



MONROE COUNTY BOARD OF COMMISSIONERS
AGENDA
November 19, 2025

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

OLD BUSINESS

Approve the minutes of November 5, 2025, Commissioners’ Meeting

Amend Motion 2025-100 dated 04/02/2025, to reflect revisions to Monroe County Office of Fiscal Affairs Comprehensive Plan for Human Services (Appendix A).

Ratify November 14, 2025, opening of the bid for Real Estate Tax Mailers for the period 2026-2030:

- a. Spring Hill Laser - \$63,768.08 with a 2.5% cost increase per year and postage must be received prior to mailing (one bid received)

PROCLAMATIONS AND CERTIFICATES

Elder Leonon Trawick – 75th Birthday

NEW BUSINESS

1) Personnel:

- a) Agenda:
- b) Approve/Ratify Requests to work additional hours:
 - i) Sheriff’s Office pay period ending 11/02/2025
 - (1) Deputies – 50.75 hours
 - (2) Security – 44 hours
 - (3) Clerks – 17 hours

2) Electronic Financial Transactions (Ratify):

- a) Vouchers Payable:
 - i) \$585,798.17 dated 11/07/2025
 - ii) \$1,324,243.61 dated 11/14/2025
- b) Gross Payroll:
 - i) \$1,524,983.82 pay period ending 11/02/2025
- c) Healthcare Benefits Payments:
 - i) Highmark Blue Cross/Blue Shield:
 - (1) \$91,748.17 dated 11/05/2025
 - (2) 140,834.35 dated 11/12/2025
 - ii) Geisinger:
 - (1) \$80,558.14 dated 11/03/2025
 - (2) \$9,655.72 dated 11/12/2025
 - (3) \$77,874.16 dated 11/12/2025
 - iii) Dental Claims:
 - (1) \$4,282.30 dated 11/07/2025
 - (2) \$8,333.50 dated 11/14/2025
 - iv) Flexible Spending Account:
 - (1) \$1,279.53 dated 11/06/2025
 - (2) \$182.25 dated 11/14/2025
 - (3) \$735.07 dated 11/14/2025

3) Travel Authorizations (Approve/Ratify):

- a) Approve/Ratify the Travel Request Report – Adult Probation, Area Agency on Aging and Emergency Services and Planning

4) Children and Youth Services:

- a) Approve an Amendment to the existing Purchase of Service Agreement M-2025-246 dated 09/03/2025 for County of Berks for the term 07/01/2025 through 06/30/2026 to update rates for the current year per Attachment A-1 of the Amendment
- b) Approve an Amendment to the existing Purchase of Service Agreement M-2025-234 dated 08/20/2025 for Adelphoi Village, Inc. for the term 07/01/2025 through 06/30/2026 to replace the current Attachment C with the Amended Attachment C
Approve the following Purchase of Service Agreements for the term 07/01/2025-06/30/2026:
 - i) Children’s Home of York – contract limit \$130,000.00 (adoption and foster care services)
 - ii) In Arms Reach Childcare Services, LLC – contract limit \$275,000.00 (respite, emergency care)
 - iii) Homestead Family Services – contract limit \$150,000.00 (diversion/family preservation)
 - iv) Young Lady Butterflies Corp. – contract limit \$300,000.00 (group home)
 - v) CAI – contract limit \$54,050.00 (fiscal consulting services)

5) Commissioners’ Office:

- a) Ratify the Budget Adjustment Report dated 11/19/2025 totaling \$14,000.00
- b) Approve the Budget Adjustment Report dated 11/19/2025 totaling \$56,501.00
- c) Adopt LERTA Resolution for Stroud Township
- d) Approve the Local Workforce Development Board Grant Agreement between PA Department of Labor and Industry and the Carbon County Commissioners through June 30, 2029
- e) Approve termination of contract with E.F. Possinger and Sons for Snow Removal Services effective November 17, 2025
- f) Approve agreement with Strauser Natures Helpers for Snow removal services for the period 11/17/2025 through 12/31/2025 for Public Safety Center, Administrative Center Parking Deck and Lot and the Former Jail Parking Lot at 7th and Monroe at rates listed in the bid award for 2026
- g) Award Real Estate Tax Mailers for the period 2026-2030:
 - Spring Hill Laser - \$63,768.08 with a 2.5% cost increase per year and postage must be received prior to mailing
- h) Add the following Vendors to the County List of Approved Vendors:
 - i) Emergency Management:
 - (1) Jared D. Whittaker
 - (2) Rural Power Systems Inc.
 - ii) Aging:
 - (1) Juanita L. Harris
 - iii) Purchasing:
 - (1) Brighter Days & Nites, Inc.
 - iv) ITS:
 - (1) Conference Technologies, Inc.

6) Domestic Relations:

- a) Ratify Amendment with The Bureau of Child Support Enforcement (BCSE) to the Cooperative Agreement for 2025-2030

7) Fiscal/Grants:

- a) Authorize Ashley Kerrick, Grants Manager, to file a proposal for FY26 Community Services Block Grant (CSBG) Formula Funding with the Department of Community and Economic Development
- b) Approve submitting the required forms with the proposal to Department of Community and Economic Development for FY26 Community Service Block Grant Formula Funding:
 - i) Federal Funding Accountability and Transparency Act Form
 - ii) Child Support Enforcement Services Certification
 - iii) Debarment and Suspension Certification
 - iv) Drug-free Workplace Certification
 - v) Lobbying Certification
 - vi) Worker Protection Form

8) Information Technology and Services:

- a) Ratify Professional Services Proposal with Michael Baker International in the amount of \$25,000.00 for GIS services for the period 11/05/2025 through 11/06/2026

9) Monroe County Industrial Development Authority:

- a) Appoint Anthony Maula to the Board with a term to expire 12/31/2028
- b) Reappoint Dawn Hart to the Board with a new term to expire 12/31/2028
- c) Reappoint the following with a new term to expire 12/31/2029
 - i) Gary Olson
 - ii) Robert Hay
- d) Acknowledge Paul Canevari end of service on the Board

10) Monroe County Redevelopment Authority:

- a) Ratify submittal of Delegation of Authority to PA DCED for the CDGB Programs contact #C000070916 and #C000075473

11) Capital Outlay Purchases:

- a) Approve the Capital Purchases Report dated 11/19/2025 totaling \$6,519.76

12) Computer Capital Purchases:

- a) Approve the Computer Capital Purchases Report dated 11/19/2025 totaling \$21,405.55

Miscellaneous

Public Comment

Other Meetings

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