



MONROE COUNTY BOARD OF COMMISSIONERS  
AGENDA  
December 3, 2025

Open meeting 9:30 a.m.

Moment of Silence and Pledge of Allegiance

Public Comment – Agenda Items Only

Public Hearing- Jennifer Peterson, Executive Director Redevelopment Authority, Modification #1 FFY 2024 CDBG Program on Behalf of East Stroudsburg Borough

**OLD BUSINESS**

Approve the minutes of November 19, 2025, and November 26, 2025, Commissioners' Meetings

**PROCLAMATIONS AND CERTIFICATES**

**NEW BUSINESS**

**1) Personnel:**

- a) Agenda:
- b) Approve/Ratify Requests to work additional hours:
  - i) Assessment pay period ending 12/14/2025, 12/28/2025, 01/11/2026, 01/25/2026 and 02/08/2026, S. Sebring- 5 hours per week
  - ii) Sheriff's Office pay period ending 11/16/2025
    - (1) Deputies – 17 hours
    - (2) Security – 54.75 hours
    - (3) Clerks – 2.75 hours

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

- a) Vouchers Payable:
  - i) \$1,319,052.67 dated 11/21/2025
  - ii) \$1,046,605.68 dated 11/28/2025
- b) Gross Payroll:
  - i) \$1,642,551.88 pay period ending 11/16/2025
- c) Healthcare Benefits Payments:
  - i) Highmark Blue Cross/Blue Shield:
    - (1) \$57,479.38 dated 11/18/2025
  - ii) Geisinger:
    - (1) \$84,389.88 dated 11/17/2025
  - iii) Dental Claims:
    - (1) \$4,164.22 dated 11/21/2025
  - iv) Flexible Spending Account:
    - (1) \$1,152.34 dated 11/21/2025

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

- a) Approve/Ratify the Travel Request Report – Conservation District 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) Deborah's Safe Haven, LLC- contract limit of \$200,000.00 (Community Group Home)
  - ii) Pinkney's Vineyard of Faith Ministries- contract limit of \$180,000.00 (Placement for Young Mothers and Children)
  - iii) Pressley Ridge- contract limit of \$100,000.00 (Foster and Treatment Foster Care)
  - iv) Youth Advocate Program- contract limit of \$150,000.00 (Home Services)
- b) Approve adoption assistance agreement for DB

- c) Approve submittal of 2024-25 JPO Title IV-E Third Quarter Report in the amount of \$107.94 and Fourth Quarter Report in the amount of \$229.58

**5) Commissioners' Office:**

- a) Ratify the Budget Adjustment Report dated 12/03/2025 totaling \$103,000.00
- b) Approve the Budget Adjustment Report dated 12/03/2025 totaling \$862.00
- c) Ratify chief clerk to advertise for:
  - i) Ordinance 2025-03 guarantee for PMIDA in the principal amount of \$2,000,000.00
  - ii) Public Notice of Hearing of Modification #1 for FFY2024E CDBG for Public Hearing on behalf of East Stroudsburg Borough
- d) Adopt Ordinance 2025-03 and authorize execution of associated paperwork to incur debt in the aggregate principal amount not to exceed \$2,000,000.00; determining that such debt shall be incurred as lease rental debt to be evidenced by its guaranty under a Guaranty Agreement of a modified Guaranteed Limited Obligation Note, Series of 2016, in the principal amount of \$2,000,000.00 (The 2016 Note), issued by the Pocono Mountains Industrial Park Authority (PMIPA) for the Route 80 Exit 298/299 Project
- e) Approve the use of Courthouse Square for Grand Chanukah, and Menorah Lighting from 12/12/2025 through 01/05/2026 as requested by the Beit Chabad
- f) Approve the use of Courthouse Square and Courthouse Steps for Kwanzaa Celebration on 12/26/2025 and Kinara Lighting from 12/21/2025 through 01/04/2026 as requested by the Pocono Pride Coalition
- g) Approve the following Opioid Grants from the Opioid Settlement Funds consistent with the uses allowed under the Opioid Settlement Agreement, Exhibit E:
  - i) Recovery Revolution, a Memorandum of Understanding and Agreement in the amount of \$50,000.00

**6) Correctional Facility:**

- a) Execute Intergovernmental Agreement with the Commonwealth of Pennsylvania acting through the Pennsylvania Department of Transportation to provide County inmates with valid Pennsylvania Identification or Driver License prior to release from prison to assist with re-entry

**7) Domestic Relations:**

- a) Execute the following Title IV-D Contracts for the period October 1, 2025, through September 30, 2030, subject to the availability of federal funds:
  - i) Janet Catina, Esquire
  - ii) James Gregor, Esquire
  - iii) Richard D. James, Esquire
  - iv) Donald M. Leeth, Esquire
  - v) Megan Reaser, Esquire
  - vi) Victoria Strunk, Esquire

**8) Fiscal/Grants:**

- a) Authorize Grant Manager, Ashley Kerrick to electronically sign and submit the FY2025-26 Continuing County Adult Probation/Parole Grant application in the amount of \$157,867.34 for the period 07/01/2025 -06/30/2026
- b) Authorize Grant Manager, Ashley Kerrick to electronically sign and submit the FY2025-26 Intermediate Punishment Treatment Program Initiative Grant application in the amount of \$90,000 for the period 07/01/2025-06/30/2026

**9) Information Services:**

- a) Approve Agreement with RJR Innovations in the amount of \$12,237.50 for upgrade to Track-IT Management System
- b) Approve Contract Extension with Thompson Reuters through 08/31/2026 at a pro-rated amount of \$41,352.70

**10) Planning Commission:**

- a) Acknowledge receipt of the 2025 Water Quality /Study as prepared by the Monroe County Planning Commission and the Monroe County Conservation District

**11) Redevelopment Authority:**

- a) Ratify the following Community Development Block Grant contract extensions:
  - i) FFY 2017 CDBG from 06/19/2021 to 06/19/2022 Contract #C000069517 (County Rehab)
  - ii) FFY 2018 CDBG from 03/20/2022 to 03/20/2023 contract #C000070916 (County Rehab)
  - iii) FFY 2019 CDBG from 04/20/2023 to 04/20/2024 contract #C000073811 (County Rehab)

- iv) FFY 2020-CV CDBG from 05/31/2022 to 05/31/2023 contract #C00075473 (ES Housing Rehab)
- v) FFY 2020 CDBG from 02/23/2024 to 02/23/2025 contract #C000075796 (County Rehab)
- vi) FFY 2021 CDBG from 01/09/2025 to 01/09/2026 contract #C000082274 (County Rehab)
- b) Adopt Resolution modifying the FFY 2024 CDBG Program to include Day and Vine Streets Improvement Project

**12) Capital Outlay Purchases:**

- a) Approve the Capital Purchases Report dated 12/03/2025 totaling \$3,509.85

**13) Computer Capital Purchases:**

- a) Approve the Computer Capital Purchases Report dated 12/03/2025 totaling \$1,227.96

**Miscellaneous**

**Public Comment**

**Other Meetings**

Board of Elections	10:30 a.m.
Salary Board	11:00 a.m.
Board of Assessment Revision	1:30 p.m.