



MONROE COUNTY BOARD OF COMMISSIONERS
AGENDA
September 4, 2024

Open meeting

Moment of Silence and Pledge of Allegiance

Public Comment – Agenda Items Only

Amend Motion 2024-266 dated 08/21/2024 to include item f): Approve the Human Services Plan for 2024-2025 for Homeless Assistance Program (HAP) and Human Services Development Fund (HSDF) funding

HAP - \$50,195.00
HSDF - \$93,507.00
Total - \$143,702.00

Amend Motion 2024-252 dated 08/07/2024 to revise the purchase price of the desks for the Coroner’s department in the amount of \$5,669.00 to \$5,098.90 for a decrease of \$570.10 due to desks being out of stock and ordering the replacements

Ratify the opening of the Janitorial Services at Magisterial District Justice Offices Bids as follows and defer action until the September 18, 2024, meeting:

KKJ, Inc. dba Jan Pro of NEPA	\$686.00 per week	\$44,590.00 grand total	10% bid bond
Laz Scapes LLC	\$2,235.00 per week	\$145,275.00 grand total	10% bank check
Soap Opera Cleaning Solutions	\$2,264.00 per week	\$144,896.00 grand total	10% bid bond

OLD BUSINESS

Approve the minutes of the 08/21/2024 Commissioners’ Meeting

PROCLAMATIONS AND CERTIFICATES

International Overdose Awareness Day – August 31, 2024

NEW BUSINESS

1) Personnel:

- a) Agenda:
- b) Approve/Ratify Requests to work additional hours:
 - i) Sherriff’s Office Overtime Report for period ending 09/01/2024
 - (1) Deputies – 14.75 hours
 - (2) Security – 108.25 hours
 - (3) Clerks – 19.25 hours
 - ii) Tax Claim Bureau – Two (2) hours overtime per person, September 9, 2024, to conduct Upset Tax Sale for the following: M. Knitter, L. DeHaven, K. Sickles, T. Zito, S. Kinsley, M. Mihalopoulos, M. Lyons

2) Electronic Financial Transactions (Ratify):

- a) Vouchers Payable:
 - i) \$3,129,579.34 dated 08/23/2024
 - ii) \$925,689.58 dated 08/30/2024
- b) Gross Payroll:
 - i) \$1,394,107.23 for period ending 08/25/2024
- c) Healthcare Benefits Payments:
 - i) Highmark Blue Cross/Blue Shield:
 - (1) \$103,965.35 on 08/20/2024
 - (2) \$10.30 on 08/27/2024

- (3) \$101,150.98 on 8/27/2024
- ii) Geisinger:
 - (1) \$134,372.18 on 08/27/2024
- iii) Dental Claims:
 - (1) \$5,211.86 on 08/23/2024
 - (2) \$1,048.95 on 08/29/2024
- iv) Flexible Spending Account:
 - (1) \$927.85 on 08/23/2024

3) Travel Authorizations (Approve/Ratify):

- a) Approve/Ratify the Travel Request Report –Adult Probation, Children & Youth Services, Conservation District, Correctional Facility, Pretrial Services, Vector Control

4) Children and Youth Services:

- a) Execute a Purchase of Service Agreement for the period July 1, 2024 – June 30, 2025, with:
 - i) The Children’s Home of Easton Inc, contract limit totaling \$325,000.00 (foster care)
 - ii) Family Care for Children & Youth Inc., contract limit totaling \$85,000.00 (specialized and emergency foster care)
 - iii) National Mentor Healthcare LLC, DBA Pennsylvania Mentor, contract limit totaling \$275,000.00 (foster care and respite services)
 - iv) George Junior Republic in Pennsylvania, contract limit totaling \$725,000.00 (diagnostic services and group homes)
 - v) Diakon Child, Family & Community Services, contract limit totaling \$75,000.00 (foster care)
- b) Execute an Adoption Assistance Agreement for F.T.

5) Commissioners’ Office:

- a) Ratify the Budget Adjustment Report dated 08/15/2024 totaling \$64,138.00
- b) Approve the Budget Adjustment Report dated 08/30/2024 totaling \$235,163.00
- c) Execute an agreement with OneSource Benefit Solutions to perform Insurance Brokering Services for the period September 1, 2024, through August 31, 2027, for a monthly fee of \$4.00 per enrolled employee
- d) Ratify Change Order with Berkley Insurance Company #HVACC-011 in the total amount of an additional \$51,179.00 for ductwork and wiring modifications, additional electric unit heater and additional condensing unit
- e) Ratify Change Order with Lobar Construction Inc. #GC-024 in the total amount of an additional \$3,516.98 for costs associated with the steps on the north elevation, to remove, prep the substrate, clean each piece and reset the riser veneer stones
- f) Ratify authorization for the Chief Clerk to advertise for the following:
 - i) Sale/ of Surplus Furniture
- g) Add the following Vendors to the County List of Approved Vendors:
 - i) Aging
 - (1) Darlene Angelica

6) Correctional Facility:

- a) Accept a proposal from Hartmann Electrical Contracting to relocate electrical service for the outbuildings located to the right of the correctional facility for a total cost of \$9,810.00
- b) Accept a quote from E. F. Possinger & Sons Inc. to supply and set a twenty (20) foot long pressure treated six by six (6X6) post to be used for the relocation of the electrical service for a total cost of \$1,498.00

7) District Attorney:

- a) Authorize Mike Mancuso, District Attorney to sign a proposal from Kudu Creative to create a comprehensive marketing project aimed at enhancing the branding and visibility of the Monroe County District Attorney’s Office Victim/Witness Assistance Program for a total cost of \$3,500.00

8) Elections and Voter Registration:

- a) Approve a Building Use Request Form with St. Paul Lutheran Church to utilize their facility for Pocono Three polling location for the General Election for a total cost of \$100.00

9) Grants:

- a) Authorize Kwanza Smith, Grants Manager, to electronically submit the FY 2024 HUD Continuum of Care (CoC) Project Renewal application totaling \$277,017.00 to serve homeless individuals for up to twelve (12) months in permanent housing with supportive services

- b) Ratify authorization for Kwanza Smith, Grants Manager, to electronically submit the FY 2024 Emergency Solutions Grant application totaling \$1,426,240.00 for Street Outreach, Emergency Shelter, Homeless Prevention and Rapid Rehousing services

10) Information Technology and Services:

- a) Ratify a thirty six (36) month extension with Zito Business at \$600.00 per month to continue to provide Wide Area Network Eline transport service between One Quaker Plaza and 701 Main Street with no change in service or monthly recurring charge
- b) Ratify a thirty (36) month extension with Zito Business at \$1,585.00 per month to continue to provide Dedicated Internet Access and IP Address Block with no change in service or monthly recurring charge
- c) Approve option to extend Existing Warranty for the Public Room Installed Conference System with Sage Technology Solutions for a period of five (5) years beginning January 1, 2025, through January 1, 2029, at a total cost of \$8,826.00

11) Monroe County Transportation Authority:

- a) Acknowledge resignation of Maria Candelaria from the MTCA Board
- b) Reappoint David Edinger to the MCTA Board with a new term expiring 09/30/2028

12) Office of Emergency Management:

- a) Execute a service agreement with Unified Power to provide scheduled maintenance and emergency maintenance to the Eaton Powerware UPS for the period August 1, 2024, through July 31, 2025, in the amount of \$2,605.00

13) Capital Outlay Purchases:

- a) Ratify the Capital Purchase Report dated 08/15/2024 totaling \$828.00

14) Computer Capital Purchases:

- a) Approve the Computer Capital Purchase Report dated 08/20/2024 totaling \$4,531.26

Miscellaneous

Public Comment

Other Meetings

Election Board – 10:30 a.m.

Assessment Board – 1:30 p.m.