



**LUZERNE COUNTY COUNCIL  
VOTING SESSION  
Council Meeting Room  
Luzerne County Courthouse  
200 N. River Street  
Wilkes-Barre, PA 18701  
AND  
Video/Teleconference via ZOOM  
April 14, 2026  
6:01 PM**

**5:15 PM EXECUTIVE SESSION (PERSONNEL)**

**6:01 PM VOTING SESSION CALL TO ORDER**

**PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**

**ROLL CALL**

**RECOGNITIONS & CEREMONIAL PROCLAMATIONS**

National Weather Service Retirement Dave Nicosia

Child Abuse Prevention Month

Fair Housing Month

Stars on Ice 2026

**DELETIONS FROM VOTING SESSION AGENDA**

**ADOPTION OF VOTING SESSION AGENDA**

**PUBLIC COMMENT ON VOTING SESSION AGENDA ITEMS**

*This is an opportunity for members of the public to address the Council on any or all items on the Agenda. Each speaker shall have three (3) minutes to address Council. Speakers may not yield or transfer their time to another speaker.*

*Those attending in person are asked to complete and submit a Speaker Card to the Clerk of Council before the first speaker is called.*

*Those attending virtually are asked to refer to the Public Meetings Online page of County's Website at <https://www.luzernecounty.org/1279/Public-Meetings-Online> for more information on how to participate in Public Comment via technology.*

**OLD BUSINESS**

**AGENDA ITEMS**

1. Motion to approve minutes of the March 24, 2026 Voting Meeting..... pages 1-6
2. Motion to adopt resolution Adopting a Safe Streets & Roads for All Comprehensive Safety Action Plan.....pages 7-36
3. Motion to adopt resolution Authorizing the Use of American Rescue Plan Act Funds to Enter into an Amended Contract with Booth Management Consulting, LLC for ARPA Grant Management Services.....pages 37-53
4. Motion to adopt resolution Authorizing the County Manager to Execute a Contract with LivingWorks Education USA Inc. Licensing for Suicide Prevention Training for Luzerne County Employees.....pages 54-69
5. Motion to adopt resolution Addendum to Resolution R-2022-71 of the Luzerne County Council Providing Tax Exemption for New Construction in Deteriorated Areas under the Local Economic Revitalization Tax Assistance Act.....pages 70-94
6. Motion to adopt resolution Confirming the Appointment of Division Head of Community Planning and Economic Development.....page 95
7. Motions regarding resolution Approving the Allocation of Opioid Settlement Proceeds to Lotus Manor.....pages 96-109
  - Motion to Remove from Table
  - Motion to Adopt
8. Motions regarding resolution Approving the Allocation of Opioid Settlement Proceeds to Volunteers of America of Pennsylvania – Give Hope....pages 110-123
  - Motion to Remove from Table
  - Motion to Adopt
9. Motion to adopt resolution Approving a Modification to an American Rescue Plan Act Funds Awarded Project – Sugar Notch Borough.....pages 124-131
10. Motion to adopt resolution Appointing a Representative of the Luzerne County Planning Commission to the Blighted Property Review Committee.....page 132
11. Motion to adopt resolution Appointing a Representative of the Luzerne County Redevelopment Authority to the Blighted Property Review Committee.....page 133
12. Motion to adopt resolution Approving the Settlement of Pending Litigation in the Matter of Richard Musko v. Wyoming Valley Airport, et. al.....page 134

**PUBLIC COMMENT**

*This is an opportunity for members of the public to address the Council on matters not listed on the Agenda, but which must be within the subject matter jurisdiction of the Council. Each speaker shall have three (3) minutes to address Council. Speakers may not yield or transfer their time to another speaker.*

*Those attending in person are asked to complete and submit a Speaker Card to the Clerk of Council before the first speaker is called.*

*Those attending virtually are asked to refer to the Public Meetings Online page of the County’s Website at <https://www.luzernecounty.org/1279/Public-Meetings-Online> for more information on how to participate in Public Comment via technology.*

**ADJOURNMENT**



**Luzerne County Council  
Voting Session  
March 24, 2026  
Council Meeting Room  
Luzerne County Court House  
200 N. River Street  
Wilkes-Barre, PA 18701  
AND  
Video/Teleconference via ZOOM  
Minutes**

**Call to Order**

The Luzerne County Council convened for a Voting Session in the Council Meeting Room of the Luzerne County Courthouse on March 24, 2026 at 6:01 PM. The meeting was called to order by Chair Jimmy Sabatino.

**Pledge of Allegiance and Moment of Silence**

**Roll Call**

**Present**

Chris Belles  
Steven Coslett  
Harry Haas  
Patty Krushnowski  
John Lombardo  
Lee Ann McDermott (virtually) connected at 6:08PM  
Jimmy Sabatino  
Dawn P. Simmons  
Joanna Bryn Smith, Esq. (virtually/in person) connected at 6:03PM; arrived in person at 6:33PM  
Brittany Stephenson (virtually)  
Denise Williams

**Also Present**

Sharon Lawrence, Clerk of Council  
Romilda Crocamo, Esq., County Manager  
Harry Skene, Chief County Solicitor

### **Proclamations**

Chris Belles read and presented a Proclamation for Eagle Scout Spencer Perry Yannuzzi.

**Ms. Smith connected via ZOOM at 6:03 PM during the Eagle Scout presentation.**

**Ms. McDermott connected via ZOOM at 6:08 PM during the Eagle Scout presentation.**

John Lombardo read and presented a Proclamation for the retirement of John Ankenbrand from the Luzerne County 911 Center.

Chair Sabatino announced the Proclamation for the retirement of Dave Nicosia from the National Weather Service will be moved to the next meeting as Mr. Nicosia was unable to attend this meeting.

Chair Sabatino read and presented a Proclamation for National Public Safety Telecommunicators Week.

**Attorney Skene commented on the Executive Session. He stated last evening we had an Executive Session where we spoke with Counsel representing us in the RDA litigation.**

### **Deletions from Voting Session Agenda**

Mr. Lombardo would like to delete Item 8, Motion to remove John Lombardo from Opioid Commission & Item 9, Motion to appoint Jimmy Sabatino to Opioid Commission, from the Voting Agenda.

**Motion by:** Mr. Lombardo

**Second:** Mr. Haas

**Roll Call Vote:**

Four (4) Yes by Mr. Coslett, Mr. Haas, Mr. Lombardo and Ms. McDermott

Seven (7) No by Mr. Belles, Ms. Krushnowski, Mr. Sabatino, Ms. Simmons, Ms. Smith, Ms. Stephenson and Ms. Williams

**Motion Failed (4-7)**

### **Adoption of Voting Session Agenda**

**Motion by:** Ms. Williams

**Second:** Ms. Krushnowski

**Vote:**

Eleven (11) Ayes – Unanimous

**Motion Passed (11-0)**

**The Voting Session Agenda is Adopted**

### **Public Comment on Agenda Items**

**WRITTEN** comments are submitted electronically via **EMAIL** or **ZOOM**. A copy of the full written comment for each speaker is posted under the corresponding meeting agenda. **VERBAL** comments can be heard in their entirety by accessing the public comment portion of the meeting recording posted next to the meeting agenda.

**Walter Griffith (Trucksville)** commented Verbally regarding Agenda Item 3, West Side Regional Police Department resolution and on Agenda Item 7, the litigation resolution.

### **AGENDA ITEMS**

#### **1. Motion to approve minutes of the March 10, 2026 Voting Meeting**

**Motion by:** Mr. Belles

**Second:** Ms. Krushnowski

**Vote:**

Ten (10) Ayes by Mr. Belles, Mr. Coslett, Ms. Krushnowski, Mr. Lombardo, Ms. McDermott, Mr. Sabatino, Ms. Simmons, Ms. Smith, Ms. Stephenson and Ms. Williams

One (1) Abstention by Mr. Haas

**Motion Passed (10-0) with (1) Abstention**

**The March 10, 2026 Voting Session Minutes are Approved**

#### **2. Motion to Introduce ordinance Authorizing the Creation and Establishment of a Land Bank to be Known as the Luzerne County Land Bank (needs 4 votes)**

**Motion by:** Mr. Belles

**Second:** Mr. Lombardo

**Roll Call Vote:**

Ten (10) Yes by Mr. Belles, Mr. Coslett, Ms. Krushnowski, Mr. Lombardo, Ms. McDermott, Mr. Sabatino, Ms. Simmons, Ms. Smith, Ms. Stephenson and Ms. Williams

One (1) No by Mr. Haas

**Motion Passed (10-1)**

**Ordinance is Introduced**

#### **3. Motion to adopt resolution Approving a Payment from Interest Accrued on the UDAG Fund to the West Side Regional Police**

**Motion by:** Ms. Williams

**Second:** Mr. Belles

**Roll Call Vote:**

Eleven (11) Yes – Unanimous

**Motion Passed (11-0)**

**Resolution is Adopted**

**4. Motion to adopt resolution Authorizing the Luzerne County Executive Branch to Seek Temporary Right of Ways to Complete the Crestwood Industrial Park Drainage Project**

**Motion by:** Mr. Belles

**Second:** Ms. Krushnowski

**Roll Call Vote:**

Eleven (11) Yes – Unanimous

**Motion Passed (11-0)**

**Resolution is Adopted**

**5. Motion to adopt resolution Authorizing the Demolition of a Building at the Keystone Job Corps Center Site in Butler Township**

**Motion by:** Ms. Krushnowski

**Second:** Mr. Belles

**Roll Call Vote:**

Eleven (11) Yes – Unanimous

**Motion Passed (11-0)**

**Resolution is Adopted**

**6. Motion to adopt resolution Approving the Settlement of Pending Litigation in the Matter of Luzerne County v. American Asphalt**

**Motion by:** Ms. Williams

**Second:** Ms. Krushnowski

**Roll Call Vote:**

Eleven (11) Yes – Unanimous

**Motion Passed (11-0)**

**Resolution is Adopted**

**7. Motion to adopt resolution Approving the Settlement of Pending Litigation in the Matter of the Estate of Michelle Lynn Shotwell v. Luzerne County**

**Motion by:** Mr. Belles

**Second:** Ms. Krushnowski

**Roll Call Vote:**

Eight (8) Yes by Mr. Belles, Mr. Coslett, Mr. Haas, Ms. Krushnowski, Mr. Lombardo, Mr. Sabatino, Ms. Simmons and Ms. Williams

Three (3) No by Ms. McDermott, Ms. Smith and Ms. Stephenson

**Motion Passed (8-3)**

**Resolution is Adopted**

**Ms. Smith arrived in person at 6:33 PM**

**8. Motion to remove John Lombardo from Opioid Commission**

**Motion by:** Ms. Williams

**Second:** Ms. Krushnowski

**On the Question:**

Council discussed the matter at length.

**Motion to call the Question by:** Mr. Lombardo

**Roll Call Vote:**

Five (5) Yes by Mr. Belles, Ms. Krushnowski, Ms. Smith, Ms. Stephenson and Ms. Williams

Six (6) No by Mr. Coslett, Mr. Haas, Mr. Lombardo, Ms. McDermott, Mr. Sabatino and

Ms. Simmons

**Motion Failed (5-6)**

**9. Motion to appoint Jimmy Sabatino to Opioid Commission**

**Motion by:** Ms. Smith

**Second:** NONE

**Motion Fails for Lack of a Second**

**10. Committee Appointments (made by the Chair)**

Operational Services - Lombardo (Chair), Krushnowski (Vice), Coslett, Smith

Correctional Services - Coslett (Chair), McDermott (Vice), Sabatino

Community Planning and Economic Development - Sabatino (Chair), Stephenson (Vice), Lombardo, Simmons

**Public Comment on Non-Agenda Items:**

**WRITTEN** comments are submitted electronically via EMAIL or ZOOM. A copy of the full written comment for each speaker is posted under the corresponding meeting agenda. **VERBAL** comments, in their entirety, can be heard by accessing the public comment portion of the meeting recording posted next to the meeting agenda.

**Mark Baylis (Foster Township)** commented Verbally regarding bringing a Recovery House to Luzerne County.

**Bob Kaliboski (Luzerne County)** commented Verbally regarding the LERTA extension.

**Joseph Coffay (WSRPD)** commented Verbally regarding the approval of funds for the West Side Regional Police Department and thanked Council.

**Walter Griffith (Trucksville)** commented Verbally regarding the inmate assault on January 2<sup>nd</sup> and letters to County Council on legal opinions.

**Motion to adjourn:** Ms. Krushnowski

**Second:** Mr. Belles

**Vote:**

Eleven (11) Ayes - Unanimous

**Motion Passed (11-0)**

**Meeting adjourned at 7:26 PM**

Respectfully Submitted,  
Sharon Lawrence  
Clerk of Council

\* Audio of this meeting can be found in its entirety on the County Council webpage <http://www.luzernecounty.org/county/luzerne-county-council> or by contacting the Office of the Clerk of Council at (570) 825-1634 or via email to [sharon.lawrence@luzernecounty.org](mailto:sharon.lawrence@luzernecounty.org)



**AGENDA SUBMITTAL TO LUZERNE COUNTY COUNCIL**

| <b>ITEM TITLE</b>                                                                                                                            | <b>COUNCIL MEETING DATE</b>                       | <b>AGENDA NUMBER</b> |
|----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|----------------------|
| Approve a Resolution Authorizing the Adoption of the Safe Streets & Roads for All (SS4A) Comprehensive Safety Action Plan for Luzerne County | Work Session<br>March 24, 2026                    |                      |
| <b>Dept:</b><br><b>Contact:</b><br><b>Phone:</b>                                                                                             | Planning & Zoning<br>Daniel Reese<br>570-825-1566 |                      |

**DEPARTMENTAL RECOMMENDATION:**

It is recommended that Council approve a resolution adopting the Safe Streets & Roads for All (SS4A) Comprehensive Safety Action Plan for Luzerne County.

**SUMMARY:**

In 2024, Luzerne County was awarded an SS4A grant from the U.S. Department of Transportation Federal Highway Administration to complete a Safety Action Plan. The SS4A program was created under section 24112 of the Infrastructure Investment and Jobs Act (IIJA/BIL). The purpose of the SS4A grant is to improve roadway safety by significantly reducing or eliminating roadway fatalities and serious injuries through Safety Action Plan development and implementation focused on all roadway users.

A Request for Proposals was advertised for consultants. After interviews were conducted, Kittelson & Associates was chosen to develop the Safety Action Plan with assistance from the staff at the Luzerne County GIS, Planning & Zoning office. This document is the result of over a year’s worth of extensive work conducted by Kittelson & Associates, County staff and the Safety Working Group. The approval of this Safety Action Plan (SAP) will allow the County and other municipalities in the County to apply for implementation grants to address issues identified within the plan.

**FINANCING:**

Luzerne County applied for and was awarded a \$200,000 grant from the U.S. Department of Transportation Federal Highway Administration. Matching funds, in the amount of \$50,000, were provided by Luzerne County.

**DISCUSSION:**

Once the Safety Action Plan is adopted by Council, the County can submit applications for implementation grant funds. The next grant round is expected to open in the coming weeks.

**ALTERNATIVES:**

Council could choose not to approve the Safety Action Plan. This is not recommended since approval of this plan will provide the County and its municipalities with the opportunity to apply for implementation grants to improve safety on streets and roads throughout the County.

**OTHER AGENCY INVOLVEMENT:**

U.S. Department of Transportation, Federal Highway Administration, PennDOT; Federal Transit Administration; LCTA, Hazleton Public Transit and Luzerne County municipalities.

**RESOLUTION R-2026-  
LUZERNE COUNTY COUNCIL**

***A Resolution of Luzerne County Council Adopting  
a Safe Streets & Roads for All Comprehensive Safety Action Plan***

WHEREAS, in 2024 Luzerne County was awarded a Safe Streets & Roads for All (“SS4A”) grant from the U.S. Department of Transportation Federal Highway Administration to complete a Safety Action Plan; and

WHEREAS, Kittelson & Associates, with assistance from Luzerne County’s GIS/Mapping and Planning/Zoning Offices, developed a Safety Action Plan which will in turn allow the County to be eligible for grant opportunities which will fund the implementation of the Safety Action Plan; and

WHEREAS, Luzerne County Council desires to approve the Safety Action Plan.

NOW, THEREFORE, BE IT RESOLVED, Luzerne County Council hereby approves the Safety Action Plan developed by Kittelson & Associates. The Safety Action Plan is incorporated by reference as though fully set forth herein.

BE IT FURTHER RESOLVED, the Luzerne County Manager is authorized to execute all necessary documents to effectuate future grant applications under the afore-mentioned program.

This resolution shall become effective immediately.

ADOPTED at a meeting of the Luzerne County Council held on this \_\_\_ day of \_\_\_\_\_, 2026.

LUZERNE COUNTY COUNCIL

By: \_\_\_\_\_  
Jimmy Sabatino, Chair

Attest: \_\_\_\_\_  
Sharon Lawrence, Clerk of Council

By: \_\_\_\_\_  
Romilda P. Crocamo, County Manager

# LUZERNE COUNTY SS4A (SAFE STREETS AND ROADS FOR ALL) COMPREHENSIVE SAFETY ACTION PLAN



Luzerne County  
Safety Action Plan



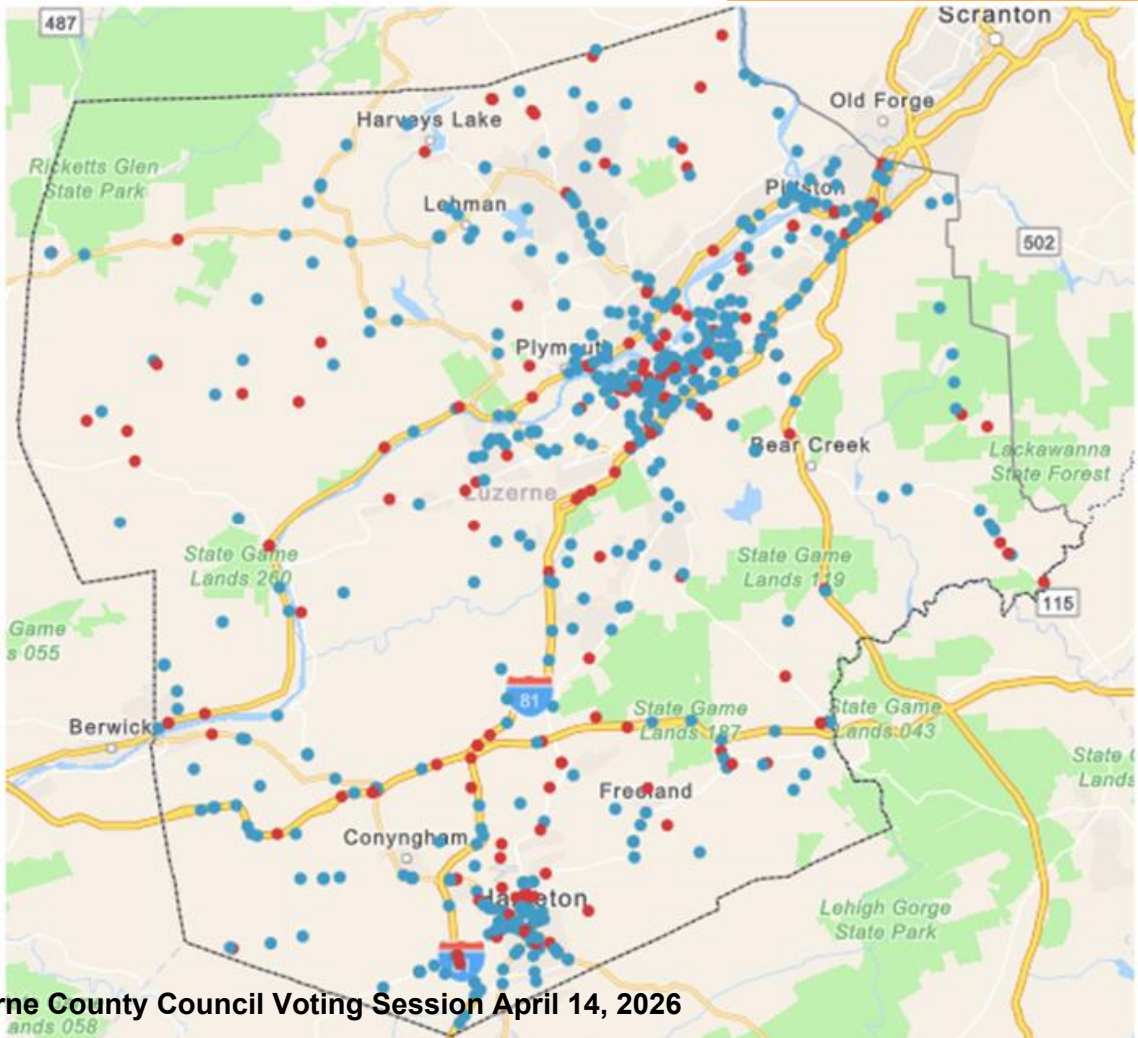
# Why a comprehensive safety action plan?

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- Luzerne County was awarded a \$200,000 SS4A grant from the U.S. Department of Transportation to develop a safety action plan.



# Why a comprehensive safety action plan?



**From 2019-2023,**  
**Luzerne County experienced:**  
**170 fatalities**  
**552 suspected serious injuries (SSIs)**  
**16,302 total crashes**



# Why a comprehensive safety action plan?

The purpose of this plan is to reduce the most severe crashes in Luzerne County by doing three things:

1. Thoroughly analyzing crashes: where and why they happened
2. Engaging with a Safety Working Group and the public
3. Developing projects and strategies for implementation

**PLAN GOAL:**  
**Reduce fatal and serious injury  
crashes by 50% by 2035.**



# Planning process



Establish a **vision** for transportation safety



Analyze **safety, mobility, and equity** data



Incorporate **community feedback**



Develop **projects and strategies** to address roadway safety issues

**Summer 2025**  
Safety Data Analysis

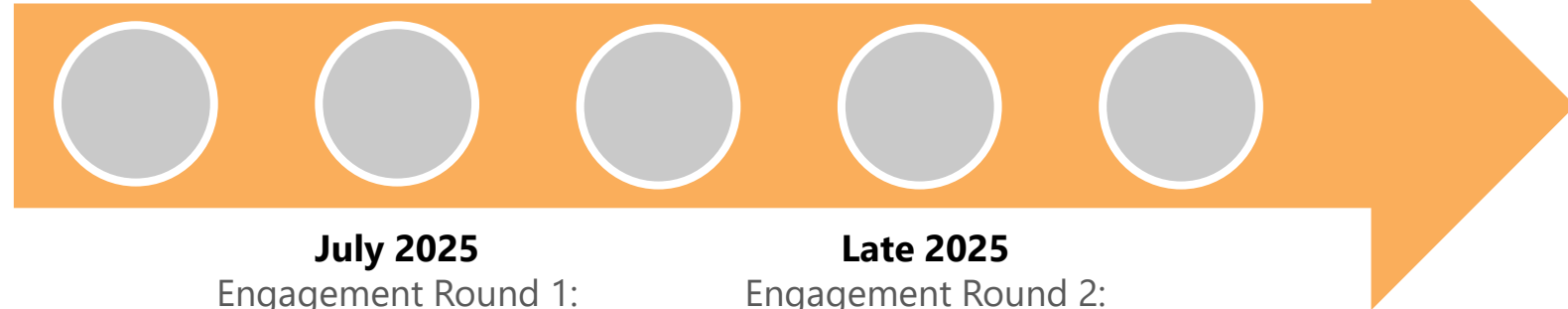
**October 2025**  
Develop Recommendations

**Spring / Summer 2026**  
Draft and Final Safety Action Plan

**July 2025**  
Engagement Round 1:  
Understanding Local Perspectives

**Late 2025**  
Engagement Round 2:  
Feedback on Recommendations

We are here!



# Safety Working Group

Luzerne County Manager  
Luzerne County Planning and Zoning  
Luzerne County Engineering  
City of Wilkes-Barre  
City of Hazleton/Mountain COG  
City of Nanticoke  
City of Pittston  
Borough of Kingston  
Hanover Township  
Anthracite Bicycle Coalition  
Greater Hazleton Chamber of Commerce

Greater Pittston Chamber of Commerce  
Hazleton Integration Project  
Hazleton Public Transit  
Luzerne County Community College  
Luzerne County Redevelopment Authority  
Luzerne County Transportation Authority  
North Branch Land Trust  
PennDOT District 4-0  
Pennsylvania State Police  
Susquehanna Greenway Partnership  
Wyoming Valley Chamber of Commerce



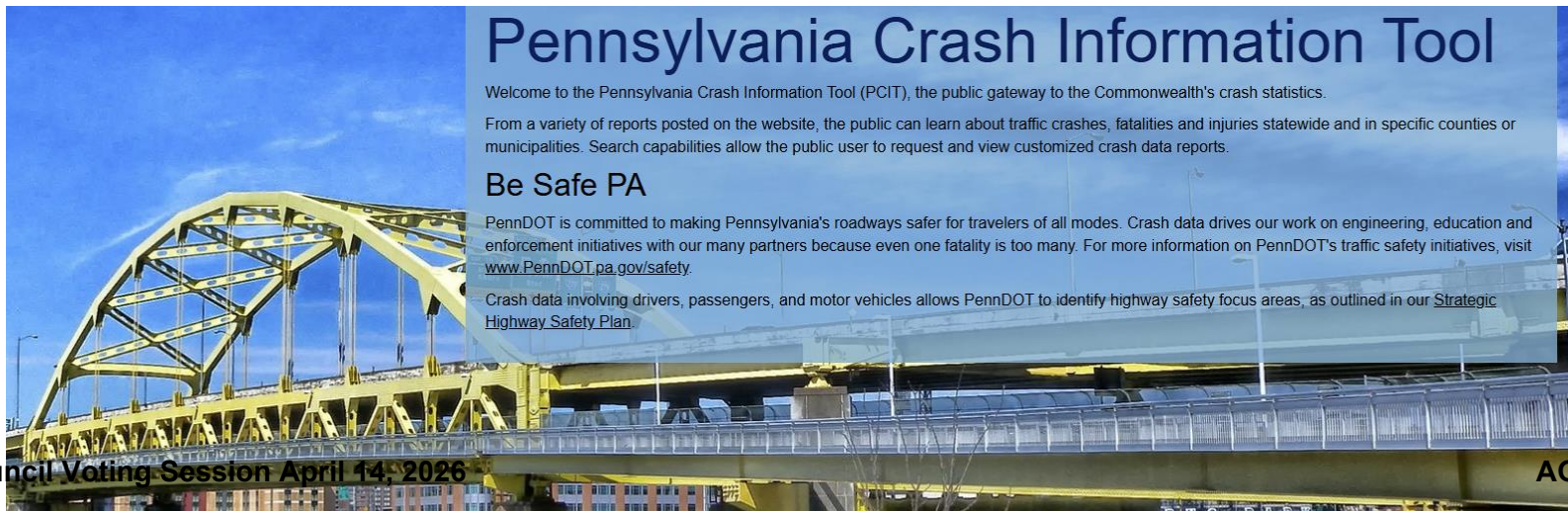
# Safe System Approach

- Focus on fatal and serious injury crashes
- Work across all five of the Safe System elements to really move the needle on transportation safety



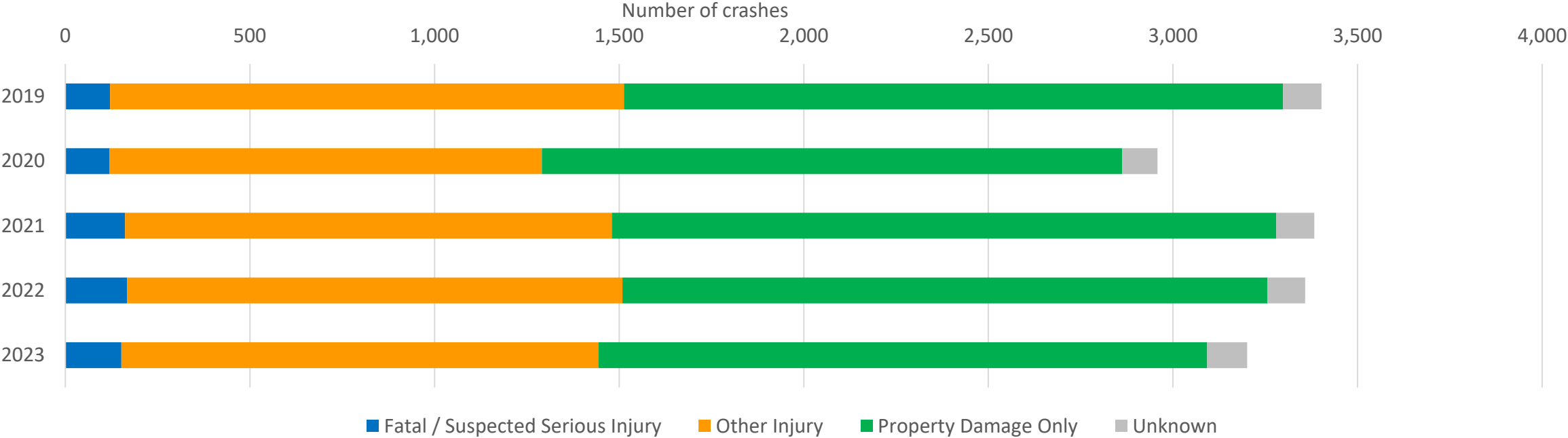
# Crash analysis

- Crash data consists of reportable crashes from the Pennsylvania Crash Information Tool (PCIT), which is populated by police reports
- The project team used the latest five years of data available when the study started, from January 2019 through December 2023



# Crash analysis – key takeaways

## ANNUAL CRASHES BY SEVERITY

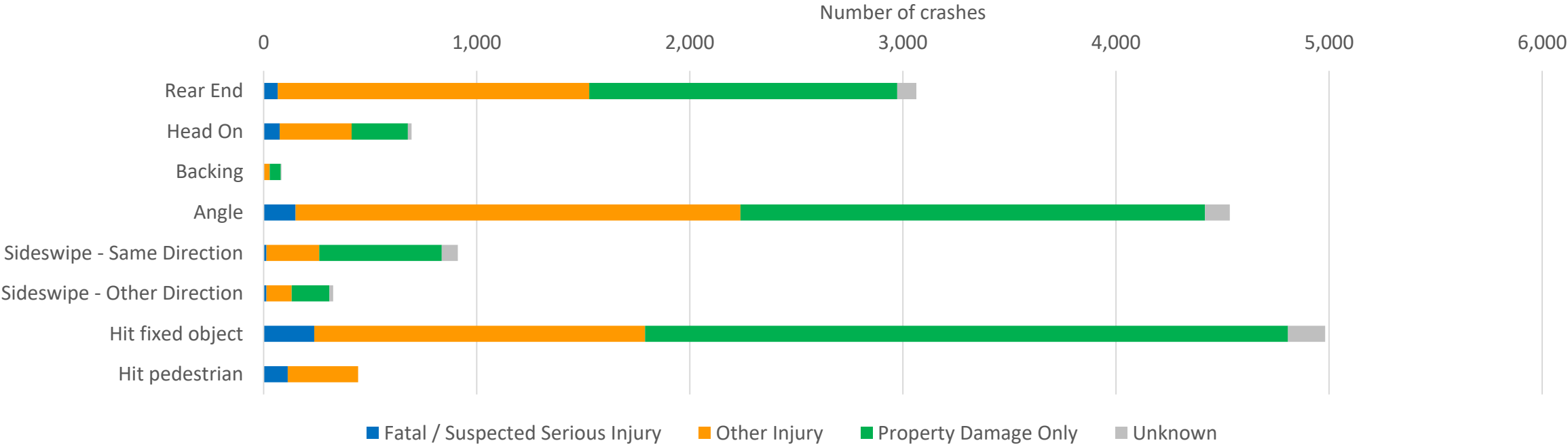


- Crash totals dropped in 2020 and increased afterward.
- Fatal and injury crashes remain consistent each year.



# Crash analysis – key takeaways

## CRASHES BY TYPE AND SEVERITY



- Hit fixed object, angle, and rear-end crashes dominate the crash profile.



# Crash analysis – key takeaways

## CRASHES BY SEVERITY AND MODE OF TRAVEL

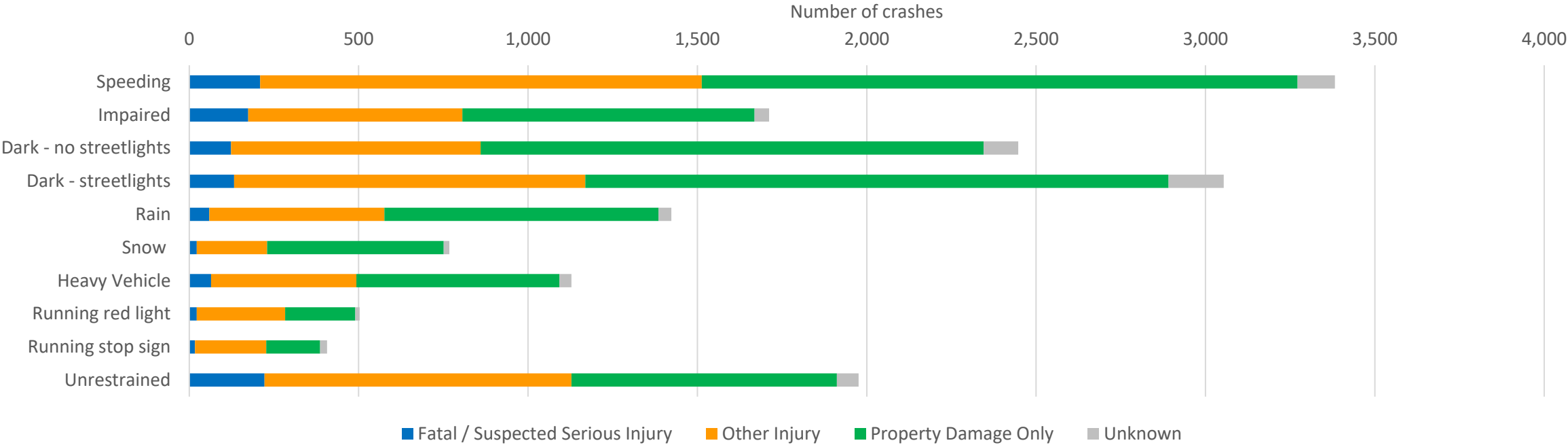
|            | Fatal / Suspected Serious Injury | Other Injury | Property Damage Only | Unknown    | Total        |
|------------|----------------------------------|--------------|----------------------|------------|--------------|
| Pedestrian | 99 (14%)                         | 279 (4%)     | 0 (0%)               | 0 (0%)     | 378 (2%)     |
| Bicycle    | 25 (3%)                          | 68 (1%)      | 0 (0%)               | 0 (0%)     | 93 (1%)      |
| Vehicle    | 598 (83%)                        | 6,168 (95%)  | 8,553 (100%)         | 512 (100%) | 15,831 (97%) |
| Total      | 722                              | 6,515        | 8,553                | 512        | 16,302       |

- Every crash involving pedestrians or bicyclists resulted in injury or fatality.



# Crash analysis – key takeaways

## CRASHES BY CONTRIBUTING FACTORS

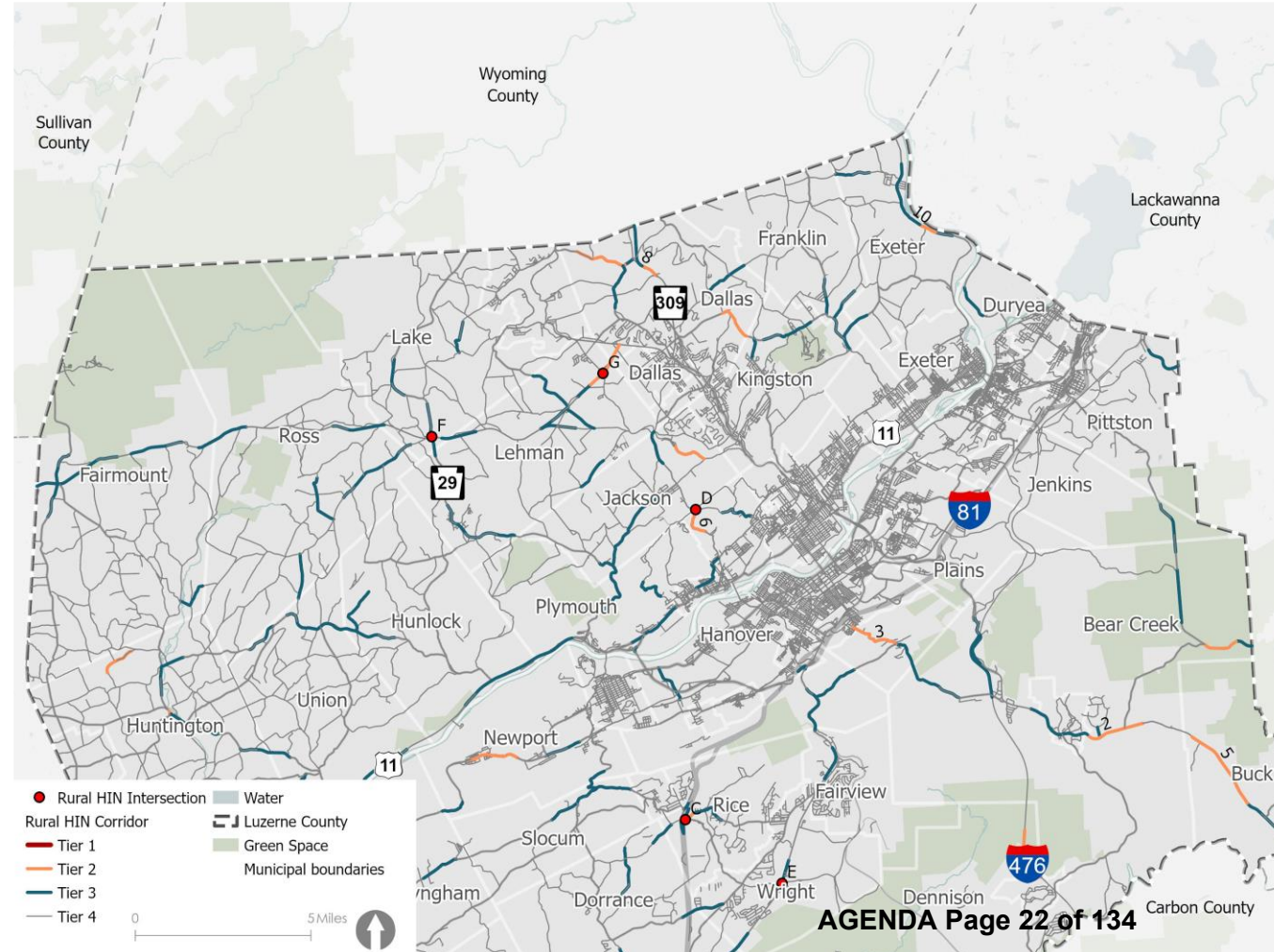


- Speeding, seat belt usage, and driver impairment have been significant concerns



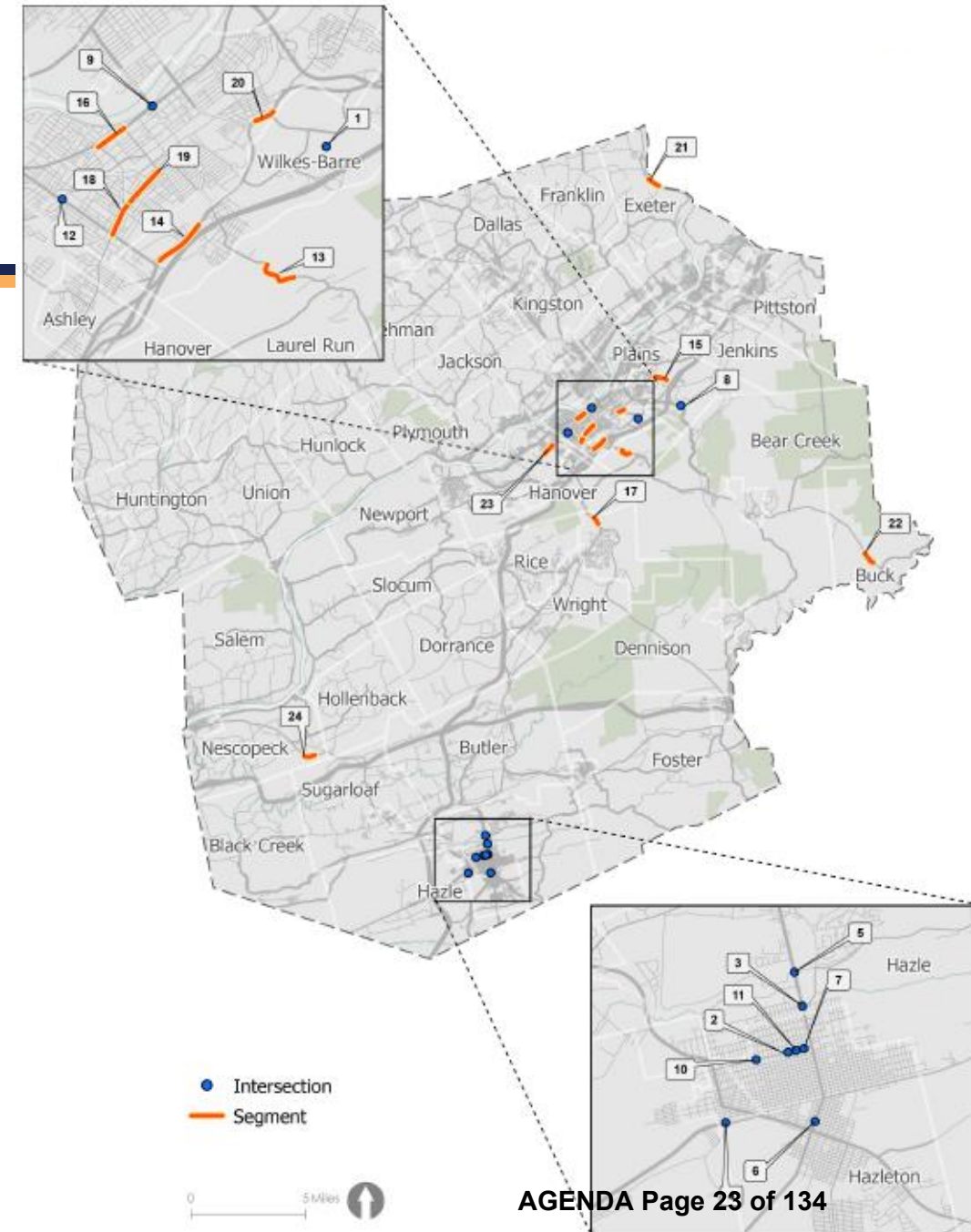
# High injury network

- The Safety Action Plan is focused on reducing and eliminating fatal and serious injury crashes.
- The project team identified a “high injury network” where crashes in Luzerne County have been most frequent and severe.
  - Urban and rural areas were considered separately
- Improvements focused on those areas will have the greatest potential to save lives.



# Other key locations

- In addition to Luzerne County's efforts, PennDOT is continually focused on safety
- The County's Safety Action Plan will incorporate previous safety planning work by PennDOT
  - Vulnerable Road User Safety Assessment
  - Top sites from Highway Safety Network Screening
  - 15th Street road safety audit in Hazleton



# What is “systemic safety?”

- Systemically improving safety involves:
  - Finding patterns in the types of severe crashes occurring in Luzerne County and
  - Implementing projects across the county that are proven to reduce those types of crashes.

Lane  
departure  
crashes



Crashes at  
all-way stop  
intersections



# Public engagement

- This is a data-driven process, but input from the public provided additional information and nuance
  - Project website
  - Conversations at pop-up events
  - Online surveys (text and map) – **nearly 600 responses**
  - Three in-person public workshops

Phase 1  
Spring/Summer 2025



Phase 2  
Fall 2025



# What is a “countermeasure?”

- A “countermeasure” is an action an agency can take that is proven to reduce crashes
- The Safety Action Plan includes a toolkit of countermeasures that PennDOT, the County, and municipalities can use to address safety concerns



## Examples of education and enforcement countermeasures

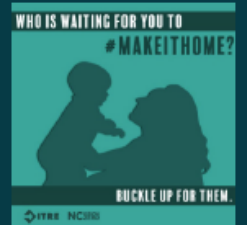
### Impaired Driving

- Publicized Sobriety Checkpoints
- High-Visibility Saturation Patrols
- Preliminary Breath Test Devices
- Passive Alcohol Sensors
- Alcohol Ignition Interlocks



### Pedestrian Safety

- Driver Education
- Pedestrian Safety Zones
- Child Pedestrian Training
- Safe Routes to School
- Walking School Buses
- Reduced and Enforced Speed Limits



### DRIVER'S ED STARTS HERE!

Our kids learn what they see.



## Examples of infrastructure countermeasures

The plan includes a comprehensive toolkit of countermeasures

### Roadway Departure

- Enhanced Delineation for Horizontal Curves
- Longitudinal Rumble Strips and Stripes on Two-Lane Roads
- Median Barriers
- Roadside Design Improvements at Curves
- Safety Edge
- Wider Edge Lines



### Pedestrian/Bicyclist

- Bicycle Lanes
- Crosswalk Visibility Enhancements
- Leading Pedestrian Interval
- Medians and Pedestrian Refuge Islands in Urban and Suburban Areas
- Pedestrian Hybrid Beacons
- Rectangular Rapid Flashing Beacons (RRFB)
- Road Diets (Roadway Configuration)
- Walkways



### Intersections

- Backplates with Retroreflective Borders
- Corridor Access Management
- Dedicated Left- and Right-Turn Lanes at Intersections
- Reduced Left-Turn Conflict Intersections
- Roundabouts
- Systemic Application of Multiple Low-Cost Countermeasures at Stop-Controlled Intersections
- Yellow Change Intervals



### Speed Management

- Appropriate Speed Limits for All Road Users
- Variable Speed Limits



### Crosscutting

- Lighting
- Local Road Safety Plans
- Pavement Friction Management
- Road Safety Audits



# Recommendations

## Install safety countermeasures at spot locations

- High Injury Network segments and intersections
- VRU high-risk areas
- PennDOT top sites

## Install systemic safety improvements

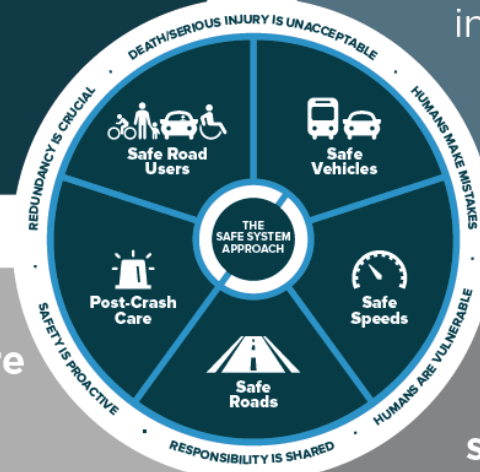
- Curves on two-lane rural roads
- All-way stop-controlled intersections

## Implement non-infrastructure approaches

- Education strategies
- Complete Streets
- Traffic calming
- Enhanced enforcement

## Conduct a corridor safety study on US 11

- 12.5 miles from Plymouth in the southwest to Pittston in the northeast



# Recommendations

The plan includes an implementation guide for 44 locations throughout Luzerne County

| Luzerne County Implementation Plan<br>Implementation Matrix - Corridor and Intersection Projects |                                                       |              |                                              |                           |                         |                                                | Project Priority Tiers (Priority determined by overlapping TIP project stage)                                                                                                          |          |                                                    |                      |            |
|--------------------------------------------------------------------------------------------------|-------------------------------------------------------|--------------|----------------------------------------------|---------------------------|-------------------------|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------------------------------------------|----------------------|------------|
|                                                                                                  |                                                       |              |                                              |                           |                         |                                                | Tier 1: TIP project in planning or design                                                                                                                                              |          |                                                    |                      |            |
|                                                                                                  |                                                       |              |                                              |                           |                         |                                                | Tier 2: No overlap/relevant TIP project                                                                                                                                                |          |                                                    |                      |            |
|                                                                                                  |                                                       |              |                                              |                           |                         |                                                | Tier 3: TIP project under construction or recently completed                                                                                                                           |          |                                                    |                      |            |
| PROJECT INFORMATION                                                                              |                                                       |              |                                              |                           |                         |                                                | PROJECT IMPLEMENTATION                                                                                                                                                                 |          |                                                    |                      |            |
| ID                                                                                               | Project Components (HIN, or, Overlapping)             | Project Type | Project Location                             | From                      | To                      | Municipality                                   | Summary of Potential Infrastructure Safety Countermeasures (see details in Section 6.2.1 and Appendices B and C)                                                                       | Priority | Potential Funding Sources (see page 78 for legend) | Potential Cost Range | Timeline   |
| Urban 1                                                                                          | Overlapping (includes PennDOT Sites 2, 7, 10, and 11) | Segment      | Washington Avenue/W 15th Street              | West of Rose Street       | N Church Street         | City of Hazleton                               | Improved sight distance, clear zone improvements, additional signage, signal modifications, backplates, turn restrictions at driveways                                                 | Tier 1   | GLG, ARLE, TIP, HSIP, SS4A                         | \$                   | Mid-term   |
| Urban 2                                                                                          | Overlapping (includes PennDOT Site 14)                | Segment      | Wilkes-Barre Township Boulevard              | South of Casey Avenue     | North of Coal Street    | City of Wilkes-Barre                           | Signal modifications, backplates, lighting, sidewalks, pedestrian crossing enhancements                                                                                                | Tier 1   | MTF, GLG, ARLE, TIP, DCED, TASA, HSIP, SS4A        | \$\$\$               | Long-term  |
| Urban 4                                                                                          | HIN                                                   | Segment      | S River Street                               | Academy Street            | Jackson Street          | City of Wilkes-Barre                           | Improved sight distance, signal modifications, turn restrictions, backplates, pedestrian crossing enhancements, lighting                                                               | Tier 1   | MTF, GLG, ARLE, TIP, DCED, HSIP, SS4A              | \$\$                 | Mid-term   |
| Urban 5                                                                                          | HIN                                                   | Segment      | Broad Street                                 | W Diamond Avenue          | S Poplar Street         | City of Hazleton                               | Improved sight distance, clear zone improvements, signal modifications, upgraded pavement markings, lighting, backplates, enhanced pedestrian crossings                                | Tier 1   | M&R, MTF, GLG, ARLE, TIP, DCED, HSIP, SS4A         | \$\$                 | Mid-term   |
| Urban 6                                                                                          | HIN                                                   | Segment      | Main Street                                  | Girard Avenue             | Chestnut Street         | Borough of Plymouth                            | Improved sight distance, signal modifications, enhanced pedestrian crossings, clear zone improvements                                                                                  | Tier 1   | M&R, MTF, GLG, ARLE, TIP, DCED, HSIP, SS4A         | \$                   | Mid-term   |
| Urban 8                                                                                          | HIN                                                   | Segment      | Kidder Street                                | Schoolhouse Lane          | Mundy Street            | City of Wilkes-Barre and Wilkes-Barre Township | Speed management, signal modifications, backplates, stop signs at driveways, dynamic/variable speed signs, lighting                                                                    | Tier 1   | GLG, ARLE, TIP, HSIP, SS4A                         | \$\$                 | Long-term  |
| Urban 6                                                                                          | HIN                                                   | Intersection | N River Street and W North Street            | --                        | --                      | City of Wilkes-Barre                           | Signal modifications, pedestrian crossing enhancements, speed limit signs, lighting                                                                                                    | Tier 1   | GLG, ARLE, TIP, HSIP, SS4A                         | \$\$                 | Mid-term   |
| Rural 1                                                                                          | HIN                                                   | Segment      | SR 93                                        | Saint Johns Road          | North of Sugarloaf Road | Sugarloaf Township                             | Improved sight distance, advance intersection warning signs, chevron/curve warning signs, edgeline rumble strips, advisory speed placard, lighting                                     | Tier 2   | M&R, ARLE, TIP, HSIP                               | \$\$                 | Short-term |
| Rural 7                                                                                          | HIN                                                   | Segment      | SR 93                                        | Banks Avenue              | I-81                    | Sugarloaf Township                             | Improved sight distance, edgeline rumble strips, high-friction surface treatment, retroreflective strips on warning and stop signs, chevron/curve warning signs, install speed placard | Tier 2   | M&R, ARLE, TIP, HSIP                               | \$\$\$               | Mid-term   |
| Rural 9                                                                                          | HIN                                                   | Segment      | Stockton Mountain Road                       | North of Hazle Brook Road | South of Ashmore Road   | Hazle Township                                 | Improved sight distance, additional signage, enhanced curve delineation, reflective pavement markers, dynamic/variable speed signs                                                     | Tier 2   | M&R, ARLE, TIP, HSIP                               | \$                   | Mid-term   |
| Rural 8                                                                                          | HIN                                                   | Intersection | Northbound off-ramp from I-81 to Church Road | --                        | --                      | Rice Township                                  | Advance flashing beacons, improved sight distance, lighting, potential roundabout                                                                                                      | Tier 2   | ARLE, TIP, HSIP                                    | \$\$\$               | Long-term  |



# Request of County Council

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**Adopt the Luzerne County Safety Action Plan and its goal of reducing fatal and serious injury crashes in the County by 50% by 2035.**

Once this Plan is adopted, Luzerne County and its municipalities are eligible to apply for Federal Safe Streets and Roads for All (SS4A) implementation grants. \$5 billion is available over five years.



# Thank you!

## **Daniel G. Reese**

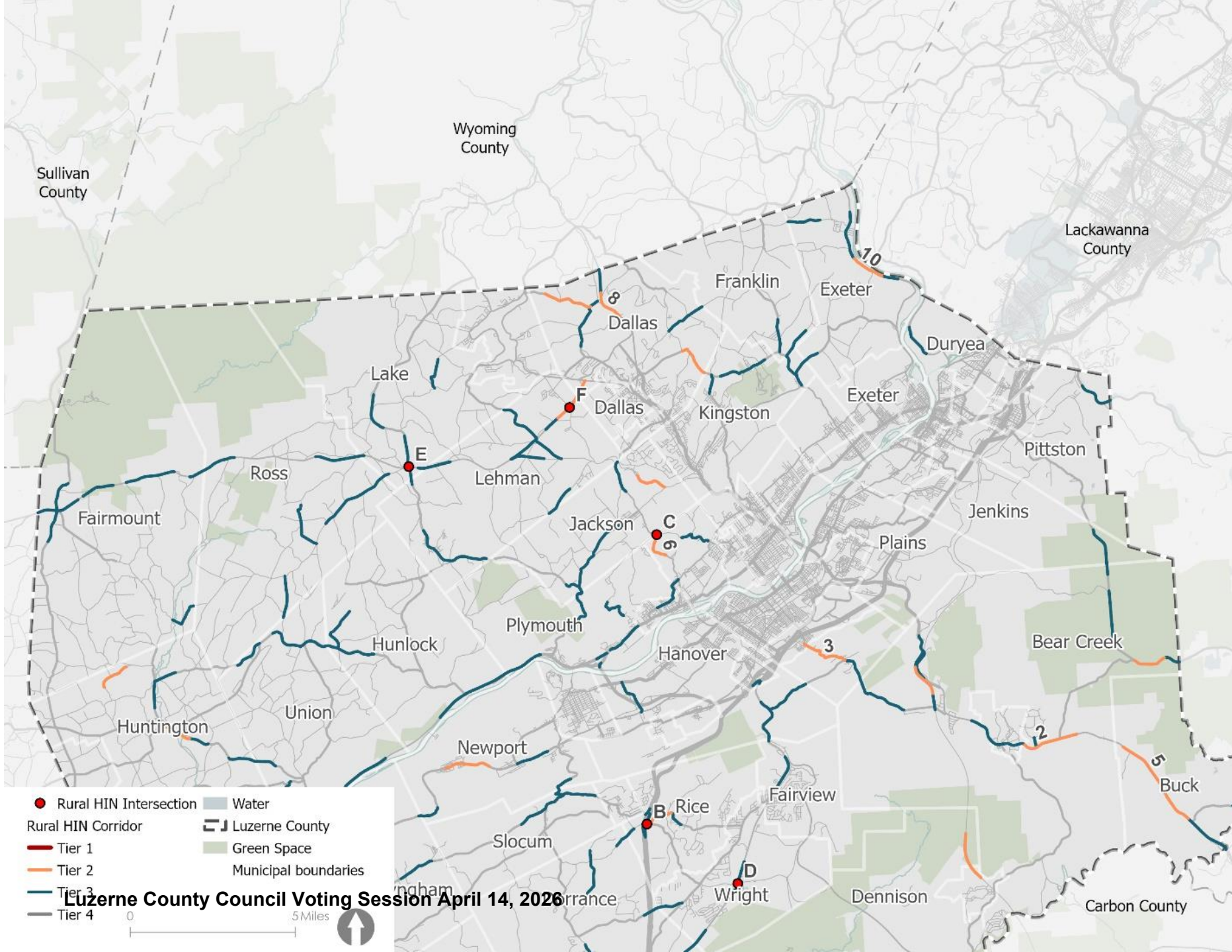
GIS, Planning & Zoning Director  
Luzerne County  
daniel.reese@luzernecounty.org

## **Jeff Riegner**

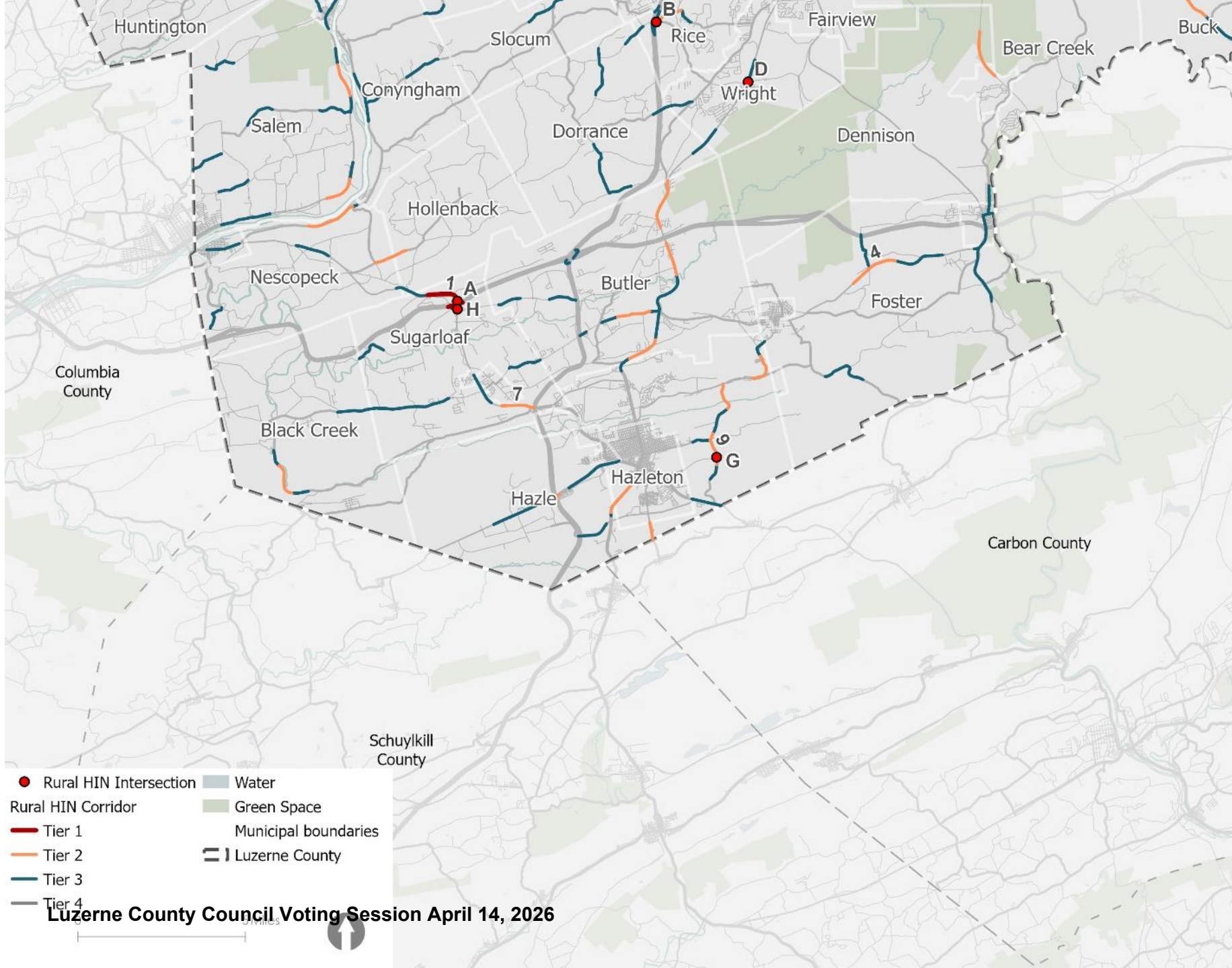
Senior Principal  
Kittelison & Associates, Inc.  
jriegner@kittelison.com



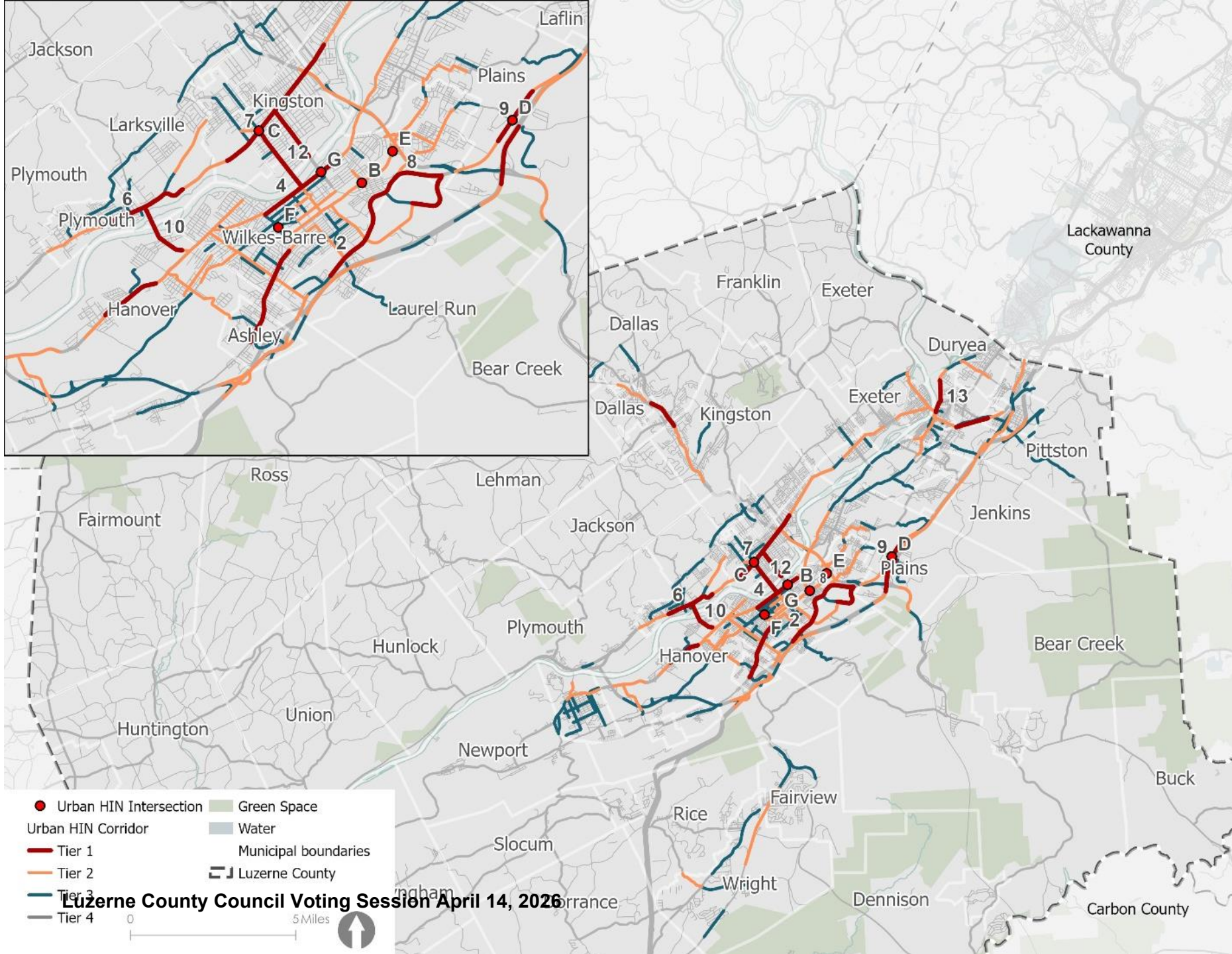




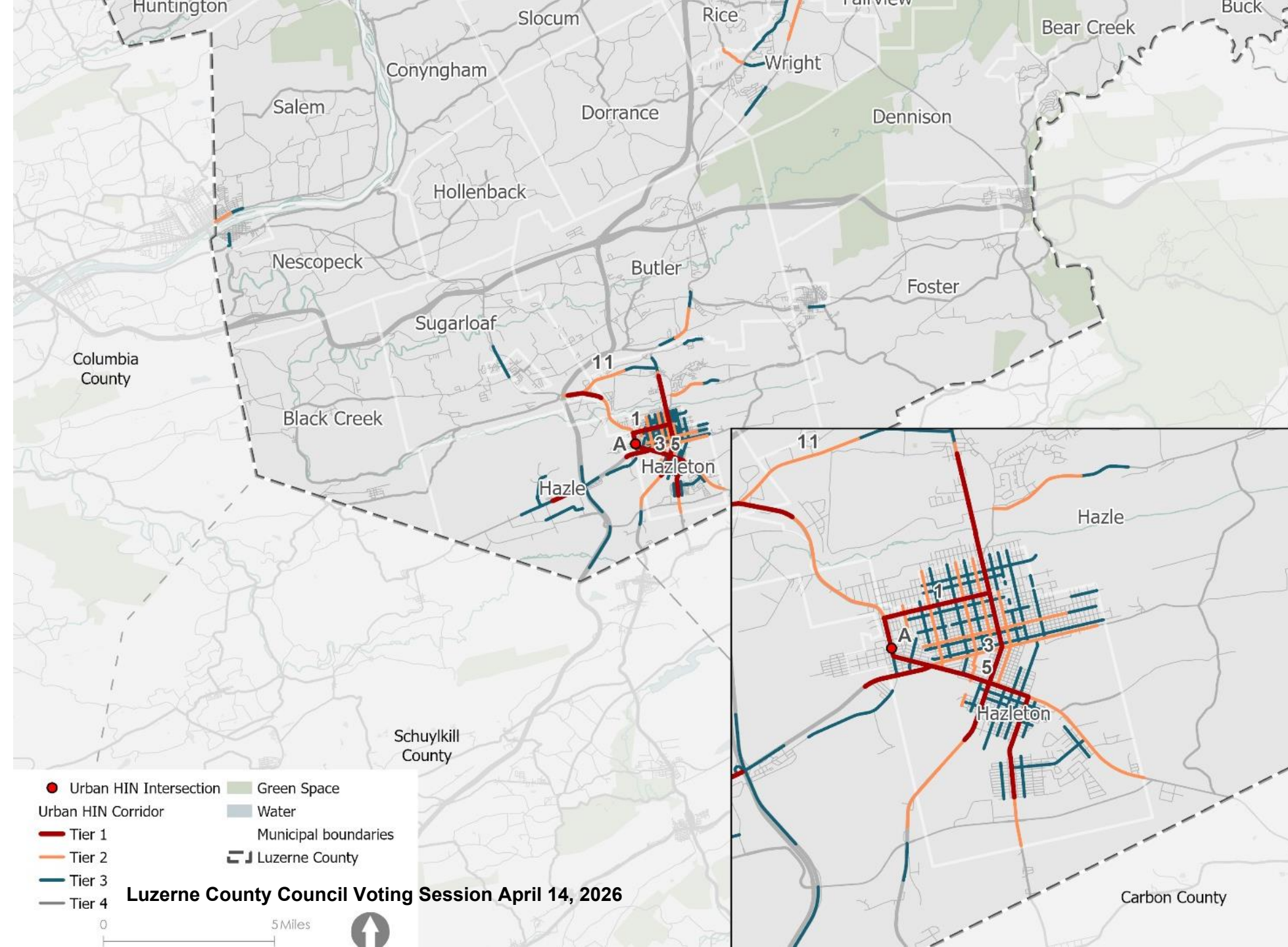
# Rural HIN (north)



# Rural HIN (south)



# Urban HIN (north)



# Urban HIN (south)



**AGENDA SUBMITTAL TO LUZERNE COUNTY COUNCIL**

| <b>ITEM TITLE</b>                                                                                                                                         | <b>WORK SESSION DATE</b> | <b>AGENDA NUMBER</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----------------------|
| Approve a contract amendment with Booth Management Consulting for the provision of American Rescue Plan Act administration and grant management services. | March 24, 2026           |                      |
| <b>Dept:</b>                                                                                                                                              | County Manager's Office  |                      |
| <b>Contact:</b>                                                                                                                                           | Romilda P. Crocamo, Esq. |                      |
| <b>Phone:</b>                                                                                                                                             | 570-825-1635             |                      |

**DEPARTMENTAL RECOMMENDATION:**

County administration recommends that Council enter a contract amendment with Booth Management Consulting for the provision of American Rescue Plan Act (ARPA) administration and grant management services. At this time, the County has already reached the Not to Exceed amount included in the current contract. Continuous service is strongly recommended as the next few months are critical to completing the ARPA projects, along with monitoring and close-out, before the December 31, 2026 deadline. In addition, this amendment includes funds for the first quarter of 2027, for costs associated with final reporting to the U.S. Treasury.

Staff continues to have weekly updates with Booth Management Consulting to discuss the status of the ARPA projects. In 2025, on-site monitoring visits were conducted by Booth Management Consulting; findings and recommendations stemming from these monitoring visits are discussed with County staff.

**SUMMARY:**

In 2022, Luzerne County advertised a Request for Proposal to obtain a consultant to provide American Rescue Plan Act administration and grant management services. Because this funding was unprecedented, County administration believed it was in the best interest of Luzerne County to obtain the services of a consultant to provide guidance and assistance with the administration and compliance requirements of the ARPA funds. The County needs to ensure that all ARPA funds are spent in compliance with the Final Rule.

**FINANCING:**

To date, the County has paid Booth Management Consulting \$2,092,433.69 for the administration and oversight of 154 projects. This number of projects far exceeds the original estimated number of 40 projects included in the Request for Proposals. ARPA funds have been utilized to pay for the expenses related to this contract. The source of funds for this amendment will be ARPA interest.

## **DISCUSSION:**

**Background:** As previously presented for the first-year contract, the Request for Proposals was advertised in The Citizens Voice on January 13, 2022 and January 17, 2022. The RFP was posted on the County's website. The original deadline to submit responses was January 28, 2022. In order to provide clarification to all interested parties, an extension for submittals was given until 4:00 p.m. on February 11, 2022.

Fifteen companies submitted proposals in response to the County's RFP for ARPA Administration and Grant Management. Mary Ann Amesbury, Purchasing Director, opened the sealed proposals in Purchasing.

After County staff reviewed the proposals individually, virtual interviews were conducted with six of the proposers. Additional follow-up was done with two of the six firms that had virtual interviews. County staff's recommendation for ARPA Administration and Grant Management was Booth Management Consulting. This recommendation was based on overall ability of the firm to provide the services requested along with price. At the time Booth submitted their pricing for their first year, the estimated number of projects provided by County staff was 40. As previously stated in this agenda submittal, there are currently 154 projects.

Please note that Booth was the consultant who offered the most cost-effective pricing. Some of the consultants proposed to "charge" a percentage of the County's ARPA award as their fee.

It is worth noting that Booth has never increased their rates that were included in the original contract, and this amendment does not include any rate increases.

**Current Amendment:** The current contract amendment through March 31, 2027 is \$918,180.37. If you break down the total amount paid to Booth Management Consulting from the inception of their contract through March 31, 2027, the cost is \$560,199 per year or \$3,638 per project. Please note that due to lack of sub-recipient knowledge and experience, some sub-recipients have received more technical assistance than others.

The average administrative fee for federal grants is 10%. With the proposed contract amendment, Booth would be at 3%. This percentage is still less than some of the other consultants who submitted proposals in response to the County's RFP.

## **ALTERNATIVES:**

The Council could choose not to enter a contract amendment. This is not advised for several reasons. The first because this consultant was selected from a competitive process; second, the County needs to ensure that there is continuity in the award and management of the ARPA funds; third, to ensure that all 154 projects are closed-out, including any necessary risk assessments and monitoring completed, with final reporting to the U.S. Treasury; and lastly, to ensure that all U.S. Treasury compliance requirements are met. It is of the utmost importance that all compliance requirements are met so that the County can have a successful audit.

## **OTHER AGENCY INVOLVEMENT:**

Not applicable.

**RESOLUTION R-2026-  
LUZERNE COUNTY COUNCIL**

***A Resolution of Luzerne County Council Authorizing the Use of American  
Rescue Plan Act Funds to Enter into an Amended Contract with Booth Management  
Consulting, LLC for ARPA Grant Management Services***

WHEREAS, on March 11, 2021, President Biden signed the American Rescue Plan Act of 2021 (H.R. 1319) into law; and

WHEREAS, the \$1.9 trillion package, based on President Biden's American Rescue Plan, intended to combat the COVID-19 pandemic, including the public health and economic impacts; and

WHEREAS, the American Rescue Plan Act of 2021 ("ARPA") established the Coronavirus State and Local Fiscal Recovery Fund ("SLFRF") to provide governments with the resources needed to respond to the pandemic and its economic effects and to build a stronger, more equitable economy during the recovery; and

WHEREAS, Luzerne County received approximately \$113 million in ARPA funds; and

WHEREAS, in 2022 Luzerne County contracted with Booth Management Consulting, LLC ("Booth") to provide consulting services to Luzerne County related to the award of ARPA funds and grant management services with subsequent amendments to that contract; and

WHEREAS, Luzerne County administration and Luzerne County Council believe it is in the best interest of the County to enter into a contract amendment with Booth for the continued grant management consulting services to provide guidance and assistance with the administration of the ARPA funds which are subject to audit by the U. S. Treasury Department; and

WHEREAS, the Luzerne County Home Rule Charter at section 2.09.B.8., in part, requires Luzerne County Council to approve, by resolution adopted by affirmative vote of at least a majority of its current members, any contract or obligation that would result in a payment by the County of more than \$25,000 in any future calendar year for which no budget has been adopted; and

WHEREAS, Luzerne County Council desires to approve a contract extension with Booth Management Consulting, LLC for continued consulting services and assistance with the administration of ARPA funds.

NOW, THEREFORE, BE IT RESOLVED, Luzerne County Council approves the use of American Rescue Plan Act funds to enter into the amended contract with Booth Management Consulting, LLC for consulting services and administration of ARPA through March 31, 2027 in the amount of \$918,180.37.

BE IT FURTHER RESOLVED, the Luzerne County Executive Branch is authorized to take all steps necessary to enter into the amended contract as set forth above.

This Resolution shall become effective 6 days after adoption.

ADOPTED at a meeting of Luzerne County Council held on \_\_\_\_\_, 2026.

**LUZERNE COUNTY COUNCIL**

ROLL CALL VOTE:

Ayes:

Nays:

By: \_\_\_\_\_  
John Lombardo, Chair

ATTEST: \_\_\_\_\_  
Sharon Lawrence, Clerk of Council

By: \_\_\_\_\_  
Romilda P. Crocamo,  
County Manager

**AMENDMENT/ADDENDUM TO CONTRACT**

This Amendment/Addendum (the "Amendment") is made on this \_\_\_\_ day of \_\_\_\_\_, 2026 by and between:

Party 1:

County of Luzerne, Pennsylvania  
Luzerne County Purchasing Department  
Penn Place Office Building  
20 North Pennsylvania Avenue  
Wilkes Barre, Pa 18711  
(referred to as the "County")

Party 2:

Booth Management Consulting, LLC  
7230 Lee Deforest Drive, Suite 103  
Columbia, Maryland 21046  
Attention: Robin Booth, Principal  
(referred to as the "Consultant")

WHEREAS, the County and the Consultant entered into a contract for American Rescue Plan Act Funding Administration & Grant Management (the "Contract") on July 14, 2022; and

WHEREAS, the parties desire to amend certain terms and conditions of the Contract;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the County and the Consultant agree as follows:

**1. Term Modification:**

The Contract expiration date shall be amended to **March 31, 2027**. The effective date of this Amendment shall be \_\_\_\_\_.

**2. Not-to-Exceed Amounts:**

Schedule B of the Original Contract is hereby Amended to include the following "Not to Exceed" amount as follows:

**NTE Amount of \$2,800,994.62 July 14, 2022 through March 31, 2027**

It is understood by and between the parties that this Amendment is not proposing firm-fixed-price contract as that term is defined by Federal Acquisition Regulations (FAR Subpart 16.2). The "Not to Exceed" amounts listed in this addendum are estimates based on expected hours required at the rates

specified in Schedule B of the Original Contract. In the event services are required in excess of the estimates provided for the period indicated, Luzerne County Council will be required to authorize any excess amounts.

**3. Labor Charges:**

The labor charges reflected in Attachment B of the Original Contract shall remain unchanged from the amounts listed and shall not increase throughout the entire term of the agreement. Note 2 from Attachment B is hereby deleted.

**4. Incorporation:**

This Amendment shall be incorporated into the original Contract and shall be binding upon both parties. All other terms and conditions of the original Contract shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment/Addendum to be executed as of the date first above written.

COUNTY OF LUZERNE, PENNSYLVANIA

By:

Romilda Crocamo  
County Manager

BOOTH MANAGEMENT CONSULTING, LLC

By:

Robin Booth, CPA, CFE  
Principal

Date: \_\_\_\_\_

**B·M·C**

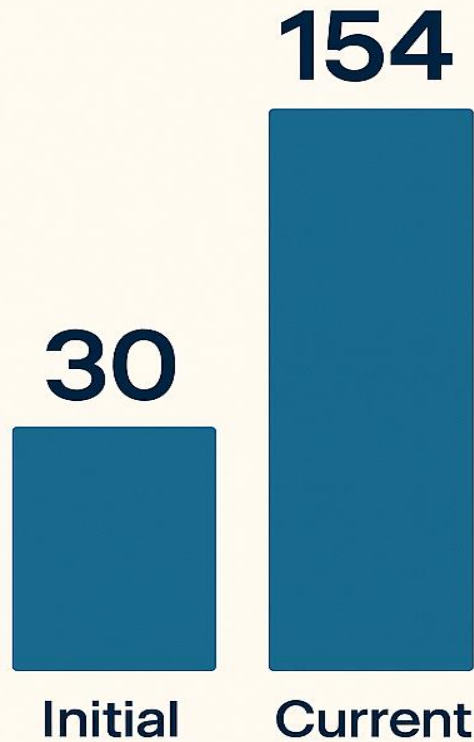
BOOTH MANAGEMENT CONSULTING

*we get it done!*

# **Luzerne County ARPA Grants Management Contract Request for Budget Increase**

**February 2026 to March 31, 2027**

# Program Growth and Risk Profile



## Implication

- 79 projects exceed \$250K and 60 include capital expenditures, increasing documentation, procurement, and monitoring requirements.
- Higher dollar values increase compliance risk and require additional time for financial and programmatic reviews.

# Protecting Public Funds — BMC Oversight Results

**Executive Summary: Active oversight identified and mitigated significant fraud and unallowable costs, reducing financial risk to the County.**

**Identified Fraudulent  
Costs**

**\$500K**

Flagged through  
monitoring & review

**Unallowable Costs  
Mitigated**

**\$3M+**

Prevented before  
reimbursement

**Total Funds  
Protected**

**\$3.5M+**

Value of oversight  
to the County

## **National Context — Federal Grant Fraud, Waste & Abuse (Benchmark Comparison)**

- Federal oversight agencies regularly identify billions annually in questioned or improper payments across federal programs.
- BMC's proactive monitoring identified and mitigated costs early — reducing potential exposure before funds were fully expended.

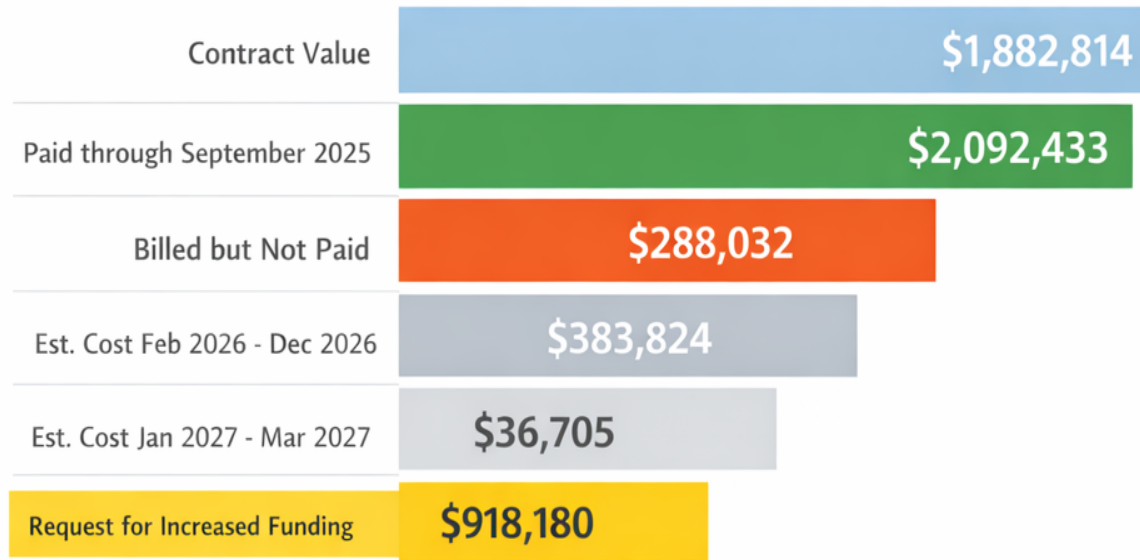
**Council Value Message: Strong oversight protects public dollars, reduces repayment risk, and ensures ARPA funds achieve intended community outcomes.**

# BOOTH MANAGEMENT CONSULTING, LLC

## Luzerne County

Budget for FY26 & FY27

*October 1, 2025 to March 31, 2027*



Total Contract Value

**\$2,800,995**

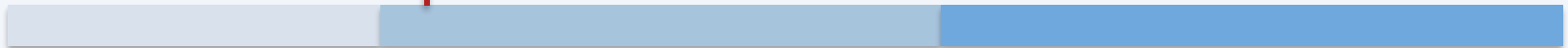
# Luzerne County ARPA — Grant Administration

**Executive Summary: Administration fees represent a small, reasonable share of the total ARPA award.**

**Total ARPA Award Amount**  
**\$112,890,152**  
**Grant Administration Fees**  
**\$2,900,000**

**Admin % of Award**  
**2.57%**  
**of Total ARPA**  
**Funding**

**Luzerne: 2.57%**  
**Federal Administration Benchmark (Illustrative): 0% — 2% — 5% — 10%**



- At approximately 2.57% of the total award, administration costs are reasonable and aligned with federal norms.
- This oversight helps protect the County from compliance findings, questioned costs, and repayment risks.

# Increased Budget Request Supports



**Expanded  
monitoring  
and risk  
oversight**



**Detailed  
budget and  
procurement  
review**



**Training  
and support  
Processing  
reimbursement  
requests  
and closeout**

# Why Council Should Approve the Budget

**Executive Summary: Expanded scope + higher risk + federal compliance requirements require aligned oversight resources.**

## Key Program Metrics

- **Projects: 30 → 154**
- **79 projects over \$250K**
- **60 capital expenditure projects**
- **Total ARPA Award: \$112,890,152**
- **Administration Fees: \$2,900,000**
- **Admin Cost: 2.57% of award**

## Approval Rationale

- **Risk Protection: Larger awards and capital projects increase compliance exposure.**
- **Federal Compliance: SLFRF, Uniform Guidance, procurement, and Treasury reporting.**
- **Quality Oversight: Detailed budget, expenditure, and documentation review.**
- **Audit Readiness: Strong controls reduce findings and repayment risk.**

## Council Decision Impact

**APPROVE**

- **Protects County from compliance findings**
- **Ensures consistent, fair oversight**
- **Supports timely closeout and reporting**
- **Maintains transparency to the public**

**The updated budget aligns resources with program complexity and federal requirements — ensuring compliance, accountability, and protection of \$112.9M in public funds.**



## **Lowest Rates**

**Rates Held Steady**

*No Rate Increases*



## **Seeking Additional Funding**

***Building Program Sustainability***

*Long-Term Success*

# BOOTH MANAGEMENT CONSULTING, LLC

## Luzerne County

### Budget for FY26 & FY27

| Total for October 1, 2025, to March 31, 2027             | Reconciled           |
|----------------------------------------------------------|----------------------|
| Contract Value                                           | \$1,882,814.25       |
| Paid through September 2025                              | \$ 2,092,433.69      |
| Billed but not Paid (October 2025 through January 2026)  | \$ 288,031.93        |
| Estimated Cost for February 1, 2026 to December 31, 2026 | \$ 383,824.00        |
| Estimated Cost for January 1, 2027 to March 31, 2027     | \$ 36,705.00         |
| <b>Request for Increased Funding</b>                     | <b>\$ 918,180.37</b> |

|                                       |                    |
|---------------------------------------|--------------------|
| Total Contract Value                  | \$2,800,994.62     |
| # of Years (2022 to 2027)             | 5                  |
| Total Cost Per Year                   | \$ 560,198.92      |
| # of Projects (Internal and External) | 154                |
| Average cost per project              | \$ <u>3,637.66</u> |

See the Detailed Pricing tab





**AGENDA SUBMITTAL TO LUZERNE COUNTY COUNCIL**

| <b>ITEM TITLE</b>                                     | <b>COUNCIL MEETING</b>                                          | <b>AGENDA</b> |
|-------------------------------------------------------|-----------------------------------------------------------------|---------------|
|                                                       | <b>DATE</b>                                                     | <b>NUMBER</b> |
| Approve a Contract with LivingWorks Education USA Inc | March 24, 2026                                                  |               |
| <b>Dept:</b>                                          | Human Services/Mental Health and Developmental Services (MH/DS) |               |
| <b>Contact:</b>                                       | Megan Stone/Tara Fox                                            |               |
| <b>Phone:</b>                                         | 570-408-1331                                                    |               |

**DEPARTMENTAL RECOMMENDATION:**

It is recommended that County Council approve the initiation of a contract with LivingWorks Education USA, Inc. to provide single-use licenses for Suicide Prevention Training for County employees.

**SUMMARY:**

LivingWorks provides suicide prevention and intervention training. They offer an array of integrated suicide prevention programs that deliver a continuum of safety by preparing learners for various helping roles. All training is specifically designed to create a network of safety for everyone in the organization by helping people, connecting to help and find hope. LivingWorks was chosen because they do the online platform this training.

**FINANCING:**

This training will be paid for with MH/DS base funding, two-year agreement up to \$54,750 for up to 5,000 single-use licenses for Suicide Prevention Training. MHDS will purchase 3,000 licenses for \$44,850 and have the option to purchase an additional 2,000 licenses for \$9,900, if needed.

**RESOLUTION R-2026-  
LUZERNE COUNTY COUNCIL**

***A Resolution of Luzerne County Council Authorizing the County Manager  
to Execute a Contract with LivingWorks Education USA Inc. Licensing for  
Suicide Prevention Training for Luzerne County Employees***

WHEREAS, LivingWorks Education USA Inc. “LivingWorks” provides suicide prevention and intervention training; and

WHEREAS, Luzerne County Administration recommends the purchase of training licenses for Luzerne County employees, specifically Mental Health and Developmental Services employees; and

WHEREAS, the Luzerne County Manager is recommending approval of a two-year agreement with LivingWorks, subject to the terms and conditions contained in the contract presented to Council, for suicide prevention and intervention training licenses in an amount not to exceed \$54,700.00; and

WHEREAS, County Council desires to authorize the County Manager to execute such an agreement.

NOW, THEREFORE, BE IT RESOLVED, Luzerne County Council authorizes the execution of a two-year agreement with LivingWorks Education USA Inc. in an amount not to exceed \$54,700.00 pursuant to the terms and conditions in the agreement presented to Council and incorporated by reference as though fully set forth herein.

This Resolution shall become effective immediately.

ADOPTED at a meeting of Luzerne County Council held on \_\_\_\_\_, 2026.

**LUZERNE COUNTY COUNCIL**

Roll Call:

Ayes:

Nays:

By: \_\_\_\_\_  
Jimmy Sabatino, Chair

ATTEST: \_\_\_\_\_  
Sharon Lawrence, Clerk of Council

By: \_\_\_\_\_  
Romilda P. Crocamo,  
County Manager



## County of Luzerne Contract Review Worksheet

|                                              |                           |
|----------------------------------------------|---------------------------|
| Contract Number:<br>(Dept., Division, FY, #) |                           |
| Authority:                                   |                           |
| <input type="checkbox"/>                     | County Manager Execute    |
| <input type="checkbox"/>                     | Council Approval Required |

|                                                                                                                                                                                                                                                                                                                            |  |                                                                                                                                                                                                                    |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1. Dept. Name / Account: <b>Mental Health/Developmental Sr</b>                                                                                                                                                                                                                                                             |  | 2. Date: <b>2/9/2026</b>                                                                                                                                                                                           |  |
| 3. Contract Administrator: <b>Jonathan D. Bates</b>                                                                                                                                                                                                                                                                        |  | 4. Phone : <b>570-408-1314</b>                                                                                                                                                                                     |  |
| 5. Contract Attributes:                                                                                                                                                                                                                                                                                                    |  | <input checked="" type="checkbox"/> Original<br><input type="checkbox"/> Amendment/Change Order                                                                                                                    |  |
| <input checked="" type="checkbox"/> Expenditure<br><input type="checkbox"/> Revenue                                                                                                                                                                                                                                        |  | Bid/RFP Required?    Sole Source Contract?<br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO                              |  |
| <input type="checkbox"/> Intergovernmental<br><input type="checkbox"/> Personal/Professional Svcs<br><input type="checkbox"/> Purchase of Goods<br><input type="checkbox"/> Lease<br><input type="checkbox"/> Construction<br><input checked="" type="checkbox"/> Other                                                    |  | Bid/RFP No: <b>MHDS</b><br>Date:<br>Please attach copy of Bid/RFP or justification.                                                                                                                                |  |
|                                                                                                                                                                                                                                                                                                                            |  | Amendment/Change Order Number:<br><br>Contract No:<br><br>Date:<br><br>Please attach copies of original/amendments.                                                                                                |  |
| 6. Description of Contract: <b>Single-user licenses for Suicide Prevention Training.</b>                                                                                                                                                                                                                                   |  |                                                                                                                                                                                                                    |  |
| 7. Name of Contractor: <b>LivingWorks Education USA Inc.</b>                                                                                                                                                                                                                                                               |  | 8. EIN -<br>SSN - -                                                                                                                                                                                                |  |
| 9. Has County contracted with Contractor previously during this fiscal year? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>Please list County department if other than the department listed on number 1 above.                                                                                   |  |                                                                                                                                                                                                                    |  |
| 10. Effective Date: <b>2/6/2026</b>                                                                                                                                                                                                                                                                                        |  | 11. Termination Date: <b>2/5/2028</b>                                                                                                                                                                              |  |
| 12. Contract Budget:                                                                                                                                                                                                                                                                                                       |  | 13. Payment Terms:                                                                                                                                                                                                 |  |
| Original Contract Amt: \$ <b>54,750</b>                                                                                                                                                                                                                                                                                    |  | <input type="checkbox"/> Prepaid<br><input checked="" type="checkbox"/> Arrears                                                                                                                                    |  |
| Total of Previous Amendments: \$ <b>0</b>                                                                                                                                                                                                                                                                                  |  | <input type="checkbox"/> Monthly<br><input type="checkbox"/> Quarterly<br><input type="checkbox"/> Progress<br><input checked="" type="checkbox"/> Other                                                           |  |
| Current Amendment: \$ <b>0</b>                                                                                                                                                                                                                                                                                             |  | <input type="checkbox"/> Fixed<br><input type="checkbox"/> Actual<br><input checked="" type="checkbox"/> Not To Ex                                                                                                 |  |
| Total Contract Amt \$ <b>54,750</b>                                                                                                                                                                                                                                                                                        |  | 14. Source of Funds:                                                                                                                                                                                               |  |
|                                                                                                                                                                                                                                                                                                                            |  | <input type="checkbox"/> Fed/State Grant: %<br><input checked="" type="checkbox"/> State Allocation: <b>94%</b><br><input checked="" type="checkbox"/> County: <b>6%</b><br><br>Fed Catalog No: .<br>State Agency: |  |
| 15. Fund: <b>940</b> Div Code <b>70</b> Dept. Code: <b>9400</b> Description Number: <b>560.58</b>                                                                                                                                                                                                                          |  | 16. Current Approp. Sufficient? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO                                                                                                                |  |
| 17. County Council Agenda Date, if required. Please attach agenda item.                                                                                                                                                                                                                                                    |  |                                                                                                                                                                                                                    |  |
| 18. Remarks: <b>Contract provides for a two-year agreement up to \$54,750 for up to 5,000 single-use licenses for Suicide Prevention Training. This is a priority of MHDS and for the County. MHDS will purchase 3,000 licenses for \$44,850 and have the option to purchase an additional 2,000 licenses for \$9,900.</b> |  |                                                                                                                                                                                                                    |  |
| 19. Signature Route:                                                                                                                                                                                                                                                                                                       |  | DocuSigned by:                                                                                                                                                                                                     |  |
| Signed by: <u><i>Jonathan D. Bates</i></u> 2/9/2026<br>Contract Administrator    Dated                                                                                                                                                                                                                                     |  | <u><i>Mary Ann Amesbury</i></u> 2/17/2026<br>Purchasing Director    Dated                                                                                                                                          |  |
| Signed by: <u><i>Megan Stone</i></u> 2/15/2026<br>Division Head    Dated                                                                                                                                                                                                                                                   |  | _____<br>County Solicitor    Dated                                                                                                                                                                                 |  |



LivingWorks Education USA Inc.  
P.O. Box 9607  
Fayetteville, North Carolina  
USA 28311  
(EIN: 20 – 1416757)  
(Cage Code: 37JY6)

February 6, 2026

Luzerne-Wyoming Counties Mental Health  
and Developmental Services  
111 N. Pennsylvania Ave, Suite 300  
Wilkes-Barre, PA 18701

**Re: Purchase of LivingWorks Start Learner Pass**

Thank you for selecting LivingWorks as your provider of suicide prevention and intervention training. We are proud to offer an array of integrated suicide prevention programs that deliver a continuum of safety by preparing learners for various helping roles depending on which LivingWorks skills training they receive. All our training is specifically designed to create a Network of Safety for everyone in your community and organization by helping people keep safe, connect to help, and find hope. We are delighted that you wish to collaborate with us to bring our training and services to a select segment of your community.

This letter confirms your agreement to purchase from us, LivingWorks, the following products, programs, and/or services described below and more particularly in Schedule “A” hereto for the total price specified below, on the terms and conditions set out in this Letter Agreement and the Schedules hereto:

**Pricing (exclusive of applicable tax)**

| <b>Program</b>                                               | <b>Description</b>                                                                                                           | <b>Number of Licenses</b> | <b>Price Per License</b>          | <b>Total License Fees</b> |
|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|---------------------------|-----------------------------------|---------------------------|
| License to use LivingWorks Start v.2.1 Learner Pass          | 60 to 90-minute online, self-paced, interactive LivingWorks Start v.2.1 training, fully integrated with LivingWorks Connect. | 3000                      | \$14.95 (Discounted from \$39.95) | \$44,850                  |
| <b>Total Price for All Products, Programs, and Services:</b> |                                                                                                                              | \$44,850*                 |                                   |                           |

\*The price is exclusive of applicable taxes.

\*The price includes all our fees and expenses related to the provision of the specified number of Licenses of LivingWorks Start other than the variable costs set out in Schedule “B” hereto.

\*No other fees and/or expenses shall be permitted in respect of this transaction without your prior written authorization.

\*We shall be entitled to payment in relation to any other products, programs and/or services, or additional LivingWorks Start Licenses supplied by us.

**Optional Additional Licenses**

During the Term of this Agreement, Customer may elect to purchase additional LivingWorks Start v.2.1 Learner Pass licenses at a discounted price of \$4.95 per license (exclusive of applicable taxes), provided that each such purchase is for a **minimum** of two thousand (2,000) licenses (the “Optional Licenses”). Customer may exercise this option by providing written notice (email sufficient) to LivingWorks referencing this Agreement and the quantity of Optional Licenses requested. LivingWorks will invoice Customer for the Optional Licenses, and full payment will be required prior to enrollment of learners under the Optional Licenses.

Notwithstanding any other expiry or usage provisions in this Agreement, Optional Licenses shall expire two (2) years from the date they are issued, regardless of the remaining Term of this Agreement. Except as expressly stated herein with respect to expiry, Optional Licenses are subject to the same terms and conditions as the initial licenses under this Agreement, including usage rules and enrollment requirements. The purchase of Optional Licenses does not extend the Term unless the parties agree otherwise in writing.

**Sales Taxes/Import duties**

If applicable, all payments by you shall, in addition, include an amount equal to any and all goods and services taxes, harmonized taxes, sales taxes, value added taxes (VAT), or other taxes, assessments or amounts of a like nature imposed on any payments made pursuant to this Agreement. If you wish to be granted tax-exempt status, you must provide us with valid tax exemption certificates and other documentation required by us. It is your responsibility to ensure

your proof of exempt status remains current. You shall pay all customs duties and other import charges payable on, or in respect of the importation of the program and its components.

**Fixed Price**

With the exception of any variable costs set out in Schedule “B” hereto, you understand and expressly agree this is a firm fixed price Agreement. We are under no obligation to provide you with any kind of financial reporting, supporting documentation, or justification of expenditures made in the supply of the products, programs, and/or services as a condition of payment of the Agreement price specified above. Other than the variable costs set out in Schedule “B” hereto, we will not request additional funds if our cost to provide the products, programs and/or services exceeds the Agreement price, and no portion of the Agreement price will be returned to you upon our completed delivery of the products, programs and/or services (even if our cost to provide the product, programs, and/or services is less than expected).

**Term**

This Agreement shall start on the date of this Agreement specified above and shall be in effect for 2 years from the date of issuance of the Licenses, unless terminated earlier in accordance with this Agreement or upon full performance and delivery of the products, programs and/or services by us

**Payment**

Upon receipt of this signed Agreement, we will invoice you for all LivingWorks Start Licenses. Full payment is required prior to any learners being enrolled. If payment is not made in full, we reserve the right to cancel all Licenses.

We accept payment by credit card, electronic fund transfer, or signed purchase order. The price is exclusive of applicable tax. Invoices will be addressed to the attention of the contact person and to your address specified below.

| <b>For Invoices</b> |                                                          |
|---------------------|----------------------------------------------------------|
| Organization Name   | Luzerne-Wyoming Counties MHDS                            |
| Attention To        | Jonathan Bates                                           |
| Email Address       | mhdsaccountspayable@luzernecounty.org                    |
| Phone Number        | 570-408-1314                                             |
| Address             | 111 N. Pennsylvania Ave, Ste 300, Wilkes-Barre, PA 18701 |
| Facsimile Address   | 570-825-6820                                             |
| USA - EIN           | 24-6000731                                               |

**Proprietary Rights**

We reserve all rights to the products, programs, any copyrights, trade secrets, patents, trademarks, or other intellectual property embodied therein or used in connection therewith, including any adaptations thereto, except for the rights expressly granted herein. You are only authorized to use any of our products and programs in the quantities and at the use levels described in this Agreement and in accordance with the limited License described herein. You are not authorized to alter or modify such products or programs in any way or integrate, copy, record, reproduce or otherwise create tangible embodiments of the products or programs, or any part thereof, in any form (including hard copy and electronic forms) or medium whatsoever, manufacture, sell, offer to sell, import, export, publicly and privately display/perform, distribute,

and/or dispose of our intellectual property through sublicense or otherwise, for any purpose whatsoever without our express prior written permission. We are the sole source of supply for all and any of our suicide awareness, intervention, and prevention products and programs and should you wish to make further use of our products or programs, beyond the terms contained herein, you must do so exclusively through us. All curriculum that requires trainer-led instruction must be delivered by a LivingWorks certified trainer with active status using proprietary material supplied by LivingWorks.

### **No Warranty**

The products and programs are provided to you on an “as is” basis without any implied warranties of merchantability or fitness for a particular purpose. We have developed our products and programs to the best of our abilities and in accordance with the state of art. However, we do not give any guarantee or warranty with respect to the products, programs or their functioning and the contents thereof, and/or the results warranty obtained or to be obtained with the products, programs, or the correctness or quality thereof.

### **Disclosure and Collection of Information**

Personal information of your employees, other individuals selected by you to participate in the program(s), or of any other person shall be referred to as “**Personal Information**”. For any Personal Information that is not obtained directly from such persons by us, and which was disclosed to us by you, you must obtain the requisite consent from such persons to its disclosure to and use by us. Any information disclosed by such person to us, either directly or indirectly, pursuant to their use of the program, LivingWorks Learn or LivingWorks Connect, including information required to stage an intervention, or otherwise shall be treated as confidential information, and governed under the privacy agreement between the person and us, and under no circumstances will such information be released to you.

### **Parental Consent**

You represent and warrant that:

- a. if required, written consent from parents/guardians of any minors seeking to take the programs shall be obtained and maintained on file, and provided to us upon request; and
- b. you have the authority to consent to the collection by us of Personal Information from minors under 16 years of age, and in particular, have provided appropriate disclosures to such minors and their parents/guardians as required under applicable privacy laws, including providing them with a copy of our Privacy Policy, and have obtained and maintained on file, and shall provide to us upon request, written consent from the parents/guardians of such minors as required under applicable privacy laws.

### **Data Processing**

We may appoint service providers or other such third-party persons to process personal information on our behalf. Any personal information transferred outside of its jurisdiction of origin will comply with applicable data protection laws and regulations. Additional Data Protection Terms and Conditions are available upon request and the LivingWorks Privacy Policy can be found at <https://livingworks.net/privacypolicy/>.

### **Address for Materials and Notices**

All materials (if any) and notices will be addressed to the attention of the contact person and to the address of the other party specified in Schedule “C” hereto. All notices under this Agreement must be in writing.

**General**

This Agreement and all transactions contemplated by this Agreement are to be governed by the laws of the State of Delaware, USA, without regard to its conflict of law provisions and the parties hereto attorn to the exclusive jurisdiction of the courts of Delaware, USA.

No failure or delay by us in exercising any right, power, or privilege hereunder shall operate as a waiver thereof, nor shall any single or partial exercise thereof, preclude any other or further exercise thereof, or the exercise of any right, power, or privilege hereunder.

If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, that provision shall be deleted, and the other provisions shall remain in full force and effect.

If this Agreement is acceptable to you, please sign below in the space designated for your signature and return it to the attention of: [mike.kinzel@livingworks.net](mailto:mike.kinzel@livingworks.net)

If we have not received a signed copy of this Agreement from you within 30 days after the date of this letter, the offer contained in this Agreement will expire without further action required by either party. Once signed, this Agreement shall constitute the entire agreement between us and supersedes all prior understandings and agreements relating to the subject matter hereof. This Agreement may be modified or waived only by separate written agreement executed by each of us expressly so modifying or waiving this Agreement.

“THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK”]

**Next Steps**

Your next steps are set out in Schedule "D" hereto.

We welcome the opportunity to collaborate with you. Should you have any questions, please feel free to reach out to us at: 1 888 733-5484, or 587 482-2029

**Execution of Agreement**

This Agreement may be executed in any number of counterparts, each of which shall be construed as an original, and all of which shall constitute one and the same instrument. Electronic, photocopy, and facsimile copies of signatures may be used in place and stead of original signatures with the same force and effect as originals.

Sincerely,

LivingWorks Education USA Inc.  
By its duly authorized representative

*M Kinzel*  
Mike Kinzel  
Customer Operations Manager

**ACCEPTANCE OF AGREEMENT**

Agreed to and accepted this 6th day of February, 2026.

Luzerne-Wyoming Counties Mental Health  
and Developmental Services  
By its duly authorized representative

DocuSigned by:  
*Tara Fox*  
C7BD7CD016A247D...  
(Signature) Tara Fox  
Print Name: \_\_\_\_\_  
Office Held: MHDS Administrator

## SCHEDULE A

### PRODUCT(S), PROGRAM(S), AND/OR SERVICE(S) TERMS AND CONDITIONS

#### **LivingWorks Start v.2.1 Learner Pass**

##### **Program Description**

LivingWorks Start v.2.1 (“LivingWorks Start”) is a 60 to 90-minute interactive, self-paced, online training that helps Learners develop foundational skills as Suicide Alert Helpers to recognize when someone may be thinking of suicide and connect them to further help. The LivingWorks Start is a gateway to skills, connection, and community. Each pass includes one Learner license for the LivingWorks Start training program, available in English, Spanish, and French, with a VPAT-certified accessible option. It also provides access to the LivingWorks Connect mobile app for one Learner (available in English only, with jurisdictional age restrictions potentially applying). LivingWorks Connect supports the transition from training to real-world application by connecting Trainers and Helpers, offering local and relevant resources for support, and providing step-by-step guidance for suicide prevention efforts—helping to build stronger, more connected communities.

##### **Age Restrictions**

Learners must be aged 15+ years old or 13+ years old with the support of a parent/guardian who is strongly encouraged to have previously completed LivingWorks Start.

##### **Certification**

LivingWorks Start Learners are certified by LivingWorks for three years from the date of training completion.

##### **Administration**

LivingWorks will provide administrative and technical support to assist you with the implementation and execution of the Licenses. Upon signing of this Agreement, your designated project administrator will be provided with an email (containing a description of the program, sign-up link and depending on group setup, a coupon code) to distribute to your selected learners requesting registration. You are responsible for effecting distribution and may do so in whatever manner you deem most appropriate (e.g., bulk email dissemination, display on your website, course tile on your learning management system, etc.). An organizational group will be created within our Learning Management System (“LivingWorks Learn”) that will allow your project administrator to monitor the uptake of, progression in, and completion of LivingWorks Start by the learners, as well as access to survey results from learner feedback reports. LivingWorks Start evaluation questions can be provided to you upon request to inform you of what information will be asked of the learners upon completion of the course.

##### **Oversight**

**You are responsible for ensuring the uptake and completion of all LivingWorks Start Licenses**, and more particularly for:

- a. ensuring enough learners register for LivingWorks Start to fulfill all Licenses and extending availability to further learners, where an insufficient number of learners have registered; and
- b. ensuring registered learners complete LivingWorks Start 60 days after registration. Once a learner has registered for LivingWorks Start, the License shall be considered used and expire 60 days thereafter regardless of program completion status.

- c. ensuring registered learners do not exceed the total number of purchased Licenses.

### **Overages and Additional Licenses**

In the event that enrollments exceed the total Licenses purchased, you will be invoiced for the additional Licenses accessed. Invoices for these overages will be invoiced monthly and at the original bulk rate.

### **Expiry of All Licenses/Unused Licenses**

All Licenses expire 2 years from the date of their issuance. Accordingly, **you have two years from the date the Licenses were issued to arrange enrolment in LivingWorks Start by all learners.** We shall not provide notice of the expiry date. You are ultimately responsible for ensuring that all Licenses are used. **No refunds will be issued for unused or expired Licenses.**

### **Web Browser Compatibility**

LivingWorks Start is compatible with most up-to-date web browser programs.

### **Single Use License**

Each License grants one individual a non-exclusive, non-transferable right to register for, access, and use LivingWorks Start on the terms and conditions of this Agreement. This individual may access and use LivingWorks Start, but may not disseminate, distribute, or resell the program to any other person or persons in any manner whatsoever. A single user License must be purchased for every person who wishes to access and use the program within your organization. A License may not be installed or used in a virtualized or group environment in order to or in a manner that circumvents the single user type.

### **Continuing Access Rights to LivingWorks Learn**

Through LivingWorks Learn, registered learners and your designated project administrator will have access to our exclusive interactive resource center – in development and with further information regarding suicide prevention, including our “Find Safety Resources” site which may be used to locate local safety resources, if any. Use of LivingWorks Learn is governed by us; the terms of use of which are contained in such system. Access and user rights to LivingWorks Learn are held by the individual registered learner and not by you and shall survive the termination of the learner’s relationship with you. In the event of such termination, you shall not be granted access to or the use of LivingWorks Learn except to the extent that your relationship with other learners who hold such rights permits you to do so.

### **Continuing Access Rights to LivingWorks Connect**

Registered Helpers will have access to LivingWorks Connect which is governed by us; the terms of which are contained in such system. Access and user rights to LivingWorks Connect are held by the individual registered helper and not by you and shall survive the termination of the helpers' relationship with you. In the event of such termination, you shall not be granted access to or the use of LivingWorks Connect except to the extent that your relationship with other helpers who hold such rights permits you to do so.

**SCHEDULE B**

**VARIABLE COSTS**

None

In Process

**SCHEDULE C**

**PROJECT ADMINISTRATOR CONTACT INFORMATION  
ADDRESS FOR NOTICES AND MATERIALS**

**Customer Address and Contact Persons**

| <b>Training Point of Contact</b> |                            |
|----------------------------------|----------------------------|
| Name                             | Tara Fox                   |
| Email Address                    | tara.fox@luzernecounty.org |
| Phone Number                     | 570-408-1331               |

| <b>For Notices</b> |                                                         |
|--------------------|---------------------------------------------------------|
| Contact Name       | Tara Fox                                                |
| Address            | 111 N Pennsylvania Ave, Ste 300, Wilkes-Barre, PA 18701 |
| Email Address      | tara.fox@luzernecounty.org                              |
| Fax Number         | 570-825-6820                                            |

**LivingWorks Address and Contact Person**

| <b>For Notices and Returned Materials</b> |                                                            |
|-------------------------------------------|------------------------------------------------------------|
| Name                                      | LivingWorks Education USA Inc.                             |
| Address                                   | P.O. Box 9607<br>Fayetteville, North Carolina<br>USA 28311 |
| Contact Name                              | Mike Kinzel                                                |
| Email Address                             | mike.kinzel@livingworks.net                                |
| Phone Number                              | 587-482-2029                                               |

## **SCHEDULE D**

### **NEXT STEPS**

#### **NEXT STEPS**

Your next steps are:

1. Sign Agreement;
2. Provide us with invoicing information, in particular:
  - a. the address for invoicing;
  - b. the name, email address, and phone number of your invoicing contact; and
  - c. your Employer Identification Number (EIN);
3. Provide us with the name, email address, and phone number of your designated program administrator;
4. Pay invoice in full; and
5. Access the reporting made available to your program administrator in LivingWorks Learn to monitor the uptake and completion of the Licenses (extending availability to further learners, where necessary), prior to the Licenses' expiry date.

In Process

Signature Page

COUNTY OF LUZERNE

\_\_\_\_\_  
Romilda P. Crocamo, Esq.  
County Manager

\_\_\_\_\_  
Date

In Process

# Luzerne-Wyoming MHDS Program Provider Services Contract Request Form

Date:  Staff Initials:

Provider:

**PROVIDER CONTACT INFO (only for NEW providers)**

Name:

**CONTRACT TYPE**

Email:

**CONTRACT YEAR**

Phone:

NWS Code:

| Program      | Service Description | Facility Code | Procedure Code | Amount           |
|--------------|---------------------|---------------|----------------|------------------|
| MH           | Suicide Training    |               | N/A            | \$ 54,750        |
| <b>TOTAL</b> |                     |               |                | <b>\$ 54,750</b> |

**CONTRACT/AMENDMENT JUSTIFICATION**

This contract provides for a two-year agreement up to \$54,750 for up to 5,000 single-use licenses for Suicide Prevention Training. This is a priority of MHDS and for the County. MHDS will purchase 3,000 licenses for \$44,850 and have the option to purchase an additional 2,000 licenses for \$9,900. This will be paid for using base-funding.

**APPROVALS**

MHDS DEPUTY ADMINISTRATOR (DS & EI Requests) DATE

MHDS FISCAL DIRECTOR DATE

MHDS ADMINISTRATOR DATE

DocuSigned by:

*Tara Fox*

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**RESOLUTION R-2022-71  
LUZERNE COUNTY COUNCIL**

***A Resolution of the Luzerne County Council Providing Tax Exemption for New Construction  
in Deteriorated Areas under the Local Economic Revitalization Tax Assistance Act***

WHEREAS, under the Local Economic Revitalization Tax Assistance Act (“LERTA”), 72 P.S. §4722 et seq., Luzerne County is a local taxing authority that has the power to provide tax exemption for new construction in “Deteriorated Areas”; and

WHEREAS, The Luzerne County Council (“The Council”) has the authority to levy, establish, alter, and/or abolish taxes and assessments except as may be limited by applicable law; and

WHEREAS, The Council believes that providing tax exemptions under LERTA will encourage new industrial, commercial, and business development in the Deteriorated Areas, and in turn lead to additional tax revenue for Wilkes-Barre Township, the Wilkes-Barre Area School District, and Luzerne County.

WHEREAS, on November 1, 2021, the Wilkes-Barre Township Council held a public hearing for the purpose of designating certain property within Wilkes-Barre Township as a Deteriorated Area; and

WHEREAS, subsequent to the public hearing, the Wilkes-Barre Township Council enacted Resolution 11 of 2021, dated November 1, 2021, designating real estate consisting of seventy (70) acres of land located on the west side of Pennsylvania State Road 309 situate in Wilkes-Barre Township, Luzerne County, Pennsylvania covering lands incorporating all or part of Parcel Tax ID 69I9 00B03A000, 69I10 00A07F000, and 69I10 00A10A000 within Wilkes-Barre Township, the “LERTA Qualified Property” as a Deteriorated Area for the purpose of providing a LERTA exemption to Blue Cup Ventures Wilkes-Barre, LLC (“Blue Cup”)

WHEREAS, A copy of the Wilkes-Barre Township LERTA Application and resulting designation Resolution specifying the Applicant and the location of the LERTA Qualified Property; and

WHEREAS, The Council also believes that providing a partial tax exemption under LERTA will encourage new industrial, commercial, and business development in the Deteriorated Areas of the LERTA Qualified Property, and in turn lead to additional tax revenue for Wilkes-Barre Township, the Wilkes-Barre Area School District, and Luzerne County.

NOW, THEREFORE BE IT RESOLVED BY THE LUZERNE COUNTY COUNCIL, as follows:

SECTION ONE. Incorporation of Preamble.

The provisions set forth above in the preamble to this Resolution are incorporated herein by reference in their entirety.

SECTION TWO. Definitions.

The below terms will be defined as follows for the purposes of this Resolution.

- 2.1 “*Deteriorated Property*” means any industrial, commercial or other business property located in an eligible deteriorating area as defined hereinafter, or any such property which has been the subject of an order of a governmental agency requiring the property to be vacated, condemned or demolished by reason of non-compliance with laws, ordinances or regulations.
- 2.2 “*Improvement*” means repair, new construction or reconstruction, building alterations or additions, having the effect of rehabilitating deteriorated property so that it becomes habitable or attains higher standards of safety, health, economic use or amenity or is brought into compliance with laws, ordinances or regulations governing such standards. Ordinary upkeep or maintenance shall not be deemed an improvement.
- 2.3 “*Deteriorated Area*” means the real estate located in Wilkes-Barre Township that the Board of Supervisors designated as a Deteriorated Area in Resolution # 11 of 2021, dated November 1, 2021.
- 2.4 “Property Owner” means Blue Cup Ventures Wilkes-Barre, LLC, its successors and assigns.

SECTION THREE. Exemptions.

- 3.1 The amount to be exempted from real estate taxes is specifically defined in sub-paragraph 3.3 based upon a percentage of the actual cost of new construction in the Deteriorated Area or improvements to the LERTA Qualified Property. The applicant is responsible for paying all applicable Luzerne County taxes not associated with the new improvements.
- 3.2 The partial exemption from real estate taxes is limited to improvements or new constructions for which an exemption has been requested in the manner set forth in this Resolution. All other applicable Luzerne County property taxes are not exempt and must be paid.

- 3.3 The exemption commences on the date that the improvement or new construction is assessed by the Luzerne County Assessor's Office. At that time, the said improvements will be in part exempt according to the following schedule:

**Year 1 through year 10:**           **35% of all real estate taxes to be paid by the Property Owner during the 10-year term of the LERTA tax exempt period and the balance, 65% of such real estate taxes to be exempt during the 10-year period of the LERTA tax exempt period.**

**In no way shall, the property tax exemption under LERTA continue beyond the 10<sup>th</sup> tax year following the final assessment of eligible real property Improvements.**

- 3.4 The exemption from taxes granted under this Resolution does not terminate upon the sale or exchange of the LERTA Qualified Property.

SECTION FOUR. Procedure for Obtaining Exemption.

- 4.1 Any person desiring tax exemption under this Resolution ("Applicant") shall submit an application with the Luzerne County Tax Assessor's Office. The Applicant shall submit the application within forty-five (45) days of receiving the building permit for the improvement or new construction. If the improvement or new construction does not require a building permit, the Applicant shall submit the application within forty-five (45) days of commencing the construction. The application must be in writing and must provide the following information:

- 4.1.1 the name of the owner or owners of the deteriorated area;
- 4.1.2 the date the building permit was issued for the improvement or new construction (if applicable); and
- 4.1.3 the date when the Applicant commenced the construction for the improvement or new construction (if applicable); and
- 4.1.4 the location of the property including tax parcel identification numbers; and
- 4.1.5 a brief description of the proposed improvement or new construction; and
- 4.1.6 estimated costs of the improvement or new construction; and
- 4.1.7 any other information that Luzerne County may require.

- 4.2 Upon completion of the improvement or new construction, the Applicant shall notify the Luzerne County Tax Assessor's Office by writing that the improvement or new construction is complete. The Luzerne County Tax Assessor's Office shall then separately assess the new construction or improvement and calculate the amount of the assessment eligible for tax exemption in accordance with the limits established by this Resolution. The Luzerne County Tax Assessor's Office shall then notify the Applicant, Wilkes-Barre Township, Luzerne County, and the Wilkes-Barre Area School District of the reassessment and the amount of the assessment eligible for the exemption.

4.3 Any Local Taxing Authorities may appeal the reassessment as provided by law. Applicant waives the right to appeal any property tax assessment during the LERTA period unless the assessment exceeds \$20 Million Dollars of the eligible new construction. Applicant's tax assessment appeal rights shall be fully restored after the LERTA period has expired.

4.4 The cost of the new construction or improvements to be exempted and the schedule of taxes exempted existing at the time of the initial request for tax exemption shall be applicable to that exemption request, and subsequent amendment to this Resolution, if any, shall not apply to the adoption of any such amendment.

SECTION FIVE. Termination Date.

An application for exemption may be made at any time within three years from the Effective Date of this Resolution. All qualified applications under this Resolution are eligible for the entire ten (10) year exemption schedule.

SECTION SIX. Extension.

The Luzerne County Tax Assessor may extend the time for filing an application for exemption for a period of 30 days in the event the application is not filed within the 45-day period as set forth herein provided Applicant is able to establish good cause for any delay preventing the timely filing as provided for here in. Good Cause shall mean (a) acts of God; (b) flood, fire, earthquake or other catastrophes such as epidemics, pandemics, or quarantines, or explosion; (c) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot, or other civil unrest; (d) government order, law, or action; (e) embargoes, or blockades in effect on or after the date of this Agreement; (f) national or regional emergency; (g) strikes, labor stoppages or slowdowns, or other industrial disturbances; (h) telecommunication breakdowns, power outages or shortages, lack of warehouse or storage space, inadequate transportation services, or inability or delay in obtaining supplies of adequate or suitable materials; (i) any other similar events or circumstances beyond the reasonable control of the Property Owner.

SECTION SEVEN. Revocation of LERTA Exemption.

The exemption from real estate taxes provided for herein shall be forfeited by the Applicant and/or any subsequent owner of the real estate for the failure to pay any nonexempt real estate taxes by the last day of the time period to pay such taxes in the penalty period. Upon receipt of the notice of nonpayment of nonexempt real estate taxes, and after expiration of a thirty (30) day cure period, Luzerne County may discontinue the LERTA exemption granted hereby.

SECTION EIGHT. Amendments.

No amendments to this Resolution are effective unless Property Owner, its successor and assigned and the Council consents to the amendment by Resolution.

SECTION NINE. Repealer.

This Resolution repeals any other resolution or ordinance inconsistent with this Resolution.

SECTION TEN. Severability.

If any part of this Resolution is unenforceable to any extent for any reason, the rest of the Resolution will remain fully enforceable.

SECTION ELEVEN. Effective Date.

This Resolution shall become effective six (6) days from the date of enactment.

SECTION TWELVE. Further Authorization.

The administration and officials for Luzerne County are directed and authorized to take any action needed to carry out the intent of this Resolution.

ADOPTED at a meeting of the Luzerne County Council held on the 22<sup>nd</sup> day of March, 2022.

ROLL CALL VOTE (11-0)

YES: Bienias, Lescavage, Lombardo, McDermott, McGinley, Perry, Radle, Schnee, Thornton, SJ Urban and Wolovich

LUZERNE COUNTY COUNCIL

By: Kendra Radle  
Kendra Radle, Chair

Attest: Sharon Lawrence  
Sharon Lawrence, Clerk of Council

LUZERNE COUNTY MANAGER

By: Romilda P. Crocamo  
Romilda P. Crocamo, Esq.  
Acting County Manager

**RESOLUTION \_\_\_\_\_ OF 2026  
LUZERNE COUNTY COUNCIL**

**Addendum to Resolution R-2022-71 of the Luzerne County Council Providing Tax Exemption for New Construction in Deteriorated Areas under the Local Economic Revitalization Tax Assistance Act**

WHEREAS, on March 22, 2022, the Luzerne County Council adopted Resolution #71 for real estate consisting of seventy (70) acres of land located on the west side of Pennsylvania State Road 309 situate in Luzerne County Council, Luzerne County, Pennsylvania covering lands incorporating all or part of Parcel Tax ID 6919 00B03A000, within Luzerne County Council, as a deteriorated area (“Deteriorated Area”) for the purpose of providing a LERTA exemption; and

WHEREAS, on March 22, 2022, the members of Council of Luzerne County adopted Resolution 71 of 2022, providing a LERTA property tax exemption for such Deteriorated Area; and

WHEREAS, the members of Council of Luzerne County Council now desires to amend certain provisions of Resolution 71 of 2022 in furtherance of the purpose thereof to encourage new industrial, commercial, and business development in the Deteriorated Areas, and in turn lead to additional tax revenue for Wilkes-Barre Township, the Wilkes-Barre Area School District, and Luzerne County.

**NOW, THEREFORE BE IT RESOLVED BY THE MEMBERS OF COUNCIL OF WILKES-BARRE, as follows:**

SECTION ONE. Incorporation of Preamble.

The provisions set forth above in the preamble to this Resolution are incorporated herein by reference in their entirety.

SECTION TWO. Definitions.

Capitalized terms used by not defined in this Resolution shall have the meanings given thereto in Luzerne County Council Resolution R-2022-71.

SECTION THREE. Termination Date.

Section Five of Resolution R-2022-71 is hereby deleted in its entirety and replaced with the following:

“Termination Date. “Applications for exemption may be made at any time, and from time to time, from the Effective Date of Resolution R-2022-71 until December 31, 2027. When the application under this Resolution is submitted the applicant shall be eligible for the entire ten-year exemption schedule.”

SECTION FOUR. Severability.

If any part of this Resolution is unenforceable to any extent for any reason, the rest of the Resolution will remain fully enforceable.

SECTION FIVE. Effective Date.

This Resolution shall become effective six (6) days from the date of enactment.

SECTION SIX. Further Authorization.

The administration and officials of Luzerne County Council are directed and authorized to take any action needed to carry out the intent of this Resolution.

ADOPTED at a meeting of the Luzerne County Council held on the \_\_\_\_ day of \_\_\_\_\_, 2026.

1. ROLL CALL VOTE (11-0)

YES: Sabatino, Stephenson, Krushnowski, Lombardo, Bryn Smith, Haas, Simmons, McDermott, Bellas, Williams, Coslett.

LUZERNE COUNTY COUNCIL

By: \_\_\_\_\_  
Jimmy Sabatino, Chair

Attest: \_\_\_\_\_  
\_\_\_\_\_, Clerk of Council

LUZERNE COUNTY MANAGER

By: \_\_\_\_\_  
Romilda P. Crocamo, Esq.  
County Manager

Blue Cup Ventures Wilkes-Barre I, LLC  
n/b/m Blue Cup Ventures Hazleton I, LLC

Name: \_\_\_\_\_ (SEAL)

Title: Jeff Randolph, Manager

**RESOLUTION 2025-\_\_\_\_\_**

**WILKES-BARRE AREA SCHOOL DISTRICT**

**Addendum to Resolution R-2022-2 of the Directors of the Wilkes-Barre Area School District Providing Tax Exemption for New Construction in Deteriorated Areas under the Local Economic Revitalization Tax Assistance Act**

WHEREAS, on October 25, 2021, the Wilkes-Barre Township Council adopted Resolution #11 for real estate consisting of seventy (70) acres of land located on the west side of Pennsylvania State Road 309 situate in Wilkes-Barre Township, Luzerne County, Pennsylvania covering lands incorporating all or part of Parcel Tax ID 69I9 00B03A000, within Wilkes-Barre Township, as a deteriorated area (“Deteriorated Area”) for the purpose of providing a LERTA exemption; and

WHEREAS, on April 14, 2022, the Directors of the Wilkes-Barre Area School District (the “WBASD”) adopted Resolution R-2022-2, providing a LERTA property tax exemption for such Deteriorated Area; and

WHEREAS, the Board now desires to amend certain provisions of Resolution R-2022-2 in furtherance of the purpose thereof to encourage new industrial, commercial, and business development in the Deteriorated Areas, and in turn lead to additional tax revenue for Wilkes-Barre Township, the Wilkes-Barre Area School District, and Luzerne County.

**NOW, THEREFORE BE IT RESOLVED BY THE DIRECTORS OF THE WILKES-BARRE AREA SCHOOL DISTRICT, as follows:**

SECTION ONE. Incorporation of Preamble.

The provisions set forth above in the preamble to this Resolution are incorporated herein by reference in their entirety.

SECTION TWO. Definitions.

Capitalized terms used by not defined in this Resolution shall have the meanings given thereto in WBASD Resolution R-2022-2.

SECTION THREE. Termination Date.

Section Five of Resolution R-2022-2 is hereby deleted in its entirety and replaced with the following:

“Termination Date. “Applications for exemption may be made at any time, and from time to time, from the Effective Date of Resolution R-2022-2 until December 31, 2027. When the applications under this Resolution is submitted the applicant shall be eligible for the entire ten-year exemption schedule.”

SECTION FOUR. Severability.

If any part of this Resolution is unenforceable to any extent for any reason, the rest of the Resolution will remain fully enforceable.

SECTION FIVE. Effective Date.

This Resolution shall become effective six (6) days from the date of enactment.

SECTION SIX. Further Authorization.

The administration and officials for WBASD are directed and authorized to take any action needed to carry out the intent of this Resolution.

**ADOPTED** at a meeting of the Directors of the Wilkes-Barre Area School District held on the 27th day of October 2025.

ROLL CALL VOTE:

Yes: 8

No: 0

THE DIRECTORS OF THE WILKES-BARRE AREA SCHOOL DISTRICT

Wilkes-Barre Area School District

By: Joseph A. Caffrey (SEAL)

Name: Joseph A. Caffrey, President

Blue Cup Ventures Wilkes-Barre I, LLC  
n/b/m Blue Cup Ventures Hazleton I, LLC

Name: Jeff Randolph (SEAL)

Title: Jeff Randolph, Manager



# Request for Consideration LERTA Tax Abatement

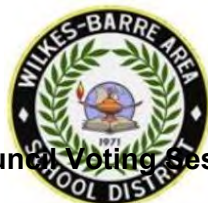
Property Address: 400 Johnson St Wilkes-Barre Township, PA 18702



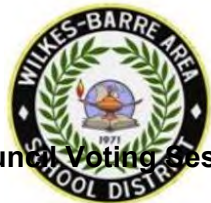
# Project Summary



| Current Conditions                                                                                                                                                                                        | Project Scope & Timing                                                                                                                                                                                                                                              | Tax Impact/ Ask                                                                                                                                                                                                                                                                                                                                                   | Job Creation                                                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Mine scarred land Mining permit issued prior to 1974 – limited restoration requirements</p> <p>Depleted mineral resources</p> <p>Minimal plant or animal life supported by current soil conditions</p> | <p>973,000 sf Warehouse</p> <p>\$50M invested over 2 years</p> <p>1 Institutional Grade Buildings</p> <ul style="list-style-type: none"> <li>• “Class A” Tenants</li> </ul> <p>Control storm water run-off</p> <p>Replace obsolete waterline running under site</p> | <p>Requesting 65% LERTA Abatement</p> <p>“Flat” yrs. 1-10</p> <p>Yr1-10 Property Tax Increase to</p> <ul style="list-style-type: none"> <li>• \$840,000/yr. from</li> <li>• \$700/ yr. (current)</li> <li>• \$2.0 M/yr. in 10 years</li> </ul> <p>Increase Assessed Value</p> <ul style="list-style-type: none"> <li>• \$56 M from</li> <li>• \$26,000</li> </ul> | <p>1,800 full time jobs</p> <p>&gt;800 full time jobs during the construction phase</p> <p>Job totals include direct and indirect positions</p> |



# Parcel is mine scarred land adjacent to I-81



# Parcel is Surrounded by Industrial uses & Mine Scarred Land



# Proposed Building

## Distance to Major Roads

-  1.6 miles
-  15 miles
-  9 miles

| Building 2            |              |
|-----------------------|--------------|
| SF                    | 1,013,100    |
| Dimensions            | 1512' x 620' |
| Acres                 | 80           |
| Max Dock Doors        | 190          |
| Trailer Parking       | 200          |
| Expansion             | 540          |
| Total Trailer Parking | 740          |

**PRELIMINARY**

 **INTEGRATED**  
DEVELOPMENT PARTNERS  
430 NORTH FRONT STREET  
WORMLEYSBURG, PA | 17043  
717-388-1362

August | 2021  
Wilkes-Barre Township, Luzerne County  
Warehouse Concept

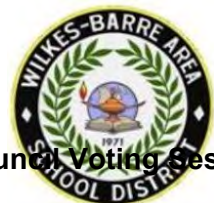


  
**BLUECUP**  
**VENTURES**  
— L L C —

# Preliminary Renderings -1



Typical building elevations



# Project can add \$1.1 M to tax revenues after abatement – Increasing to ~1.9 M in 2035



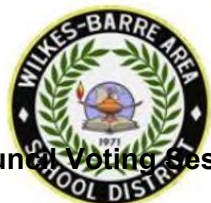
|                             | Current<br>2021 | w/LERTA<br>Improved<br>2024-2034 | w/o LERTA<br>Improved<br>2024-2034 | LERTA<br>Abatement | LERTA Expires<br>2035 |             |
|-----------------------------|-----------------|----------------------------------|------------------------------------|--------------------|-----------------------|-------------|
| Building SF                 |                 | 973,000                          | 973,000                            |                    | 973,000               |             |
| Assessed Value with CLR     |                 | \$33.12                          | \$62.23                            |                    | \$79.11               |             |
| Property Value              | \$26,759        | \$32,220,000                     | \$60,550,000                       |                    | \$76,973,136          |             |
| mills                       | 0.0262          | 0.0262                           | 0.0262                             |                    | 0.0262                |             |
| Tax Revenue \$/ Yr          | \$701           | \$840,000                        | \$1,590,000                        | (\$750,000)        | \$2,016,912           |             |
| COUNTY -Luzerne             | \$164           | \$200,000                        | \$370,000                          | (\$170,000)        | \$470,000             | 23%         |
| MUNICIPAL- Wilkes Barre Twp | \$42            | \$50,000                         | \$100,000                          | (\$50,000)         | \$120,000             | 6%          |
| SCHOOL - WBASD              | \$495           | \$590,000                        | \$1,120,000                        | (\$530,000)        | \$1,420,000           | 71%         |
| <b>TOTAL</b>                | <b>\$701</b>    | <b>\$840,000</b>                 | <b>\$1,590,000</b>                 | <b>(\$750,000)</b> | <b>\$2,010,000</b>    | <b>100%</b> |

-47%

## Allocation Calculation

| Jurisdiction                | Mill Rate      | Allocation    |
|-----------------------------|----------------|---------------|
| COUNTY -Luzerne             | 6.1696         | 23.5%         |
| MUNICIPAL- Wilkes Barre Twp | 1.6000         | 6.1%          |
| SCHOOL - WBASD              | 18.4332        | 70.3%         |
| <b>TOTAL</b>                | <b>26.2028</b> | <b>100.0%</b> |

Current taxes from property - estimate



# LERTA Abatement applied to Building Improvements

## Increased land value is not subject to LERTA



### Assessed Value 2025 w/LERTA

|                       | Market Value    | Abatement |           | \$/SF        | CLR          | 2025            |
|-----------------------|-----------------|-----------|-----------|--------------|--------------|-----------------|
| Building Value \$/SF  | \$ 55.00        | 65%       | \$        | 19.25        | 88.9%        | \$ 17.11        |
| Land Value \$/SF      | \$ 18.00        | 0%        | \$        | 18.00        | 88.9%        | \$ 16.00        |
| <b>Property Value</b> | <b>\$ 73.00</b> |           | <b>\$</b> | <b>37.25</b> | <b>88.9%</b> | <b>\$ 33.12</b> |

### Assessed Value 2035 w/o LERTA

|                       | Market Value    | Abatement |           |              | CLR          | 2035            |
|-----------------------|-----------------|-----------|-----------|--------------|--------------|-----------------|
| Building Value \$/SF  | \$ 67.04        | 0%        | \$        | 67.04        | 88.9%        | \$ 59.60        |
| Land Value \$/SF      | \$ 21.94        | 0%        | \$        | 21.94        | 88.9%        | \$ 19.51        |
| <b>Property Value</b> | <b>\$ 88.99</b> |           | <b>\$</b> | <b>88.99</b> | <b>88.9%</b> | <b>\$ 79.11</b> |

### Assessed Value 2025 w/o - LERTA

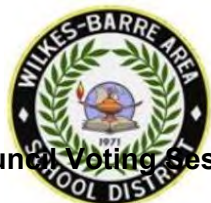
|                       | Market Value    | Abatement |           |              | CLR          | 2025            |
|-----------------------|-----------------|-----------|-----------|--------------|--------------|-----------------|
| Building Value \$/SF  | \$ 55.00        | 0%        | \$        | 55.00        | 88.9%        | \$ 48.90        |
| Land Value \$/SF      | \$ 15.00        | 0%        | \$        | 15.00        | 88.9%        | \$ 13.34        |
| <b>Property Value</b> | <b>\$ 70.00</b> |           | <b>\$</b> | <b>70.00</b> | <b>88.9%</b> | <b>\$ 62.23</b> |

Current Value \$30,100 88.9% \$26,759

The Common Level Ratio (CLR) for 2022 in Luzerne County is 88.9.

Property Value Escalation 2.00%

Year 10



# Job Creation



The project is forecast to create more than 1,800 full-time long-term jobs.

The construction phase will create more than 800 full time jobs.

## Types of Jobs Created

| Forecast Full Time Jobs                       |             |                |                |                     |              |
|-----------------------------------------------|-------------|----------------|----------------|---------------------|--------------|
| Major industry group                          | Direct jobs | Supplier jobs* | Induced jobs** | Total indirect jobs | Total Jobs   |
| <i>Transportation and warehousing- ratios</i> | 100         | 112.8          | 163.3          | 276                 | 376          |
| <b>Totals- Jobs 1 bldg</b>                    | <b>500</b>  | <b>564</b>     | <b>816.5</b>   | <b>1380</b>         | <b>1,880</b> |

| Employment multipliers/ \$1 million |                   |                |                |                     |            |
|-------------------------------------|-------------------|----------------|----------------|---------------------|------------|
| Forecast Construction Value         |                   |                | \$ 50 M        |                     |            |
| Major industry group                | Direct jobs/ \$MM | Supplier jobs* | Induced jobs** | Total indirect jobs | Total Jobs |
| <i>Construction ratios</i>          | 5.5               | 4.8            | 6.1            | 10.9                |            |
| <b>Total Jobs</b>                   | <b>272</b>        | <b>307</b>     | <b>307</b>     | <b>540</b>          | <b>812</b> |

\* Includes materials and capital services supplier jobs

\*\* Includes jobs supported by respending of income from direct jobs and supplier jobs, as well as public-sector jobs supported by tax revenue

Source: EPI analysis of data from the Bureau of Labor Statistics (BLS) Employment Requirements Matrices, the BLS Current Employment Statistics program, and the Bureau of Economic Analysis GDP-by-industry accounts

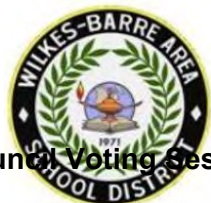
Model Source: Economic Policy Institute

Updated employment multipliers for the U.S. economy

Report • By Josh Bivens • January 23, 2019

## Total Job Creation By Year

|                     | 2022     | 2023         | 2024         |
|---------------------|----------|--------------|--------------|
| <b>Trans/Whse</b>   |          | <b>1,880</b> | <b>1,880</b> |
| <b>Construction</b> |          | <b>812</b>   |              |
| <b>Total Jobs</b>   | <b>-</b> | <b>2,692</b> | <b>1,880</b> |



# Large Occupiers currently searching for 11 MSF on the I-78/I-81 Corridor

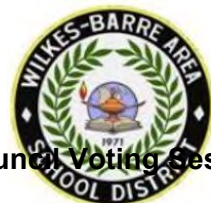


## Current Searches

| Deal                       | Size      | Timing |
|----------------------------|-----------|--------|
| Project Falcon             | 1,000,000 | TBD    |
| Undisclosed                | 1,000,000 | TBD    |
| Undisclosed                | 1,000,000 | 2022   |
| Project Orange             | 1,000,000 | TBD    |
| Pepperidge Farm            | 1,000,000 | 2021   |
| Project TV                 | 1,200,000 | 2021   |
| Project Conduit (Walmart?) | 2,000,000 | TBD    |
| DHL/Excel - William Sonoma | 1,200,000 | 2021   |
| UNFI                       | 1,200,000 | 2021   |
| Project Victoria           | 1,200,000 | TBD    |

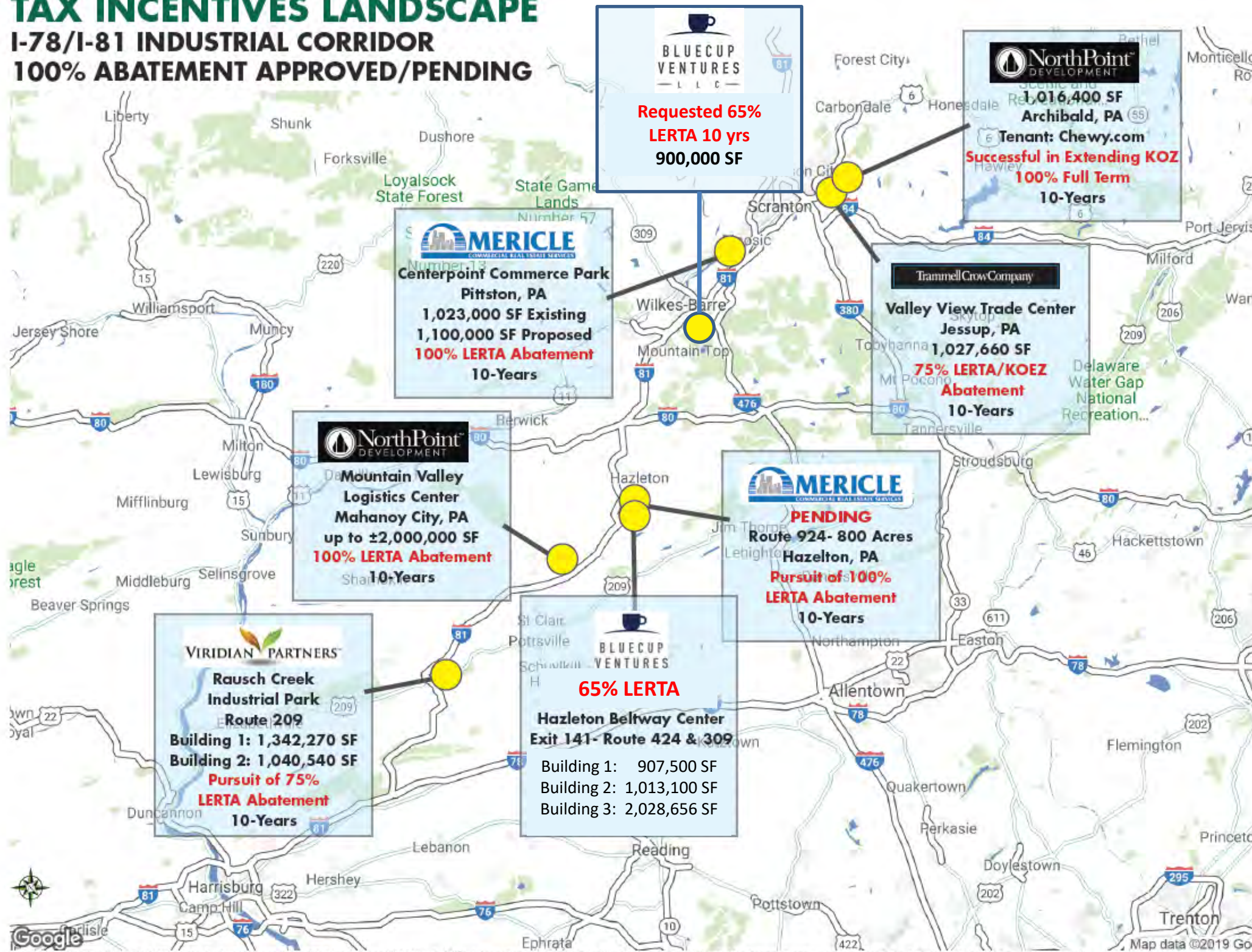
## Recent Deals

| Property                    | Location         | Date   | Tenant                                | Landlord                      | Size (SF) |
|-----------------------------|------------------|--------|---------------------------------------|-------------------------------|-----------|
| 198 Commercial Blvd         | Blakeslee, PA    | Jun-19 | Medline                               | Exeter Property Group         | 510,510   |
| Corporate Center Drive West | Tobyhanna, PA    | Oct-18 | NFI                                   | Clarius                       | 1,000,000 |
| 141 Commercial Blvd         | Blakeslee, PA    | Oct-18 | American Tire Distributors            | Exeter Property Group         | 1,004,400 |
| 2086 Corp Center Drive W    | Tobyhanna, PA    | Oct-18 | J&J Sales & Logistics                 | Mapletree Invest              | 1,369,000 |
| TradePort 164, Building B   | Wilkes Barre, PA | Aug-18 | VM Innovations                        | NorthPoint Development        | 611,000   |
| 550 Oak Ridge Road          | Hazleton, PA     | Mar-18 | Amazon.com                            | Gramercy Property Trust       | 615,600   |
| 550 New Commerce Blvd       | Wilkes Barre, PA | Oct-17 | Adidas                                | NorthPoint Development        | 843,000   |
| 545 Oak Hill Road           | Mountain Top, PA | Oct-17 | PepsiCo (Quaker Sales & Distribution) | I&G Direct Real Estate 16, LP | 502,754   |
| 325 CenterPoint Blvd        | Pittston, PA     | Mar-17 | Kimberly-Clark                        | KBS                           | 744,080   |
| 600 New Commerce Blvd       | Wilkes-barre, PA | Jan-17 | Chewy.com                             | NorthPoint                    | 808,160   |
| 60 Green Mountain Road      | Hazleton, PA     | Feb-17 | Michaels Stores, Inc.                 | Mericle                       | 692,273   |
| 3000 AM Drive               | Quakertown, PA   | Jun-16 | Continental Tires                     | Prologis                      | 780,880   |
| 25 Keystone Blvd            | Pottsville, PA   | Apr-16 | Hudson Bay-Saks 5th Avenue            | NorthPointe                   | 617,000   |



# LERTA is Required to Keep Project Competitive 65% request is lowest in NEPA

## TAX INCENTIVES LANDSCAPE I-78/I-81 INDUSTRIAL CORRIDOR 100% ABATEMENT APPROVED/PENDING



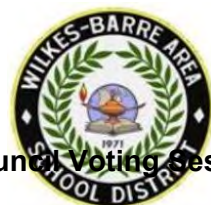
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# Project Team – Regionally Based with deep experience working on mine scarred lands



| Service Provider                               | Company                            | Location          |
|------------------------------------------------|------------------------------------|-------------------|
| Civil Engineer                                 | IDP                                | Wormleysburg, PA  |
| Attorney                                       | Hoegen & Assoc                     | Wilkes-Barre, PA  |
| Traffic Engineer                               | Traffic Planning & Design TPD Inc. | Bethlehem, PA     |
| Geotechnical/ Soils/<br>Environmental Engineer | Kleinfelder/ Advantage             | Mechanicsburg, PA |
| Wastewater Engineer                            | Entech                             | Reading, PA       |
| Aquatic Resource<br>Delineation                | TES&P                              | Carlisle PA       |
| Broker                                         | CBRE                               | Harrisburg, PA    |



# PROJECT TEAM



**JEFF RANDOLPH, AIA, MANAGING PARTNER**

---

>30 years of real estate experience, leading multinational occupiers such as Amazon, PepsiCo and Diageo, building on a foundation of work with leading service providers such as KPMG, Trammell Crow, and NYC based architectural firms. MBA Finance NYU Stern, Master of Architecture UPenn, AB UChicago



**BERNARD HANSEN PARTNER**

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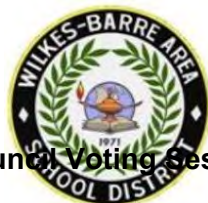
Diverse career in Real Estate Finance and Asset management for various property types throughout the U.S. Served in positions of leadership with national banking organizations that include Citicorp (Seattle and Atlanta), Wells Fargo Realty Advisors, and Continental Illinois National Bank totaling \$3.2 billion of loans. Led asset management and investor relations for Security Properties, a Seattle-based multi-family property management company with other \$1 billion in properties under management in 42 states. BLA from University of Oregon and MLA Masters Harvard University



**COERT VOORHEES PARTNER**

---

35 years of experience with acquisitions, sales, bifurcations, credit enhancements, leasing, brownfield finance and sale leasebacks. Developed solutions for large scale rollouts of new real estate and financial platforms to established and emerging markets and experience as a project manager in multifamily and office construction. BS in Urban Geography University of Utah



# SAMPLE PROJECTS



| DIAGEO WESTERN WINES DISTRIBUTION CENTER |                                                                                         |
|------------------------------------------|-----------------------------------------------------------------------------------------|
| <b>Project Location</b>                  | Sonoma, California                                                                      |
| <b>Project Status</b>                    | Completed                                                                               |
| <b>Building Area</b>                     | 300,000 sf                                                                              |
| <b>Roll</b>                              | Build-to-suit to expand existing bottling and warehousing operations, property manager. |

The Diageo Western Wines Distribution Center was constructed to consolidate operations from multiple 3<sup>rd</sup> party logistics operations scattered throughout the region and provide for expanding west coast and international demand for Napa and Sonoma produced wines.

Single loaded building housing bottling and warehousing operations, connected to an adjacent warehouse operation in a separate tax jurisdiction thru canopy structures.

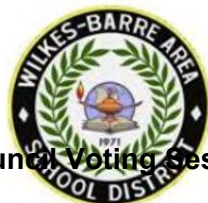
| CANADIAN WHISKEY AGING FACILITY |                                                                                                                                     |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Location</b>         | Salaberry-de-Valleyfield, Quebec, Canada                                                                                            |
| <b>Project Status</b>           | Completed                                                                                                                           |
| <b>Building Area</b>            | 470,000 sf                                                                                                                          |
| <b>Roll</b>                     | Build-to-suit warehousing for long term spirits aging. Designed for Class "C" combustibles and Spill containment, property manager. |

The Crown Royal Whiskey Aging Facility was constructed to consolidate operations from multiple 3<sup>rd</sup> party logistics operations across Eastern Canada.

Project built in 3 phases with institutional investor.

| MULLER QUAKER DAIRY PLANT |                                                                                                             |
|---------------------------|-------------------------------------------------------------------------------------------------------------|
| <b>Project Location</b>   | Batavia, NY                                                                                                 |
| <b>Project Status</b>     | Completed                                                                                                   |
| <b>Building Area</b>      | 360,000 sf                                                                                                  |
| <b>Roll</b>               | Build-to-suit state of the art food processing facility for dairy and yogurt production and finished goods. |

\$200 million yogurt production facility employing more than 200 FTE staff joint venture of PepsiCo's Quaker Oats unit and the German based Theo Muller Group. Manufacturing building sized to accommodate the installation of 10 lines of process/filling/packaging equipment, cooler warehousing, and shipping/receiving docks. Process Wastewater Pretreatment Facility designed to treat the process waste to the minimum level acceptable to the local POTW. Design-Build project.



# SAMPLE PROJECTS



## AMAZON FULFILMENT CENTER BCN1

|                         |                                                                                                                                       |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Location</b> | Barcelona, Spain                                                                                                                      |
| <b>Project Status</b>   | Completed                                                                                                                             |
| <b>Building Area</b>    | 1,800,000 sf                                                                                                                          |
| <b>Roll</b>             | Build-to-suit state of the art warehousing. 3 levels of mezzanine. Largest warehouse building ever constructed in continental Europe. |

Operating with 600 full time workers, Amazon's Catalonian facility is in El Prat, between Barcelona's Sea Port and Airport.

The building structure is pre-cast concrete supporting the 3 mezzanine levels use Amazon Robotics' which stow and pick goods. The project was completed in less than 9 months from groundbreaking. The site has direct access to public transportation and is the centerpiece of Barcelona's seaport's industrial estate.

## AMAZON FULFILMENT CENTER LCY2

|                         |                                                                                                                                             |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Location</b> | Tilbury, UK                                                                                                                                 |
| <b>Project Status</b>   | Completed                                                                                                                                   |
| <b>Building Area</b>    | 2,000,000 sf                                                                                                                                |
| <b>Roll</b>             | Build-to-suit state of the art warehousing. 3 levels of mezzanine plus ground floor. Largest warehouse building ever constructed in the UK. |

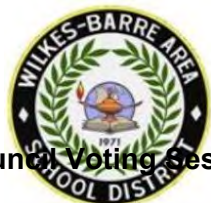
Located on the Thames River, approximately 20 miles southeast of London, LCY2 serves the Greater London Market. The building structure is steel framed with 3 self supporting mezzanine levels housing Amazon Robotics' to stow and pick goods. The project was completed in less than 9 months from groundbreaking. The building has been fitted with more than 11,500 module solar panels which generate the equivalent amount of electricity required to power 700 homes for one year. The property is on a long-term lease.

## AMAZON FULFILMENT CENTER MPX3

|                         |                                                                           |
|-------------------------|---------------------------------------------------------------------------|
| <b>Project Location</b> | Vercelli, Italy                                                           |
| <b>Project Status</b>   | Completed                                                                 |
| <b>Building Area</b>    | 1,151,300 sf                                                              |
| <b>Roll</b>             | Build-to-suit state of the art fulfillment center to service north Italy. |

€65 million new 100,000 sqm facility, has been a significant driver of economic development for the local area. The site created up 600 new jobs meeting the growing customer demand in Italy's Piedmont Region. The center is the heart of Amazon's delivery network in the northwestern part of Italy.

The building has two mezzanine levels, supported by a precast concrete structure. The project was completed in less than 12 months from site selection with the assistance and cooperation of the local and regional government.



**RESOLUTION R-2026-\_\_\_\_**  
**LUZERNE COUNTY COUNCIL**

***A Resolution of Luzerne County Council Confirming the Appointment  
of Division Head of Community Planning and Economic Development***

WHEREAS, Section 4.08.A. of the Luzerne County Home Rule Charter states that the County Manager shall appoint the heads of the Executive Branch divisions subject to Section 2.09.B.4. of the Charter; and

WHEREAS, Section 2.09.B.4. of the Home Rule Charter states that County Council shall have the power to confirm appointments made by the County Manager as provided for in Section 4.08.A.; and

WHEREAS, Luzerne County Manager Romilda P. Crocamo has presented for Council confirmation a recommendation for the appointment of Ted Ritsick as Division Head of Community Planning and Economic Development.

NOW, THEREFORE, BE IT RESOLVED, the County Council wishes to confirm the appointment of Ted Ritsick as Division Head of Community Planning and Economic Development for Luzerne County at a salary set by the County Manager of \$98,000.00 per year plus benefits in keeping with the current Luzerne County plan for division heads and shall be responsible for the Division of Community Planning and Economic Development as set forth in the Luzerne County Administrative Code; and

BE IT FURTHER RESOLVED, that Ted Ritsick shall commence employment as the Division Head of Community Planning and Economic Development as soon as practicable.

This Resolution shall become effective immediately.

ADOPTED by Luzerne County Council at a meeting held on \_\_\_\_\_, 2026.

LUZERNE COUNTY COUNCIL

ROLL CALL VOTE:

AYES:

NAYS:

Attest: \_\_\_\_\_  
Sharon Lawrence, Clerk of Council

By: \_\_\_\_\_  
Jimmy Sabatino, Chair

By: \_\_\_\_\_  
Romilda P. Crocamo,  
County Manager



**AGENDA SUBMITTAL TO LUZERNE COUNTY COUNCIL**

|                                                                                                                                                                                                   |                                                                                                                                                                |                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>ITEM TITLE</b><br>Ordinance to allocate PA Opioid Settlement Trust dollars to applicants/submissions reviewed and approved by the Luzerne County Opioid Misuse and Abatement Committee (OMAAC) | <b>COUNCIL MEETING DATE</b><br>April 14, 2026                                                                                                                  | <b>AGENDA NUMBER</b> |
| <b>Dept:</b><br><b>Contact:</b><br><b>Phone:</b>                                                                                                                                                  | Luzerne County Office of Human Services on behalf of the Luzerne County Opioid Misuse and Addiction Abatement Committee (OMAAC)<br>Megan Stone<br>272-808-2829 |                      |

**SUMMARY:**

The Luzerne County Opioid Misuse & Abatement Committee asks that County Council approve the remaining allocation/use of PA Opioid Trust Settlement Funding in the amount of \$75,000.00 to Lotus Manor.

**FINANCING:**

PA Opioid Settlement Trust Funding currently with the Luzerne County Budget & Finance Office.

**DISCUSSION:**

The Luzerne County Opioid Misuse & Addiction Abatement Committee is seeking approval from Luzerne County Council to allocate the remainder of the approved funds for the use of PA Opioid Settlement trust dollars on the following project:

*Women with OUD face unique and compounding barriers to recovery, including trauma histories, caregiving responsibilities, limited access to healthcare, lack of stable housing, and economic instability. These barriers are magnified for pregnant and postpartum women, particularly those who are uninsured.*

*In Luzerne County and surrounding areas, there is a critical shortage of gender-responsive recovery housing that integrates MAT, behavioral health services, and practical life supports. Without stable housing and coordinated services, women are at heightened risk for relapse, overdose, loss of child custody, and poor maternal and infant health outcomes. Lotus Manor was developed to directly address these gaps by offering a safe, supportive, and clinically integrated recovery residence that meets the priorities outlined in Exhibit E of the Opioid Settlement Funds, with a specific focus on women and mothers.*

*Capacity and Population Served*

- 20-bed licensed recovery residence for women and children
- Women with OUD and co-occurring SUD/MH conditions
- Pregnant women and women up to 12 months postpartum
- Priority given to uninsured or underinsured individuals

*Participants may reside at Lotus Manor for up to 12 months, based on individual recovery plans and clinical need.*

*See application for more details.*

**ALTERNATIVES:**

The County Council may elect not to pass this ordinance. If it is not passed, Luzerne County could be ordered to return settlement money to the Trust and future payments will be withheld by the PA Opioid Settlement Trust.

**OTHER AGENCY INVOLVEMENT:**

This ordinance was drafted with the help of the Luzerne County Budget and Finance Department and the Luzerne County Office of Law.

**RESOLUTION R-2026-  
LUZERNE COUNTY COUNCIL**

***A Resolution by the Luzerne County Council Approving the Allocation of  
Opioid Settlement Proceeds to Lotus Manor***

**WHEREAS**, in 2017, Luzerne County Council recognized that there existed a serious public health and safety crisis involving opioid abuse, addiction, treatment, morbidity and mortality in Luzerne County; and

**WHEREAS**, the Luzerne County Manager recommended the initiation of litigation in this regard and Luzerne County Council agreed that the initiation of such litigation was appropriate; and

**WHEREAS**, at a public meeting on September 27, 2017, a majority of County Council for the County of Luzerne approved the initiation of litigation to recover any money from opioid manufacturers and distributors that may be due to the County because of the serious public health and safety crisis involving opioid abuse, addiction, treatment, morbidity and mortality in Luzerne County; and

**WHEREAS**, County Council subsequently approved to engage the legal services of an outside law firm specializing in such litigation and later approved the settlement of litigation in the matter; and

**WHEREAS**, Luzerne County formed the Commission on Opioid Misuse and Addiction Abatement (“OMAAC”) to determine the uses and allocations of opioid settlement proceeds; and

**WHEREAS**, OMAAC has recommended the allocation of opioid settlement proceeds in the amount of \$75,000.00 to Lotus Manor; and

**WHEREAS**, Luzerne County Council desires to approve the allocation of opioid settlement proceeds in the amount of \$75,000.00 to Lotus Manor;

**NOW THEREFORE, BE IT RESOLVED**, Luzerne County Council hereby approves the allocation of opioid settlement proceeds in the amount of \$75,000.00 to Lotus Manor.

This Resolution shall become effective immediately.

**ADOPTED** at a meeting of the Luzerne County Council held \_\_\_\_\_, 2026.

**LUZERNE COUNTY COUNCIL**

**ROLL CALL VOTE:**

**AYES-**

**NAYS-**

By: \_\_\_\_\_  
Jimmy Sabatino, Chair

Attest: \_\_\_\_\_  
Sharon Lawrence, Clerk of Council

By: \_\_\_\_\_  
Romila Crocamo, Esquire  
County Manager

**Stone, Megan**

---

**From:** noreply@civicplus.com  
**Sent:** Monday, February 9, 2026 1:52 PM  
**To:** Luzerne County Opioid Misuse & Addiction Abatement Committee  
**Subject:** Online Form Submittal: Luzerne County Opioid Settlement Funds Application

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

## Luzerne County Opioid Settlement Funds Application

Project Narrative: Please describe your organizations proposed project. Be as specific as possible. Applications will be reviewed by the Luzerne County Opioid Commission.

*In your narrative, please address each of the following:*

- *What is the project/program?*
- *How does this project relate to Exhibit E?*
- *What are your company's qualifications in providing this service?*
- *Where will this project/program take place?*
- *Is this project/program new, existing, or a modified/expanded project/program.*
- *How will your organization measure the project/program impact?*
- *What is the proposed timeline for this project/program?*
- *How will the project/program be sustained after the settlement funds?*
- *What is the total cost of the proposed project/program?*

---

(Section Break)

---

|                        |                             |
|------------------------|-----------------------------|
| Organization Name      | Lotus Manor                 |
| Primary Contact Person | Sara Swepston               |
| Address                | 96 W Vaughn St.             |
| City                   | Kingston                    |
| State                  | PA                          |
| Zip Code               | 18704                       |
| Phone Number           | 570-406-6662                |
| Fax Number             | <i>Field not completed.</i> |
| Email Address          | saras@beyondaddictionpa.com |

---

|                               |                                              |
|-------------------------------|----------------------------------------------|
| Federal Identification Number | <i>Field not completed.</i>                  |
| Project Name                  | Lotus Manor Women and Children's Sober House |
| Total Amount Requested        | \$75,000                                     |
| Expected Program Start Date   | 4 months                                     |

(Section Break)

|                                                                                 |                                                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Project Narrative (please provide a general narrative for your project/program) | <p>Grant Proposal: Lotus Manor Recovery Residence for Women and Children</p> <p>Applicant Organization<br/>Lotus Manor<br/>Kingston, Pennsylvania</p> <p>Funding Source<br/>Opioid Settlement Funds – Exhibit E Eligible Uses</p> |
|---------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

---

Executive Summary

Lotus Manor is a women-centered recovery residence located in Kingston, Pennsylvania, designed to serve up to 20 adult women with Opioid Use Disorder (OUD), including women and children, women who are pregnant or up to 12 months postpartum, and women with co-occurring substance use and mental health disorders. Lotus Manor is scheduled to be fully licensed within the next four (4) months and will operate in alignment with state and local regulatory standards.

This proposal seeks Opioid Settlement Funds to support housing, transportation, education, job placement, job training, childcare coordination, and comprehensive evidence-based treatment and recovery supports, including Medication-Assisted Treatment (MAT), for uninsured and underinsured women.

By addressing both clinical and social determinants of health, Lotus Manor will provide a structured environment that promotes long-term stability, family reunification, and sustained recovery.

---

Statement of Need

Women with OUD face unique and compounding barriers to recovery, including trauma histories, caregiving responsibilities, limited access to healthcare, lack of stable housing, and economic instability. These barriers are magnified for pregnant and postpartum women, particularly those who are uninsured. In Luzerne County and surrounding areas, there is a critical shortage of gender-responsive recovery housing that integrates

MAT, behavioral health services, and practical life supports. Without stable housing and coordinated services, women are at heightened risk for relapse, overdose, loss of child custody, and poor maternal and infant health outcomes. Lotus Manor was developed to directly address these gaps by offering a safe, supportive, and clinically integrated recovery residence that meets the priorities outlined in Exhibit E of the Opioid Settlement Funds, with a specific focus on women and mothers.

---

#### Program Description

##### Capacity and Population Served

- 20-bed licensed recovery residence for women and children
- Women with OUD and co-occurring SUD/MH conditions
- Pregnant women and women up to 12 months postpartum
- Priority given to uninsured or underinsured individuals

Participants may reside at Lotus Manor for up to 12 months, based on individual recovery plans and clinical need.

---

#### Services and Supports (Exhibit E Alignment)

##### 1. Housing (Exhibit E – Housing Supports)

Lotus Manor will provide:

- Safe, stable, drug-free housing in a structured recovery environment
- 24/7 on-site support staff
- Trauma-informed and gender-responsive programming
- Recovery-oriented house rules promoting accountability and community

Stable housing serves as the foundation for all other recovery services and significantly reduces overdose risk and relapse.

---

##### 2. Housing and MAT Support

Lotus Manor will coordinate and support access to:

- Medication-Assisted Treatment (MAT)
- Outpatient SUD treatment services to be coordinated with local providers
- Mental health counseling and psychiatric care services to be coordinated with local providers
- Postpartum-specific care coordination services with local providers

All treatment services will be coordinated and Lotus Manor staff will provide transportation to all appointments to ensure compliance with outside treatment.

---

##### 3. Transportation Services (Exhibit E – Transportation)

Transportation support will include:

- Transportation to MAT appointments and medical visits
- Transportation to prenatal and postpartum care

- Transportation to treatment, employment, job training, and education

Transportation barriers are a leading cause of treatment disengagement; funding will ensure continuity of care.

---

#### 4. Job Training and Workforce Development (Exhibit E – Job Training)

Lotus Manor will support workforce readiness through:

- Resume development and interview preparation
- Soft skills training (time management, communication, professionalism)
- Vocational training referrals
- Coordination with local workforce development agencies

Economic stability is a key factor in sustained recovery.

---

#### 5. Job Placement and Employment Support (Exhibit E – Job Placement)

Employment supports include:

- Partnerships with recovery-friendly employers
- Assistance securing part-time and full-time employment
- Ongoing employment coaching and retention support

Employment plans will be coordinated with clinical providers to ensure recovery stability.

---

#### 6. Childcare Coordination and Family Support (Exhibit E – Childcare)

For pregnant and postpartum women, Lotus Manor will provide:

- Childcare coordination and referrals
- Support navigating childcare subsidies and community resources
- Family reunification support in collaboration with child welfare agencies

Reducing childcare barriers increases treatment engagement and maternal stability.

---

#### Implementation Timeline

- Months 1–4: Final licensing, staff onboarding, partnership agreements
  - Month 5: Program launch and first admissions
  - Months 6–24: Full program operation, continuous evaluation, and reporting
- 

#### Expected Outcomes

Participants in Lotus Manor will demonstrate:

- Increased access to MAT and behavioral health treatment
  - Reduced relapse and overdose risk
  - Improved housing stability
  - Increased employment or educational enrollment
-

- Improved maternal and postpartum health outcomes
  - Strengthened family stability and reunification
- Outcomes will be tracked through program data, treatment engagement metrics, and participant self-reports.

---

Budget Narrative – Opioid Settlement Funds (Exhibit E)

Total Request: \$75,000

Lotus Manor requests \$75,000 in Opioid Settlement Funds to support transportation infrastructure and additional staffing, both of which are essential to removing barriers to treatment engagement, employment, and recovery stability for women with Opioid Use Disorder (OUD).

These funds directly align with Exhibit E allowable uses, including transportation and recovery support services.

---

Budget Category 1: Transportation Vehicle – \$45,000

Purpose: To purchase a reliable, multi-passenger vehicle dedicated to participant transportation.

Funds will be used for the purchase of a van capable of safely transporting residents to:

- MAT appointments (methadone, buprenorphine, and naltrexone providers)
- Prenatal, postpartum, and primary care appointments
- Mental health and outpatient SUD treatment services
- Employment, job training, education programs, and childcare providers

Transportation is a critical barrier for uninsured and low-income women, particularly pregnant and postpartum participants. A dedicated vehicle ensures continuity of care, reduces missed appointments, and increases engagement in evidence-based treatment and recovery services.

Allowable Use Alignment: Exhibit E – Transportation; Supportive recovery services

---

Budget Category 2: Additional Recovery Support Staff – \$30,000

Purpose: To fund additional staffing capacity necessary to support transportation coordination and participant recovery needs.

Funds will support:

- A portion of salary and benefits for additional recovery support or case management staff
- Staff time dedicated to transportation scheduling, accompaniment to critical appointments, and coordination of care
- Increased supervision and support for pregnant and postpartum women and those engaged in MAT

Additional staff capacity ensures that transportation services

are delivered safely and effectively, while also providing trauma-informed, gender-responsive support that promotes retention and long-term recovery.

Allowable Use Alignment: Exhibit E – Recovery support services; Treatment engagement support

---

#### Cost Effectiveness and Impact

The combined investment in transportation and staffing will:

- Increase treatment adherence and MAT retention
- Reduce relapse and overdose risk
- Improve employment and education outcomes
- Support maternal and infant health and family stability

This one-time and short-term investment will have long-term community impact by improving recovery outcomes and reducing the downstream costs associated with emergency care, child welfare involvement, and repeated treatment episodes.

---

#### Sustainability

Lotus Manor will sustain transportation and staffing supports beyond the grant period through:

- Integration with other funding streams
- Community partnerships
- Ongoing operational support and fundraising efforts

Opioid Settlement Funds will provide critical stabilization support during the program’s early implementation phase, ensuring immediate access to care for women most at risk.

---

#### Conclusion

Lotus Manor represents a strategic, evidence-based investment in women’s recovery, maternal health, and community well-being. By combining housing with comprehensive supports aligned with Exhibit E, Lotus Manor will address the opioid crisis at its roots—stability, access to care, and long-term recovery for women and families. Funding this proposal will directly save lives, strengthen families, and reduce the long-term societal costs of opioid use disorder.

---

Reducing Opioid Use  
(Please describe how your project will reduce the use of substance abuse.)

Please see above.

---

Project Evaluation  
(please describe how you plan to measure

1. Access and Engagement in Treatment

Key Indicators:

your project's  
outcome.)

Number and percentage of residents engaged in MAT within 30 days of admission

Number of women receiving co-occurring mental health treatment

Appointment adherence rates for MAT, prenatal, postpartum, and behavioral health services

Success Benchmark:

≥85% of residents engaged in MAT or clinically appropriate OUD treatment

≥80% appointment attendance rate

Why It Matters:

Engagement in evidence-based treatment is strongly associated with reduced overdose risk and improved maternal outcomes.

## 2. Housing Stability

Key Indicators:

Length of stay in stable recovery housing

Percentage of residents completing 90, 180, and 365 days of housing

Rate of successful transition to stable housing at discharge

Success Benchmark:

≥70% of residents maintain housing for 90 days or longer

≥60% exit to stable housing environments

Why It Matters:

Housing stability is a foundational recovery outcome and directly reduces relapse risk.

## 3. Reduction in Substance Use and Overdose Risk

Key Indicators:

Self-reported substance use reduction

Relapse episodes requiring higher levels of care

Overdose incidents during residency

Success Benchmark:

Zero fatal overdoses during residency

Decreased relapse severity and frequency over time

Why It Matters:

Opioid Settlement Funds prioritize overdose prevention and sustained recovery.

#### 4. Maternal and Postpartum Health Outcomes

Key Indicators:

Engagement in prenatal and postpartum care

Continuity of care up to 12 months postpartum

Infant health appointments attended (when applicable)

Success Benchmark:

≥90% of pregnant and postpartum residents engaged in consistent medical care

Improved postpartum treatment retention rates

Why It Matters:

Postpartum women face elevated overdose risk; continuity of care is critical during this period.

#### 5. Employment, Education, and Economic Stability

Key Indicators:

Enrollment in job training or educational programs

Employment secured during or after residency

Income stability at discharge

Success Benchmark:

≥65% of eligible residents obtain employment, enroll in education, or job training prior to discharge

Why It Matters:

Economic stability is a strong predictor of long-term recovery success.

## 6. Transportation Access and Utilization

Key Indicators:

Number of transportation-assisted appointments

Reduction in missed appointments due to transportation barriers

Success Benchmark:

≥75% reduction in missed appointments related to transportation barriers

Why It Matters:

Transportation access directly impacts treatment retention and employment success.

## 7. Family Stability and Child Welfare Outcomes

Key Indicators:

Family reunification efforts supported

Compliance with child welfare plans (when applicable)

Parenting education participation

Success Benchmark:

Increased reunification or custody stabilization rates for eligible residents

Why It Matters:

Stabilizing families reduces long-term system involvement and improves outcomes for children.

## 8. Participant Satisfaction and Quality Improvement

Key Indicators:

Participant satisfaction surveys

Grievance tracking and resolution

Program completion feedback

Success Benchmark:

≥85% participant satisfaction rating

Why It Matters:

Participant voice ensures services remain responsive, trauma-informed, and effective.

Data Collection and Reporting

Lotus Manor will:

Maintain secure participant records

Track outcomes using standardized internal tools

Review data monthly for quality improvement

Report outcomes to funding entities in required formats

Findings will be used to continuously improve programming and demonstrate accountability for Opioid Settlement Funds.

---

### Budget Proposal

*Please provide a detailed breakdown of your organizations budget plan.*

---

|                   |                                 |
|-------------------|---------------------------------|
| Budget Item       | Vehicle<br>Staffing for support |
| Estimated Expense | \$45,000<br>\$30,000            |
| Total             | \$75,000                        |

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**AGENDA SUBMITTAL TO LUZERNE COUNTY COUNCIL**

|                                                                                                                                                                                                   |                                                                                                                                                                |                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>ITEM TITLE</b><br>Ordinance to allocate PA Opioid Settlement Trust dollars to applicants/submissions reviewed and approved by the Luzerne County Opioid Misuse and Abatement Committee (OMAAC) | <b>COUNCIL MEETING DATE</b><br>April 14, 2026                                                                                                                  | <b>AGENDA NUMBER</b> |
| <b>Dept:</b><br><b>Contact:</b><br><b>Phone:</b>                                                                                                                                                  | Luzerne County Office of Human Services on behalf of the Luzerne County Opioid Misuse and Addiction Abatement Committee (OMAAC)<br>Megan Stone<br>272-808-2829 |                      |

**SUMMARY:**

The Luzerne County Opioid Misuse & Abatement Committee asks that County Council approve the remaining allocation/use of PA Opioid Trust Settlement Funding in the amount of \$149,489.91 to Volunteers of America-Give Hope Project.

**FINANCING:**

PA Opioid Settlement Trust Funding currently with the Luzerne County Budget & Finance Office.

**DISCUSSION:**

The Luzerne County Opioid Misuse & Addiction Abatement Committee is seeking approval from Luzerne County Council to allocate the remainder of the approved funds for the use of PA Opioid Settlement trust dollars on the following project:

*Volunteers of America of Pennsylvania (VOAPA)'s Give Hope program is a street outreach and rapid service navigation initiative designed to serve those experiencing unsheltered homelessness in Luzerne County. Established in 2019, Give Hope focuses on identifying, engaging, and connecting unhoused individuals with essential community-based services. Every day, the program in Luzerne County helps vulnerable individuals access treatment programs, shelters, public housing, social service agencies, and local resources. Additionally, Give Hope educates the community on compassionate, supportive responses to homelessness rather than punitive approaches. Before Give Hope's establishment, Luzerne County lacked a mobile outreach program to engage individuals in need where they are and verify their homeless status to qualify for support and rapid rehousing. The Give Hope team actively works in "hot spot" areas and encampments, delivering needed supplies and services to build trust with the individuals residing there and addressing unsafe living conditions within these environments.*

*Once trust is established, Give Hope provides continued support to help individuals break the cycle of homelessness and achieve stability. Program participants receive person centered case management, warm hand-offs for mental health, substance misuse, and other needs, assistance with housing and employment searches, connections to benefits and*

*entitlements (social security, medical assistance, SNAP, etc.), help developing life skills, including budgeting and landlord mediation skills, and access to tangible resources, including showers, laundry, transportation, clothing, bedding, survival gear, first aid, Narcan, and food. Recently, VOAPA opened Brian's Place, a complex that includes 5 units of affordable housing and the Respite Center, a nonclinical recuperative care program offering daytime shelter to individuals experiencing homelessness and complex healthcare challenges. Participants with the Give Hope program have streamlined access to daytime shelter through the Respite Center, where Give Hope's Community Health Worker (CHW) offers healthcare navigation assistance in addition to individualized housing-centered case management to support positive health and housing outcomes. The CHW provides ongoing support for up to a year after housing is secured to solidify stability and reduce the risk of further episodes of homelessness.*

*Since the inception of Give Hope, the team has made significant progress in reducing the barriers between unhoused individuals and the agencies they need to connect with to begin the transition from street homelessness to long-term stability. Give Hope has also successfully diverted high-risk individuals away from costly crisis-oriented systems, such as the County's emergency rooms or jails. The situation for our unsheltered neighbors has worsened following a landmark Supreme Court decision in 2024. The court found that enforcement of generally applicable laws regulating camping on public property does not constitute "cruel and unusual punishment" prohibited by the Eighth Amendment. As a result, we have witnessed an uptick in displacements as municipalities have moved to eliminate encampments. This practice makes it all the more difficult for individuals to stay engaged and on task in their case management with the outreach team. It leads to further criminalization, revictimization, trauma, and poorer health outcomes for unsheltered individuals.*

**ALTERNATIVES:**

The County Council may elect not to pass this ordinance. If it is not passed, Luzerne County could be ordered to return settlement money to the Trust and future payments will be withheld by the PA Opioid Settlement Trust.

**OTHER AGENCY INVOLVEMENT:**

This ordinance was drafted with the help of the Luzerne County Budget and Finance Department and the Luzerne County Office of Law.

**RESOLUTION R-2026-  
LUZERNE COUNTY COUNCIL**

***A Resolution by the Luzerne County Council Approving the Allocation of  
Opioid Settlement Proceeds to Volunteers of America of Pennsylvania – Give Hope***

**WHEREAS**, in 2017, Luzerne County Council recognized that there existed a serious public health and safety crisis involving opioid abuse, addiction, treatment, morbidity and mortality in Luzerne County; and

**WHEREAS**, the Luzerne County Manager recommended the initiation of litigation in this regard and Luzerne County Council agreed that the initiation of such litigation was appropriate; and

**WHEREAS**, at a public meeting on September 27, 2017, a majority of County Council for the County of Luzerne approved the initiation of litigation to recover any money from opioid manufacturers and distributors that may be due to the County because of the serious public health and safety crisis involving opioid abuse, addiction, treatment, morbidity and mortality in Luzerne County; and

**WHEREAS**, County Council subsequently approved to engage the legal services of an outside law firm specializing in such litigation and later approved the settlement of litigation in the matter; and

**WHEREAS**, Luzerne County formed the Commission on Opioid Misuse and Addiction Abatement (“OMAAC”) to determine the uses and allocations of opioid settlement proceeds; and

**WHEREAS**, OMAAC has recommended the allocation of opioid settlement proceeds in the amount of \$149,490.00 to Volunteers of America of Pennsylvania – Give Hope; and

**WHEREAS**, Luzerne County Council desires to approve the allocation of opioid settlement proceeds in the amount of \$149,490.00 to Volunteers of America of Pennsylvania – Give Hope;

**NOW THEREFORE, BE IT RESOLVED**, Luzerne County Council hereby approves the allocation of opioid settlement proceeds in the amount of \$149,490.00 to Volunteers of America of Pennsylvania – Give Hope.

This Resolution shall become effective immediately.

**ADOPTED** at a meeting of the Luzerne County Council held \_\_\_\_\_, 2026.

**LUZERNE COUNTY COUNCIL**

**ROLL CALL VOTE:**

**AYES-**

**NAYS-**

Attest: \_\_\_\_\_  
Sharon Lawrence, Clerk of Council

By: \_\_\_\_\_  
Jimmy Sabatino, Chair

By: \_\_\_\_\_  
Romila Crocamo, Esquire  
County Manager

**Stone, Megan**

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**From:** noreply@civicplus.com  
**Sent:** Friday, January 30, 2026 1:24 PM  
**To:** Luzerne County Opioid Misuse & Addiction Abatement Committee  
**Subject:** Online Form Submittal: Luzerne County Opioid Settlement Funds Application

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

## Luzerne County Opioid Settlement Funds Application

Project Narrative: Please describe your organizations proposed project. Be as specific as possible. Applications will be reviewed by the Luzerne County Opioid Commission.

*In your narrative, please address each of the following:*

- *What is the project/program?*
- *How does this project relate to Exhibit E?*
- *What are your company's qualifications in providing this service?*
- *Where will this project/program take place?*
- *Is this project/program new, existing, or a modified/expanded project/program.*
- *How will your organization measure the project/program impact?*
- *What is the proposed timeline for this project/program?*
- *How will the project/program be sustained after the settlement funds?*
- *What is the total cost of the proposed project/program?*

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(Section Break)

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|                   |                                       |
|-------------------|---------------------------------------|
| Organization Name | Volunteers of America of Pennsylvania |
|-------------------|---------------------------------------|

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|                        |                   |
|------------------------|-------------------|
| Primary Contact Person | Crystal Kotlowski |
|------------------------|-------------------|

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|         |                       |
|---------|-----------------------|
| Address | 25 North River Street |
|---------|-----------------------|

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|      |              |
|------|--------------|
| City | Wilkes Barre |
|------|--------------|

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|       |    |
|-------|----|
| State | PA |
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|          |            |
|----------|------------|
| Zip Code | 18702-2427 |
|----------|------------|

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|              |              |
|--------------|--------------|
| Phone Number | 570-417-3780 |
|--------------|--------------|

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|            |              |
|------------|--------------|
| Fax Number | 570-762-9561 |
|------------|--------------|

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|               |                      |
|---------------|----------------------|
| Email Address | ckotlowski@voapa.org |
|---------------|----------------------|

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Federal Identification Number 23-1932916

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Project Name Give Hope

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Total Amount Requested \$149,489.91

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Expected Program Start Date 1/1/2026

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(Section Break)

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Project Narrative (please provide a general narrative for your project/program)

What is the project/program?

Volunteers of America of Pennsylvania (VOAPA)'s Give Hope program is a street outreach and rapid service navigation initiative designed to serve those experiencing unsheltered homelessness in Luzerne County. Established in 2019, Give Hope focuses on identifying, engaging, and connecting unhoused individuals with essential community-based services. Every day, the program in Luzerne County helps vulnerable individuals access treatment programs, shelters, public housing, social service agencies, and local resources. Additionally, Give Hope educates the community on compassionate, supportive responses to homelessness rather than punitive approaches. Before Give Hope's establishment, Luzerne County lacked a mobile outreach program to engage individuals in need where they are and verify their homeless status to qualify for support and rapid rehousing. The Give Hope team actively works in "hot spot" areas and encampments, delivering needed supplies and services to build trust with the individuals residing there and addressing unsafe living conditions within these environments.

Once trust is established, Give Hope provides continued support to help individuals break the cycle of homelessness and achieve stability. Program participants receive person-centered case management, warm hand-offs for mental health, substance misuse, and other needs, assistance with housing and employment searches, connections to benefits and entitlements (social security, medical assistance, SNAP, etc.), help developing life skills, including budgeting and landlord mediation skills, and access to tangible resources, including showers, laundry, transportation, clothing, bedding, survival gear, first aid, Narcan, and food.

Recently, VOAPA opened Brian's Place, a complex that includes 5 units of affordable housing and the Respite Center,

a nonclinical recuperative care program offering daytime shelter to individuals experiencing homelessness and complex healthcare challenges. Participants with the Give Hope program have streamlined access to daytime shelter through the Respite Center, where Give Hope's Community Health Worker (CHW) offers healthcare navigation assistance in addition to individualized housing-centered case management to support positive health and housing outcomes. The CHW provides ongoing support for up to a year after housing is secured to solidify stability and reduce the risk of further episodes of homelessness.

Since the inception of Give Hope, the team has made significant progress in reducing the barriers between unhoused individuals and the agencies they need to connect with to begin the transition from street homelessness to long-term stability. Give Hope has also successfully diverted high-risk individuals away from costly crisis-oriented systems, such as the County's emergency rooms or jails. The situation for our unsheltered neighbors has worsened following a landmark Supreme Court decision in 2024. The court found that enforcement of generally applicable laws regulating camping on public property does not constitute "cruel and unusual punishment" prohibited by the Eighth Amendment. As a result, we have witnessed an uptick in displacements as municipalities have moved to eliminate encampments. This practice makes it all the more difficult for individuals to stay engaged and on task in their case management with the outreach team. It leads to further criminalization, revictimization, trauma, and poorer health outcomes for unsheltered individuals.

How does this project relate to Exhibit E?

The Give Hope program aligns with the evidence-based models of Critical Time Intervention, Housing First, and other principles to ensure those served are receiving high-quality services. Give Hope's model aims to provide intensive support during a critical period in a person's life, such as an episode of homelessness, address the underlying reasons why, introduce the individual to community-based resources, and help them to secure housing and achieve long-term stability. The program aligns with the following strategies identified through Exhibit E:

1. SUPPORT PEOPLE IN TREATMENT AND RECOVERY – Wraparound services are provided to individuals served by Give Hope holistically across all social determinants of health categories (housing insecurity, food insecurity, childcare access, healthcare access, clothing, transportation,

employment, financial strain, and utilities). Each person is provided with person-centered, housing-focused case management support and social service navigation assistance. Identifying if an individual needs access to treatment supports, including inpatient, outpatient, or other recovery supports, and securing those supports is part of Give Hope's initial assessment process, given the high disability rates of the population being served. During 2025, 57% of participants reported mental health concerns, 33% reported substance misuse, 34% suffered from chronic health conditions, and 41% were physically disabled.

**2. CONNECT PEOPLE WHO NEED HELP TO THE HELP THEY NEED** – The mission of Give Hope is to assist those we serve to live the healthy and fulfilled lives they envision for themselves. Each referral and service provided is participant-driven and in line with the support they need and want. Whenever possible, warm handoffs are conducted with partner agencies to ensure continuity of care. Referral partners include the Commission on Economic Opportunity, Catholic Social Services, Robinson Counseling Center, Northeast Counseling, and the FACT Team, Community Care Behavioral Health, Wyoming Valley Behavioral Health, Clear Vision, Pyramid Healthcare, Salvation Army, Step by Step, WYVAD, Kistler Clinic, Miners Medical, Clean Slate, and more.

**3. PREVENT OVERDOSE DEATHS AND OTHER HARMS** – The Give Hope mobile outreach team is trained on the use of Narcan, CPR, First Aid, and the signs and symptoms of a possible overdose. They are equipped with first aid kits, which include Narcan and testing strips, and the outreach team frequently distributes these items within encampments. As part of the programs previously awarded a grant through Luzerne County's Opioid Settlement, the Give Hope program established three overdose prevention boxes (or "Narcan Stations") strategically located within areas of reported drug use. Through a continued partnership, the Give Hope program aims to expand this work to install additional Narcan Stations and provide further opportunities for our community to receive education and access to compassionate care.

What are your company's qualifications in providing this service?

Founded in 1896, VOAPA's ministry of service is to empower vulnerable communities, families, and individuals through support and resources that lead to health and stability. VOAPA is experienced and committed to equitably serving low-income

communities, families, and individuals throughout Pennsylvania through health, housing, and family services. We use evidence-based, data-driven information to develop community-based, contextualized, holistic, and empowering interventions. Program expertise includes children and family services, housing and homeless services, supportive services for veteran families, independent living services for individuals with intellectual and developmental disabilities, and community and maternal health services focused on addressing social determinants of health.

Annually, VOAPA serves about 3,400 participants, is supported by over 100 mission-driven employees across 20+ counties, and is actively expanding its territory based on community needs, requests for services, and participant referrals.

In Northeastern Pennsylvania, all programs and services in the region are overseen by the Area Director, with over 12 years of experience working in this sector, with support from the Chief Operating Officer, who has over 10 years of experience assisting individuals and families in need. The Chief Operating Officer reports to the President of VOAPA, who has 38 years of experience in leadership/management of community and regionally-based non-profit work. Other key leadership positions include a Deputy Director who has five years of experience and provides direct oversight of the region's supportive housing programs, VOAPA's Health Director, a medical doctor who provides subject matter expertise in the development and implementation of health-focused initiatives, and VOAPA's Chief of Staff, who leads fund development and reporting. VOAPA's Accounting and Fund Development sector offers support to manage program expenditures. Day-to-day financial operations are supported by a Controller, Accounting Manager, and staff accountant. This leadership team brings a wealth of experience to effectively manage and support the community's needs through various programs and services.

The Give Hope outreach team is staffed by an experienced group that consists of an Outreach Program Manager, a Community Health Worker, three full-time Outreach Case Managers, and a part-time Outreach Worker. The Outreach Program Manager is a person in recovery who leads the daily operations of our program to ensure we are reaching those most underserved and meeting programmatic milestones. The Community Health Worker ensures that those served, including those with disclosed substance use concerns, are quickly connected to resources to meet their urgent mental and physical healthcare needs, including access to daytime shelter and care coordination within the Respite Center at Brian's

Place. Our Outreach Case Managers provide direct, goal-related services and person-centered case management to the participants and act as liaisons and advocates for them to access community-based resources. They work with their participants to establish case direction, housing plans, and other support services. The Outreach Worker assists with our operations, supports the Case Management team, and seeks out local “hot spots” where other individuals in need can be located and enrolled in services.

Where will this project/program take place?

VOAPA's Give Hope provides services throughout all of Luzerne County.

Is this project/program new, existing, or a modified/expanded project/program.

VOAPA's Give Hope program is an existing project that continues to grow and expand. VOAPA is grateful to have been awarded grant funding through Luzerne County's Opioid Settlement fund in 2025 and hopes to continue the partnership and expand on the work with ongoing funding into 2026.

How will your organization measure the project/program impact?

The outreach team begins with the individual they are serving and provides support and resource connections to meet the individual's self-identified needs and goals to help them broker resources, including but not limited to obtaining identification, food resources, domestic violence intervention, drug treatment, medical help, and ultimately, housing. By partnering with the individual being served, our outreach worker gets buy-in from the individual and the other social service partners. Measuring outcomes is important to verify the success and impact of our work. We are proud of our successes. During the calendar year 2025, Give Hope reached 322 individuals experiencing homelessness through targeted hotspot outreach. Of those served, 92 remain homeless and enrolled in services, while 230 individuals were discharged from the program to the following destinations:

- 33% were discharged to permanent destinations, including rentals and rooming situations
- 24% transitioned to safe, temporary destinations, including shelter and inpatient programs
- 43% lost contact with the program

Our Give Hope Street Outreach service is highly efficient and strives to connect individuals to housing or shelter as quickly as possible. The national average of time it takes homeless service providers to move someone from homelessness to housing, based on HUD's system performance measures, is between 156 and 193 days. The outcome for Give Hope is particularly effective, with 82% of participants being sheltered or housed in less than 180 days. In 39% of cases, the Give Hope team was able to stabilize a person within less than 90 days. The 322 individuals served during the calendar year represent a growing population of individuals experiencing homelessness in our communities. The number of individuals encountered and served by the Give Hope outreach team has grown year over year (204 served in 2022, 272 served in 2023, 289 served in 2024, and 322 served in 2025). Due to an affordable housing crisis and rising costs of living, more and more individuals are finding themselves priced out of their housing with a significant lack of alternative options.

What is the proposed timeline for this project/program?

The program is ongoing with no projected end date. Homelessness remains a prevalent issue in Luzerne County, and VOAPA remains committed to addressing it through Give Hope's street outreach services. Substance use and mental health concerns play a significant role in worsening episodes of homelessness. The funding we are requesting will partially support the program for 12 months. This financial support will enable us to continue our efforts and expand our resources to effectively address homelessness and its underlying causes.

How will the project/program be sustained after the settlement funds?

Since its inception, Give Hope has been funded by short-term foundation grants, pandemic-related funding, and other short-term, public sector grants. At times, this has been challenging and has often left the program with gaps or without funding at all. However, VOAPA has participated in numerous task forces and stakeholder groups where unsheltered homelessness continues to be identified as an issue needing support, and therefore, the organization has remained committed to finding solutions to sustain the Give Hope street outreach service.

In 2021, VOAPA entered into a partnership with the Northeast Behavioral Healthcare Consortium to support our case management and outreach work, which addresses the social

determinants of health needs of those we serve. VOAPA also secured a partnership with AmeriHealth Caritas Pennsylvania to embed a CHW into the outreach services. These ongoing Medicaid-funded partnerships have allowed VOAPA to secure funding to support a portion of the staffing costs of the Give Hope program. However, the organization continues to seek additional funding to support other costs associated with the program, including commodities, which are disallowed by Medicaid, to respond to the requests and needs of the individuals served through the program. While NBHCC funding helps to stabilize the program, the organization continues to seek additional funding to support the remaining staffing and other costs associated with the program, particularly for commodities needed to aid in the survival of those we serve.

VOAPA participants on Luzerne County's Continuum of Care (CoC) board, which manages federal funding through the US Department of Housing and Urban Development to support housing programs aimed at addressing homelessness. We were hopeful for the Give Hope program when the federal government delivered a 2025 Notice of Funding Opportunity (NOFO) that identified street outreach as a priority service for CoC funding for the first time in its history. The Luzerne County CoC Board did vote to accept a full application for CoC funds on behalf of VOAPA's Give Hope program. However, the NOFO was rescinded shortly after the vote and is not expected to be reissued until 2027, at which point our application can be reconsidered should street outreach still be identified as a priority for funding. VOAPA is grateful for Luzerne County's partnership, which alleviated funding strain on the program in 2025, which we hope to continue into 2026 as the federal government works to establish its funding priorities for the CoC.

What is the total cost of the proposed project/program?

\$149,489.91

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Reducing Opioid Use  
(Please describe how  
your project will reduce  
the use of substance  
abuse.)

The individuals served by Give Hope are in a desperate situation. They are sleeping in tents in parks, along rivers, or in their vehicles or abandoned buildings. Their fundamental biological needs for shelter, bathroom access, food, and safety are unmet. They often use substances to cope as they cannot make strides toward obtaining employment, mental health care, and permanent housing while they are stuck in a cycle of deep poverty.

Give Hope understands that for individuals to start thinking about starting the road to recovery, they must have some sense of stability first. Give Hope is a resource to help them

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overcome their experiences during this critical point in their lives, helping people process their experiences, build and rebuild trust, and feel supported. By meeting people where they are, we create a foundation of connection and trust, so that when people are ready to seek treatment, our team is prepared to immediately connect them to recovery services through compassionate guidance and warm handoffs. When Give Hope outreach workers connect with people experiencing homelessness, particularly those utilizing substances to cope, our approach aligns with the harm reduction principles and the US Department of Health and Human Services' Overdose Prevention Strategy. Harm reduction emphasizes engaging directly with people who use substances to prevent overdose and other harm. Give Hope:

- Is led by people with lived experience of past drug use and lived experience in homelessness, including a Program Manager who is in recovery.
- Embraces the inherent value of people, regardless of the circumstances they have found themselves in. Our team and services are trauma-informed and person-centered, and emphasize each person's right to human dignity, respect, housing, and health.
- Commits to deep community engagement and community building through a team of community partners and public awareness and education opportunities. Give Hope is deeply committed to community engagement and community building in its approach.
- Promotes equity, rights, and reparative social justice and advocates for the human rights of individuals experiencing homelessness and promotes social justice for those affected by systemic inequalities that exist and worsen social conditions.
- Offers most accessible and noncoercive support through low-barrier services, and while highly encouraged, abstinence from substances or engagement in mental health treatment is not a requirement for the provision of case management to occur.
- Focuses on any positive change, as defined by the person through case management that is dictated by the person receiving services. The mission of our organization is to assist individuals in achieving their own identified goals to live the lives that they envision for themselves. While we provide our educated guidance and expertise, a positive outcome for the person being served from their perspective is most important.

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Project Evaluation  
(please describe how  
you plan to measure

VOAPA will continue examining the overall effectiveness of the Give Hope program on an ongoing basis through the monitoring of exit destinations, needs assessments, and services provided. In 2026, the Give Hope program:

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your project's  
outcome.)

- Expects to serve a consistent number of individuals experiencing homelessness as we did last year with direct services to address health inequality and improve connections to treatment options and housing.
- Ensure 70% of individuals served are discharged from the program to permanent housing or a safe, temporary destination such as a shelter, transitional housing, treatment program, etc.
- Will ensure 100% of individuals receiving services receive referrals and social service navigation assistance to address their needs identified via social determinants of health assessments.

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### Budget Proposal

*Please provide a detailed breakdown of your organizations budget plan.*

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#### Budget Item

#### Line Items and Annual Expense:

Staff Wages \$148,608.00  
Benefits and Taxes \$32,365.34  
Program Supplies \$33,583.76  
Client Transportation \$8,000.00  
Vehicle Expense \$15,417.00  
Other Operations \$5,870.00  
Occupancy and Indirect Costs \$53,404.78

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#### Estimated Expense

#### Portion Requested for Funding:

Staff Wages \$70,720.00  
Benefits and Taxes \$10,608.00  
Program Supplies \$28,500.00  
Client Transportation \$4,000.00  
Vehicle Expense \$11,800.00  
Other Operations \$2,500.00  
Occupancy and Indirect Costs \$21,361.91

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#### Total

Total Program Expense: \$297,248.88  
Amount Requested for Funding: \$149,489.91

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## AGENDA SUBMITTAL TO LUZERNE COUNTY COUNCIL

| <b><u>ITEM TITLE</u></b>                                                               | <b><u>COUNCIL MEETING DATE</u></b> | <b><u>AGENDA NUMBER</u></b> |
|----------------------------------------------------------------------------------------|------------------------------------|-----------------------------|
| Approve Resolution Approving ARPA Project Modification Request for Sugar Notch Borough | Voting Session<br>April 14, 2026   |                             |
| <b>Dept:</b>                                                                           | County Manager's Office            |                             |
| <b>Contact:</b>                                                                        | Romilda Crocamo & Michele Sparich  |                             |
| <b>Phone:</b>                                                                          | 570-825-1635                       |                             |

### **DEPARTMENTAL RECOMMENDATION:**

It is recommended that County Council approve the request for a project modification related to an American Rescue Plan Act (ARPA) award. One request has been made by Sugar Notch Borough.

### **SUMMARY:**

Attached is an information packet for the following sub-recipient:

- Sugar Notch Borough – Project Scope and Period of Performance Extension

### **FINANCING:**

The only funding impacted, if any, is the ARPA funds that were awarded by Luzerne County Council. No general fund monies will be impacted by this request as this is limited to the ARPA funds.

### **DISCUSSION:**

Luzerne County Council is encouraged to approve this modification request so that the ARPA funds can be spent in a timely manner ensuring that Luzerne County can meet the deadlines put in place by the U.S. Treasury.

### **ALTERNATIVES:**

County Council could choose not to approve this modification request. The result would be that this project may not get completed on time and/or as this was originally presented in the American Resue Plan Act application.

### **OTHER AGENCY INVOLVEMENT:**

Not Applicable

**RESOLUTION R-2026-  
LUZERNE COUNTY COUNCIL**

***A Resolution of Luzerne County Council Approving a Modification to an American Rescue Plan Act Funds Awarded Project – Sugar Notch Borough***

WHEREAS, on March 28, 2023, Luzerne County Council passed Resolution R-2023-57 which awarded American Rescue Plan Act (ARPA) grant monies to applicants identified in Exhibit ‘A’ at the amounts set forth therein; and

WHEREAS Sugar Notch Borough was awarded \$650,250.00 for Oak St./Maffett St./Broadhead Ave. Sewer project; and

WHEREAS, on August 13, 2024, Luzerne County Council passed Resolution R-2024-158 approving a period of performance extension; and

WHEREAS, on January 14, 2025, Luzerne County Council passed Resolution R-2025-05 approving a change in scope; and

WHEREAS, on May 13, 2025, Luzerne County Council passed Resolution R-2025-85 approving a period of performance extension; and

WHEREAS, on November 25, 2025, Luzerne County Council passed Resolution R-2025-207 approving a change in scope; and

WHEREAS, Sugar Notch Borough is requesting to modify the project that was awarded ARPA grant funds as outlined in the modification request and

WHEREAS, in accordance with 2 CFR 200.309, Sugar Notch Borough is requesting to extend the grant period of performance to expend the funds from April 1, 2026, to June 30, 2026. See Exhibit A for the modification request form and supporting documentation, and

WHEREAS, in accordance with 2 CFR 200.308 (c)(1), Sugar Notch Borough is requesting project scope changes. See Modification Request Form and Supporting Documentation and;

WHEREAS, Luzerne County Council approved the modification at the Council meeting on April 14, 2026.

NOW, THEREFORE, BE IT RESOLVED, Luzerne County Council approves the modification request for the American Rescue Plan Act awarded grant submitted by Sugar Notch Borough.

This Resolution shall become effective 6 days after adoption.

ADOPTED at a meeting of Luzerne County Council held on April 14, 2026.

ROLL CALL VOTE ( )

LUZERNE COUNTY COUNCIL

By: \_\_\_\_\_  
James Sabatino, Chair

Attest: \_\_\_\_\_  
Sharon Lawrence, Clerk of Council

LUZERNE COUNTY MANAGER

By: \_\_\_\_\_  
Romilda P. Crocamo, Esq.  
County Manager

### ARPA Modification Request Checklist

|                              |                                                             |
|------------------------------|-------------------------------------------------------------|
| Subrecipient Name:           | Sugar Notch Borough                                         |
| Grant Program:               | Luzerne ARPA Grant Program                                  |
| Project/Program Name(s):     | Oak St./Maffett St./Broadhead Ave. Sewer                    |
| Eligible Use Category:       | Invest in water, sewer, and broadband infrastructure (EC 5) |
| Subcategory:                 | Clean Water: Other Sewer Infrastructure                     |
| Expenditure Category :       | 5.5                                                         |
| Type of Request:             | B. Project Scope<br>E. Extension of Period of Performance   |
| Modification Recommendation: | Approved                                                    |

| MODIFICATION REQUEST                                                                                                               | Yes/No | NOTES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Was the modification complete and accurate with supporting documentation?                                                       | Yes    | The modification request was complete with accurate supporting documentation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 2. For the modification type selected, after review of supporting documentation, was the justification for the request sufficient? | Yes    | Sugar Notch Borough is requesting a minor scope of work change and timeline extension modifications to its ARPA Infrastructure Grant. While the sewer system installation is complete, restoration and additional paving have been delayed due to weather, material availability, and challenging rocky terrain. The Borough is requesting a scope modification to include additional paving on Maffett Street and improvements beyond basic restoration on Oak Street, consistent with the original project intent. They are also requesting a project extension, with a new deadline of <b>June 30, 2026</b> , to allow sufficient time for completion. |
| 3. Is the modification request recommended for approval? If not recommended for approval, explain below.                           | Yes    | They have expended almost 50 % of the award. Also, the scope modification will not affect their current Eligible Category. The modification aligns with the project's original intent and provides a reasonable extension to ensure proper completion of the project by <b>June 30, 2026</b> .                                                                                                                                                                                                                                                                                                                                                            |

Below is a detailed explanation for Modification Requests that are not recommended for approval.

Prepared by (BMC Team):

Abra Kataka

Date: 3/26/2026

Comments: See "Notes" above

Reviewed by (BMC Senior):

Gladys Yaquez

Date: \_\_\_\_\_

Comments:

#### COUNCIL DETERMINATION

|                             |  |
|-----------------------------|--|
| Dated submitted to Council: |  |
| Final Decision:             |  |
| If approved, Resolution No: |  |

Comments:



Thursday, March 26, 2026

## Luzerne County

### Luzerne County ARPA Grant Modification Request

Subrecipients of the LUZERNE COUNTY, PA, AMERICAN RESCUE PLAN ACT (ARPA), CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUND (CSLFRF) must submit requests for modifications to their subrecipient agreements through this online portal. Paper submissions, including those by mail, fax or email submission, will not be accepted.

Prior to submitting a modification requests, download and read the **Subrecipient Agreement Modification Guidance** below.

#### SUBRECIPIENT AGREEMENT MODIFICATION GUIDANCE

[ARPA Subrecipient Agreement Modification  
Guidance\\_10.2023.pdf](#)

### SECTION 1. SUBRECIPIENT INFORMATION

Please provide the following information for your agency/organization:

**Entity Name** Sugar Notch Borough

**Address** 892 Main Street  
Sugar Notch, PA, 18706-2015

#### Primary Point of Contact

**Name** Joseph Rutkoski, Sr.

**Title** President of Borough Council

**Email** snboro@ptd.net

**Phone Number** (570) 822-9282

**Alternate Point of Contact** Charles Cybuch

**Email** snboro@ptd.net

**Phone Number** (570) 762-3231

### SECTION 2. GRANT INFORMATION

**Project/Program Name** Oak/Maffett/Broadhead Sewer Project

**Eligible Activity** Infrastructure

**Expenditure Category** EC 5.5

**Grant Award Amount** 650250.00  
**Grant Start Date** Wednesday, March 1, 2023  
**Grant End Date** Wednesday, April 1, 2026

### SECTION 3. MODIFICATION REQUEST

Complete all the questions.

**What type of modification are you requesting?**

B. Project scope changes 2 CFR 200.308(c)(1)

E. Extension of Period of Performance 2 CFR 200.309

#### A. Budget Modification

Complete this section if you checked A. Budget Changes above.

Use the Budget Modification excel spreadsheet at Link: [https://boothmanagementconsulting-my.sharepoint.com/:x/g/person/robinb\\_bmc-llc\\_net/EcQ-GTPyLxHuET1KzsptlABun4i3Fmtrw-V0xcrloapwg?e=P9fW7a](https://boothmanagementconsulting-my.sharepoint.com/:x/g/person/robinb_bmc-llc_net/EcQ-GTPyLxHuET1KzsptlABun4i3Fmtrw-V0xcrloapwg?e=P9fW7a)

#### B. Project Scope Modification

Complete this section if you checked B. Project Scope Changes above.

**1. Please describe in detail the requested change in the project scope. Upload supporting documents below.**

The original Exhibit A included "...restoration of the work area." However, the construction contract calls for additional paving along a previously unpaved portion of road (Maffett Street) running from Oak Street to Freed Street and possibly a short distance beyond. A portion of the work area along Oak Street was previously paved, and restoration is contemplated, and may have begun. However, additional improvement beyond restoration may be included along this short section of road also.

**2. Why is this project scope change needed? Upload supporting documents below.**

The trench for the sewer line is in the road and we wished to make clear that the intent from at or near the beginning of this project has been to improve the road(s) as a part of the restoration. Note that the Agreement with Franchelli Enterprises (copy attached) includes "...620 S.Y. of Full-Depth Pavement on Maffett Street..."

**3. Indicate if the project scope modification will impact the budget, performance metrics, or both. If the budget is impacted, complete Section A. Budget Modification.**

No impact on the budget.

**6. Project Scope Documents**



Fully Executed Agreement.pdf

## C. Change in Key Personnel

Complete this section if you checked C. Key Personnel above.

## New Personnel

## D. Change (Decrease) in Matching

Complete this section if you checked D. Changes in the approved cost-sharing

## E. Extension of Period of Performance

Complete this section if you checked D. Extension of Period of Performance

### 1. Explain the reason for the request to extend the grant period of performance.

The installation of the basic sewer system has been completed. However, restoration of the work area and the additional paving contemplated in the scope modification request have been delayed while waiting for better weather and the availability of paving materials. Note that, to some extent, the completed portion of the project took more time than might have been contemplated due to the rocky terrain. (Note that restoration on the Oak Street portion may have begun or is expected to begin shortly.) See also LaBella Associates invoice 295105 which indicates there was extra engineering work "...due to Rock Excavation."

### 2. Enter the requested extension date. Tuesday, June 30, 2026

**Any extension requests beyond November 30, 2024, will require monitoring by the County's ARPA Grant Administrator BMC).**

### 3. Upload a letter, signed by an authorized individual, requesting an extension. The letter must indicate the extend date which should match the date in #2 above.



2250724, Inv 295105.pdf



20260326 Council President Letter.pdf

## APPLICATION CERTIFICATION AND SIGNATURE PAGE

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal civil or administrative penalties for fraud, false statements, false claims, or otherwise."

**Authorized Official Name, Title**

Joseph M. Rutkoski, Sr. Pres. of Borough Council

**Authorized Official Signature**

**Date Signed**

Thursday, March 26, 2026

## SUGAR NOTCH BOROUGH

892 MAIN STREET  
SUGAR NOTCH, PA 18706-2015  
Incorporated April 3, 1867  
(570) 822-9282

### AMERICAN RESCUE PLAN ACT (ARPA) GRANT EXTENSION REQUEST

March 26, 2026

To Whom It May Concern:

On behalf of Sugar Notch Borough, we are requesting modifications to our existing ARPA Infrastructure Grant. This grant is to be used for sanitary sewer improvement projects. The projects are located in the vicinity of Oak Street, Maffett Street, and Broadhead Avenue in the Borough of Sugar Notch, Luzerne County. (A previously approved modification included a sewer improvement project on Woodland Road, also in the Borough of Sugar Notch.)

The installation of the basic sewer system has been completed. However, restoration of the work area and the additional paving contemplated in the scope modification we are requesting have been delayed while waiting for better weather and the availability of paving materials. Note that, to some extent, the completed portion of the project took more time than might have been anticipated due to the need to deal with rocky terrain. We are therefore requesting an extension of time to complete the project until June 30, 2026. The contractor believes that this additional time should be more than sufficient.

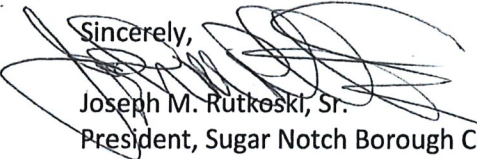
The original Exhibit A included "...restoration of the work area." Some of this restoration work remains to be done. However, the construction contract calls for additional paving along a previously unpaved portion of road (Maffett Street) running from Oak Street to Freed Street and possibly a short distance beyond. (A portion of the work area along Oak Street was previously paved, and restoration is contemplated. However, additional improvement beyond restoration may be included along this short section of road also. The contractor expects to do restoration work in the Oak Street area within a few days.)

We note that the trench for the sewer line is in the road and we wish to make clear that the intent from at or near the beginning of this project has been to improve the road in the Maffett Street area. Note that the Agreement with Franchelli Enterprises (copy attached) includes "...620 S.Y. of Full-Depth Pavement on Maffett Street..."

We are therefore requesting a modification to the Scope of the Grant to include the paving on Maffett Street and any improvement that goes beyond restoration along the Oak Street portion of the project.

Thank you for your consideration.

Sincerely,

  
Joseph M. Rutkoski, Sr.  
President, Sugar Notch Borough Council

**RESOLUTION R-2026-\_\_\_\_\_**  
**LUZERNE COUNTY COUNCIL**

*A Resolution by the Luzerne County Council Appointing a Representative of the  
Luzerne County Planning Commission to the Blighted Property Review Committee*

WHEREAS, Section 2.04.A. of the Luzerne County Home Rule Charter provides that County Council members may only serve on a Luzerne County authority, board or commission as authorized by the Charter or applicable law; and

WHEREAS, Luzerne County Council, through a majority of its members, voted on June 28, 2016 to establish a Blighted Property Review Committee as permitted under the Pennsylvania Urban Redevelopment Law; and

WHEREAS, the Pennsylvania Urban Redevelopment Law requires that one of the members of the Blighted Property Review Committee be a representative of the Luzerne County Planning Commission; and

WHEREAS, the Ordinance adopted states that members shall serve for a term of four years; and

WHEREAS, the County Council wishes to appoint a representative of the Luzerne County Planning Commission, selected by resolution and adopted by an affirmative vote of at least a majority of its current members.

NOW, THEREFORE, BE IT RESOLVED, that the County Council wishes to appoint Dan Reese, a representative of the Luzerne County Planning Commission, to the Blighted Property Review Committee, such appointment to remain effective until December 31, 2029, or until the appointment is declared vacant by County Council pursuant to Section 11.06 of the Charter.

This Resolution shall become effective six days from its adoption.

ADOPTED at a meeting of the Luzerne County Council held on April 14, 2026.

ROLL CALL VOTE (    )

YES:  
NO:

LUZERNE COUNTY COUNCIL:

By: \_\_\_\_\_  
James Sabatino, Chair

Attest: \_\_\_\_\_  
Sharon Lawrence  
Clerk of Council

LUZERNE COUNTY MANAGER:

By: \_\_\_\_\_  
Romilda Crocamo, Esq., County Manager

**RESOLUTION R-2026-\_\_\_\_\_**  
**LUZERNE COUNTY COUNCIL**

*A Resolution by the Luzerne County Council Appointing a Representative of the  
Luzerne County Redevelopment Authority to the Blighted Property Review Committee*

WHEREAS, Section 2.04.A. of the Luzerne County Home Rule Charter provides that County Council members may only serve on a Luzerne County authority, board or commission as authorized by the Charter or applicable law; and

WHEREAS, Luzerne County Council, through a majority of its members, voted on June 28, 2016 to establish a Blighted Property Review Committee as permitted under the Pennsylvania Urban Redevelopment Law; and

WHEREAS, the Pennsylvania Urban Redevelopment Law requires that one of the members of the Blighted Property Review Committee be a representative of the Luzerne County Redevelopment Authority; and

WHEREAS, the Ordinance adopted states that members shall serve for a term of four years; and

WHEREAS, the County Council wishes to appoint a representative of the Luzerne County Redevelopment Authority, selected by resolution and adopted by an affirmative vote of at least a majority of its current members.

NOW, THEREFORE, BE IT RESOLVED, that the County Council wishes to appoint Margie Thomas, a representative of the Luzerne County Redevelopment Authority, to the Blighted Property Review Committee, such appointment to remain effective for a term expiring on December 31, 2029 or until the appointment is declared vacant by County Council pursuant to Section 11.06 of the Charter.

This Resolution shall become effective six days from its adoption.

ADOPTED at a meeting of the Luzerne County Council held on April 14, 2026

ROLL CALL VOTE ( )

YES:  
NO:

LUZERNE COUNTY COUNCIL

By: \_\_\_\_\_  
James Sabatino, Chair

Attest: \_\_\_\_\_  
Sharon Lawrence, Clerk of Council

LUZERNE COUNTY MANAGER

By: \_\_\_\_\_  
Romilda Crocamo, Esq., County Manager

**RESOLUTION R-2026-  
LUZERNE COUNTY COUNCIL**

***A Resolution by the Luzerne County Council Approving the Settlement of  
Pending Litigation in the Matter of Richard Musko v. Wyoming Valley Airport, et. al.***

WHEREAS, Section 4.07 B.3 of the Luzerne County Home Rule Charter Provides the County Manager shall have the authority to recommend the settlement of litigation involving the County, subject to the approval of County Council; and

WHEREAS, the Luzerne County Manager has recommended settlement of the above-captioned litigation; and

WHEREAS, Section 2.09 B.5 of the Luzerne County Home Rule Charter provides that County Council shall have the power to approve, by resolution adopted by a majority vote of the Council members, a recommendation by the County Manager to settle litigation involving the County; and

WHEREAS, Plaintiff Richard Musko, owns a storage hanger located on Luzerne County's real property known as the Wyoming Valley Airport in Forty-Fort pursuant to a purported oral agreement made several decades ago; and

WHEREAS, for several years Luzerne County has been attempting to have Mr. Musko remove his hangar and all personal property from the County owned airport to which he has refused; and

WHEREAS, Plaintiff filed a Complaint in the Luzerne County Court of Common Pleas docketed at 2020-08998 to prevent the removal of his hangar and personal property from the Wyoming Valley Airport;

WHEREAS, the Plaintiff desires to settle his claims against Luzerne County; and

WHEREAS, Luzerne County Council also desires to resolve the pending litigation in this matter.

NOW, THEREFORE, BE IT RESOLVED, Luzerne County Council approves the settlement of pending litigation for all claims asserted against Luzerne County in the matter of Richard Musko v. Wyoming Valley Airport, et. al., in the amount of \$5,000.00, inclusive of all legal and administrative and/or filing fees. This settlement is a full and complete settlement and release of all claims by Richard Musko against Wyoming Valley Airport, Luzerne County, et. al.

This resolution shall become effective six days after adoption.

ADOPTED at a meeting of the Luzerne County Council held \_\_\_\_\_, 2026.

**LUZERNE COUNTY COUNCIL**

ROLL CALL VOTE:

AYES-

NAYS-

Attest: \_\_\_\_\_  
Sharon Lawrence, Clerk of Council

By: \_\_\_\_\_  
Jimmy Sabatino, Chair

By: \_\_\_\_\_  
Romilda P. Crocamo,  
County Manager