



MONROE COUNTY BOARD OF COMMISSIONERS  
AGENDA  
January 21, 2026

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

Maryellen Keegan, Director, Office of Emergency Management, presentation of the 2025 Monroe County Multi-Jurisdictional Hazard Mitigation Plan

**OLD BUSINESS**

Approve the minutes of January 7, 2026, Commissioners' Meeting

Amend Motion 2025-358 dated 12/17/2025 reflecting a starting date of 2/01/2026 for the Equifax Verification Services for Domestic Relations

**PROCLAMATIONS AND CERTIFICATES**

Will Searfoss – Retirement

Lehigh Valley Hospital & Health Center – Pocono Creek – Grand Opening

Pocono Mountain Board of Realtors – 100<sup>th</sup> Anniversary

Shelba Scheffer – Star of Valor Quilt

Sharon Gower – Star of Valor Quilt

**NEW BUSINESS**

**1) Personnel:**

- a) Agenda:
- b) Approve/Ratify Requests to work additional hours:
  - i) Sheriff's Office Overtime Report for the period ending 01/11/2026
    - (1) Deputies – 24.25 hours
    - (2) Security – 60 hours
    - (3) Clerks – 20.75 hours

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

- a) Vouchers Payable:
  - i) Dated 01/09/2026 in the amount of \$338,553.97
  - ii) Dated 01/16/2026 in the amount of \$2,132,244.78
- b) Gross Payroll:
  - i) For pay period ending 01/11/2026 in the amount of \$1,614,409.96
- c) Healthcare Benefits Payments:
  - i) Highmark Blue Cross/Blue Shield:
    - (1) Dated 01/06/2026 in the amount of \$132,060.83
    - (2) Dated 01/13/2026 in the amount of \$149,931.43
  - ii) Geisinger:
    - (1) Dated 01/05/2026 in the amount of \$99,519.04
    - (2) Dated 01/12/2026 in the amount of \$66,477.08
    - (3) Dated 01/13/2026 in the amount of \$5,350.08
  - iii) Dental Claims:
    - (1) Dated 01/09/2026 in the amount of \$8,671.04
  - iv) Flexible Spending Account:
    - (1) Dated 01/09/2026 in the amount of \$5,554.72
    - (2) Dated 01/15/2026 in the amount of \$200.75

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

- a) Approve/Ratify the Travel Request Report – Area Agency on Aging, Conservation District and Domestic Relations

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

- a) Reappoint Amanda Gonzalez to the Board with a new term to expire September 30, 2028

**5) Carbon-Monroe-Pike Mental Health and Developmental Services:**

- a) Reappoint Suzanne McCool to the Advisory Board with a new term to expire December 21, 2028

**6) Children and Youth:**

- a) Approve an Adoption Assistance Agreement for L.C.

**7) Commissioners' Office:**

- a) Ratify the Budget Adjustment Report dated 01/21/2026 totaling \$40,975.00
- b) Approve the Budget Adjustment Report dated 01/21/2026 totaling \$282,992.00
- c) Approve the IRS mileage reimbursement rate to 72.5 cents per mile effective 01/01/2026
- d) Ratify Resolution updating authorized signers with ESSA Bank, Division of CNB Bank
- e) Ratify agreement with KUDU Creative for Fentanyl Awareness Program- Podcast Program totaling \$14,020.00 to be paid from the Opioid Settlement Funds
- f) Award bid for Wypall Roll Towels in the amount of \$1,247.75 to Staples Contract & Commercial for Administrative Janitorial Supplies
- g) Approve reports of County Liquid Fuels Tax Fund for the 2025 calendar year as follows:
  - i) County Liquid Fuels Tax Fund year-end balance of \$149,381.45 and total expenditures of \$312,786.54
  - ii) Act 44 County Liquid Fuel Tax Fund year-end balance of \$216,693.76 and total expenditures of \$0 dollars
  - iii) Act 89 County Liquid Fuel Tax Fund year-end balance of \$462,118.44 and total expenditures of \$0
- h) Approve the following Contract Service Provider Agreements:
  - i) David Gaspar, Esquire for Special Public Defender \$57,000.00
- i) Ratify the following Opioid Grant from the Opioid Settlement Funds consistent with the uses allowed under the Opioid Settlement Agreement, Exhibit E:
  - i) Memorandum of Understanding and Agreement with AMZ Housing Solutions in the amount of \$4,600.00 for rental assistance
  - ii) Memorandum of Understanding and Agreement with Nehemiah Sober Living Inc. in the amount of \$20,000.00 to support programs
- j) Add the following vendors to the County List of Approved Vendors:
  - i) Emergency Management
    - (1) Lehigh Emergency Service Training Academy
  - ii) MCCF
    - (1) Sherry Black Foundation
  - iii) Fiscal
    - (1) Hickory EFH LLC

**8) Domestic Relations:**

- a) Execute a Title IV-D Contract with Deborah L. Huffman for the period October 1, 2025, through September 30, 2030, subject to the availability of federal funds

**9) Elections:**

- a) Approve Building Use Request Form with St. Paul Lutheran Church for the 2026 Primary and General Elections

**10) Fiscal/Grants:**

- a) Amend Motion Number 2026-13 dated 01/07/2026 to approve Continuum of Care FY2024 Sub-Recipient Contracts in the amount of \$84,554.00 as indicated below:

Rapid Rehousing	Pocono Area Transitional Housing	Supportive Services- Case Management	\$54,554
Support Services	Pocono Mountains United Way	Supportive Services	<u>\$30,000</u>
		<b>Total</b>	<b>\$84,554</b>

- b) Ratify Authorization for the Grants Manager, Ashley Kerrick, to electronically sign the FY25-26 Continuing Adult Probation Grant in the amount of \$157,867.00 for the period 07/01/2025 through 06/30/2026
- c) Ratify Authorization for the Grants Manager, Ashley Kerrick to electronically sign the FY2025 RASA/VOJO continuation in the amount of \$154,653.00 for period 01/01/2026 through 12/31/2026 (Year 2)
- d) Appoint the following individuals to the Community Services Administrative Board for their first three-year term effective 01/01/2026 through 12/31/2028 as recommended by the Administrative Board:
  - i) Commissioner Christa L. Caceres, Pike County Elected Official
  - ii) Kim Dugan, Pike County Community Representative
- e) Execute the 2025-2026 State Food Purchase Program (SFPP) sub-recipient Contracts for the 2025-2026 Fiscal Year as listed below:

Bushkill Outreach	\$	20,000
Christian Awareness Ministries	\$	9,000
New Perspectives	\$	12,000
Pleasant Valley Ecumenical Network	\$	50,220
Pocono Mountain Ecumenical	\$	46,500
Salvation Army-Pantry & Soup Kitchen	\$	65,000
St. Matthews Catholic Church	\$	17,000
TOP of the Mountain	\$	46,500
Safe Monroe	\$	13,000
<b>2025-2026 SFPP Total</b>		<b>\$ 279,220</b>

**11) Office of Emergency Management:**

- a) Adopt a Resolution approving the 2025 Monroe County Multi-Jurisdictional Hazard Mitigation Plan

**12) Public Defender:**

- a) Accept proposal with Cellebrite in the amount of \$9,300.00 for the period 03/19/2026 through 03/18/2027 for renewal of software subscription

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

- a) Reappoint Greg Christine to the board with a new term to expire 01/01/2031

**14) Redevelopment Authority/Affordable Housing:**

- a) Reappoint Jennifer Shukaitis to the Affordable Housing Board with a new term to expire 12/31/2030

**15) Capital Outlay Purchases:**

- a) Approve the Capital Purchases Report dated 01/21/2026 totaling \$2,269.01

**16) Computer Capital Purchases:**

- a) Approve the Computer Capital Purchases Report dated 01/21/2026 totaling \$1,691.30

**Miscellaneous**

**Public Comment**

**Other Meetings**

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