



MONROE COUNTY BOARD OF COMMISSIONERS
November 6, 2024

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday, November 6, 2024, in the Commissioners' 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 Deborah L. Huffman, Chief Clerk/Administrator Robert J. Gress and Administrative Secretary Cindy Cook.

Chairman Christy opened the meeting at 9:30 a.m. with a moment of silence followed by the pledge of allegiance to the flag.

There was no public comment on agenda items.

M-2024-333 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to Amend Resolution 2024-8 dated September 18, 2024, to update funding language to include Monroe County's commitment to the project in the amount of \$15,225.00 at the Monroe County Safety Center.

Chairman Christy presented a certificate of special recognition to Cindy Treible, Chief Assessor for her thirty seven (37) years of service to the county as well as recognizing her retirement.

Cindy Treible thanked the commissioners for the opportunity to work for the county for the last thirty seven (37) years.

M-2024-334 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the minutes of the 10/16/2024 Commissioners' Meeting.

M-2024-335 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below:

1. Ratify the October 18, 2024, opening of the following bids for services for 2025:
 - a. Food Services For Inmates at the Monroe County Correctional Facility:

Summit Correctional Services	\$2.299 cost per meal 800-1,000	\$813,585.00 yr.
Summit Correctional Services	\$2.062 cost per meal 1,000-1,200	\$903,156.00 yr.
Aramark Correctional Services	\$2.078 cost per meal 800-1,000	\$754,314.00 yr.
Aramark Correctional Services	\$1.947 cost per meal 1,000-1,200	\$852,786.00 yr.
Trinity Services Group Inc.	\$2.521 cost per meal 800-1,000	\$920,165.00 yr.
Trinity Services Group Inc.	\$2.33 cost per meal 1,000-1,200	\$1,020,540.00 yr.
2. Ratify the October 29, 2024, opening of the following bids for goods and services for 2025:
 - a. Correctional Officer/Deputy Sheriff Uniforms:
 - i. Moritz Embroidery Works, Inc. - \$17,002.00 (Select Items)
 - ii. Starr Uniform Center, Inc. - \$198,065.50 (Total Bid)
 - b. Fuel Oil:
 - i. Liberty Discount Fuel
 - (1) \$.55 per gallon mark- up all locations except Ramsey (Fluctuating Price Only)
 - (2) \$.20 per gallon mark-up Ramsey (Fluctuating Price Only)
 - ii. Stiff Oil Company
 - (1) \$.59 per gallon mark- up all locations (Fluctuating Price)
 - (2) \$3.99 per gallon (Fixed Price)
 - c. Inmate Uniforms and Supplies:
 - i. Bob Barker - \$108,023.44
 - d. Janitorial Supplies:
 - i. WB Mason - \$180,843.43
 - ii. Pyramid School Products - \$63,609.08
 - iii. Pennsylvania Paper & Supply - \$84,992.12
 - iv. Central Poly Bag Corp - \$110,635.00
 - v. Unipack Corp – No Bid
 - e. Office Supplies & Toner Bid:

- i. Innovative Printing Systems - \$113,147.25 (Toner Only)
- ii. WB Mason - \$233,108.54 (Total Bid)
- f. Propane:
 - i. Heller's Gas - \$0.69375 + \$0.70 mark-up = \$1.39375 per gallon (Fixed Price Only)
- g. Refuse Hauling:
 - i. Casella Mid-Atlantic, LLC - \$27,040.00 – Year 1; \$32,448.00 – Year 2; \$39,884.00 – Year 3
 - ii. J.P. Mascaro & Sons - \$53,924.00 – Year 1; \$57,512.00 – Year 2; \$61,620.00 – Year 3
 - iii. Waste Management of Pennsylvania, Inc. - \$31,270.72 – Year 1; \$32,834.36 – Year 2; \$34,474.96 – Year 3
- h. Sewage Sludge Hauling:
 - i. Environmental Services Corp of PA
 - (1) \$0.1055 per gallon – Year 1; \$0.1085 per gallon – Year 2
 - (2) Emergency Rate - \$135.00 per hour
 - ii. Russell Reid Waste Hauling & Disposal Service Co.
 - (1) \$0.155 per gallon – Year 1; \$0.159 per gallon – Year 2
 - (2) Emergency Rate - \$450.00 not specified
 - iii. Biros Septic & Drain Cleaning, Inc.
 - (1) \$0.144 per gallon – Year 1; \$0.144 per gallon – Year 2
 - (2) Emergency Rate - \$350.00 per hour
 - iv. Waste Management of PA, Inc.
 - (1) \$0.1148 per gallon – Year 1; \$0.1224 per gallon – Year 2
 - (2) Emergency Rate - \$250.00 hr/ptp
- i. Snow Removal:
 - i. E.F. Possinger & Sons, Inc.
 - (1) Snow Plowing - \$158.00 per hour
 - (2) Cinders - \$193.00 per ton
 - (3) Sodium Chloride (rock salt) - \$379.00 per ton
 - (4) Calcium Chloride - \$1,757.00 per ton
 - (5) Snow Removal - \$151.00 per hour
 - (6) Clear and Salt Walkways - \$242.00 per hour

M-2024-336 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to adopt the following certificates of special recognition:

Jessie Stewart – Brown – 100th Birthday
 Maxim Tsyganov Lambertson – Eagle Scout
 Nathan Patrick Smith - Eagle Scout
 World Polio Day – October 24, 2024
 Cindy Treible – 37 years of service

M-2024-337 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:				
Aiden Dick	CareerLink	Laborer	11/12/24	New Hire
Darius Wilson	CareerLink	Laborer	11/12/24	New Hire
Devin Cheatham	CareerLink	Laborer	11/12/24	New Hire
Jamaris Valentin	CareerLink	Laborer	11/12/24	New Hire
Lindsay DeMarinis	CareerLink	Laborer	11/12/24	New Hire
Randy Gonzalez	CareerLink	Laborer	11/12/24	New Hire
Clarence Anthony	Correctional Facility	14 Building Maintenance Tech	11/4/24	New Hire/Replacement
Emily Cuff	Courts	14 Court Monitor	10/28/24	New Hire/Replacement
Lori Dymond	Courts	10 Admin Asst Custody Conciliation	10/29/24	New Hire/Replacement
Alexander Fryauff	Maintenance	12 Building Maintenance Mechanic	11/25/24	New Hire/New Position
Manuel Oyola	Maintenance	12 Building Maintenance Mechanic	11/25/24	New Hire/New Position
Jeremie Schuster	Planning	19 GIS Analyst/Planner	11/18/24	New Hire/Replacement
Samantha Curcio	Probation-Adult	16 Probation Officer Trainee	11/12/24	Rehire/Replacement
Kristen Koroly	Tax Claim	9 Accounting Tech	11/18/24	New Hire/Replacement
SEPARATIONS:				
David Bicknell	Correctional Facility	CO	10/18/24	Resigned
Carlin Boeman	Courts	12 Minute Clerk/Judicial Asst PT	11/8/24	Resigned
Aubrey Levy	Maintenance	10 Admin/Secretary	10/24/24	Terminated
Lynn DeHaven	Tax Claim	9 Accounting Tech	10/29/24	Terminated
Carmen Rodriguez	Victim Witness	14 Direct Svc Advocate	12/20/24	Retired
CHANGES:				
Paula Schwenck	Agricultural Extension	12 Admin Coordinator	11/4-11/13/24	LOA
Alfred Chapman	Correctional Facility	CO	10/28/24	Shift Change- 2nd
Ariel Jones	Correctional Facility	CO	10/28/24	Shift Change- 2nd
Blake Schiller	Correctional Facility	CO II	10/31/24	LOA
Blake Schiller	Correctional Facility	CO II	12/7-12/8/24	LOA
Brittney Holt	Correctional Facility	CO II	11/1-11/2/24	Unpaid Suspension
Emily Ramirez	Correctional Facility	CO	10/28/24	Shift Change- 2nd
Frank Lantigua	Correctional Facility	CO II	10/23-11/4/24	Extend LOA
Jessica Holloway	Correctional Facility	CO	10/28/24	Shift Change- 2nd
Karl Anstett	Correctional Facility	CO	10/28/24	Shift Change- 2nd
Kasey Coston	Correctional Facility	CO	10/28/24	Shift Change- 2nd
Nathaniel Copeland	Correctional Facility	CO	10/28/24	Shift Change- 2nd
Nathaniel Reinhardt	Correctional Facility	CO	10/28/24	Shift Change- 2nd
Paul Candelario	Correctional Facility	CO	10/28/24	Shift Change- 2nd
Randa Thomas	Correctional Facility	CO	10/28/24	Shift Change- 2nd
Tara Doyle	Correctional Facility	CO II	11/5-12/17/24	LOA
Yessica Clase	Correctional Facility	CO II	12/7-12/8/24	LOA
Ellen DeMaio	Courts	23 Deputy Court Administrator	10/4-10/13/24	LOA
Kelly Eberle	Courts	12 Judicial Asst Judge S Higgins	11/6-12/4/24	LOA
Kelly Kelly	Courts	18 Court Reported	12/6-12/20/24	LOA
Kelly Kelly	Courts	18 Court Reported	12/21/24-6/20/25	Intermittent LOA
Elizabeth Anderson	District Attorney	22 Asst Dist Atty*	11/4/24	PT to FT
Maria Rosa	District Attorney	12 Legal Secretary	10/15/24	Probation Complete
Michael Rooney	District Attorney	22 Asst Dist Atty*	10/22/24	Promotion
Jennifer Condron	District Justices	7 Technician - 43-4-02 - Riley - Bar/Par/Pri/Mt Poc	10/29/24	Probation Complete
Lillian Rosa	District Justices	8 Technician Senior - 43-4-01 - Levy - MS/DWG/Smith	10/22/24	Probation Complete
Violetta Gilpin	District Justices	7 Tech - 43-3-01 - Travagline - Cool	11/9-12/21/24	LOA
Jack Tazetto	Human Resources	18 Full Cycle Recruiter	10/23-11/20/24	LOA
Kevin Lawrence	Maintenance	26 Oper & Maint Supervisor	10/29/24	Probation Complete
Timothy Nixon	Maintenance	4 Custodian Sr.	10/8/24	Correct Probation Complete Date
Timothy Nixon	Maintenance	4 Custodian Sr.	10/8/24	Correct Promotion Date
Samantha Norton	Probation- Adult	20 Probation Officer Sr.	8/23-10/18/24	Correct LOA Dates
Samantha Norton	Probation- Adult	20 Probation Officer Sr.	10/19-11/14/24	Extend LOA
Jennifer Kiefer	Prothonotary/Clerk of Courts	8 COC Records Tech	10/6-10/23/24	LOA
Linda Orehek	Prothonotary/Clerk of Courts	10 Deputy Prothonotary	10/30/24	Early RTW Full Duty
Ana Maria Saavedra	PD	12 Legal Secretary	9/30/24-3/29/25	Intermittent LOA
Inna Korobka	PD	10 Application Intake Analyst	11/12/24	Transfer/Promotion
Deborah Storman	Tax Assessment	28 Chief Assessor	11/18/24	Promotion
Melinda Knitter	Tax Claim	26 Director of Tax Claim	11/18/24	Reclassification / Promotion
Tina Zito	Tax Claim	9 Accounting Tech	10/30-10/31/24	Unpaid Suspension
Susan Kinsley	Treasurer	9 Accounting Tech	10/30-10/31/24	Unpaid Suspension
Sara May Silfee	Voter Reg	28 Director Voter Reg/Elections	12/13/24-1/13/25	LOA
MISCELLANEOUS:				
Approve the new job description for Chief Assessor				
Approve the regrade of the Chief Assessor position from a Grade 30 to a Grade 28 effective 11/17/24				
Approve the new job description for the Director of Tax Claim- Grade 26				
Approve Kevin Lawrence, Director of Maintenance, to add 2 grade 12 Building Maintenance Mechanics effective 11/4/24.				
Discuss employment status of Constables J Cuscani and V Salter and review/approve job description to be sent to Archer for Grading				

- b) Approve/Ratify Requests to work additional hours:
- i) Sheriff's Office Overtime Report for the period ending 10/20/2024
 - (1) Deputies – 13 hours
 - (2) Security – 78.50 hours
 - (3) Clerks – 3.75 hours

M-2024-338 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the actions listed below:

- a) Vouchers Payable:
 - i) \$920,767.27 dated 10/18/2024
 - ii) \$3,191,255.97 dated 10/25/2024
 - iii) \$1,657,580.12 dated 11/01/2024
- b) Gross Payroll:
 - i) \$1,424,261.03 for pay period ending 10/20/2024
- c) Healthcare Benefits Payments:
 - i) Highmark Blue Cross/Blue Shield:
 - (1) \$54,456.74 dated 10/15/2024
 - (2) \$102,887.77 dated 10/22/2024
 - (3) \$111,849.59 dated 10/30/2024
 - (4) \$5.15 dated 10/30/2024
 - ii) Geisinger:
 - (1) \$81,330.04 dated 10/15/2024
 - (2) \$8,651.67 dated 10/18/2024
 - (3) \$99,711.35 dated 10/22/2024
 - (4) \$64,628.10 dated 10/29/2024
 - iii) Dental Claims:
 - (1) \$6,943.83 dated 10/18/2024
 - (2) \$1,045.25 dated 10/30/2024
 - (3) \$4,344.65 dated 10/30/2024
 - iv) Flexible Spending Account:
 - (1) \$151.25 dated 10/15/2024
 - (2) \$583.04 dated 10/18/2024
 - (3) \$807.68 dated 10/28/2024
 - (4) \$288.82 dated 11/01/2024

M-2024-339 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve/ratify the Travel Requests for the following: Conservation District, Correctional Facility, Emergency Services, Planning, Vector Control and Voter Registration.

M-2024-340 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) Execute the following Adoption Assistance Agreements:
 - i) H.D.
- b) Execute the following Subsidized Permanent Legal Custodian Agreements:
 - i) L.S.
 - ii) J.S.
- c) Execute Purchase of Service Agreements for the period July 1, 2024 – June 30, 2025, with the following:
 - i) Advantage Independent Living, LLC, contract limit totaling \$2,500,000.00 (group home)
 - ii) The Bair Foundation of Pennsylvania, contract limit totaling \$17,000.00 (supportive foster care)
 - iii) Merakey Pennsylvania, contract limit totaling \$500,000.00 (therapeutic foster care)
- d) Reappoint William Parrish to the Advisory Board with a new term to expire 09/09/2027
- e) Ratify Agreement with Pitney Bowes (state contract) for Postage Machine in the amount of \$88.59 per month for the period December 1, 2024 – November 30, 2029

M-2024-341 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below:

- a) Ratify the Budget Adjustment Report dated 10/18/2024 totaling \$42,904.00
- b) Approve the Budget Adjustment Report dated 10/31/2024 totaling \$3,709,513.00
- c) Authorize the Chief Clerk to advertise for the change in meeting time for the Retirement Board on November 20, 2024, to 11:05am from 1:30pm
- d) Approve Amendment to Master Health Services Agreement with Highmark Inc. to reflect Amended Effective Date January 1, 2025

- e) Approve Amendment to The Administrative Services Agreement with Geisinger Indemnity Insurance Company to reflect a change to the Loyalty Credit Verbiage
- f) Ratify Service Agreement with AbsencePlus Administrators to provide absence management, more specifically, family medical leave, disability leave, and integrated disability leave administration for the period commencing February 1, 2025, and ending on February 1, 2027, at an estimated cost of \$2,278.00 per month with a one-time implementation fee of \$850.00
- g) Ratify approval of quote with Primrose Landscaping in the total amount of \$2,500.00 to remove existing plant materials, edge landscape bed, install plants and mulch per plan at the Monroe Street courthouse steps, also grade existing disturbed lawn areas around new plantings, add topsoil and install new sod
- h) Approve Change Order Number 1 with South Shore Construction, LLC. in the total amount of an additional \$96,700.00 for costs associated with additional square footage floor and wall repair as well as additional linear footage for crack/joint sealing and pipes/hangers for floor drains
- i) Approve the following emergency repair invoices for Water Heater at MCCF with Super Heat Inc.
 - i) Invoice No. 120089 – Meet locator to mark area for utilities - \$1,344.82
 - ii) Invoice No. 120304 – Water Heater Installation Preparation - \$46,491.50
- j) Approve the following emergency repair invoices for Water Heater at MCCF with Heller’s Gas
 - i) Invoice No. 8355563 – Set three (3) – thousand (1000) gallon locked tanks with crushed stone and block - \$3,216.00
 - ii) Invoice No. 8360634 – Run fifty one (51) feet of gas line from tanks to location where stub will be - \$1,645.75
- k) Award MCCF Inmate Food Service Bid to:
 - i) Aramark Correctional Services \$2.078 cost per meal 800-1,000 \$754,314.00 yr.
 - ii) Aramark Correctional Services \$1.947 cost per meal 1,000-1,200 \$852,786.00 yr.
- l) Award Propane for 2025 to Heller’s Gas - \$0.69375 + \$0.70 mark-up = \$1.39375 per gallon – fixed price (one bidder only)
- m) Award Snow Removal for 2025 to E.F. Possinger & Sons, Inc. (one bidder only)
 - i) Snow Plowing - \$158.00 per hour
 - ii) Cinders - \$193.00 per ton
 - iii) Sodium Chloride (rock salt) - \$379.00 per ton
 - iv) Calcium Chloride - \$1,757.00 per ton
 - v) Snow Removal - \$151.00 per hour
 - vi) Clear and Salt Walkways - \$242.00 per hour
- n) Defer action on the following bids until the November 20, 2024, meeting:
 - i) Correctional Officer/Deputy Sheriff Uniforms, Fuel Oil, Inmate Uniforms and Supplies, Janitorial Supplies, Office Supplies & Toner Bid, Refuse Hauling and Sewage Sludge Hauling
- o) Add the following Vendors to the County List of Approved Vendors:
 - i) Emergency Management
 - (1) John S. Paletski
 - ii) Maintenance
 - (1) Johnstone Supply
 - iii) MCCF
 - (1) Guardian Angel Recovery House
 - iv) Risk Management
 - (1) Dreher Insurance Agency, Inc.

Chairman Christy explained the budget adjustment reports.

M-2024-342 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to re-appoint Craig Todd to the Conservation District Board of Directors, Public Director, with a new term to expire 12/31/2028, and authorize submittal of the nomination to the State Conservation Commission for concurrence.

M-2024-343 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the actions listed below:

- a) Ratify Authorization for Grants Manager, Kwanza Smith to electronically submit the FY 24-25 Continuing County Adult Probation/Parole Grant Application in the amount of \$110,386.00 for the period July 1, 2024 – June 30, 2025

Michele Haydt, MSW, Program Manager with Monroe County Children and Youth Services announced that November is National Adoption Month, and the annual celebration is taking place on November 21, 2024. Adoptions will be taking place that day and families who have previously adopted are invited to attend. The community is also invited so that they can learn more about foster care and adoption as more families are always needed.

Commissioner Laverdure read a statement from the National Adoption Month flyer.

The meeting was adjourned at 9:55 a.m.

M-2024-333 thru M-2024-347

Robert J. Gress, Chief Clerk/Administrator