1/23 through 10/31/24 in the amount of \$500.00 per month to enable the District Attorney's Office to store confiscated vehicles
- g) Execute an Engagement Letter with Eckert Seamans at the rate of \$275.00 per hour to perform consulting work for the County
- h) Execute an Amendment to the Agreement with VBA to extend dependent coverage for the vision plan for County employees
- i) Add the following Vendors to the County List of Approved Vendors:
 - i) Emergency Management:
 - (1) Steven Chervenitski
 - ii) DOIS:
 - (1) Beam Boost (Beam E-com LLC)
 - iii) District Attorney:
 - (1) Esquire Depositions Solutions
 - iv) Aging:
 - (1) Patrick Cutitta
 - (2) Yolanda N. Dotta

7) Capital Outlay Purchases:

- a) Ratify the Capital Purchases Report dated 11/9/23 totaling \$5,136.50
- b) Approve the Capital Purchases Report dated 11/9/23 totaling \$933.98

Miscellaneous

Public Comment

Other Meetings

Salary Board 11:00 a.m.
 Retirement Board 1:30 p.m.

TRAVEL REQUEST REPORT

Travel ID	Travel Date(s)	Traveler(s)	Destination	Purpose of Travel	Est. Costs
ADULT PROBATION					
2023-0243	12/07/2023 -- 12/08/2023	Sikora, Bernard	The Graduate Hotel & Conference Center, State College, PA	To attend the Quarterly Membership Meeting of the County Chief Adult Probation & Parole Officers Association on PA in State College, PA.	\$193.00
AREA AGENCY ON AGING					
2023-0240	12/11/2023 -- 12/13/2023	Megargle, Mary Claire	Wyndham Garden State College	P4A/PDA Quarterly	\$466.98
CONSERVATION DISTRICT					
2023-0242	11/03/2023 -- 11/03/2023	Heaney, Kristina	Wilkes-Barre Township, PA	NEPA managers meeting	\$0.00
2023-0244	11/21/2023 -- 11/21/2023	David Hooker	Telford, PA	ACAP Administration Training Overview	\$0.00
PLANNING					
2023-0245	11/15/2023 -- 11/15/2023	Poust, Ryan	Harrisburg, PA	Central PA GIS Day	\$102.83
2023-0246	11/15/2023 -- 11/15/2023	Sherer, Julia	Upper Mount Bethel Township	Meeting with Northampton county on Liberty Water Gap Trail Planning	\$0.00
VECTOR CONTROL					
2023-0247	11/14/2023 -- 11/16/2023	Lombard, Aaron	Pike County	Fulfilment of Grant Funded Tick Surveillance	\$0.00