



MONROE COUNTY BOARD OF COMMISSIONERS
AGENDA
November 20, 2024

Open meeting

Moment of Silence and Pledge of Allegiance

Public Comment – Agenda Items Only

Corrections to the Duplicate, Deborah Storman, Chief Assessor

Amend Motion 2024 - 335 dated 11/06/2024 to correct the bid amount from \$84,992.12 to \$162,297.52 due to mathematical errors on the submitted proposal page from Pennsylvania Paper and Supply and to correct the bid amount from \$198,065.50 to \$196,006.75 also due to mathematical errors on the submitted proposal page from Starr Uniform Center

Amend Motion 2024 - 343 dated 11/06/2024 to change the FY2023-24 HAP/HSDf Non-Block Grant (NBG) Report Total from \$155,502.00 to \$158,902.00 due to additional funding received

OLD BUSINESS

Approve the minutes of the 11/06/2024 Commissioners' Meeting

PROCLAMATIONS AND CERTIFICATES

President Judge Margherita Worthington - Retirement

NEW BUSINESS

1) Personnel:

- a) Agenda:
- b) Approve/Ratify Requests to work additional hours:
 - i) Commissioners Office- 4.5 hours for period ending 11/17/2024
 - ii) Sheriff's Office Overtime Report for the period ending 11/03/2024
 - (1) Deputies – 70 hours
 - (2) Security – 76.25 hours
 - (3) Clerks – 6.75 hours

2) Electronic Financial Transactions (Ratify):

- a) Vouchers Payable:
 - i) \$684,732.62 dated 11/04/2024
 - ii) \$635,218.56 dated 11/15/2024
- b) Gross Payroll:
 - i) \$1,396,458.86 for pay period ending 11/03/2024
- c) Healthcare Benefits Payments:
 - i) Highmark Blue Cross/Blue Shield:
 - (1) \$99,545.78 dated 11/05/2024
 - (2) \$73,239.75 dated 11/14/2024
 - ii) Geisinger:
 - (1) \$55,006.85 dated 11/04/2024
 - (2) \$125,917.28 dated 11/12/2024
 - (3) \$3,141.97 dated 11/14/2024
 - (4) \$154,015.55 dated 11/18/2024
 - iii) Dental Claims:
 - (1) \$8,404.83 dated 11/08/2024
 - (2) \$5,682.13 dated 11/08/2024
 - (3) \$9,231.54 dated 11/15/2024
 - iv) Flexible Spending Account:
 - (1) \$277.88 dated 11/08/2024

(2) \$345.14 dated 11/15/2024

3) Travel Authorizations (Approve/Ratify):

- a) Approve/Ratify the Travel Request Report – Adult Probation, Assessment and Conservation District

4) Children and Youth Services:

- a) Ratify the following Adoption Assistance Agreements:
 - i) A.S.
 - ii) K.M.
- b) Execute the following Subsidized Permanent Legal Custodian Agreements:
 - i) K.D.
 - ii) M.K.
 - iii) A.V.
 - iv) A.V.
 - v) K.Z.
 - vi) E.G.
 - vii) S.G.
- c) Execute Purchase of Service Agreements for the period July 1, 2024- June 30, 2025, with the following:
 - i) Summit School, DBA Summit Academy, contract limit totaling \$275,000.00 (residential treatment)
 - ii) Better Health & Care, LLC dba Dream Big Youth Home, contract limit totaling \$230,000.00 (group home)
 - iii) Community Specialists Corp, DBA The Academy, contract limit totaling \$100,000.00 (residential treatment)
 - iv) Hoffman Homes for Youth, contract limit totaling \$200,000 (shelter program)
 - v) CHOR Youth & Family Services, Inc., contract limit totaling \$315,000.00 (foster care)

5) Commissioners' Office:

- a) Ratify the Budget Adjustment Report dated 11/04/2024 totaling \$7,020.00
- b) Approve the Budget Adjustment Report dated 11/14/2024 totaling \$261,160.00
- c) Ratify the Chief Clerk to advertise for 2025 Budget Presentation on November 27, 2024, and Adoption on December 18, 2024
- d) Approve a request from Safe Monroe to use Courthouse Square on January 15, 2025, for the Red Sand Project to raise awareness of Human Trafficking
- e) Approve request from Rabbi Mendel Silman to place the Menorah in Courthouse Square from December 22, 2024, to January 5, 2025
- f) Award the following bids for 2025 County Goods and Services:
 - i) Correctional Officer Uniforms:
 - (1) Starr Uniform - \$96,855.45
 - (2) Moritz Embroidery - \$3,925.00
 - ii) Deputy Sheriff Uniforms:
 - (1) Starr Uniform – \$92,694.30
 - (2) Moritz Embroidery - \$1,280.00
 - iii) Fuel Oil
 - (1) Award bid to Liberty Discount Fuel, Fluctuating @ .55 over per gallon for Old Jail, MCCF, MDJ Mancuso and Courthouse and .20 over per gallon for Ramsey School
 - iv) Inmate Uniforms and Supplies:
 - (1) Bob Barker Co. (one bidder only) - \$108,023.44
 - v) Administrative Center Janitorial Supplies:
 - (1) Pennsylvania Paper - \$35,429.80
 - (2) W.B. Mason - \$40,992.22
 - (3) Central Poly Bag Corp. - \$10,050.00
 - (4) Pyramid School Products - \$2,387.25
 - vi) Correctional Facility Janitorial Supplies:
 - (1) Pennsylvania Paper - \$38,642.72
 - (2) W.B Mason - \$53,421.26
 - (3) Central Poly Bag Corp. - \$3,840.00
 - (4) Pyramid School Products - \$8,598.96
 - vii) Office Supplies:
 - (1) W.B. Mason (one bidder only) - \$127,787.75
 - viii) Toner:
 - (1) W.B. Mason - \$105,320.84
 - ix) Refuse Hauling (Three Year):

- (1) Award to Waste Management totaling \$98,580.04
- x) Sewage Sludge Hauling (Two Year):
 - (1) Environmental Services Corp. @ .1055 gallon 2025 .1085 per gallon 2026 total bid \$149,800.00
- g) Ratify Change Order Number HVACC-012 with Berkley Insurance Company, completing surety for Marx Sheet Metal & Mechanical Inc. in the total amount of an additional \$24,880.00 for costs associated with furnishing and installing combustion exhaust and intake air to AHU-1 as well as one intake louver
- h) Ratify Approval of Quote with Primrose Landscaping in the total amount of \$3,380.00 to remove large rocks and debris from existing stone, grade and roll to compact stone at the temporary parking lot on sixth street
- i) Accept a Proposal with Mara Restoration in the amount of \$2,700.00 to wash and repoint selected area, remove light housing and install stone and reinstall stone in damaged area at the old Monroe Street entrance to the courthouse annex
- j) Execute a Service Agreement for the Administration of Self-Insurance Program for the period January 1, 2025 – December 31, 2029, at a cost of \$21,230.00 for 2025; \$21,860.00 for 2026; \$22,500.00 for 2027; \$22,500.00 for 2028; and \$22,950.00 for 2029
- k) Add the following Vendors to the County List of Approved Vendors:
 - i) Aging
 - (1) Ann Marie Frehulfer
 - (2) Brenda J. Schickora

6) Domestic Relations:

- a) Execute Payment and Technology Services Agreement with Kestral Government Payment Solutions for a three year period for client payments

7) Fiscal/Grants:

- a) Authorize the Grants Manager, Kwanza Smith to electronically accept the Monroe County Control Center Network Upgrade Phase 1 A Quote from TuWay Communications to be funded by FY 24 Byrne Discretionary Community Project Grant in the amount of \$943,957.34
- b) Ratify Authorization for the Grants Manager, Kwanza Smith to submit the FY 25 Mosquito-borne Disease Control Grant in the amount of \$135,948.00 for the period January 1, 2025 – December 31, 2025
- c) Authorize the Grants Manager, Kwanza Smith to electronically submit the Local Share Account Fund (Gaming Funds) Statewide application in the amount of \$99,093.00 for the period to be determined
- d) Approve Resolution to Authorize the filing of a proposal for funds with Commonwealth of Pennsylvania DCED for the FY24 Local Share Account Fund in the amount of \$99,093.00 for the purchase of a bed fireplace for the fourth burn room at Monroe County Firemen’s Association Training Facility

8) Information Technology and Services:

- a) Ratify Acceptance of Services Agreement with Tyler Technologies in the amount of \$6,000.00 to provide Database Server and Application Server Migration
- b) Ratify Acceptance of Quote with BMC Software, Inc in the amount of \$10,165.40 for the period November 13, 2024, to July 28, 2025, for Track-It Named Technician with Fifty (50) Self Service Users

9) Pocono Mountains Municipal Airport Authority:

- a) Approve payment of matching grant funds in the amount \$37,000.00 (10%) Agreement #920003502 and \$5,200.00 (5%) Agreement #C920003243 from Hotel Tax Fund

10) Monroe County Industrial Development Authority:

- a) Acknowledge receipt of the Pocono Mountains Industries, Inc. 2023 Financial Statement for year ending 12/31/2023

11) Probation Department:

- a) Execute the Juvenile Probation Services Grant Agreement in the amount of \$96,795.00 for the period July 1, 2024 – June 30, 2025

12) Capital Outlay Purchases:

- a) Approve the Capital Purchases Report dated 11/14/2024 totaling \$73,649.05

Miscellaneous

Public Comment

Other Meetings

Salary Board – 11:00 a.m.

Retirement Board- 11:05 a.m.