



MONROE COUNTY BOARD OF COMMISSIONERS  
AGENDA  
September 2, 2020

Open meeting

Moment of Silence and Pledge of Allegiance

Public Comment – Agenda Items Only

**OLD BUSINESS**

1. Approve the minutes of the 8/19/20 Commissioners' Meeting
2. Ratify the opening of bids on 8/21/20 for Ballot Printing and Mail order Services, as follows:
  - a. David A. Smith Printers
  - b. Kutco Printing
  - c. Kistler Printing
  - d. Election IQ
  - e. MER
  - f. Fort Orange Press
  - g. NPC Printing
3. Ratify the opening of bids on 8/24/20 for the Covid-19 Protection Dividers and Door Project in the Administration Center, as follows:
  - a. Bognet - \$24,778.00 Regular Hours/\$25,778.00 After Hours
  - b. Grimm Construction - \$21,040.00 Regular Hours/\$21,040.00 After Hours

**PROCLAMATIONS AND CERTIFICATES**

International Overdose Awareness Day - August 30, 2020

**NEW BUSINESS**

**1) Personnel:**

- a) Agenda:
- b) Approve/Ratify Requests to work additional hours:
  - i) Tax Claim Bureau:
    - (1) One hour of overtime each day from 8/29/20 through 10/3/20 for Dawn Pugh, Deb Miraglia, Melinda Knitter, Joann Mahon, Lynn DeHaven and Stephanie Reed

**2) Electronic Financial Transactions (Ratify):**

- a) Vouchers Payable:
  - i) \$651,757.71 for the week ending 8/21/20
  - ii) \$7,537,759.11 for the week ending 8/28/20
- b) Gross Payroll:
  - i) \$1,153,788.72 for the period ending 8/16/20
- c) Healthcare Benefits Payments:
  - i) Highmark Blue Cross/Blue Shield:
    - (1) \$96,028.62 on 8/18/20
    - (2) \$41,726.04 on 8/25/20
  - ii) Geisinger:
    - (1) \$93,757.56 on 8/18/20
    - (2) \$62,128.88 on 8/25/20
  - iii) Dental Claims:
    - (1) \$7,127.57 on 8/21/20
    - (2) \$1,291.40 (admin. fee)
    - (3) \$4,042.12 on 8/28/20
  - iv) Flexible Spending Account:
    - (1) \$310.00 on 8/24/20
    - (2) \$66.95 on 8/27/20

- v) ConnectYourCare:
  - (1) \$213.90 on 8/18/20
  - (2) \$465.45 on 8/21/20
  - (3) \$977.30 on 8/28/20

**3) Travel Authorizations (Approve/Ratify):**

- a) Approve/Ratify the Travel Request Report – None

**4) Monroe County Children & Youth Services:**

- a) Ratify execution of the 2020/2021 Implementation Plan
- b) Ratify execution of the 2021/2022 Needs Based Plan and Budget Estimate
- c) Approve submission of the Fourth Quarter 2019/2020 Juvenile Probation Office Title IV-E Claim in the amount of \$6,985.34
- d) Execute the following Adoption Assistance Agreements:
  - i) P.L.
  - ii) E.L.
- e) Execute a Subsidy Agreement For Permanent Legal Custodian for S.R.

**5) Commissioners' Office:**

- a) Ratify the Budget Adjustment Report dated 8/26/20 totaling \$3,321.00
- b) Approve the Budget Adjustment Report dated 8/26/20 totaling \$42,165.00
- c) Authorize the Chief Clerk to advertise the following:
  - i) Invitation for Bids for the 2020 Bridge Maintenance Project
  - ii) Public Notice (Pike County) of availability of Federal funds in the amount of \$32,783.00 for the Emergency Food and Shelter Program CARES
  - iii) Public Notice (Monroe County) of availability of Federal funds in the amount of \$46,933.00 for the Emergency Food and Shelter Program CARES
- d) Award the bid for Covid-19 Protection Dividers and Doors to Grimm Construction, Inc. in the amount of \$21,040.00 for afterhours work
- e) Award the bid for Ballot Printing and Mail Order Services to Kistler Printing, as follows:
  - i) Package Mail/Print Services - \$1.26 per piece
  - ii) Ballot Printing - .016 per piece
  - iii) Absentee Ballot Printing - .022 per piece
  - iv) Provisional Ballot Printing - .041 per piece
- f) Execute a one day Rental Agreement with the Sherman Theater to use the facility to hold the Tax Claim Bureau Judicial Tax Sale on 9/16/20, at a cost of \$400.00
- g) Execute an Amendment to The Agreement to Provide Administrative Services with Geisinger Indemnity Insurance Company, to accept minor changes for the Employee Benefit Plan, at no cost increase to the County
- h) Ratify execution of a Letter Agreement with Riley and Company to provide financial consulting services to the Tax Claim Bureau at a rate of \$225.00 per hour
- i) Execute a Professional Services Escrow Agreement with the Borough of Stroudsburg in the amount of \$2,000.00 to be used to pay Borough review fees for the Courthouse Expansion Project
- j) Execute an Agreement with EHC Associates, Inc., in the amount of \$13,505.00 to provide Asbestos abatement consulting services, bid document preparation and bidding and monitoring services for the Courthouse Expansion Project
- k) Award the Bid for the Parking Deck Maintenance Project to Sealcrete Contracting based on Protec's written statement that they cannot perform under the bid/contract submitted by them
- l) Approve the 2019/2020 State Food Purchase Program Final Report in the amount of \$240,979.20
- m) Ratify submission of the 2021/2022 Rights and Services (RASA) Act and Victims of Juvenile Offenders (VOJO) Grant Applications, as follows:
  - i) RASA - \$255,687.00
  - ii) VOJO - \$75,930.00
- n) Approve the 2020-2022 Emergency Solutions Grant (ESG) Contract for the period of 7/24/20 through 1/24/22, in the amount of \$295,688.00
- o) Execute the 2020-2021 State Food Purchase (SFPP) Program and SFPP CARES sub-recipient Contracts for the 2020-2021 Fiscal Year as follows:
  - i) Bushkill Outreach - \$15,330
  - ii) Christian Awareness Ministries - \$10,000 (*subject to proof of insurance*)
  - iii) New Perspectives - \$12,000
  - iv) Pleasant Valley Ecumenical Network - \$35,850
  - v) Pocono Mountain Ecumenical - \$31,376
  - vi) Salvation Army-Pantry & Soup Kitchen - \$42,350

- vii) St. Matthews Catholic Church - \$12,000
- viii) TOP of the Mountain - \$34,075 (*subject to a corrected insurance certificate*)
- ix) Women's Resources - \$8,000
- x) 2020-2021 SFPP Total - \$200,981
- xi) Bushkill Outreach - \$15,960
- xii) Christian Awareness Ministries - 10,413 (*subject to proof of insurance*)
- xiii) New Perspectives - \$2,000
- xiv) Pleasant Valley Ecumenical Network - \$37,325
- xv) Pocono Mountain Ecumenical - \$32,665
- xvi) Salvation Army-Pantry & Soup Kitchen - \$42,725
- xvii) St. Matthews Catholic Church - \$2,000
- xviii) TOP of the Mountain - \$35,480
- xix) Women's Resources - \$3,000
- p) Execute the HAP and HAP CARES Sub-Recipient contracts for the 2020-2021 Fiscal Year as follows:
  - i) Family Promise of Monroe County - Emergency Shelter - \$10,000
  - ii) Pocono Transitional Area Housing - Bridge Housing Services - \$10,000
  - iii) Resources for Human Development Inc. -Case Management Service - \$4,000
  - iv) The Salvation Army of Monroe County - Emergency Shelter Services - \$10,000
  - v) Women's Resources of Mon. Cty., Inc. - Emergency Shelter Services - \$11,176
  - vi) Family Promise of Mon. Cty. - Emergency Shelter & Rental Assistance - \$27,000
- q) Add the following vendors to the County List of Approved Vendors:
  - i) Somerset County Fire Police Asso. – Emergency Management
  - ii) Valliere & Counseling Assoc. Inc. – Corrections
  - iii) Eleanor Irfan – Aging
  - iv) Micro Technology Group – I.T.
  - v) Paul Termini - PD

**6) Redevelopment Authority of Monroe County:**

- a) Ratify Execution of the following documents for the CDBG-CV Program:
  - i) Four Factor Analysis and Language Access Plan for the Borough of Stroudsburg
  - ii) Four Factor Analysis and Language Access Plan for the Borough of East Stroudsburg
  - iii) Four Factor Analysis and Language Access Plan for Monroe County
  - iv) Cooperation Agreement with the Borough of Stroudsburg
  - v) Cooperation Agreement with the Borough of East Stroudsburg
- b) Ratify execution of the Disclosure Report for the Community Development Block Grant (CDBG) CV in the amount of \$307,425.00

**7) Capital Outlay Purchases:**

- a) Ratify the Capital Purchases Report dated 8/27/20 totaling \$6,178.23
- b) Approve the Capital Purchases Report dated 8/27/20 totaling \$24,642.79

**8) Computer Capital Purchases:**

- a) Approve the Computer Capital Purchases Report dated 8/27/20 totaling \$285.19

**Miscellaneous**

**Public Comment**

**Other Meetings**

Election Board 10:30 a.m.

Board of Assessment Revision 1:30 p.m.