



MONROE COUNTY BOARD OF COMMISSIONERS
October 1, 2025

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday, October 1, 2025, in the Commissioners' Public Meeting Room at the Monroe County Administrative Center with the following present: Vice-Chairman David C. Parker, Commissioner Sharon S. Laverdure, Solicitor Deborah L. Huffman, Chief Clerk/Administrator Robert J. Gress and Administrative Secretary Cindy Cook. Chairman John D. Christy was not in attendance.

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

There was no public comment on agenda items.

Vice-Chairman Parker recessed the regular meeting at 9:32 a.m. and opened the Second Public Hearing for the FFY 2025 Community Development Block Grant (CDBG).

Jennifer Strauch-Petersen, Executive Director, Redevelopment Authority of the County of Monroe stated the purpose of the public hearing was to obtain citizen views and comments on Monroe County's proposed use of \$663,596.00 in FFY 2025 CDBG funds. Ms. Strauch-Petersen stated Monroe County will use \$325,061.00 towards owner – occupied housing rehabilitation and \$71,354.00 will go to program administration. East Stroudsburg Borough will use \$125,991.00 towards street/road improvements and \$27,861.00 will go to program administration. Stroudsburg Borough will use \$93,098.00 towards street/road improvement and \$20,436.00 will go to program administration. There was no public comment at the hearing, Ms. Strauch-Petersen stated the public comment period will continue through October 13, 2025. Ms. Strauch-Petersen announced the final public hearing will be held Wednesday, October 15, 2025, at 9:30 a.m. in the Commissioners' Public Meeting Room. Following the final hearing the Commissioners will consider passing a resolution approving the FFY 2025 CDBG application submission.

Vice-Chairman Parker closed the public hearing at 9:35 a.m. and continued with the regular meeting.

M-2025-268 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the minutes of September 17, 2025, Commissioners' Meeting.

M-2025-269 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to amend Motion **2025-258** dated 09/17/2025 to change the payroll amount approved from \$1,534,353.21 to \$1,534,684.54 to include taxes that are the county's responsibility.

M-2025-270 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to adopt the following proclamations and certificates of special recognition:

Domestic Violence Awareness Month – October 2025
2025 A. Mitchell Palmer Award – Christopher Shelly
Monroe Career & Technical Institute – New addition Grand Opening
President Judge Arthur Zulick – Retirement

Proclamation

WHEREAS, Domestic Violence remains a pervasive issue that affects individuals of every age, gender, race, religion, sexual orientation, and socioeconomic background; and

WHEREAS, Domestic Violence undermines the safety, dignity, and well-being of individuals, leaving lasting physical, emotional, and psychological harm; and

WHEREAS, from July 2024 through June 2025, Safe Monroe provided 2,387 hours of counseling and 230 hours of legal advocacy services to 827 individuals impacted by abuse; offered safety and shelter to 56 adults and children for a total of 6,304 nights; and responded to more than 1,807 calls through its 24-hour crisis hotline; and

WHEREAS, raising awareness about Domestic Violence is essential to prevention, to supporting survivors, to holding abusers accountable, and to building safer communities where resources and protection are accessible to all; and

WHEREAS, the Monroe County Board of Commissioners recognizes the importance of standing together as a community to ensure that every individual can live free from violence, abuse and exploitation;

NOW THEREFORE, BE IT RESOLVED that the Monroe County Board of Commissioners hereby proclaims the month of October 2025 as Domestic Violence Awareness Month in Monroe County and commends the tireless work of advocates, service providers, and community members dedicated to ending Domestic Violence.

End of Proclamation

Proclamation

WHEREAS, Judge Arthur Zulick is the President Judge of the Court of Common Pleas, 43rd Judicial District in Monroe County, Pennsylvania, and was, appointed in 2005, elected in 2005 and retained in 2015; and

WHEREAS, Judge Zulick received his undergraduate degree, cum laude, from Allegheny College in Political Science and Juris Doctor, magna cum laude, from Cleveland State University; and

WHEREAS, Judge Zulick was a partner in the law firm of Muth, Zulick and Worthington and Muth and Zulick law firms from 1984 to 2005, also served as an Assistant Public Defender, for the 43rd Judicial District from 1980 to 1984; and

WHEREAS, Judge Zulick has served on numerous judicial and educational committees, including past co-chair of the Pennsylvania Conference of State Trial Judges' Education Committee; and

WHEREAS, Judge Zulick's community activities has included participation on several local boards including member and past President of the Pocono Family YMCA and Kettle Creek Environmental Fund, member of the Monroe County Open Space Advisory Board and Stroudsburg Borough Planning Commission; and

WHEREAS, Judge Zulick is married to wife, Paula Heeschen, and is the proud father of three daughters and grandfather of six grandchildren.

NOW THEREFORE, BE IT RESOLVED that the Monroe County Board of Commissioners hereby recognizes and honors President Judge Arthur Zulick on his retirement as President Judge of the 43rd District and wishes him and his family the best in his retirement, thanking him for his service to the people and employees of Monroe County.

End of Proclamation

Commissioner Laverdure presented the Domestic Violence Awareness Month proclamation to Lauren Petersen, Executive Director, Safe Monroe. Ms. Petersen thanked the commissioners for their support. Safe Monroe support is available twenty four hours, seven days a week. Ms. Petersen announced that Safe Monroe will be holding their annual candlelight vigil on October 23, 2025, in Courthouse Square beginning at 5:30 p.m. and stated to go to the website or follow Safe Monroe on Facebook for a list of other upcoming events.

M-2025-271 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve/ratify the actions listed below:

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

FIRST NAME	DEPARTMENT:	POSITION:	STEP:	DATE:	REASON:
NEW HIRES:					
Evans, Donna	Aging	37 Care Manager 3	N/A	10/6/25	New Hire/Replacement
Elsayed, Candace	Assessment	Alternate Auxiliary Appeal Board Member- PT	N/A	10/6/25	Rehire
Lieberman, Michael	Assessment	Alternate Auxiliary Appeal Board Member- PT	N/A	10/6/25	Rehire
Newhall, Karen	C&Y	33 Casw I	N/A	10/7/25	New Hire/Replacement
Abimbola, Okuwobi	Correctional Facility	CO	N/A	10/6/25	New Hire/Replacement
Barrett, Bernard	Correctional Facility	CO	N/A	10/6/25	New Hire/Replacement
Cadora, Samuel	Correctional Facility	CO	N/A	10/6/25	New Hire/Replacement
Dawkins, James	Correctional Facility	CO	N/A	10/6/25	New Hire/Replacement
Johnson, Shaneeka	Correctional Facility	CO	N/A	10/6/25	New Hire/Replacement
Martin, Aaron	Correctional Facility	CO	N/A	10/6/25	New Hire/Replacement
O'Donnell, Terrence	Correctional Facility	CO	N/A	10/6/25	New Hire/Replacement
Rebert, Sarah	Correctional Facility	8 Education & Volunteer Coordinator	1	10/6/25	New Hire/Replacement
Ryan, Charlayna	Correctional Facility	CO	N/A	10/6/25	New Hire/Replacement
Stulmuller, Walter	Correctional Facility	CO	N/A	10/6/25	New Hire/Replacement
Sutliff, Kevin	Correctional Facility	CO	N/A	10/6/25	New Hire/Replacement
Thomas, Kenneth	Correctional Facility	CO	N/A	10/6/25	New Hire/Replacement
Huntley, Linda	District Justices	7 Technician- Judge Levy	N/A	10/20/25	New Hire/Replacement
Millroy, Angelica	Prothonotary	4 Records Technician	1	9/29/25	Rehire/Replacement
SEPARATIONS:					
Bradley-McCabe, Erica	Assessment	Auxiliary Appeal Board Member	N/A	9/18/25	Resigned
Loria, Samantha	Correctional Facility	9 Corrections Counselor	5	10/10/25	Resigned
Esposito, William	Planning	6 Vector Technician-Temp	1	10/3/25	End of Temp Position
Hernandez, Andrew	Sheriff	8 Deputy Sheriff	4	9/15/25	Terminated
CHANGES:					
Braxton-Cannon, Beverly	Aging	35 Casw 2	N/A	9/12/25	Probation Complete
Carrion, Alice	Aging	35 Casw 2	N/A	9/22-9/29/25	LOA
Clement-St Louis, Michelle	Aging	35 Casw 2	N/A	9/1/25-3/4/26	Intermittent LOA
Washenik, William	C&Y	12 Fiscal Officer II	1	9/24/25	Probation Complete
Donna, Barrett	Conservation	8 Environmental Educator	5	10/9-11/19/25	LOA
Diliberto, Philip	Correctional Facility	17 Deputy Warden Operations	9	10/5/25	End of Acting Warden
Escourse, Dwight	Correctional Facility	CO	N/A	9/11-10/8/25	LOA
Landon, James	Correctional Facility	CO	N/A	10/1-10/2/25	Extend Mod Duty
Mohamed, Mohamed	Correctional Facility	CO	N/A	9/19/25	RTW- 21 Day Unpaid Suspension
Mujevic, Dilyn	Correctional Facility	CO	N/A	7/19-7/20/25	LOA
Stasulli, Vincent	Correctional Facility	CO	N/A	9/12/25	Did Not RTW Full Duty
Wilson, Stephen	Correctional Facility	CO	N/A	9/13-9/23/25	Extend LOA
Wilson, Stephen	Correctional Facility	CO	N/A	9/24-10/27/25	RTW Mod Duty
Riley-Aultman, Sheila	Courts	10 Admin Asst Custody Conciliation	N/A	9/17/25	Probation Complete
Lippincott, Kimberly	District Attorney	18 Corporal Detective	N/A	10/1/25	Probation Complete
Kratz, Jane	Domestic Relations	10 Intake & Locate Specialist	N/A	9/25-9/26/25	Unpaid Suspension
Hoyt, Sean	Maintenance	6 Tradesworker Supervisor	1	8/28-9/14/25	LOA
Jackson, Cory	Sheriff	8 Deputy Sheriff	6	9/11-9/14/25	LOA
Manko-Vachtar, Kristina	Sheriff	8 Deputy Sheriff	4	9/23/25	Probation Complete
Mihalopoulos, Marijana	Tax Claim	4 Fiscal Technician	4	9/22-10/6/25	Personal LOA
MISCELLANEOUS:					
Approve the request from Warden Ruddy to add one FT CO to their headcount, as they only have 10 openings, but are looking to hire 11					
Approve the request from Kevin Lawrence, Operations & Maintenance Supervisor, to temporarily reduce the hours of 1 Tradesworker I position held by Helen Lentz from 40 hr/wk to 32 hr/wk, effective 9/22, to revert back to 40 hours when the position is vacated.					

- b) Approve/Ratify Requests to work additional hours:

i) Sheriff’s Department for pay period ending 09/21/2025

(1) Deputies –32.75 hours

(2) Security –33.25 hours

(3) Clerks – 25.50 hours

c) Voter Registration/Elections – 5 hours per week each for 5 employees through pay period ending November 9, 2025

2) Electronic Financial Transactions (Ratify):

- a) Vouchers Payable:

i) \$940,201.48 dated 09/05/2025

ii) \$4,154,181.72 dated 09/15/2025

iii) \$830,437.67 dated 09/22/2025
- b) Gross Payroll:

i) \$1,540,537.12 for pay period ending 09/21/2025
- c) Healthcare Benefits Payments:

i) Highmark Blue Cross/Blue Shield:

(1) \$100,087.87 dated 09/02/2025

(2) \$108,507.59 dated 09/16/2025

(3) \$148,162.66 dated 09/23/2025

(4) \$20.60 dated 09/26/2025

ii) Geisinger:

(1) \$94,813.79 dated 09/02/2025

(2) \$162,353.98 dated 09/22/2025

iii) Dental Claims:

(1) \$8,667.23 dated 09/19/2025

(2) \$7,789.32 dated 09/26/2025

iv) Flexible Spending Account:

(1) \$706.70 dated 09/19/2025

(2) \$665.79 dated 09/26/2025

M-2025-272 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve/ratify the Travel Requests for the following: Adult Probation, Aging, Assessment, Children & Youth, Commissioners, Conservation District, Juvenile Probation, Treasurer, Vector Control.

M-2025-273 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below as requested by the Area Agency on Aging:

- a) Ratify execution of the Older Adult Services Grant Agreement in the amount of \$1,207,397.00 for the term 10/01/2025 - 06/30/2026 to provide services and programs for older adults
- b) Execute a Contract with Concessions Solutions, LLC d/b/a Ryan's Deli to provide Congregate Meals at a cost of \$7.25 per meal for the term 10/01/2025 – 09/30/2028
- c) Execute a Contract with PurFoods, LLC d/b/a/ Mom's Meals to provide in-home/home delivered meals at a cost of \$6.99 per home-delivered meal with instant milk and \$7.93 for a renal or puree meal for the term 08/01/2025 - 07/31/2028
- d) Execute a Contract with Kellez Care Providers, LLC to provide Personal Care and Home Support Services at a cost of \$21.50 per hour for the term 10/01/2025 – 09/30/2028

M-2025-274 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to acknowledge receipt of the Financial Statement for the period ending 06/30/2024 as requested by Carbon-Monroe-Pike Drug and Alcohol Commission.

M-2025-275 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below as requested by Career Link:

- a) Execute the following Subrecipient agreements with Pocono Counties Workforce Development Board:
 - i) Employment Advancement and Retention Network (EARN) for the term 07/01/2025 - 06/30/2026 in the maximum reimbursement amount of \$54,398.44
 - ii) Temporary Assistance for Needy Families (TANF) Youth Development Program (YDP) for the term 07/01/2025 – 06/30/2026 in the maximum reimbursement amount of \$142,011.25
 - iii) Adult and Dislocated Worker Workforce Innovation and Opportunity Act (WIOA) Title I Services for the term 07/01/2025 – 06/30/2026 in the maximum reimbursement amount of \$1,848,838.44
 - iv) WIOA Title I Youth Activities for the term 07/01/2025 – 06/30/2026 in the maximum reimbursement amount of \$858,964.46

M-2025-276 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below as requested by Children and Youth Services:

- a) Execute a Purchase of Service Agreement for the period 07/01/2024 – 06/30/2025 with People R Us Community Residential Services, Inc. with a contract limit of \$900,000.00 to provide community residential treatment
- b) Execute the following Purchase of Service Agreements for the period 07/01/2025 – 06/30/2026 with:
 - i) Family Care for Children & Youth, Inc. – contract limit of \$85,000.00 (specialized foster care)
 - ii) Phoenix House – contract limit of \$335,000.00 (residential group home)
 - iii) Concern – contract limit of \$200,000.00 (foster care)
 - iv) People R Us Community Residential Services, Inc. – contract limit of \$900,000.00 (community residential treatment)
 - v) Dikon Child, Family & Community Services – contract limit of \$75,000.00 (foster care)
 - vi) Clear Vision Residential Treatment Services, Inc. – contract limit of \$125,000.00 (residential program)
 - vii) Pathway to Everyday Life Human Services, Inc. – contract limit of \$475,000.00 (residential group home)
 - viii) Cater 2 You Youth Haven – contract limit of \$250,000.00 (group home)
 - ix) Safe Steps Children's Home – contract limit of \$600,000.00 (group home)
- c) Execute a Purchase of Service Agreement for the period 07/01/2025 – 06/30/2027 with Northern Tier Research with a contract limit of \$130,000.00 (regular urine drug analysis)
- d) Execute a professional services agreement with Janet Catina, Esq. to provide legal services for the period 07/01/2025-06/30/2028 with a contract limit of \$24,000.00
- e) Reappoint the following to the Children and Youth Advisory Board:

- i) JoAnn Baratta with a new term to expire 06/06/2028
- ii) Craig Johnson with a new term to expire 10/31/2028

M-2025-277 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below:

- a) Approve the Budget Adjustment Report dated 10/01/2025 totaling \$68,881.00
- b) Approve the following requests from GO Collaborative:
 - i) Use of the exterior front area portion of the old jail and other areas of Courthouse Square to place plaster and cement ghost props on Saturday, October 25, 2025, and Friday, October 31, 2025
 - ii) Use of Courthouse Square to place a 20’ “ghost tube-man” with attached air blower on Saturday, October 25, 2025, and Friday, October 31, 2025
 - iii) Use of the grass area next to the Courthouse steps to place a 4’ cement ghost figure from the second week of October 2025 until November 1, 2025
- c) Add the following Vendors to the County List of Approved Vendors:
 - i) ITS
 - (1) T3 Technologies, LLC (Ratify)
 - ii) Fiscal
 - (1) Samridh 1 LLC
 - (2) Hill EFH LLC
 - iii) MCCF
 - (1) Chestnut Ridge Foam

M-2025-278 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below as requested by the Fiscal/Grants department:

- a) Acknowledge receipt of the Liquid Fuels Tax Fund, Act 44 Tax Fund and Act 89 Tax Fund Audit for the period January 1, 2023, to December 31, 2023
- b) Ratify Authorization for Grants Manager, Ashley Kerrick to electronically sign the FY 2025-2026 Victims of Crime Act (VOCA) in the amount of \$149,408.00 for the period 10/01/2025 – 09/30/2026
- c) Ratify Authorization for Grants Manager, Ashley Kerrick to electronically submit the FY26 Local Share Account (LSA) Monroe Tax Relief for Low Income Seniors in the amount of \$1,000,000.00 for the period 07/01/2026 – 06/30/2029 (tentative)
- d) Ratify Resolution authorizing John D. Christy, Chairman and David C. Parker, Vice-Chairman as the officials to execute all documents and agreements pertaining to the FY26 LSA Monroe Tax Relief for Low Income Seniors Grant **(R-2025-11)**
- e) Execute a Pass-Through Agreement with Woman’s Resources of Monroe County DBA Safe Monroe for the STOP Grant
- f) Approve Memorandum of Understanding between Monroe County Victim Services and Safe Monroe to provide victim services as outlined in MOU
- g) Execute the following Homeless Assistance Program (HAP) Grant Sub-Recipient contracts for the 2025-2026 Fiscal Year to be paid contingent upon a continuing resolution being passed or the federal budget is enacted:

Pocono Area Transitional Housing	Bridge Housing Services	\$16,470.00
The Salvation Army of Monroe County	Emergency Shelter Services	\$16,470.00
Resources for Human Development	Case Management	\$9,448.00
Safe Monroe, Inc.	Emergency Shelter Services	<u>\$15,000.00</u>
	Total	\$57,388.00

- h) Execute the following Human Services Development Fund (HSDF) Grant Sub-Recipient contracts for the 2025-2026 Fiscal Year to be paid contingent upon a continuing resolution being passed or the federal budget is enacted:

Carbon-Monroe-Pike MH/DS	Adult Services	\$48,000.00
Sights for Hope	Generic Services	\$10,157.00
Pocono Services for Families & Children	Children & Youth	<u>\$26,000.00</u>

	Total	\$84,157.00
--	--------------	--------------------

M-2025-279 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to execute an agreement with TK Elevator to maintain the elevator at the Loder Building for the term October 1, 2025, through September 30, 2030, at a cost of \$200.00 per month for the first year and a maximum of 5% increase annually as requested by the Maintenance department.

M-2025-280 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to acknowledge receipt of the PNRRA 2024 Financial Statement for year ending 12/31/2024 as requested by the Pennsylvania Northeast Regional Railroad Authority.

M-2025-281 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to ratify application for use of district facilities with Pocono Mountain School District at PEC for various training dates in the 2025-2026 school year as requested by the Probation office.

M-2025-282 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below as requested by the Redevelopment Authority of Monroe County:

- a) Acknowledge the following resignations from the Affordable Housing Board:
 - i) Robert Brown
 - ii) Rachel Burbank
 - iii) William Cullen
- b) Appoint the following to the Affordable Housing Board with a term to begin 01/01/2026 and expire on 12/31/2026:
 - i) Edwin Prudencio to fill the vacancy of Robert Brown
 - ii) Amanda Valle to fill the vacancy of Rachel Burbank
- c) Appoint Jeromy Wo to the Affordable Housing Board with a term to begin on 01/01/2026 and expire on 12/31/2029 to fill the vacancy of William Cullen
- d) Appoint Paul London to the Affordable Housing Board with a term to begin 01/01/2026 and expire on 12/31/2030 to fill an unexpired vacant term
- e) Acknowledge the following resignations from the Redevelopment Authority Board:
 - i) Sonia Wolbert
 - ii) Charles Green
- f) Appoint Jeff Gilbert to the Redevelopment Authority Board with a term to begin 10/15/2025 and expire on 10/27/2028 to fill the vacancy of Sonia Wolbert
- g) Appoint Melisa Mersini to the Redevelopment Authority Board with a term to begin 10/15/2025 and expire on 12/31/2030 to fill the vacancy of Charles Green
- h) Approve ACT 152 Demolition Grant Application payment for Ross Township totaling \$10,000.00 for property located at 1123 Pine Cone Court, Saylorsburg PA (15.3C.1.16)

M-2025-283 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to ratify opening checking account with First Keystone Community Bank for Local Victim Services Fund as requested by the Treasurer’s office.

M-2025-284 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the Capital Purchases Report dated 10/01/2025 as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
TOTAL APPROVED CAPITAL						\$ -
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
TOTAL REQUESTS W/TRANSFER						\$ -
GRANT FUNDED & OTHER:						
Archives	101.4111.2031.8800.0001 101.4111.2031.7101.0000	Grant Expenses & Office Supplies/Forms	1	Map and Large File Preservation Materials	Gaylord Archival - Sole Source	\$ 5,002.94
TOTAL GRANT FUNDED & OTHER						\$ 5,002.94
TOTAL CAPITAL REQUESTS						\$ 5,002.94

Vice-Chairman Parker announced the unveiling of the America250PA county bell for the bells across PA program. The unveiling will be held Friday, October 3, 2025, at 1:00 p.m. at the Monroe County Historical Society building. Vice-Chairman Parker stated Linda Stockman-Connors is the artist whose design won the contest. Vice-Chairman Parker noted the bell was sponsored by the Pocono Mountains Vacation Bureau. Vice-Chairman Parker also stated everyone is welcome to attend the unveiling but asked that you RSVP to Danielle@America250pa.org.

Vice-Chairman Parker asked if there was any public comment.

Theresa Pesce commented on student surveys and the opt out option. Ms. Pesce stated she would appreciate an opt in option. Ms. Pesce also commented on data centers, how data is being stored and how she can be sure data is not being distributed to outside parties.

Vice-Chairman Parker encouraged constituents to call or meet with county officials with questions before filing open record requests as most questions can simply be answered without an open record request whereas open records requests potentially cost the county unnecessary money and employee time.

Vice-Chairman Parker commented about the gun safety survey data, and it is his understanding the data is the county's data. Vice-Chairman Parker stated the commissioners are trying to do what is best to help the community and the children in the community using the data collected from the survey.

The meeting was adjourned at 10:00 a.m.

Robert J. Gress, Chief Clerk/Administrator

M-2025-268 through M-2025-284
R-2025-11