



MONROE COUNTY BOARD OF COMMISSIONERS
AGENDA
November 5, 2025

Open meeting 9:30 a.m.

Moment of Silence and Pledge of Allegiance

Public Comment – Agenda Items Only

Penn State Extension Update – Jennifer Mercereau, Client Relationship Manager and Nicole McGeehan, Extension Educator, Food Safety & Quality/Food, Families and Health

OLD BUSINESS

Approve the minutes of October 15, 2025, Commissioners' Meeting

Amend Motion 2025-278 dated 10/01/2025 to reflect revised Memorandum of Understanding between Monroe County Victim Services and Women's Resources of Monroe County DBA Safe Monroe

Ratify October 21, 2025, opening of the following bids for goods and services for 2026:

- a. Bailiff, Correctional Officer & Deputy Sheriff Uniforms:
 - i. Moritz Embroidery Works - \$6,112.50 (select items) – no bid security received
 - ii. Starr Uniform Center - \$234,184.98 – 10% bond
- b. Fuel Oil:
 - i. Liberty Discount Fuel - \$.58 per gallon markup – no bid security required
 - ii. Stiff Oil Co. - \$.53 per gallon markup – no bid security required
- c. Inmate Uniforms and Supplies:
 - i. Angielyns Collections - \$49,470.00 (select items) – 10% cashier's check
 - ii. Bob Barker Company Inc. - \$122,554.33 – 10% bond
- d. Janitorial Supplies:
 - i. Staples Contract & Commercial LLC - \$204,164.84 – 10% bond
 - ii. Pyramid School Products - \$75,320.06 – 10% bond
 - iii. W.B. Mason Company - \$177,301.75 – 10% bond
 - iv. PA Paper & Supply - \$162,738.91 - \$20,000.00 bond
 - v. Central Poly Bag - \$60,714.50 (select items) – 10% bond
 - vi. Brighter Days & Nights, Inc - \$338,015.00 – 10% bond
 - vii. Imperial Bag & Paper Co. LLC - \$376,863.97 – no bid security received (2 corporate checks totaling \$40,000.00)
 - viii. United Sales USA Corp. - \$127,229.20 – 10% cashier's check
 - ix. Office Basics, Inc. - \$164,276.70 – 10% bond, no proposal page received
- e. Office Supplies & Toner:
 - i. W.B. Mason Company - \$241,599.15 (total bid) – 10% bond
 - ii. Office Basics, Inc. - \$188,657.40 (total bid) – 10% bond, no proposal page received
 - iii. Staples Contract & Commercial LLC - \$280,396.52 – 10% bond
 - iv. GCS Imaging, Inc. - \$182,754.35 (toner only) – no bid security received
 - v. Innovative Printing Systems, Inc - \$141,367.80 (toner only)- 10% bond
- f. Propane:
 - i. Modern Gas - \$.71 per gallon over market (fluctuating price only) – no bid security required
 - ii. Heller's Gas - \$1.37 per gallon (fixed price only) – no bid security required
- g. Snow Removal:
 - Public Safety Center
 - i. Primrose Landscaping, LLC – no bid security required
 - (1) Snowplowing – \$150.00 per hour
 - (2) Calcium Chloride - \$1,960.00 per ton
 - (3) Snow Removal - \$185.00 per hour
 - (4) Sodium Chloride (rock salt) - \$365.00 per ton
 - (5) Cinders-\$60.00 per ton
 - (6) Clear and salt all walkways - \$200.00 per hour

- ii. E.F. Possinger & Sons Inc. – no bid security required
 - (1) Snowplowing - \$163.00 per hour
 - (2) Calcium Chloride - \$1,810.00 per ton
 - (3) Snow Removal - \$156.00 per hour
 - (4) Sodium Chloride (rock salt) - \$390.00 per ton
 - (5) Cinders - \$199.00 per ton
 - (6) Clear and salt all walkways - \$249.00 per hour
- iii. Strauser Natures Helpers – no bid security required
 - (1) Snowplowing – \$155.00 per hour
 - (2) Calcium Chloride - \$1,800.00 per ton
 - (3) Snow Removal - \$160.00 per hour
 - (4) Sodium Chloride - \$325.00 per ton
 - (5) Cinders - \$38.50 per ton
 - (6) Clear and salt all walkways - \$65.00 per hour

Administrative Center:

- i. Primrose Landscaping, LLC – no bid security required
 - (1) Snowplowing – \$150.00 per hour
 - (2) Calcium Chloride - \$1,960.00 per ton
 - (3) Snow Removal - \$185.00 per hour
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 - (1) Snowplowing – \$155.00 per hour
 - (2) Calcium Chloride - \$1,800.00 per ton
 - (3) Snow Removal - \$160.00 per hour

Former Jail Parking Lot:

- i. Primrose Landscaping, LLC – no bid security required
 - (1) Snowplowing – \$150.00 per hour
 - (2) Sodium Chloride (rock salt) - \$365.00 per ton
 - (3) Calcium Chloride - \$1,960.00 per ton
 - (4) Cinders-\$60.00 per ton
 - (5) Snow Removal - \$185.00 per hour
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 - (3) Calcium Chloride - \$1,800.00 per ton
 - (4) Cinders - \$38.50 per ton
 - (5) Snow Removal - \$160.00 per hour

PROCLAMATIONS AND CERTIFICATES

Pocono Mountain Volunteer Fire Department – 100th Anniversary
Eric Bromley Hays – Eagle Scout

NEW BUSINESS

1) Personnel:

- a) Agenda:
- b) Approve/Ratify Requests to work additional hours:
 - i) Sheriff's Department for pay period ending 10/05/2025
 - (1) Deputies – 20.25 hours
 - (2) Security – 85.75 hours
 - (3) Clerks – 1.75 hours
 - ii) Commissioner's Office for pay period ending 11/02/2025
 - (1) Peace Officer- 1 hour
 - iii) Commissioner's Office for pay period ending 11/16/2025
 - (1) Administrative Staff – 2 hours

2) Electronic Financial Transactions (Ratify):

- a) Vouchers Payable:
 - i) \$2,702,995.13 dated 10/17/2025
 - ii) \$653,514.90 dated 10/24/2025
 - iii) \$1,192,938.90 dated 10/31/2025
- b) Gross Payroll:
 - i) \$1,567,804.66 for pay period ending 10/19/2025
- c) Healthcare Benefits Payments:
 - i) Highmark Blue Cross/Blue Shield:
 - (1) \$84.02 dated 10/14/2025
 - (2) \$66,402.62 dated 10/14/2025
 - (3) \$188,618.04 dated 10/21/2025
 - (4) \$20.60 dated 10/27/2025
 - (5) \$123,364.19 dated 10/28/2025
 - ii) Geisinger:
 - (1) \$63,615.21 dated 10/14/2025
 - (2) \$4,444.53 dated 10/15/2025
 - (3) \$65,952.36 dated 10/20/2025
 - (4) \$63,782.22 dated 10/27/2025
 - iii) Dental Claims:
 - (1) \$5,982.30 dated 10/14/2025
 - (2) \$3,929.42 dated 10/17/2025
 - (3) \$5,233.21 dated 10/24/2025
 - (4) \$1,113.70 dated 10/29/2025
 - (5) \$4,173.86 dated 10/31/2025
 - iv) Flexible Spending Account:
 - (1) \$116.28 dated 10/14/2025
 - (2) \$182.25 dated 10/14/2025
 - (3) \$449.12 dated 10/17/2025
 - (4) \$920.17 dated 10/24/2025
 - (5) \$502.82 dated 10/31/2025

3) Travel Authorizations (Approve/Ratify):

- a) Approve/Ratify the Travel Request Report - Area Agency on Aging, Commissioners, Conservation District, Emergency Services, Juvenile Probation, Vector Control and Voter Registration

4) Area Agency on Aging:

- a) Reappoint the following to the Advisory Council with a new term to expire 09/13/2028:
 - i) Patricia Fretz
 - ii) Barbara Migliaccio

5) Commissioners' Office:

- a) Approve the Budget Adjustment Report dated 11/05/2025 totaling \$70,736.00
- b) Ratify the Budget Adjustment Report dated 11/05/2025 totaling \$343,000.00
- c) Ratify/Authorize chief clerk to advertise the following:
 - i) 2026 Meeting Dates and Holiday Schedule
 - ii) 2026 Budget Presentation and Adoption Dates
 - iii) Community Services Block Grant Requests for Funding Proposal applications 2026 Fiscal Year
 - iv) Reschedule of Board of Prison Inspectors Meeting to 11/18/2025
- d) Approve the use of Courthouse Square by Go Collaborative for the Tree Lighting to be held on November 28, 2025, from 5:30 p.m. to 7:30 p.m.
- e) Accept Proposal with Walker Consultants to provide Professional Consulting Services for Repairs to the County Parking Deck for the term 01/01/2026-12/31/2026 in the amount of \$88,155.00
- f) Ratify the following Opioid Grants from the Opioid Settlement Funds consistent with the uses allowed under the Opioid Settlement Agreement, Exhibit E:
 - i) Guardian Angel Recovery House, a Memorandum of Understanding and Agreement in the amount of \$10,000.00
 - ii) Ratify a payment of \$650.00 to WCP from the Opioid Settlement Funds to cover October rent for a Law Enforcement Treatment Initiative (LETI) participant (TG)
- g) Approve proposal from Richard Pierce Builders, Inc. in the amount of \$9,100.00 to repair slate on barn roof at the MCCF
- h) Approve proposal from Richard Pierce to install missing Dutch lap siding and plywood in the amount of \$12,500.00 (lowest of 3 quotes)

- i) Award the following bids for 2026 County Goods and Services:
 - i) Correctional Officer Uniforms:
 - (1) Starr Uniform Center - \$118,015.15
 - ii) Deputy Sheriff Uniforms:
 - (1) Starr Uniform Center - \$73,215.23
 - iii) Bailiff Uniforms:
 - (1) Starr Uniform Center - \$42,954.60
 - iv) Fuel Oil:
 - (1) Award bid to Stiff Oil Co, Fluctuating at .53 markup per gallon for Former Jail, MCCF, MDJ Mancuso and Courthouse Generator
 - v) Inmate Uniforms and Supplies:
 - (1) Bob Barker Company, Inc. - \$122,554.33
 - vi) Janitorial Supplies – Administrative Center:
 - (1) PA Paper & Supply - \$46,240.25
 - (2) W.B. Mason - \$10,451.85
 - (3) Central Poly Bag - \$10,005.00
 - (4) Pyramid School Products - \$18,116.52
 - (5) Brighter Days & Nites, Inc - \$1,759.45
 - (6) Staples Contract & Commercial LLC - \$7,233.15
 - vii) Janitorial Supplies – Correctional Facility:
 - (1) PA Paper & Supply - \$23,346.02
 - (2) W.B. Mason - \$12,346.34
 - (3) Central Poly Bag - \$4,360.20
 - (4) Pyramid School Products - \$13,864.96
 - (5) Brighter Days & Nites, Inc - \$91,626.82
 - (6) Staples Contract & Commercial - \$13,307.58
 - viii) Office Supplies:
 - (1) W.B. Mason - \$79,835.55
 - ix) Toner:
 - (1) IPS Global - \$141,367.80
 - x) Propane:
 - (1) Award bid to Heller’s Gas, Inc. \$1.37 per gallon – fixed price for MCCF, Public Safety Center and Monroe Sewage Treatment Plant
 - xi) Snow Removal:
 - (1) Award bid to Strauser Natures Helpers for Admin. Center, Former Jail Lot and Public Safety Center:
 - (a) Snowplowing - \$155.00 per hour
 - (b) Calcium Chloride - \$1,800.00 per ton
 - (c) Sodium Chloride (rock salt) - \$325.00 per ton
 - (d) Cinders - \$38.50 per ton
 - (e) Snow Removal - \$160.00 per hour
 - (f) Clear and Salt all Walkways - \$65.00 per hour (Public Safety Center Only)
- j) Add the following Vendors to the County List of Approved Vendors:
 - i) District Attorney:
 - (1) Microtrace, LLC (Ratify)
 - (2) Devine Depositions, LLC (Ratify)
 - (3) Dawn til Dusk
 - ii) Emergency Management:
 - (1) Chery Industrial, Inc.
 - iii) Public Defender:
 - (1) Arnaldo Lopez Rivera, M. Sc.
 - iv) Commissioners:
 - (1) AMZ Logistics LLC d/b/a Amz Housing Solutions

6) Conservation District:

- a) Re-appoint the following to the Conservation District Board of Directors, and authorize submittal of the nominations to the State Conservation Commission for concurrence:
 - i) Donna Foulk, Farmer Director with a new term to expire 12/31/ 2029
 - ii) Jason Smith, Farmer Director with a new term to expire 12/31/ 2029
 - iii) Sharon S. Laverdure, Commissioner Representative – 1/1/2026 to 12/31/2026

7) Fiscal/Grants:

- a) Ratify Approval for the submission of the FY 2024-25 HAP/HSDF Non-Block Grant (NBG) Report in the amount of:

HAP -	\$ 66,028.00
HSDF-	<u>\$ 93,507.00</u>
Total-	\$ 159,535.00

- b) Approve CSBG 2025 Funds for Sub-recipient Re-Allocation:

Safe Monroe – Returned Unspent Funds	- (\$18,219.00)
Stroud Region Open Space & Rec Commission – Returned Unspent Funds	-(\$2,000.00)
CSS – Shepherd’s Maternity Home	\$1,640.00
Pleasant Valley Ecumenical Network	\$2,550.00
Pocono Area Transitional Housing	\$7,466.00
Pocono Services For Families and Children	<u>\$8,563.00</u>
Total Additional Admin Re-Allocation	\$20,219.00

- c) Approve the 2025/2026 fiscal year budgets for Fund 850:

- (1) The Emergency Food Assistance Program (TEFAP)
- (2) Emergency Solutions Grant (ESG) 2025-2027
- (3) Victims of Crime Act (VOCA)

- d) Approve allocation of The Emergency Food Assistance Program (TEFAP) funds received by Monroe County to the following food pantries:

i) Christian Awareness Ministries Ecumenical	\$2,000.00
ii) Bushkill Outreach, Inc.	\$3,000.00
iii) Pocono Mountain Ecumenical Hunger Ministry	\$5,000.00
iv) Pleasant Valley Ecumenical Network	\$5,000.00
v) Top of the Mountain Ecumenical	\$5,000.00
vi) The Salvation Army (Pantry)	<u>\$5,000.00</u>
Total	\$25,000.00

8) Information Technology and Services:

- a) Approve professional services proposal with Michael Baker International in amount of \$25,000.00 for GIS services for the period 11/5/2025 through 11/04/2026

9) Monroe County Hospital Authority:

- a) Reappoint the following to the board with a new term to expire 02/01/2030:
- i) Commissioner Sharon S. Laverdure
 - ii) Robert Weseloh

10) Pretrial Services:

- a) Authorize John D. Christy to sign Bank Account Change Form with 3rd party company Govolutions due to routing number change with ESSA bank to CNB bank

11) Pocono Mountains Regional Airport:

- a) Approve county match and contribution in the amount of \$296,333.00 (5% match totaling \$148,166.50 and \$148,166.50 county contribution) for Agreement #C for Building #2 Construction total project cost \$3,000,000.00
- b) Reappoint/appoint the following to the board:
- i) Dave Moyer, reappoint to new term to expire 01/01/2031
 - ii) John Kerrick, reappoint to new term to expire 01/01/2031
 - iii) George Strunk, reappoint to new term to expire 01/01/2030
 - iv) Shawn Crawford, appoint term to expire 01/01/2031
- c) Acknowledge end of service on the board- Karl Weiler

12) Capital Outlay Purchases:

- a) Approve the Capital Purchases Report dated 11/05/2025 totaling \$16,368.10

13) Computer Capital Purchases:

- a) Approve the Computer Capital Purchases Report dated 11/05/2025 totaling \$96,278.88

Miscellaneous

Public Comment

Other Meetings

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