



MONROE COUNTY BOARD OF COMMISSIONERS  
AGENDA  
October 2, 2024

Open meeting

Moment of Silence and Pledge of Allegiance

9:30 a.m. Final Public Hearing FFY 2024 Monroe County Community Development Block Grant Program-  
Jennifer Strauch, Monroe County Redevelopment Authority

Public Comment – Agenda Items Only

Amend Motion 2024-293 dated 09/18/2024 to include Pretrial/DUI Services travel request

Amend Motion 2024-302 dated 09/18/2024 to revise the purchase of Field Materials and Supplies for  
the Adult Probation department in the amount of \$1,090.95 to \$1,390.95 an increase of \$300.00 due to  
increased freight charges

**OLD BUSINESS**

Approve the minutes of the 09/18/2024 Commissioners' Meeting

**PROCLAMATIONS AND CERTIFICATES**

Domestic Violence Awareness Month

**NEW BUSINESS**

**1) Personnel:**

- a) Agenda:
- b) Approve/Ratify Requests to work additional hours:
  - i) Sheriff's Office Overtime Report for the period ending 09/08/2024
    - (1) Security – 9 hours
  - ii) Sheriff's Office Overtime Report for the period ending 09/22/2024
    - (1) Deputies – 50.50 hours
    - (2) Security – 95 hours
    - (3) Clerks – 17.50 hours

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

- a) Vouchers Payable:
  - i) \$288,889.95 dated 09/20/2024
  - ii) \$4,455,714.55 dated 09/27/2024
- b) Gross Payroll:
  - i) Pay period ending 09/22/2024 in the amount of \$1,363,376.15
- c) Healthcare Benefits Payments:
  - i) Highmark Blue Cross/Blue Shield:
    - (1) \$85,762.98 on 09/18/2024
    - (2) \$81,539.53 on 09/25/2024
    - (3) \$5.15 on 09/26/2024
  - ii) Geisinger:
    - (1) \$114,640.51 on 09/03/2024
    - (2) \$74,634.28 on 09/16/2024
    - (3) \$5,416.23 on 09/17/2024
    - (4) \$127,102.19 on 09/23/2024
  - iii) Dental Claims:
    - (1) \$6,925.76 on 09/20/2024
  - iv) Flexible Spending Account:
    - (1) \$151.25 on 09/17/2024

(2) \$359.43 on 09/20/2024

(3) \$165.10 on 09/27/2024

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

- a) Approve/Ratify the Travel Request Report – Adult Probation, Area Agency on Aging, Assessment, Conservation District, Public Defender, Vector Control, Veterans Affairs

**4) Children and Youth Services:**

- a) Execute the following Adoption Assistance Agreements
- i) J.C.
  - ii) O.C.
- b) Amend the following Adoption Assistance Agreements to reflect a subsidy increase from \$21.00 per day to \$40.00 per day to assist with increased behavioral issues
- i) L.O.
  - ii) K.O.
  - iii) B.H
  - iv) L.H.
  - v) Z.H.
- c) Execute Purchase of Service Agreements for the period July 1, 2024 – June 30, 2025, with the following:
- i) The Impact Project, Inc., contract limit totaling \$75,000.00 (specialized and clinical foster care)
  - ii) Outside In School of Experiential Education, Inc., contract limit totaling \$215,000.00 (drug and alcohol treatment residential group home)
  - iii) Adelpoi Village, Inc., contract limit totaling \$750,000.00 (residential services)
- d) Execute an Amendment to Existing Purchase of Services Agreement – Justice Works Youth Care which includes three (3) additional pages consisting of 2 additions to “Attachment A” as additional program descriptions and 1 addition to “Attachment C” to show their new program rates

**5) Commissioners’ Office:**

- a) Approve the Budget Adjustment Report dated 09/26/2024 totaling \$355,130.00
- b) Approve the use of Courthouse Square by GO Collaborative on November 29, 2024, for the Annual Downtown Stroudsburg Tree Lighting Ceremony from 5:30 p.m. – 7:30 p.m.
- c) Ratify CCAP Insurance Program for Volunteers Special Risk Accident Coverage for the period October 1, 2024, through October 1, 2025, in the amount of \$609.50
- d) Ratify a proposal with Nauman Inc. to replace a Climate Master water source heat pump on the 2<sup>nd</sup> floor of the Administration Building in the amount of \$7,836.00
- e) Approve a proposal with Leon Clapper Plumbing, Heating and Water Conditioning Inc. to install two (2) Natural Gas A.O. Smith tankless water heaters for administrative center in the amount \$9,850.50
- f) Ratify submittal of the 2024 -2025 Renewal Application for the Worker’s Compensation Self Insurance Program
- g) Ratify execution of engagement letter with Babst, Calland Attorneys at Law to jointly represent Monroe County with respect to litigation filed in the District Court for the Middle District of Pennsylvania titled Republican National Committee et al. v. Al Schmidt et al. at current billing rates range from \$160.00 to \$705.00 per hour
- h) Execute engagement letter with Babst, Calland Attorneys at Law to jointly represent Monroe County with respect to litigation filed in the District Court for the Middle District of Pennsylvania titled New PPA Project Educational Fund, et al v. A1 Al Schmidt et al. at current billing rates range from \$160.00 to \$705.00 per hour
- i) Execute Amendment Number 7 with KRB Consulting Services, LLC to continue consulting on County waste/sewer projects at the on-going rate of \$150.00 per hour for 2025
- j) Authorize Chief Clerk to advertise the availability of Requests for Funding Proposal (RFP) applications for the Community Services Block Grant (CSBG) 2025 fiscal year
- k) Add the following Vendors to the County List of Approved Vendors:
- i) Aging
    - (1) Elizabeth A. Mullin
    - (2) John Esteves
    - (3) Paula L. Williston

**6) Correctional Facility:**

- a) Adopt resolution authorizing the emergency replacement and repair of the water heating unit at the Monroe County Correctional Facility

**7) Grants:**

- a) Ratify authorization for the Authorized Representative, Commissioner John D. Christy to sign the Amendment to the FY 2022 Continuum of Care Program Grant Agreement (PA1087L3T092200) to request an extension to the term of the project from 09/30/2024 to 12/31/2024
- b) Approve the Authorized Representative Commissioner John D. Christy to sign the FY 2023 Continuum of Care Program Agreement (PA1087L3T092301) in the amount of \$277,017.00 for the period January 1, 2025-December 31, 2025
- c) Ratify authorization for the Grants Manager, Kwanza Smith to electronically sign the FY 2025-2026 Right of Services Act (RASA) and Victims of Juvenile Offenders (VOJO) Application in the amount of \$156,160.00 for the period January 1, 2025 – December 31, 2025
- d) Amend the following Continuum of Care Grant Sub recipient Agreements to reflect the Amended Termination Date of the contract to December 31, 2024, and the Amended Contract Activity Period to October 1, 2023, to December 31, 2024
  - i) Family Promise of the Poconos
  - ii) Pocono Mountains United Way
- e) Authorize Grants Manager, Kwanza Smith to electronically submit a project modification request for the FY 2023-2024 RASA and VOJO Grant to move \$499.00 from the Supplies and Operating expenses line-item budget to the Travel and Training line-item budget

**8) Monroe County Municipal Waste Authority:**

- a) Acknowledge receipt of Monroe County Municipal Authority financial statement audit for the period ended December 31, 2023

**9) Monroe County Transportation Authority:**

- a) Appoint Bob Hay to the MCTA Board to replace Rick Mutchler to fill the unexpired term to 02/07/2025
- b) Appoint Robert Bryant to the MCTA Board to replace Maria Candelaria to fill the unexpired term to 12/31/2026

**10) Office of Emergency Management:**

- a) Ratify authorization for Maryellen Keegan, Director to advertise notice of the 2025 Monroe County Hazard Mitigation Plan Update
- b) Accept a quote from Richard Pierce Builder, Inc. to repair fire training ground observation building roof for a total cost of \$5,448.50
- c) Accept a quote from Richard Pierce Builder, Inc. to replace fire training building slope roof in the amount of \$8,326.80

**11) Pocono Mountains Economic Development Corporation:**

- a) Acknowledge receipt of Monroe County Industrial Development Authority financial statement audit for the period ended December 31, 2023
- b) Acknowledge receipt of the Pocono Mountains Industrial Park Authority financial statement audit for the period ended December 31, 2023

**12) Pocono Mountains Municipal Airport Authority:**

- a) Acknowledge receipt of the Pocono Mountains Municipal Airport Authority financial statement audit for the period ended December 31, 2023

**13) Public Defender:**

- a) Ratify agreement with Thomson Reuters for Westlaw Clear Proflex in the monthly amount of \$750.71 (year 1), \$788.23 (year 2) and \$827.64 (year 3) for the period of 07/01/2024 through 06/30/2027

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

- a) Reappoint Patrick Ross to the Redevelopment Authority Board with a new term to expire October 21, 2029
- b) Approve the following Certification, Documents and Resolutions for the 2024 Community Development Block Grant:
  - 1. 2024 CDBG General Application Certification
  - 2. 2024 CDBG Disclosure Report
  - 3. Four-Factor Analysis Certification, Four-Factor Analysis/LAP Certification and Language Access Plan Certification
  - 4. 2024 CDBG Resolution for Application Submission
  - 5. 2024 CDBG Fair Housing Resolution

6. 2024 CDBG 504 Officer Designation
7. 2024 CDBG Program Plans, and Policies
8. Cooperation Agreement – Stroudsburg Borough
9. Cooperation Agreement – East Stroudsburg Borough
10. Lobbying Certification Form, Worker Protection and Investment Certification Form

**15) Capital Outlay Purchases:**

- a) Approve the Capital Purchases Report dated 09/26/2024 totaling \$2,263.90

**16) Computer Capital Purchases:**

- a) Approve the Computer Capital Purchases Report dated 09/26/2024 totaling \$16,124.44

**Miscellaneous**

**Public Comment**

**Other Meetings**

Election Board – 10:30 a.m.

Assessment Board – 1:30 p.m.