



MONROE COUNTY BOARD OF COMMISSIONERS  
AGENDA  
March 5, 2025

Open meeting

Moment of Silence and Pledge of Allegiance

Public Comment – Agenda Items Only

**OLD BUSINESS**

Approve the minutes from the 02/19/2025 Commissioners' Meeting

**PROCLAMATIONS AND CERTIFICATES**

Shawnee Fire Company – 80<sup>th</sup> Anniversary

Employee Appreciation Day March 7, 2025

Betty Ann Ricci – Middle Smithfield 2024 Person of the Year - Winner

Maria Oquendo – Middle Smithfield 2024 Person of the Year - Finalist

Luz Gonzalez – Middle Smithfield 2024 Person of the year - Finalist

**NEW BUSINESS**

**1) Personnel:**

- a) Agenda:
- b) Approve/Ratify Requests to work additional hours:
  - i) Sheriff's Office Overtime Report for the period ending 02/23/2025
    - (1) Deputies – 16.75 hours
    - (2) Security – 105.00 hours
    - (3) Clerks – 7.75 hours

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

- a) Vouchers Payable:
  - i) \$3,108,234.79 dated 02/21/2025
  - ii) \$1,104,560.49 dated 02/28/2025
- b) Gross Payroll:
  - i) \$1,434,657.67 for pay period ending 02/23/2025
- c) Healthcare Benefits Payments:
  - i) Highmark Blue Cross/Blue Shield:
    - (1) \$97,788.06 dated 02/18/2025
    - (2) \$80,661.77 dated 02/25/2025
    - (3) \$10.30 dated 02/25/2025
  - ii) Geisinger:
    - (1) \$102,779.05 dated 02/18/2025
    - (2) \$168,328.31 dated 02/26/2025
    - (3) \$63,277.50 dated 03/03/2025
  - iii) Dental:
    - (1) \$6,808.90 dated 02/18/2025
    - (2) \$7,754.60 dated 02/21/2025
    - (3) \$1,073.00 dated 02/27/2025
    - (4) \$5,793.50 dated 02/28/2025
  - iv) Flexible Spending Account:
    - (1) \$1,686.41 dated 02/18/2025
    - (2) \$154.00 dated 02/18/2025
    - (3) \$1,867.29 dated 02/21/2025
    - (4) \$3,626.45 dated 02/28/2025

- 3) Travel Authorizations (Approve/Ratify):**
  - a) Approve/Ratify the Travel Request Report – Adult Probation, Area Agency on Aging and Emergency Services
- 4) Area Agency on Aging:**
  - a) Execute a lease agreement with Barrett Township for the period 03/01/2025 – 02/28/2026 with the monthly rent of \$600.00 to be used as a senior center
- 5) Career Link:**
  - a) Appoint Gabrielle Cray to the Pocono Counties Workforce Development Board with a term to expire 6/30/2027
- 6) Children and Youth Services:**
  - a) Approve Adoption Assistance Agreement for B.S.
- 7) Commissioners' Office:**
  - a) Approve the Budget Adjustment Report dated 03/05/2025 totaling \$1,284,140.00
  - b) Approve the use of Courthouse Square and Courthouse Plaza for the America250 PA Founders Day event to be held April 1, 2025
  - c) Approve an Inspection Agreement from SSI Fire & Explosion Protection for the 2025 annual maintenance on the FIKE equipment located in the CPU Room in the amount of \$1,442.00
  - d) Approve proposal from Monroe County Municipal Waste Authority (The Waste Authority) for the cleanup of the campsites on the county owned property adjacent to Glen Park for a cost not to exceed \$18,200.00
  - e) Ratify execution of a Memorandum of Understanding (MOU) with Monroe County Transportation Authority to provide Shared Ride transportation to and from appointments as requested by any individual participating in the Law Enforcement Treatment Initiative Program (LETI) at the current Shared Ride fare structure as shown in the MOU
  - f) Add the following Vendors to the County List of Approved Vendors:
    - i) Emergency Management
      - (1) Giant Lock Box, LLC
    - ii) Commissioners (Ratify)
      - (1) Cornerstone Community Initiative
    - iii) Aging
      - (1) Christopher Abbatiello
- 8) Correctional Facility:**
  - a) Approve Amendment No.1 to the Operating Agreement with Aramark Correctional Services, LLC to update breakfast menu at the price set forth in Attachment A of the Agreement for the period 03/01/2025 – 01/01/2026
  - b) Approve 2024 FCC Order Compliance Amendment with Securus Technologies, LLC for the period 03/08/2025 through 03/08/2026 at rates per FCC Agreement
- 9) Office of Emergency Management:**
  - a) Approve submittal of the 2025-2026 Hazardous Material Response Fund (HMRF) in the amount of TBD to be used to pay for the HazConnect software license for 2026
- 10) Fiscal/Grants:**
  - a) Ratify approval for Grants Manager, Kwanza Smith to electronically sign the FY 2025-2026 RASA & VOJO Grant Contract (2024-CR/VJ-RA/ST-44516 in the amount of \$156,160.00 for the period 01/01/2025-12/31/2025
  - b) Ratify approval for Grants Manager, Kwanza Smith to submit Act 2: Emergency Rental Assistance Program (ERAP) Sub-recipient Project Request Form to the Department of Human Services to reallocate ERAP 2 remaining funds in the amount of \$600,000.00 from admin to affordable rental housing
- 11) Tax Claim Bureau:**
  - a) Execute an agreement with the Sherman Theater to rent the building on June 9, 2025, at a cost of \$700.00 to hold the 2025 Judicial Sale
- 12) Transportation Authority:**
  - a) Reappoint Robert Hay to the MCTA Board with a new term to expire 02/07/2030
- 13) Capital Purchases:**
  - a) Approve the Capital Purchases Report dated 03/05/2025 totaling \$12,652.48

**14) Computer Capital Purchases:**

- a) Approve the Computer Purchase Report dated 03/05/2025 totaling \$1,605.98

**Miscellaneous**

**Public Comment**

**Other Meetings**

Election Board	*Rescheduled to 03/19/2025 - 10:30 a.m.
Salary Board	11:00 a.m.
Board of Assessment Revision	1:30 p.m.