



MONROE COUNTY BOARD OF COMMISSIONERS  
July 2, 2025

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday, July 2, 2025, in the Commissioners' Public Meeting Room at the Monroe County Administrative Center with the following present: Chairman John D. Christy, Vice-Chairman David C. Parker, Commissioner Sharon S. Laverdure, Solicitor Todd W. Weitzmann, Chief Clerk/Administrator Robert J. Gress and Administrative Secretary Cindy Cook.

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

There was no public comment on agenda items.

**M-2025-178** Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the minutes of the June 18, 2025, Commissioners' Meeting.

**M-2025-179** Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to adopt the following certificates:

Landyn Timothy Hinton – Eagle Scout  
Parks and Recreation Month – Autumn Hawthorne, Stroud Regional Open Space  
Executive Director

Vice-Chairman Parker presented the Parks and Recreation Month certificate to Autumn Hawthorne, Stroud Regional Open Space Executive Director. Vice-Chairman Parker thanked Ms. Hawthorne for the job she does.

Vice-Chairman Parker stated Ms. Hawthorne is also a great member of the America250PA commission and announced The 250 for 250 challenge to highlight physical activity in the local parks. Ms. Hawthorne explained the challenge and stated registration is available at [stroudrec.org](http://stroudrec.org).

**M-2025-180** Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below:

a) Agenda:

FIRST NAME	DEPARTMENT:	POSITION:	STEP:	DATE:	REASON:
NEW HIRES:					
Brown, Chauncey	Career Link	Laborer	N/A	6/23/25	Did not Start
King, Eden	Career Link	Laborer	N/A	6/23/25	Did not Start
Leon, Francesca	Career Link	Laborer	N/A	6/23/25	Did not Start
Luciano, Charles	Career Link	Laborer	N/A	6/23/25	New Hire
Mrakovcich, Jolie	Career Link	Laborer	N/A	6/23/25	Did not Start
Munoz, Dayana	Career Link	Laborer	N/A	6/23/25	Did not Start
Rivera, Melissa	Career Link	Laborer	N/A	6/23/25	Did not Start
Coker, Kyle	Commissioners	Archivist Intern-Temp	N/A	6/25/25	New Hire
Marcano, Samantha	Courts	16 Court Recorder/Transcriptionist	N/A	7/14/25	New Hire/Replacement
Caban, Alexandra	District Justices	7 MDJ Technician- Judge Anzini	N/A	6/30/25	New Hire/Replacement
SEPARATIONS:					
Alvarado, Juan	C&Y	35 Casw 2	N/A	6/23/25	Terminated
Othman, Ranya	Correctional Facility	CO	N/A	7/8/25	Resigned
Procak, Peter	Correctional Facility	CO	N/A	6/26/25	Resigned
Dottery, Donna	District Justices	7 Technician	N/A	6/24/25	Resigned
CHANGES:					
Clement-St Louis, Michelle	Aging	35 Casw 2	N/A	6/16-6/26/25	Mod Duty
Clement-St Louis, Michelle	Aging	35 Casw 2	N/A	6/27/25	RTW Full Duty
Hasker, Michelle	Assessment	8 Head Field Assessor	4	7/7/25	Change in Hours- 37.5 to 40 hrs/wk
Beltran Guzman, Daniel	Career Link	Supervisor	N/A	6/23/25	Correct Last Name
Puchalski, Svetlana	C&Y	25 SSA 2- FT	N/A	6/18/25	Probation Complete
Abdul-Khaleeq, El-Amin Tehran	Correctional Facility	CO	N/A	2/17-6/21/25	Intermittent LOA
Abdul-Khaleeq, El-Amin Tehran	Correctional Facility	CO	N/A	6/22-12/21/25	Extend Intermittent LOA
Clase, Yessica	Correctional Facility	CO	N/A	6/22/25	LOA
Clase, Yessica	Correctional Facility	CO	N/A	6/26/25	LOA
Frank, Kristijan	Correctional Facility	CO	N/A	6/21-7/25/25	Extend LOA
Hicks, Lars	Correctional Facility	CO	N/A	3/21/25	LOA
Knight, Elizabeth	Correctional Facility	CO	N/A	6/3-12/2/25	Intermittent LOA
Landon, James	Correctional Facility	CO	N/A	6/18-7/15/25	Extend Mod Duty
McGraw, Shaquan	Correctional Facility	CO	N/A	6/13/25	Suspended Without Pay
Pavolick, Tami	Correctional Facility	CO	N/A	6/15/25	Extend Intermittent LOA
Werkheiser, Lance	Correctional Facility	CO	N/A	5/27-7/7/25	LOA
Werkheiser, Lance	Correctional Facility	CO	N/A	7/8-8/25/25	RTW Mod Duty
Culley, Rebecca	District Attorney	5 Legal Secretary	4	3/23-6/1/25	Correct Intermittent LOA Dates
Parrish, William	District Attorney	17 Detective /DA Crisis Intervention	N/A	6/30/25	Early RTW
Isaac, Shakeya	District Justices	7 Technician- Judge Kresge	N/A	6/30/25	Lateral Transfer
Norville-Nash, Sandra	District Justices	8 Technician Sr.	N/A	5/19-5/27/25	LOA
Norville-Nash, Sandra	District Justices	8 Technician Sr.	N/A	5/28-12/5/25	Intermittent LOA
Caputo, Denise	Domestic Relations	11 Intergovernmental Specialist	N/A	5/22-7/4/25	Extend LOA
Caputo, Denise	Domestic Relations	11 Intergovernmental Specialist	N/A	7/5/25	RTW Full Duty
Manko-Vachtar, Kristina	Sheriff	8 Deputy Sheriff	3	5/16/25	Correct Name-Step Inc- Passed Academy
Robson, Penny	Voter Reg	7 Deputy Director	8	6/16-9/16/25	LOA
MISCELLANEOUS:					
Adopt the revised Grade Classification/Salary Administration Policy					

- b) Approve/Ratify Requests to work additional hours:
- i) Sheriff’s Office Overtime Report for period ending 06/15/2025

(1) Deputies- 63.75 hours

(2) Security – 41.25 hours

(3) Clerks – 24.50 hours
- ii) Maintenance
- (1) 13 hours for building maintenance mechanics for period ending 06/29/2025
- iii) Tax Claim
- (1) 5 hours per week for 6 clerks each beginning 08/04/2025 and ending 08/29/2025

**M-2025-181** Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve/ratify the actions listed below:

- a) Vouchers Payable:
- i) \$2,676,013.76 dated 06/20/2025

ii) \$671,503.50 dated 06/27/2025
- b) Gross Payroll:
- i) \$1,538,178.56 for pay period ending 06/15/2025
- c) Healthcare Benefits Payments:
- i) Highmark Blue Cross/Blue Shield:

(1) \$177,155.36 dated 06/17/2025

(2) \$75,468.18 dated 06/24/2025

(3) \$10.30 dated 06/27/2025

ii) Geisinger:

(1) \$57,117.13 dated 06/23/2025

iii) Dental Claims:

(1) \$3,802.09 dated 06/27/2025

(2) \$4,281.87 dated 06/27/2025

(3) \$1,084.10 dated 06/27/2025

iv) Flexible Spending Account:

(1) \$1,686.96 dated 06/20/2025
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(2) \$1,236.66 dated 06/27/2025

**M-2025-182** Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve/ratify the Travel Requests for the following: Area Agency on Aging, Clerk of Courts, Conservation District, Elections/Voter Registration, Emergency Services and Planning.

**M-2025-183** 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 Concession Contract with West End Fair Association, Inc for twenty (20) feet of space during the fair 08/17/2025 – 08/23/2025 in the amount of \$430.00
- b) Approve addendum to Lease Agreement with Barrett Township to use Room 17 instead of Room 30 at the Barrett Administrative & Recreation Complex
- c) Approve a Contract for Professional Services with Melissa Lear, RN, for the period 07/01/2025-06/30/2026 with a contract limit of \$10,000.00
- d) Reappoint Joan Harrison to the Advisory Council with a new term to expire 07/06/2028
- e) Acknowledge resignation of Barbara Van Nortwick from the Advisory Council
- f) Acknowledge service on Advisory Board of Richard Waibel end of term due to his passing

Vice-Chairman Parker commented Richard Waibel worked in his office when he was a State Representative. Vice-Chairman Parker stated Mr. Waibel had a great heart for seniors, worked hard for them and he will be missed.

**M-2025-184** Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the motions listed below as requested by Children and Youth Services:

- a) Execute the following Purchase of Service Agreements for the period 07/01/2025-06/30/2026 with:
  - i) County of Chester – contract limit of \$500,000.00 (Secure Detention Center and Shelter)
  - ii) National Mentor Healthcare LLC, DBA Pennsylvania Mentor – contract limit of \$300,000.00 (Foster Care)
  - iii) Merakey Pennsylvania – contract limit of \$200,000.00 (Therapeutic Foster Care)
  - iv) Colonial Intermediate Unit 20 – contract limit of \$280,000.00 (Truancy Intervention Services)
- b) Approve Adoption Assistance Agreement for G.R.
- c) Approve submittal of Budget Amendment Request for FY 2023-2024 in the amount of \$17,798,092.00

**M-2025-185** Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the actions listed below:

- a) Ratify the Budget Adjustment Report dated 07/02/2025 totaling \$2,264.00
- b) Approve the Budget Adjustment Report dated 07/02/2025 totaling \$63,450.00
- c) Approve the payment of \$1,500.00 to Monroe County Dementia Coalition for Dementia Care Forum paid from the Hotel Tax
- d) Approve the Grant Funding Agreement with The Pennsylvania Commissioner for the United States Semi quincennial also known as America250PA in the amount of \$20,000.00 with a period to expire 12/31/2027
- e) Ratify approval of Quote from Super Heat Inc. in the amount of \$170,085.00 to perform the emergency replacement and repair of the HVAC unit at the OEM/Control Center per Resolution 2025-7 adopted at 06/04/2025 commissioners' meeting
- f) Approve Change Order #PCO1 with Northeast Site Contractors totaling \$5,357.50 for additional milling, overlay and repair of stone subbase as recommended by engineer
- g) Approve contract amendment with KUDU Creative in the amount of \$41,130.00 for additional paid social media advertising, email marketing, search engine marketing and programmatic video to be paid from Opioid Settlement funds
- h) Execute the following agreements paid through the PCORP safety grant:
  - i) Primrose Landscaping in the amount of \$6,500.00 to remove debris and soil, install new topsoil, level, seed and straw on 7<sup>th</sup> Street and part of Sarah Street

- ii) GAK Construction in the amount of \$4,325.00 replacement of steel door and repair of concrete curb for basement access door
- i) Ratify/Approve the Chief Clerk to advertise the following:
  - i) Request for Proposals (RFP) Community Needs Assessment – Pike & Monroe Counties
  - ii) Request for Proposals (RFP) on behalf of Area Agency on Aging for assorted professional services
- j) Add the following Vendors to the County List of Approved Vendors:
  - i) Maintenance
    - (1) Brookaire Company, LLC
  - ii) District Attorney
    - (1) Jessica L. Pedersen, LLC

Chairman Christy explained the budget adjustment reports.

**M-2025-186** Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the following actions as requested by the Fiscal/Grants department:

- a) Adopt a Resolution of the Monroe County Commissioners to authorize the filing of a proposal for funds with the Pennsylvania Department of Community and Economic Development for Fiscal Year 2025 Emergency Solutions Grant (ESG) in the amount of \$1,021,120.00 for Street Outreach, Emergency Shelter, Homeless Prevention and Rapid Rehousing services (R-2025-9)

**Resolution of the Monroe County Commissioners  
Authorizing the filing of a proposal for funds with the  
Department of Community and Economic Development,  
Commonwealth of Pennsylvania.**

**WHEREAS**, the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH) enacted into law on May 20, 2009, authorized the Emergency Solutions Grant (ESG) Program; and

**WHEREAS**, the Commonwealth of Pennsylvania, through the Department of Community and Economic Development (DCED) has received ESG program funds and is making these funds available to units of local governments for eligible homeless services; and

**WHEREAS**, the Monroe County Commissioners desire to submit an application to DCED for ESG Program funds to provide homeless services or on behalf of other entities to provide homeless services.

**NOW, THEREFORE BE IT RESOLVED AND IT IS HEREBY RESOLVED** by the Monroe County Commissioners that:

1. The proposed projects Street Outreach, Rapid Rehousing, Homelessness Prevention, and Emergency Shelter to be funded by a grant from the Pennsylvania ESG Program meet the ESG interim rule requirements at §24 CFR 576 are eligible and approved.
2. The Monroe County Grants Manager on behalf of Monroe County is authorized and directed to execute an ESG Program application in the amount of \$ 1,021,120 to the PA Department of Community and Economic Development.
3. The contracted sub-recipients that are approved by the County will assume the responsibility for securing the required matching amount of project funds or request a waiver of funds to DCED.
4. The County of Monroe will reimburse the Commonwealth for any expenditure found to be ineligible.
5. The Monroe County Grants Manager is authorized to provide such assurances, certificates, and supplemental data or revised data that DCED may request in connection with the application.

**End of Resolution**

- b) Approve Medical Assistance Transportation Program (MATP) Participation Grant Agreement and Assurance of Compliance with the Department of Human Services, for the period 07/01/2025 – 06/30/2026
- c) Approve Chairman John D. Christy to sign certification documents for submission of Emergency Solutions Grant (ESG) FY2025 application, including Lobbying Certification and Worker Protection and Investment Certification Form
- d) Execute an Intergovernmental Agreement between the County of Monroe and the County of Pike for a cost-share arrangement of eighty (Monroe)/twenty (Pike) to jointly administer the Community Services Block Grant (CSBG) Community Needs Assessment (CNA) for the years 2026-2029 to identify and prioritize the needs of low-income households within the region
- e) Ratify the Amended Act 2: Emergency Rental Assistance Program (ERAP) Sub-recipient Project Request Form to the Department of Human Services changing the original project description from Normal Hill and Taylor Street to Normal Hill only due to an unexpected increase in project costs
- f) Approve the Continuum of Care Grant – Rapid Rehousing FY2023 Sub-recipient contract to Pocono Area Transitional Housing in the amount of \$24,500.00 and modify the previously awarded amount to Family Promise of the Poconos, Inc per M-2025-21 dated 01/15/2025

**M-2025-187** Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the following actions listed below as requested by the Municipal Waste Authority:

- a) Appoint Gary Walck to fill the unexpired term ending 12/31/2028 (Eastern Monroe County Appointment)
- b) Acknowledge service of John Ferro on MCMWA Board end of term due to his passing

Chairman Christy commented that Mr. John Ferro was a servant to Monroe County with the many different hats that he wore. The commissioners appreciate all that he and his family have done for the county.

**M-2025-188** Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the Capital Purchases Report dated 07/02/2025 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:						
Voter Registration - HAVA	101.4120.0005.8830.2517	Security & Technology Grant	1	Flexmet Locking iPad Charging Cart, including freight	Runbeck Election Services - Sole Source	5,776.18
Voter Registration - EIGP	101.4120.8800.0001	Grant Expenses				13,123.82
TOTAL GRANT FUNDED & OTHER						\$ 18,900.00
TOTAL CAPITAL REQUESTS						\$ 18,900.00

**M-2025-189** Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the Computer Capital Purchases Report dated 07/02/2025 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:						
Voter Registration	101.4120.8800.0001	Grants Expenses	1	HP LaserJet Printer & 550 Sheet Paper Tray	CDW-G - lowest quote	\$ 1,499.03
TOTAL GRANT FUNDED & OTHER						\$ 1,499.03
TOTAL CAPITAL REQUESTS						\$ 1,499.03

Commissioner Laverdure announced that on June 18, 2025, there was celebration recognizing the Delaware River being selected as the 2025 river of the year. Commissioner Laverdure stated that the river had been very polluted in the past but through the work of the people of Monroe County and people who support the river there is currently no pollution. Commissioner Laverdure also pointed out the commemorative poster celebrating the award was done by seven (7) year old Sadie Linn Duryea who lives in Monroe County.

Chairman Christy announced the county’s Moody’s rating call took place and the county’s rating remained the same at Aa3. Chairman Christy stated there was some concern from Moody’s about the county owning the nursing home but when it was explained the nursing home had recently been sold which assisted in maintaining our rating of Aa3.

Chairman Christy asked for public comment.

Ms. Susan Didrichsen asked if there was a person who watched what type of new businesses are coming to Monroe County to ensure variety. Ms. Didrichsen also asked if there was a process to contact a specific business to put a location in Monroe County.

Chairman Christy explained the county does not have jurisdiction over land use in the county. Chairman Christy also explained that business’s approach the township, the townships do not approach the businesses about opening a location.

The meeting was adjourned at 9:50 a.m.

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Robert J. Gress, Chief Clerk/Administrator

**M-2025-178 thru M-2025-189**  
**R-2025-9**