



MONROE COUNTY BOARD OF COMMISSIONERS
AGENDA
October 15, 2025

Open meeting 9:30 a.m.

Moment of Silence and Pledge of Allegiance

Public Comment – Agenda Items Only

Final Public Hearing – FFY 2025 Community Development Block Grant (CDBG) – Jennifer Strauch-Petersen, Executive Director, Redevelopment Authority of the County of Monroe

Assessment Corrections to the Duplicate, Deborah Storman, Chief Assessor

OLD BUSINESS

Approve the minutes of October 1, 2025, Commissioners’ Meeting

Ratify October 8, 2025, opening of the Janitorial Services at Magisterial District Justice Offices Bids as follows:

KKJ, Inc. dba Jan-Pro of NEPA	\$686.00 per week	\$35,672.00 annual	10% cashier’s check
The Team Cleaning Solutions, Inc.	\$675.00 per week	\$35,100.00 annual	no bid security

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 – 27.50 hours
 - (2) Security –48.25 hours
 - (3) Clerks – 23.50 hours

2) Electronic Financial Transactions (Ratify):

- a) Vouchers Payable:
 - i) \$642,299.95 dated 09/29/2025
 - ii) \$910,044.97 dated 10/06/2025
- b) Gross Payroll:
 - i) \$1,495,076.03 for pay period ending 10/05/2025
- c) Healthcare Benefits Payments:
 - i) Highmark Blue Cross/Blue Shield:
 - (1) \$90,341.37 dated 10/01/2025
 - (2) \$129,314.72 dated 10/07/2025
 - ii) Geisinger:
 - (1) \$137,647.75 dated 09/29/2025
 - (2) \$140,083.89 dated 10/06/2025
 - iii) Dental Claims:
 - (1) \$1,076.70 dated 10/02/2025
 - (2) \$5,884.98 dated 10/03/2025
 - iv) Flexible Spending Account:
 - (1) \$790.32 dated 10/03/2025

3) Travel Authorizations (Approve/Ratify):

- a) Approve/Ratify the Travel Request Report – Children & Youth Services, Conservation District, Domestic Relations, Planning and Pretrial/DUI Services

4) Children and Youth Services:

- a) Execute the following Purchase of Service Agreements for the period 07/01/2025 – 06/30/2026 with:
 - i) The Bair Foundation – contract limit of \$17,000.00 (foster care)
 - ii) Pentz Run Youth Services, Inc. – contract limit of \$145,000.00 (emergency shelter)
 - iii) Person Directed Supports, Inc. – contract limit of \$625,000.00 (community home)
 - iv) Harmony Heights Housing, LLC – contract limit of \$450,000.00 (residential home)
 - v) Children’s Choice, Inc. – contract limit of \$200,000.00 (foster care)
 - vi) City Mission-Living Stones, Inc. – contract limit of \$240,000.00 (independent living)
 - vii) CHOR Youth & Family – contract limit of \$315,000.00 (foster care)

5) Commissioners’ Office:

- a) Ratify the Budget Adjustment Report dated 10/15/2025 totaling \$20,000.00
- b) Approve the Budget Adjustment Report dated 10/15/2025 totaling \$90,550.00
- c) Approve Rules and Regulations Policy regarding Use of County Property
- d) Award Janitorial Services at Magisterial District Justice Offices to KKJ, Inc. dba Jan-Pro of NEPA in the amount of \$686.00 per week with the option of two - one-year extensions at a 3% increase each year
- e) Approve Amendment No. 8 to the Consulting Agreement with KRB Consulting Services, LLC at a rate of \$150.00 per hour for the period 01/01/2026 – 12/31/2026 for water and wastewater projects at the county owned facilities in Snydersville
- f) Approve the following Opioid Grants from the Opioid Settlement Funds consistent with the uses allowed under the Opioid Settlement Agreement, Exhibit E:
 - i) Synchronicity Recovery Foundation d/b/a Sync Recovery Community, a Memorandum of Understanding and Agreement in the amount of \$50,000.00
 - ii) Path to Peace, a Memorandum of Understanding and Agreement in the amount of \$50,000.00
- g) Ratify/Authorize chief clerk to advertise the following:
 - i) Bids for Tax Bill Printing
- h) Add the following Vendors to the County List of Approved Vendors:
 - i) Emergency Management
 - (1) Rob Moore & Son Septic Service, LLC
 - ii) ITS
 - (1) Baker & Associates
 - iii) Aging
 - (1) Kellez Care Providers LLC
 - iv) Commissioners
 - (1) Synchronicity Recovery Foundation d/b/a Sync Recovery Community
 - (2) Path to Peace

6) Correctional Facility:

- a) Approve a 1-year extension, Option 2 with Securus Technologies in the amount of .21 per minute with a 67.9% commission, 20% video commission and digital Mail at \$2,340.00 per month

7) District Attorney:

- a) Execute a Lease Agreement with Jaime Loysen and James Passmore d/b/a Auto In Motion for the period 11/01/2025 through 10/31/2026 in the amount of \$650.00 per month with an additional \$1,100.00 to account for raise in property taxes to store confiscated vehicles to be paid by the Monroe County Drug Task Force

8) Carbon-Monroe-Pike Drug and Alcohol Commission:

- a) Approve additional payment of \$320,000.00 from the Substance Abuse Education Demand Reduction Fund (SAEDRF) to assist during budget impasse due to the state budget not being approved by 07/01/2025

9) Fiscal/Grants:

- a) Authorize Grants Manager Ashley Kerrick to electronically submit the FY26 Local Share Account (LSA) Statewide Grant for the Office of Emergency Management (OEM) Burn Building Door Replacement in the amount of \$54,280.00 for the period TBD
- b) Approve Resolution authorizing John D. Christy, Chairman and David C. Parker, Vice-Chairman as the officials to execute all documents and agreement pertaining to the FY26 LSA Statewide Grant for the OEM Burn Building

10) Redevelopment Authority/Affordable Housing:

- a) Acknowledge receipt of the Financial Statement for year ending 12/31/2024
- b) Reappoint Todd Weitzmann to the Affordable Housing Board with a new term to expire 12/31/2029
- c) Approve the following Certifications, Resolutions and Documents for the FFY2025 CDBG Application:
 - i) General Application Certification
 - ii) Disclosure Report
 - iii) Resolution for Application Submission to DCED
 - iv) Language Access Plan Certification
 - v) Fair Housing Resolution
 - vi) Section 504 Officer Designation
 - vii) Program Plans and Policies for CDBG Entitlement Program
 - viii) Cooperation Agreement – obo East Stroudsburg Borough
 - ix) Cooperation Agreement – obo Stroudsburg Borough
 - x) Lobbying Certification Form
 - xi) Worker Protection and Investment Form
 - xii) Force Account Certification
 - xiii) Federal Funding Accountability & Transparency Act

11) Capital Outlay Purchases:

- a) Approve the Capital Purchases Report dated 10/15/2025 totaling \$1,310.96

12) Computer Capital Purchases:

- a) Ratify the Computer Capital Purchases Report dated 10/15/2025 totaling \$1,328.20

Miscellaneous

Public Comment

Other Meetings

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