



MONROE COUNTY BOARD OF COMMISSIONERS
AGENDA
December 17, 2025

Open meeting 9:30 a.m.

Moment of Silence and Pledge of Allegiance

Public Comment – Agenda Items Only

Assessment Corrections to the Duplicate, Deborah Storman, Chief Assessor

OLD BUSINESS

Approve the minutes of December 3, 2025, Commissioners' Meeting

Ratify December 5, 2025, opening of the bid for Well Drilling:
One (1) incomplete bid received

PROCLAMATIONS AND CERTIFICATES

NYC Indian Grill
David C. Parker- Salvation Army
Lorrie DeHaven- Retirement

NEW BUSINESS

1) Personnel:

- a) Agenda:
- b) Approve/Ratify Requests to work additional hours:
 - i) Sheriff's Office pay period ending 11/30/2025
 - (1) Security – 77.00 hours
 - (2) Clerks – 1.00 hour

2) Electronic Financial Transactions (Ratify):

- a) Vouchers Payable:
 - i) Dated 12/05/2025 in the amount of \$805,605.95
- b) Gross Payroll:
 - i) Pay Period ending 11/30/2025 in the amount of \$1,577,343.56
- c) Healthcare Benefits Payments:
 - i) Highmark Blue Cross/Blue Shield:
 - (1) Dated 12/02/2025 in the amount of \$224,932.38
 - (2) Dated 12/04/2025 in the amount of \$15.45
 - (3) Dated 12/09/2025 in the amount of \$72.18
 - (4) Dated 12/09/2025 in the amount of \$82,181.67
 - ii) Geisinger:
 - (1) Dated 12/02/2025 in the amount of \$162,671.03
 - (2) Dated 12/02/2025 in the amount of \$133,427.48
 - (3) Dated 12/08/2025 in the amount of \$90,587.91
 - (4) Dated 12/10/2025 in the amount of \$6,633.38
 - iii) Dental Claims:
 - (1) Dated 12/02/2025 in the amount of \$1,087.80
 - (2) Dated 12/02/2025 in the amount of \$2,866.04
 - (3) Dated 12/05/2025 in the amount of \$4,321.57
 - (4) Dated 12/12/2025 in the amount of \$6,980.92
 - iv) Flexible Spending Account:
 - (1) Dated 12/02/2025 in the amount of \$578.56
 - (2) Dated 12/05/2025 in the amount of \$365.50
 - (3) Dated 12/12/2025 in the amount of \$1,100.48

3) Travel Authorizations (Approve/Ratify):

- a) Approve/Ratify the Travel Request Report – Assessment, Children & Youth, Planning

4) Area Agency on Aging:

- a) Execute contract with Monroe County Transportation Authority for the period 01/01/2026 through 12/31/2026 to provide transportation services at the rates listed in Attachment G of the contract

5) Children and Youth:

- a) Authorize submittal of the Act 148 fourth quarter 2024-2025 Report with total expenditures of \$19,269,386.00

6) Commissioners' Office:

- a) Ratify the Budget Adjustment Report dated 12/17/2025 totaling \$125,000.00
- b) Approve the Budget Adjustment Report dated 12/17/2025 totaling \$280,404.00
- c) Approve request from Safe Monroe to use Courthouse Square on January 14, 2026, at 12:30 p.m. for their annual Red Sand Project to recognize victims of human trafficking
- d) Approve proposal from CCAP for tax collector bonds for the period 2026-2030 in the total amount of \$263,136.00 for County, municipality and school district tax collection, invoiced by tax duplicate for each entity (prorated by taxing entities)
- e) Approve the following Opioid Grants from the Opioid Settlement Funds consistent with the uses allowed under the Opioid Settlement Agreement, Exhibit E:
 - i) Path to Peace, a Memorandum of Understanding and Agreement in the amount of \$650.00 event at Pocono Cinema with Recovery City screening
- f) Reject December 5, 2025, opening of the bid for Well Drilling due to incomplete bid submittal on Pennbid
- g) Execute security agreement with Securitas effective 1/01/2026 at a rate of \$33.87 per hour for armed security
- h) Approve agreement with CGI Digital for county video program at no cost to the county
- i) Approve the 2026 Tax Bill Dates for County/Township, Interim Run B, School Bills and Interim Run A (2027) as listed on memo dated 12/05/2025
- j) Approve/Ratify chief clerk to advertise for:
 - i) Rebid Well Drilling
 - ii) 2026 Parking Deck Repairs
 - iii) 2026 CDBG RFP for Pike County
- k) Add the following Vendors to the County List of Approved Vendors:
 - i) Aging
 - (1) Theresa Arocho

7) Controller:

- a) Appoint Jason R. Costanzo, Esq. as solicitor effective 01/01/2026 at the rate of \$6,350.00 for the year

8) Correctional Facility:

- a) Approve contract extension with Aramark Correctional Services, LLC for Food Services at a rate increase of 3.9% for the period 01/06/2026 through 01/05/2027

9) Domestic Relations:

- a) Approve Universal Membership Agreement with Equifax Verification Services for employment verification effective 01/01/2026 at rates listed on Schedule A-2 (\$125.00 setup fee, \$20.00 per month account servicing fee and \$4.99 per month per customer ID)

10) Fiscal/Grants:

- a) Ratify authorization for Grants Manager, Ashley Kerrick to electronically sign and submit the FY26 Mosquito-borne Disease Control Grant for the period 01/01/2026 – 12/31/2026 in the amount of \$141,676.00

11) Housing Authority:

- a) Reappoint Linda Keefer to the board with a new term to expire 10/27/2030
- b) Appoint Ann Gallagher-Aronson to the board with a term to expire 10/27/2030

12) Industrial Development Authority:

- a) Appoint Brian Winot to the MCIDA Board with a term to expire 12/31/2029

13) Information Technology and Services:

- a) Execute Master Services Agreement with Paperless Solutions Incorporated for comprehensive case management, document management, court management, e-filing document filing with statement of work and payment schedule listed in Exhibit A with 2026 initial cost of \$407,100.00 for Civil/Family and \$296,100.00 for Orphan's Court for the period 01/01/2026 through 12/31/2030 at rates listed in agreement
- b) Approve amendment No. 2 with Thompson Reuters through 08/14/2026 for AdGators Maintenance and support in the amount of \$1,098.69

14) Pleasant Valley Manor:

- a) Appoint the following to the Pleasant Valley Manor Board of Trustees for the 2026 calendar year:
 - i) Sharon S. Laverdure
 - ii) John D. Christy
 - iii) David C. Parker
 - iv) Dr. Peter Casale
 - v) Robert A. Shebelsky

15) Tax Claim:

- a) Execute Payment Processing Service Agreement with Catalis for delinquent tax payments- associated fees are charged to taxpayer as provided in terms and pricing schedule

Miscellaneous

Public Comment

Other Meetings

2026 Budget Adoption	10:00 a.m.
Salary Board	11:00 a.m.
Retirement Board	1:30 p.m. Cancelled