



MONROE COUNTY BOARD OF COMMISSIONERS  
AGENDA  
October 1, 2025

Open meeting 9:30 a.m.

Moment of Silence and Pledge of Allegiance

Public Comment – Agenda Items Only

Second Public Hearing FFY 2025 Community Development Block Grant (CDBG) – Jennifer Strauch-Petersen, Executive Director, Redevelopment Authority of the County of Monroe

**OLD BUSINESS**

Approve the minutes of September 17, 2025, Commissioners' Meeting

Amend Motion **2025-258** dated 09/17/2025 to change the payroll amount approved from \$1,534,353.21 to \$1,534,684.54 to include taxes that are the county's responsibility

**PROCLAMATIONS AND CERTIFICATES**

Domestic Violence Awareness Month – October 2025

2025 A. Mitchell Palmer Award – Christopher Shelly

Monroe Career & Technical Institute – New addition Grand Opening

President Judge Arthur Zulick – Retirement

**NEW BUSINESS**

**1) Personnel:**

- a) Agenda:
- b) Approve/Ratify Requests to work additional hours:
  - i) Sheriff's Department for pay period ending 09/21/2025
    - (1) Deputies –32.75 hours
    - (2) Security –33.25 hours
    - (3) Clerks – 25.50 hours
- c) Voter Registration/Elections – 5 hours per week each for 5 employees through pay period ending November 9, 2025

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

- a) Vouchers Payable:
  - i) \$940,201.48 dated 09/05/2025
  - ii) \$4,154,181.72 dated 09/15/2025
  - iii) \$830,437.67 dated 09/22/2025
- b) Gross Payroll:
  - i) \$1,540,537.12 for pay period ending 09/21/2025
- c) Healthcare Benefits Payments:
  - i) Highmark Blue Cross/Blue Shield:
    - (1) \$100,087.87 dated 09/02/2025
    - (2) \$108,507.59 dated 09/16/2025
    - (3) \$148,162.66 dated 09/23/2025
    - (4) \$20.60 dated 09/26/2025
  - ii) Geisinger:
    - (1) \$94,813.79 dated 09/02/2025
    - (2) \$162,353.98 dated 09/22/2025
  - iii) Dental Claims:
    - (1) \$8,667.23 dated 09/19/2025
    - (2) \$7,789.32 dated 09/26/2025

- iv) Flexible Spending Account:
  - (1) \$706.70 dated 09/19/2025
  - (2) \$665.79 dated 09/26/2025

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

- a) Approve/Ratify the Travel Request Report – Adult Probation, Aging, Assessment, Children & Youth, Commissioners, Conservation District, Juvenile Probation, Treasurer, Vector Control

**4) Area Agency on Aging:**

- a) Ratify execution of the Older Adult Services Grant Agreement in the amount of \$1,207,397.00 for the term 10/01/2025 - 06/30/2026 to provide services and programs for older adults
- b) Execute a Contract with Concessions Solutions, LLC d/b/a Ryan's Deli to provide Congregate Meals at a cost of \$7.25 per meal for the term 10/01/2025 – 09/30/2028
- c) Execute a Contract with PurFoods, LLC d/b/a/ Mom's Meals to provide in-home/home delivered meals at a cost of \$6.99 per home-delivered meal with instant milk and \$7.93 for a renal or puree meal for the term 08/01/2025 - 07/31/2028
- d) Execute a Contract with Kellez Care Providers, LLC to provide Personal Care and Home Support Services at a cost of \$21.50 per hour for the term 10/01/2025 – 09/30/2028

**5) Carbon-Monroe-Pike Drug and Alcohol Commission:**

- a) Acknowledge receipt of the Financial Statement for the period ending 06/30/2024

**6) Career Link:**

- a) Execute the following Subrecipient agreements with Pocono Counties Workforce Development Board:
  - i) Employment Advancement and Retention Network (EARN) for the term 07/01/2025 - 06/30/2026 in the maximum reimbursement amount of \$54,398.44
  - ii) Temporary Assistance for Needy Families (TANF) Youth Development Program (YDP) for the term 07/01/2025 – 06/30/2026 in the maximum reimbursement amount of \$142,011.25
  - iii) Adult and Dislocated Worker Workforce Innovation and Opportunity Act (WIOA) Title I Services for the term 07/01/2025 – 06/30/2026 in the maximum reimbursement amount of \$1,848,838.44
  - iv) WIOA Title I Youth Activities for the term 07/01/2025 – 06/30/2026 in the maximum reimbursement amount of \$858,964.46

**7) Children and Youth Services:**

- a) Execute a Purchase of Service Agreement for the period 07/01/2024 – 06/30/2025 with People R Us Community Residential Services, Inc. with a contract limit of \$900,000.00 to provide community residential treatment
- b) Execute the following Purchase of Service Agreements for the period 07/01/2025 – 06/30/2026 with:
  - i) Family Care for Children & Youth, Inc. – contract limit of \$85,000.00 (specialized foster care)
  - ii) Phoenix House – contract limit of \$335,000.00 (residential group home)
  - iii) Concern – contract limit of \$200,000.00 (foster care)
  - iv) People R Us Community Residential Services, Inc. – contract limit of \$900,000.00 (community residential treatment)
  - v) Dikon Child, Family & Community Services – contract limit of \$75,000.00 (foster care)
  - vi) Clear Vision Residential Treatment Services, Inc. – contract limit of \$125,000.00 (residential program)
  - vii) Pathway to Everyday Life Human Services, Inc. – contract limit of \$475,000.00 (residential group home)
  - viii) Cater 2 You Youth Haven – contract limit of \$250,000.00 (group home)
  - ix) Safe Steps Children's Home – contract limit of \$600,000.00 (group home)
- c) Execute a Purchase of Service Agreement for the period 07/01/2025 – 06/30/2027 with Northern Tier Research with a contract limit of \$130,000.00 (regular urine drug analysis)
- d) Execute a professional services agreement with Janet Catina, Esq. to provide legal services for the period 07/01/2025-06/30/2028 with a contract limit of \$24,000.00
- e) Reappoint the following to the Children and Youth Advisory Board:
  - i) JoAnn Baratta with a new term to expire 06/06/2028
  - ii) Craig Johnson with a new term to expire 10/31/2028

**8) Commissioners' Office:**

- a) Approve the Budget Adjustment Report dated 10/01/2025 totaling \$68,881.00
- b) Approve the following requests from GO Collaborative:

- i) Use of the exterior front area portion of the old jail and other areas of Courthouse Square to place plaster and cement ghost props on Saturday, October 25, 2025, and Friday, October 31, 2025
- ii) Use of Courthouse Square to place a 20' "ghost tube-man" with attached air blower on Saturday, October 25, 2025, and Friday, October 31, 2025
- iii) Use of the grass area next to the Courthouse steps to place a 4' cement ghost figure from the second week of October 2025 until November 1, 2025
- c) Add the following Vendors to the County List of Approved Vendors:
  - i) ITS
    - (1) T3 Technologies, LLC (Ratify)
  - ii) Fiscal
    - (1) Samridh 1 LLC
    - (2) Hill EFH LLC
  - iii) MCCF
    - (1) Chestnut Ridge Foam

**9) Fiscal/Grants:**

- a) Acknowledge receipt of the Liquid Fuels Tax Fund, Act 44 Tax Fund and Act 89 Tax Fund Audit for the period January 1, 2023, to December 31, 2023
- b) Ratify Authorization for Grants Manager, Ashley Kerrick to electronically sign the FY 2025-2026 Victims of Crime Act (VOCA) in the amount of \$149,408.00 for the period 10/01/2025 – 09/30/2026
- c) Ratify Authorization for Grants Manager, Ashley Kerrick to electronically submit the FY26 Local Share Account (LSA) Monroe Tax Relief for Low Income Seniors in the amount of \$1,000,000.00 for the period 07/01/2026 – 06/30/2029 (tentative)
- d) Ratify Resolution authorizing John D. Christy, Chairman and David C. Parker, Vice-Chairman as the officials to execute all documents and agreements pertaining to the FY26 LSA Monroe Tax Relief for Low Income Seniors Grant
- e) Ratify Authorization for Grants Manager, Ashley Kerrick to electronically submit the FY26 Local Share Account (LSA) Monroe OEM Burn Building Door Replacement in the amount of \$51,525.00 for the period 07/01/2026 – 06/30/2029
- f) Ratify Resolution authorizing John D. Christy, Chairman and David C. Parker, Vice-Chairman as the officials to execute all documents and agreements pertaining to the FY26 LSA Monroe OEM Burn Building Door Replacement Grant
- g) Execute a Pass-Through Agreement with Woman's Resources of Monroe County DBA Safe Monroe for the STOP Grant
- h) Approve Memorandum of Understanding between Monroe County Victim Services and Safe Monroe to provide victim services as outlined in MOU
- i) Execute the following Homeless Assistance Program (HAP) Grant Sub-Recipient contracts for the 2025-2026 Fiscal Year to be paid contingent upon a continuing resolution being passed or the federal budget is enacted:

|                                     |                            |                    |
|-------------------------------------|----------------------------|--------------------|
| Pocono Area Transitional Housing    | Bridge Housing Services    | \$16,470.00        |
| The Salvation Army of Monroe County | Emergency Shelter Services | \$16,470.00        |
| Resources for Human Development     | Case Management            | \$9,448.00         |
| Safe Monroe, Inc.                   | Emergency Shelter Services | <u>\$15,000.00</u> |
|                                     |                            |                    |
|                                     | <b>Total</b>               | <b>\$57,388.00</b> |

- j) Execute the following Human Services Development Fund (HSDF) Grant Sub-Recipient contracts for the 2025-2026 Fiscal Year to be paid contingent upon a continuing resolution being passed or the federal budget is enacted:

|   |                  |                    |
|---|------------------|--------------------|
| Carbon-Monroe-Pike MH/DS                | Adult Services   | \$48,000.00        |
| Sights for Hope                         | Generic Services | \$10,157.00        |
| Pocono Services for Families & Children | Children & Youth | <u>\$26,000.00</u> |
|   |                  |                    |
|   | <b>Total</b>     | <b>\$84,157.00</b> |

**10) Maintenance Department:**

- a) Execute an agreement with TK Elevator to maintain the elevator at the Loder Building for the term October 1, 2025, through September 30, 2030, at a cost of \$200.00 per month for the first year and a maximum of 5% increase annually

**11) Pennsylvania Northeast Regional Railroad Authority:**

- a) Acknowledge receipt of the PNRRRA 2024 Financial Statement for year ending 12/31/2024

**12) Probation Office:**

- a) Ratify application for use of district facilities with Pocono Mountain School District at PEC for various training dates in the 2025-2026 school year

**13) Redevelopment Authority/Affordable Housing Board:**

- a) Acknowledge the following resignations from the Affordable Housing Board:
  - i) Robert Brown
  - ii) Rachel Burbank
  - iii) William Cullen
- b) Appoint the following to the Affordable Housing Board with a term to begin 01/01/2026 and expire on 12/31/2026:
  - i) Edwin Prudencio to fill the vacancy of Robert Brown
  - ii) Amanda Valle to fill the vacancy of Rachel Burbank
- c) Appoint Jeromy Wo to the Affordable Housing Board with a term to begin on 01/01/2026 and expire on 12/31/2029 to fill the vacancy of William Cullen
- d) Appoint Paul London to the Affordable Housing Board with a term to begin 01/01/2026 and expire on 12/31/2030 to fill an unexpired vacant term
- e) Acknowledge the following resignations from the Redevelopment Authority Board:
  - i) Sonia Wolbert
  - ii) Charles Green
- f) Appoint Jeff Gilbert to the Redevelopment Authority Board with a term to begin 10/15/2025 and expire on 10/27/2028 to fill the vacancy of Sonia Wolbert
- g) Appoint Melisa Mersini to the Redevelopment Authority Board with a term to begin 10/15/2025 and expire on 12/31/2030 to fill the vacancy of Charles Green
- h) Approve ACT 152 Demolition Grant Application payment for Ross Township totaling \$10,000.00 for property located at 1123 Pine Cone Court, Saylorsburg PA (15.3C.1.16)

**14) Treasurer:**

- a) Ratify opening checking account with First Keystone Community Bank for Local Victim Services Fund

**15) Capital Outlay Purchases:**

- a) Approve the Capital Purchases Report dated 10/01/2025 totaling \$5,002.94

**Miscellaneous**

**Public Comment**

**Other Meetings**

|                    |            |
|--------------------|------------|
| Board of Elections | 10:30 a.m. |
| Salary Board       | 11:00 a.m. |
| Assessment Board   | 1:30 p.m.  |