



MONROE COUNTY BOARD OF COMMISSIONERS
February 5, 2025

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday, February 5, 2025, in the Commissioner's Public Meeting Room at the Monroe County Administrative Center with the following present: Chairman John D. Christy, Vice-Chairman David C. Parker, Commissioner Sharon S. Laverdure, Solicitor Todd W. Weitzmann, Chief Clerk/Administrator Robert J. Gress and Administrative Secretary Cindy Cook.

Chairman Christy opened the meeting at 9:30 a.m. with a moment of silence followed by the pledge of allegiance to the flag.

Chairman Christy recited the rules for public comment which are followed at all public meetings of the county.

There was no public comment on agenda items.

Ms. Jennifer Mercereau, Penn State Extension, Client Relationship Manager, was present to provide an update. Ms. Mercereau thanked the commissioners for their continued support. Ms. Mercereau highlighted some of the programs that Penn State Extension is offering or has offered such as a veteran's program, a 4-H program called hippology (horse quiz bowl) for the first time in over 10 years. An Animal Science Camp will be held May 16 – 18 at University Park as well as A Chickadee's Guide to Gardening on February 19th. Program offerings can be found on the website at extension.psu.edu or their facebook page which is found under Penn State Extension of Monroe County. Ms. Mercereau announced she is growing the county council; she is also looking for school partners and community partners.

Ms. Mercereau introduced Mr. Jim Vogt, who is Master Watershed Steward Coordinator for Monroe County. Mr. Vogt spoke about the Steward Program. Mr. Vogt stated program partners are very important to the program; he stated Monroe County Conservation District is one of their strongest partners. Mr. Vogt recognized three (3) volunteers who have passed one thousand (1,000) volunteer hours. The volunteers are Gerry Madden, Dean Neely and Geoff Rogalsky.

Vice-Chairman Parker asked if Brodhead Watershed was a partner and Mr. Vogt stated they were as well as Aquashicola/Pohopoco Watershed Conservancy, Brodhead Chapter Trout Unlimited, Friends of Cherry Valley, Pocono Heritage Land Trust, Monroe County Conservation District, Tobyhanna/Tunkhannock Watershed Association, US Fish & Wildlife Service, Pocono Environmental Education Center (PEEC) and Delaware Water Gap National Recreation Area.

Chairman Christy thanked all the volunteers for the work they do.

Ms. Kristina Heaney, Monroe County Conservation District Manager, announced that the three volunteers recognized today would be honored at their Board of Directors meeting on February 20. Ms. Heaney thanked the county and the extension for supporting their mission. Ms. Heaney also announced that the Delaware River is a final nominee as river of the year and the winner will be announced on Friday.

M-2024-26 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the minutes of the 01/15/2025 Commissioners' Meeting.

M-2024-27 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the minutes of the 01/29/2025 Special Commissioners' Meeting.

M-2024-28 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to acknowledge the opening of bids for the paving of 6th Street Lot by Parking Deck on January 22, 2025 (base and alternate total):

Northeast Site Contractors, Inc.	\$ 76,735.50
JNS Paving and Excavating, Corp.	\$ 96,625.00
Gaver Industries, Inc. DBA Barker & Barker Paving	\$ 99,325.00

Kobalt Construction, Inc.	\$106,675.00
Pioneer Construction Company, Inc.	\$120,518.00
H&K Group, Inc.	\$160,251.73
Traffic Regulators	\$171,825.00

M-2024-29 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to adopt the following certificates of special recognition:

Roger Spotts – 41 years of service
Phil Barcafer – Retirement

M-2025-30 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below:

- 1) Personnel:**
- a) Agenda:

FIRST NAME	DEPARTMENT:	POSITION:	DATE:	REASON:
NEW HIRES:				
Sanders, Shaquana	C&Y	35 Caseworker II	2/18/25	New Hire/Replacement
Ronaldo, Johnson	Commissioners	Constable- Temp- Fill-In	1/27/25	Rehire
Grunfelder, David	Correctional Facility	CO	1/27/25	New Hire/Replacement
Hicks, Lars	Correctional Facility	CO	1/27/25	New Hire/Replacement
Macove, David	Correctional Facility	CO	1/27/25	New Hire/Replacement
Slinger, Bradley	Correctional Facility	CO	1/27/25	New Hire/Replacement
Williams, Denzel	Correctional Facility	CO	1/27/25	New Hire/Replacement
Acevedo, Jasmine	District Justices	7 Technician Floater	1/27/25	New Hire/Replacement
Brown, Elijah	Pre-Trial Services	16 Pretrial Trainee	2/10/25	New Hire/Replacement
Richards, Brianna	Pre-Trial Services	16 Pretrial Trainee	2/10/25	New Hire/Replacement
Kruthoff, James	Sheriff	8 Bailiff (Unarmed)	2/10/25	New Hire/Replacement
Shoemaker, Robert	Sheriff	8 Bailiff (Unarmed)	2/10/25	New Hire/Replacement
Keiper, Barbara	Tax Claim	Delinquent Tax Poster	5/1/25	Rehire
Treible, Cindy	Tax Claim	Delinquent Tax Poster	5/1/25	Rehire
SEPARATIONS:				
Merwarth, Jacqueline	C&Y	33 Casw 1	2/14/25	Resigned
Kassis, Eiad	Correctional Facility	CO	1/26/25	Non-Retained
Card, Teasha	Courts	10 Admin Asst Custody Conciliation	1/29/25	Resigned
Jones, Jenelle	Courts	12 Enforcement Spec Sr	1/31/25	Terminated
Gilpin, Violetta	District Justices	7 Technician 43-3-01	2/6/25	Resigned
Pride, Anesha	District Justices	10 Advanced Tech 43-4-01-Levy-MS/DWG/Smith	2/11/25	Resigned
Evans, Leah	Domestic Relations	7 Office Assistant Sr.	1/22/25	Terminated
CHANGES:				
Angelica, Brittney	Aging	37 Care Mgr 3	1/15-7/14/25	Intermittent LOA
Cowie, Nicole	Aging	21 Program Manager I	2/10/25	Promotion
Dietz, Leslie	Aging	21 Administrative Officer II	3/5-3/18/25	LOA
Bradshaw, Sherry	Children and Youth	20 Supervisor I Protective Services	1/9-1/13/25	Extend LOA
Keyes, Tamia	Children and Youth	35 Casw 2	1/24/25	Probation Complete
Snyder, Melissa	Children and Youth	24 Asst Admin/C&Y	1/21/25	Probation Complete
Smith, Kwanza	Commissioners	20 Grants Manager	1/8/25	Probation Complete
O'Connor, Iwona	Conservation District	17 Finance Manager	1/15-3/2/25	LOA
O'Connor, Iwona	Conservation District	17 Finance Manager	1/29/25	Probation Complete
Cox, Gerald	Correctional Facility	CO II	1/21-1/26/25	LOA
Cox, Gerald	Correctional Facility	CO II	1/27-2/4/25	LOA
Cox, Gerald	Correctional Facility	CO II	2/5/25	RTW Full Duty
Frank, Kristijan	Correctional Facility	CO II	1/4-2/7/25	Extend LOA
Geist, Steven	Correctional Facility	CO II	1/14-7/13/25	Intermittent LOA
Geist, Steven	Correctional Facility	CO II	1/17-7/16/25	Intermittent LOA
Jenkins, Laquan	Correctional Facility	CO II	10/3-10/6/24	LOA
Jenkins, Laquan	Correctional Facility	CO II	11/14-11/17/24	LOA
Jenkins, Laquan	Correctional Facility	CO II	12/14/24	LOA
Jenkins, Laquan	Correctional Facility	CO II	1/10-1/12/25	LOA
Jenkins, Laquan	Correctional Facility	CO II	1/16/25	LOA
Keida, Corey	Correctional Facility	18 Sergeant	12/17/24-6/16/25	Intermittent LOA
Leonard, Stefan	Correctional Facility	CO II	10/17/24-2/20/25	LOA
McCoy, Joseph	Correctional Facility	26 Deputy Warden Security	12/18/24-1/6/25	LOA
McManus, Samantha	Correctional Facility	7 Office Assistant Sr	12/17/24	Probation Complete
Reese, Gregory	Correctional Facility	CO II	10/17-10/20/24	LOA
Reese, Gregory	Correctional Facility	CO II	11/14/24	LOA
Reese, Gregory	Correctional Facility	CO II	11/17/24	LOA
Reese, Gregory	Correctional Facility	CO II	12/6-12/8/24	LOA
Reese, Gregory	Correctional Facility	CO II	1/10/25	LOA
Virella, Nicholas	Correctional Facility	CO II	8/9-2/17/25	LOA
Werkheiser, Lance	Correctional Facility	CO II	12/28/24-2/5/25	Extend LOA
Wilson, Stephen	Correctional Facility	CO II	12/28/24-1/27/25	LOA
Hoke, Corliss	District Justices	8 Technician Sr. 43-4-04	1/19/25	Early RTW
Margretta, Carlie	Maintenance	4 Custodian Sr	1/8/25	Probation Complete
Sherer, Julia	Planning	21 Environmental Planner Sr.	1/26/25	Probation Complete
Dalton, Jennifer	Probation- Adult	24 Adult Deputy Chief	1/27/25	Promotion
Cioffi, Michael	Sheriff	25 Chief Deputy Sheriff	1/3/25	Probation Complete
Heffelfinger, Brett	Sheriff	18 Corporal Vehicle Fleet	1/23/25	Extend Probation (180 days)
Jackson, Cory	Sheriff	17 Deputy Sheriff	1/5-1/9/25	LOA
Nunez, James	Sheriff	18 Corporal Field Training	1/9/25	Probation Complete
Stockman, Matthew	Sheriff	18 Corporal Warrant Arrest	1/3/25	Probation Complete
Trujillo, Alexis	Sheriff	17 Deputy Sheriff	7/10/24	Probation Complete
Knitter, Melinda	Tax Claim	26 Director	1/29-7/28/25	Intermittent LOA
Robson, Penny	Voter Registration	28 Acting Director Voter Reg/Elections	12/13/2024-2/2/25	Acting Position
MISCELLANEOUS:				
Approve the request from Jennifer Barclay to carry over an additional 18.5 hours of vacation (from the previous 16) to be used by 3/31/25				
Approve the request from Adelaide Grace, C&Y, to change Program Manager 1 Intake position to Program Manager 1 Ongoing Unit position. No change in grade.				

- b) Approve/Ratify Requests to work additional hours:
- i) Sheriff’s Office Overtime Report for the period ending 01/12/2025

(1) Deputies – 54.50 hours

(2) Security – 40.25 hours

(3) Clerks – 38 hours
- ii) Sheriff’s Office Overtime Report for the period ending 01/26/2025
- (1) Deputies – 49.75 hours
- (2) Security – 39 hours
- (3) Clerks – 6.25 hours

2) Electronic Financial Transactions (Ratify):

- a) Vouchers Payable:
 - i) \$2,550,158.58 dated 01/17/2025
 - ii) \$940,519.92 dated 01/22/2025
 - iii) \$866,785.97 dated 01/31/2025
- b) Gross Payroll:
 - i) \$1,452,052.66 for pay period ending 01/12/2025
 - ii) \$1,526,082.19 for pay period ending 01/26/2025
- c) Healthcare Benefits Payments:
 - i) Highmark Blue Cross/Blue Shield:
 - (1) \$100,482.81 dated 01/14/2025
 - (2) \$49.78 dated 01/14/2025
 - (3) \$77,688.42 dated 01/21/2025
 - (4) \$10.30 dated 01/27/2025
 - (5) \$38,867.62 dated 01/28/2025
 - ii) Geisinger:
 - (1) \$6,666.08 dated 01/17/2025
 - (2) \$34,692.35 dated 01/21/2025
 - (3) \$116,618.63 dated 01/28/2025
 - (4) \$71,316.06 dated 02/03/2025
 - iii) Dental:
 - (1) \$13,499.66 dated 01/22/2025
 - (2) \$3,209.04 dated 01/24/2025
 - (3) \$10,436.16 dated 02/03/2025
 - (4) \$1,082.25 dated 02/03/2025
 - iv) Flexible Spending Account:
 - (1) \$151.25 dated 01/15/2025
 - (2) \$1,386.04 dated 01/17/2025
 - (3) \$4,218.28 dated 01/24/2025
 - (4) \$1,743.72 dated 02/03/2025

M-2025-31 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve/ratify the Travel Request for the following: Children & Youth, Emergency Services, Public Defender and Vector Control.

M-2025-32 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions below as requested by Children and Youth Services:

- a) Approve the submission of the FY2024-2025 First Quarter C & Y Fiscal Report in the amount of \$4,412,247.00
- b) Approve the submission of the FY2024-2025 First Quarter Juvenile Probation Office Title IV-E Claim report for federal reimbursement of administrative costs in the amount of \$107.72

M-2025-33 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below:

- a) Ratify the Budget Adjustment Report dated 02/05/2025 totaling \$1,276.00
- b) Approve the Budget Adjustment Report dated 02/05/2025 totaling \$960,057.00
- c) Approve use of Courthouse Square by Pocono Interfaith Council on May 1, 2025, to hold an Interfaith Prayer service at 6:00 p.m.
- d) Award bid for paving the 6th Street parking lot to Northeast Site Contractors, Inc. in the total amount of \$76,735.50 (base and alternate bid)
- e) Adopt a resolution awarding the 2025 TRAN (Tax Revenue Anticipation Note) Bid proposal to First National Bank in the principal amount of \$6,274,923.00 @ lowest bid rate of 3.97% with fees in the amount of \$500.00 (Other solicited bids M&T- 3.99%, PNC- 4.066%, and First Keystone- 4.15%) (R-2025-3)

A RESOLUTION

AUTHORIZING THE ISSUANCE OF THE COUNTY OF MONROE, COMMONWEALTH OF PENNSYLVANIA, TAX AND REVENUE ANTICIPATION NOTE, SERIES OF 2025, IN THE MAXIMUM PRINCIPAL AMOUNT NOT TO EXCEED \$6,274,923; ESTABLISHING THE TERMS, CONDITIONS AND FORM OF SUCH NOTE; ACCEPTING A PROPOSAL TO PURCHASE THE NOTE;

PROVIDING SECURITY AND ESTABLISHING A SINKING FUND FOR THE NOTE; APPOINTING A PAYING AGENT AND SINKING FUND DEPOSITORY; AUTHORIZING CERTAIN OFFICIALS TO EXECUTE AND DELIVER THE NOTE AND TO PREPARE AND FILE CERTAIN CERTIFICATES AND OTHER PROCEEDINGS; MAKING CERTAIN COVENANTS WITH REGARD TO THE INTERNAL REVENUE CODE OF 1986 AND DESIGNATING THE NOTE AS A “QUALIFIED TAX-EXEMPT OBLIGATION”; AND AUTHORIZING OTHER NECESSARY ACTION.

WHEREAS, The Board of Commissioners (the “Governing Body”) of the County of Monroe, Commonwealth of Pennsylvania (the “County”) anticipates receiving taxes and other revenues during the fiscal year ending December 31, 2025, which are as yet uncollected; and

WHEREAS, The County, having estimated its taxes, revenues and expenditures for the current fiscal year, will experience a cash flow deficit during some portions of such fiscal year; and

WHEREAS, The County has therefore determined to borrow for the purpose of meeting current expenses by issuing a note to be repaid from said anticipated taxes and revenues, all in accordance with the Local Government Unit Debt Act, 53 Pa.C.S. § 8001 *et seq.*, as amended and supplemented (the “Act”); and

WHEREAS, First National Bank of Pennsylvania, Clarks Summit, Pennsylvania (the “Purchaser”), as the purchaser identified in Exhibit “A” attached hereto, has submitted to the County, in response to the County’s Invitation to Bid, dated January 10, 2025, a proposal to purchase the tax and revenue anticipation note of the County and the County desires to, and by the adoption of this Resolution does, accept such proposal (“Bid”), subject to the terms and conditions set forth therein and herein, and authorize the issuance and sale of its tax and revenue anticipation note and to provide for such matters relating thereto; and

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the County of Monroe, Pennsylvania, as follows:

1. For the reasons and purposes recited above, the County hereby authorizes the issuance of its Tax and Revenue Anticipation Note, Series of 2025, in the maximum principal amount not to exceed \$6,274,923, or so much thereof as is advanced (the “Note”), in anticipation of the receipt of taxes and revenues during the fiscal year ending December 31, 2025, said Note to be delivered as hereinafter provided.
2. The Bid of the Purchaser to purchase the Note at par is hereby accepted and approved, and the Note is hereby awarded to the Purchaser at private sale by invitation. The Bid of the Purchaser together with this Resolution contains the terms and conditions of the Note. The Governing Body hereby determines that a private sale by invitation is in the best financial interest of the County. A true and

correct copy of the Bid of the Purchaser, together with a copy of the Invitation to Bid, is attached hereto as Exhibit "A," which is incorporated and made a part hereof as if fully set forth herein.

3. The Note shall be designated as the "County of Monroe, Pennsylvania, Tax and Revenue Anticipation Note, Series of 2025"; shall be registered in form without coupon; shall be in the denomination or denominations set forth in the Bid for the purchase of the Note submitted by the Purchaser; shall be dated February 7, 2025, or the actual date of settlement; shall bear interest at the rate set forth in the Purchaser's Bid at Exhibit "A"; shall be due and payable not later than December 31, 2025 (the "Maturity Date"); and shall be substantially in the form attached hereto as Exhibit "B", which form is hereby approved. The County may issue a single certificate or multiple certificates for the entire principal sum of the Note. The use of the term "Note" shall include the term "Notes," if multiple certificates are issued. The principal of the Note shall be paid to the County by the Purchaser either upon delivery of the Note to the Purchaser on February 7, 2025, or the actual date of settlement. The Note shall be subject to redemption prior to maturity at the option of the County without premium, penalty or charge.

4. The Note, together with any other tax and/or revenue anticipation notes to be issued by the County during the County's fiscal year ending December 31, 2025, shall be equally and ratably secured by the pledge of, security interest in, and a lien and charge on, the taxes and other revenues to be received by the County during the period when the Note is outstanding; and any officer of the Governing Body or the Chief Clerk of the County is hereby authorized and directed to prepare and file such financing statements as may be necessary under the Pennsylvania Uniform Commercial Code and Section 8125 of the Act to fully perfect said pledge, security interest, lien and charge.

5. Pursuant to the Act, the County hereby establishes a sinking fund for the Note issued under this Resolution and designates First National Bank of Pennsylvania, Clarks Summit, Pennsylvania, as its paying agent and sinking fund depository (the "Paying Agent") pursuant to the Act. The Governing Body of the County hereby authorizes and directs appropriate officers of the County to make deposits on or before the Maturity Date, in the sinking fund to be held for the payment of the Note in an amount sufficient to pay the principal of and interest on the Note on or before the Maturity Date, as further set forth herein. So long as the Purchaser is the registered owner of the Note, it may designate one of its accounts as the sinking fund to receive payment from the County.

The Paying Agent, without further authorization, shall withdraw moneys from the sinking fund and apply such moneys to the payment of the principal of and interest on the Note as the same becomes due. Moneys to the credit of the sinking fund, upon the written order of the County, signed by the appropriate officer of the County, shall be invested by the Paying Agent in specified direct obligations of the United States of America or the Commonwealth of Pennsylvania, or be deposited in time deposit

accounts, with, or be invested in certificates of deposit of, the Paying Agent or other financial institutions. All such investments or deposits shall mature or shall be subject to redemption by the holder thereof at the option of such holder upon the date or dates specified in such written order.

6. The Note, in the form and containing the terms described above, shall be executed on behalf of the County by the signatures of at least two of the members of the Governing Body, and shall have the corporate seal of the County affixed thereto, duly attested by the signature of the Chief Clerk and said officers are hereby authorized and directed to execute the Note. Such officers are hereby authorized and directed to deliver the Note to the Purchaser upon receipt of the proceeds thereof.

7. The Chairman or the Vice Chairman of the Governing Body is authorized and directed to prepare and execute and the Chief Clerk to attest a Certificate As To Taxes And Revenues To Be Collected, dated as of February 5, 2025. Said Certificate is attached hereto as Exhibit "C" and made a part hereof.

8. The Chairman or the Vice Chairman of the Governing Body and the Chief Clerk of the County are hereby authorized to certify and attest, respectively, to the Purchaser at the time of delivery of the Note that the amount of the Note to remain outstanding will not exceed the limitations of Section 8122 of the Act. A copy of such certificate shall be retained by the County until maturity of the Note.

9. The County hereby covenants with the registered owner of the Note that no part of the proceeds of the Note shall at any time be used directly or indirectly to acquire securities or obligations the acquisition of which would cause the Note to be an "arbitrage bond", as that term is defined under Section 103(b)(2) and of Section 148 of the Internal Revenue Code of 1986, as amended, and rules and regulations issued pursuant thereto (the "Code"), throughout the term of the Note.

10. The Governing Body hereby designates the Note as a "qualified tax-exempt obligation" under Section 265(b)(3) of the Code, for the purpose of qualifying for exemption from the rule disallowing interest deductions to financial institutions for 100% of the interest payments on debt incurred or continued to purchase or carry tax-exempt obligations. For the purposes of complying with Section 265(b)(3) of the Code, the County represents that it has not issued as of the date hereof and does not reasonably anticipate issuing more than \$10,000,000 of tax-exempt obligations (other than private activity bonds) during calendar year 2025.

11. The Chairman and Members of the Governing Body, and the Chief Clerk of the County ("Proper Officers") are hereby authorized and directed to cause certain documents and proceedings in connection with the authorization, issuance and sale of the Note to be filed with the Department of Community and Economic Development of the Commonwealth of Pennsylvania in accordance with Section 8128 of the Act.

12. The Proper Officers of the County are hereby authorized and directed to perform all other actions necessary or desirable for the valid issuance, sale and delivery of the Note in accordance with the Act, the aforesaid proposal of the Purchaser and the provisions of this Resolution.

13. All resolutions and parts of resolutions heretofore adopted to the extent that the same are inconsistent in any manner herewith are hereby repealed.

END OF RESOLUTION

- f) Approve the following payments to Super Heat for emergency repairs under Resolution 2024-9 dated 10/02/2024 at MCCF:
 - i) Invoice 121189 \$ 23,081.99 Repairs to main water line
 - ii) Invoice 121191 \$240,477.74 Water heater repair/replacement
 - iii) Invoice 121193 \$ 7,555.00 Adjustment cost for prevailing wage
- g) Accept proposal from Super Heat in the amount of \$316,692.00 to cover the cost of labor and materials to supply and install one RTC 4700 Reillo Boiler for emergency repair at MCCF under Resolution 2024-9 dated 10/02/2024
- h) Accept proposal from Resource Environmental Management, Inc. in the amount of \$4,215.00 for incinerator testing
- i) Accept proposal from Verdantas (Borton Lawson) in the amount of \$87,000.00 to provide 2025 Engineering Services to address Preventive Maintenance Issues for a total of nine (9) Monroe County Bridges
- j) Approve Emergency Resolution for the installation of temporary barriers and temporary repairs at Monroe County Bridge #22 as recommended by county bridge engineer Verdantas (Borton Lawson) (R-2025-4)

RESOLUTION

WHEREAS, the County of Monroe owns bridges in Monroe County, and;

WHEREAS, County Bridge #22, located in Barrett Township, is vital bridge for fire, rescue, emergency services and law enforcement personnel and the general public, and;

WHEREAS, a recent inspection by the PA Department of Transportation and the county engineer revealed concerns that must be immediately corrected until permanent repairs can be made later this year via a formal bid, and;

WHEREAS, given the nature of this this temporary repair required the installation of barriers on the bridge to safeguard those that use the bridge and the integrity of the bridge quickly, and;

WHEREAS, the Commonwealth of Pennsylvania, County Code provides that the County may, by resolution, contract for the performance of labor and purchase of materials without a formal bidding process in an emergency, and;

WHEREAS, Section 1802 (h) (1) of the County Code may qualify this as a repair or maintenance of a Public Work;

NOW THEREFORE BE IT RESOLVED, the Monroe County Board of Commissioners has determined that the above circumstances warrant an emergency, pursuant to Section 1802 (b) and (h) (1) and further directs the installation of barriers.

END OF RESOLUTION

- k) Accept proposal from CMR Construction Inc. in the amount of \$31,250.00 for the emergency installation of temporary water filled barriers at Monroe County Bridge #22
- l) Approve the chief clerk to advertise for the following:
 - i) Destruction of Confiscated Firearms on behalf of Monroe County Probation
 - ii) Hazard Mitigation Plan Update Risk Assessment Review Meeting
- m) Agreement with Thomson Reuters Order #09352339 for West Complete Library Subscription in the amount of \$2,763.28 for 60-month period with rate increase of 4% per year
- n) Approve Change Order GC-027 with Lobar Construction Inc. in the amount of \$98,290.08 for costs associated with extra work to connect wall to existing courthouse, replacement doors, new doors installing panics and closers on doors, spray insulating walls
- o) Approve facility use agreement with Northampton Community College – Pocono Campus for Public Hazard Mitigation Meeting on 02/26/2025 at no cost to the county

p) Add the following Vendors to the County List of Approved Vendors:

- i) Sheriff:
 - (1) American Time Recorders
- ii) District Attorney:
 - (1) Bay Image Group, LLC

M-2025-34 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the actions listed below as requested by District Attorney Mike Mancuso:

- a) Approve payment of Magnet AXIOM Essentials Bundle program in the amount of \$4,400.00 for the period 01/01/2025 through 12/31/2025
- b) Ratify License Agreement for GrayKey Advanced with Magnet Forensics in the amount of \$33,105.00 for the period 07/17/2024 through 07/16/2025

M-2025-35 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below as requested by the Eastern Monroe Public Library:

- a) Acknowledge the resignation of Joni Oye-Benintende from the Library Board
- b) Appoint Wanda Lesoine to the library board with a term to expire 12/31/2027

M-2025-36 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the actions listed below as requested by the Fiscal/Grants Department:

- a) Approve the 2024 US Department of Homeland Security State Homeland Security Grant program agreement in the amount of \$806,419.00, for the period of September 1, 2024 – August 31, 2027, as well as Authorize Jennifer Barclay, Finance Director to electronically sign the agreement on behalf of the Commissioners
- b) Approve the second revision of the FY 2023-24 HAP/HSDF Non-Block Grant (NDG) Report previously submitted as per M-2024-350 dated 11/20/2024
- c) Ratify authorization for Jennifer Barclay, Fiscal Director to electronically submit the FY 24 Historical & Archival Records Care Grant Agreement (Contract # C980002853) in the amount of \$5,000.00 for the grant period May 1, 2025 – May 31, 2027, to be used for the Flat Map Storage Project
- d) Ratify authorization for Jennifer Barclay, Fiscal Director to electronically sign the State and Local Cybersecurity Grant Program (SLCGP) – Intrusion Detection Service MS-ISAC Albert Sensors agreement (Contract # C950004977) in the amount to be determined (Formula Funding) for the grant period January 23, 2025 – November 30, 2027, to be used for intrusion detection services
- e) Ratify Approval to authorize the Grants Manager, Kwanza Smith to sign the FY 2024 State Criminal Alien Assistance Program (SCAAP) Contract 15PBJA – 24 – RR – 05891 – SCAA) in the amount of \$25,568.00 for the period July 1, 2022 – December 31, 2025, to support salaries for corrections officers
- f) Approve the 2024/25 Medical Assistance Transportation Program (MATP) 2nd quarter report in the amount of \$155,147.36
- g) Approve the CSBG 2025 Sub – recipient contracts for the period January 1, 2025 – December 31, 2025, to include the 1st quarter Allocations, the 1st quarter Allocations as listed below:

		1st Qtr. Agency Allocation	Total Agency Allocation	
	<u>Monroe</u>			
	CSS-Shepherd's Maternity Home	\$ 2,615	\$ 10,000	
	Family Promise of Monroe County	\$ 19,615	\$ 75,000	
	Monroe County Meals on Wheels	\$ 5,231	\$ 20,000	
	Pleasant Valley Ecumenical Network	\$ 3,923	\$ 15,000	
	Pocono Area Transitional Housing	\$ 8,761	\$ 33,500	
	Pocono Services for Families & Children	\$ 14,384	\$ 55,000	
	Resources for Human Development	\$ 7,846	\$ 30,000	
	Safe Monroe	\$ 7,323	\$ 28,000	
	Salvation Army-Housing-Emergency Services	\$ 25,078	\$ 95,889	
	Stroud Region OpenSpace & Rec Commission	\$ 1,831	\$ 7,000	
	MONROE COUNTY TOTAL:	\$ 96,607	\$ 369,389	
	<u>Pike</u>			
	Center for Developmental Disabilities	\$ 9,154	\$ 35,000	
	Pike County Developmental Center	\$ 8,454	\$ 32,323	
	Pike County Human Services	\$ 6,538	\$ 25,000	
	PIKE COUNTY TOTAL:	\$ 24,146	\$ 92,323	
	ADMIN TOTAL:	\$ 12,075	\$ 47,051	
	TOTAL:	\$ 132,828	\$ 508,763	

M-2025-37 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to ratify submittal of the Certification of County Funds for 2025 to the PA Department of Agriculture for the purchase of agricultural conservation easements in the amount of \$87,700.00.

M-2025-38 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to reappoint the following members to the Pleasant Valley Manor Board of Trustees with a term to expire 12/31/2025:

- i) Commissioner John D. Christy (membership mandated in By-Laws)
- ii) Commissioner David C. Parker (membership mandated in By-Laws)
- iii) Commissioner Sharon S. Laverdure (membership mandated in By-Laws)
- iv) Community Member – Robert Shebelsky
- v) Community Member – Dr. Peter Casale

M-2025-39 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve Youth Level of Service/Case Management Inventory 2.0 Test Usage Agreement in the amount of \$4.00 per Risk Assessment for the period effective January 1, 2025, through December 31, 2025, as requested by the Probation Department.

M-2025-40 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to ratify Extension Request for CDBG FY2021 (000082274) to July 9, 2025, as requested by the Redevelopment Authority of the County of Monroe.

M-2025-41 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the revised Records Management System Project Plan with Teleosoft, Inc. for software implementation and installation as requested by Sheriff Nicholas Cirranello.

M-2025-42 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions below as requested by Treasurer Theresa Johnson:

- a) Approve the transfers of the following funds M&T Bank to First Keystone Community Bank:
 - i) Substance Abuse Education GL Account 601.1010.3291.0000
 - ii) Human Services GL Account 770.1010.5140.0000
 - iii) Adult Supervisory GL Account 158.1010.5070.0000
 - iv) Affordable Housing GL Account 176.1010.3150.0000
 - v) County Record Improvement GL Account 601.1010.3260.0000
- b) Approve opening a new bank account at a bank to be determined for the TRAN with a GL Account 101.1010.6040.0000

M-2025-43 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the Capital Purchases Report dated 02/05/2025 as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
Controller	101.4133.9575.0000	Capital Expenditure	1	Office Walls	Office Service Co. - State Contract	\$ 14,381.51
Sheriff	101.4197.9575.0000	Capital Expenditure	1	Armor Ballistic Panel	Starr Uniform Center - State Contract	\$ 1,131.95
TOTAL APPROVED CAPITAL						\$ 15,513.46
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
TOTAL REQUESTS W/TRANSFER						\$ -
GRANT FUNDED & OTHER:						
TOTAL GRANT FUNDED & OTHER						\$ -
TOTAL CAPITAL REQUESTS						\$ 15,513.46

M-2025-44 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the Computer Purchase Report dated 02/05/2025 as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
TOTAL APPROVED CAPITAL						\$ -
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
TOTAL REQUESTS W/TRANSFER						\$ -
GRANT FUNDED & OTHER:						
District Attorney	101.4194.9575.0000	Capital Expenditure	1	Dell Dock, Dell Latitude computer, Keyboard, Mouse and Monitors	Dell - State Contract	1,527.52
TOTAL GRANT FUNDED & OTHER						\$ 1,527.52
TOTAL CAPITAL REQUESTS						\$ 1,527.52

M-2025-45 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to confirm the Capital Purchase Report amount of \$15,513.48.

Chairman Christy asked if there was any public comment.

Theresa Pesce stated she appreciates the commissioners follow the sunshine act but will be following up with right to know requests concerning Family Promise.

Donald Kubik commented on his concerns with salary board issues and prior issues that he has spoken about concerning the correctional facility.

The meeting was adjourned at 10:05 a.m.

Robert J. Gress, Chief Clerk/Administrator

M-2025-26 thru M-2025-45
R-2025-3 and R-2025-4