



MONROE COUNTY BOARD OF COMMISSIONERS
March 4, 2026

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday, March 4, 2026, 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 Deborah L. Huffman, 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-2026-62 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the minutes of February 18, 2026, Commissioners' Meeting.

M-2026-63 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to present the following proclamations:

Employee Appreciation Day – March 6, 2026

PROCLAMATION

WHEREAS, the first Friday in March of each year has been designated as Employee Appreciation Day in the United States.; and

WHEREAS, in 2026, the first Friday in March falls on March 6, 2026; and

WHEREAS, the employees of Monroe County provide the highest quality service to the residents of our County; and

WHEREAS, the employees of Monroe County are committed to making our place of work one of which we can all be proud; and

WHEREAS, the Monroe County Commissioners wish to thank the employees of Monroe County for their continued efforts in public service to the residents of Monroe County.

NOW THEREFORE, BE IT RESOLVED the Monroe County Board of Commissioners hereby proclaim March 6, 2026, as "Monroe County Employee Appreciation Day" in Monroe County

BE IT FURTHER RESOLVED that the Board extends its appreciation and thanks to the dedicated employees of Monroe County for their outstanding service and the invaluable work they perform each day.

End of Proclamation

Pennsylvania 4-H Week March 15, 2026 – March 21, 2026

Proclamation

WHEREAS, 4-H is America's largest youth development organization, supporting nearly six million youth across the country; and

WHEREAS, 4-H has helped 400 youth in Monroe County to become confident, independent, resilient, and compassionate leaders as they learn by doing; and

WHEREAS, 4-H in Pennsylvania is delivered by Penn State Cooperative Extension in rural areas, small towns, and cities in all 67 counties of the Commonwealth to more than 150,485 youth ages 5–18; and

WHEREAS, 4-H youth in Pennsylvania are served by a network of staff members and more than 3,754 adult volunteers who engage and mentor youth in learning activities and hands-on projects in topics such as animal science, civic engagement, STEM, and health and wellness; and

WHEREAS, Pennsylvania 4-H Week showcases the incredible ways that 4-H inspires kids to achieve goals and highlights the remarkable 4-H youth in Monroe County who work each day to make a positive impact on those around them; and

WHEREAS, 4-H's network provides youth with opportunities for leadership development, career exploration, problem solving, friendships, community involvement, passion, and purpose.

NOW, THEREFORE, we do hereby proclaim March 15-21, 2026, as PENNSYLVANIA 4-H WEEK throughout the county and encourage our citizens to acknowledge and celebrate 4-H for its valuable service and continued efforts to empower youth with a foundation of success for a lifetime.

End of Proclamation

Vice-Chairman Parker read the Employee Appreciation Day Proclamation and presented it to Theresa Ratliff Assistant Director of Human Resources. Vice-Chairman Parker thanked Theresa and all the employees for the work they do every day. Vice-Chairman Parker noted that every year the Human Resources department works with local vendors to secure something for employees and this year it is a bagel from Bagels and Moore.

Commissioner Laverdure presented the Pennsylvania 4-H Week Proclamation to Micah Staples, Monroe County Teen Council President; Abigail Smith, Monroe County Teen Council Vice-President; Isabella Haley, Monroe County Teen Council Photographer; and Grace Smith, Monroe County Teen Council Secretary. Erin Greenleaf, Extension Educator – 4H/Youth Development was also present. Commissioner Laverdure thanked the youth for all their valuable and very important work.

M-2026-64 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker to approve the personnel agenda, motion failed due to an inaccurate start date for some new employees.

M-2026-64A Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below with a correction to the Personnel Agenda reflecting any employee with a start date listed as 02/24/2026 will reflect a corrected start date of 02/23/2026:

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

FIRST NAME	DEPARTMENT:	POSITION:	STEP:	DATE:	REASON:
NEW HIRES:					
Gonzalez, Yamilka	Aging	37 Care Manager III	N/A	3/9/26	New Hire/Replacement
Ventre, Leonard	Correctional Facility	7 Records Administrator	1	3/9/26	New Hire/Replacement
Bush, Samara	Courts	16 Court Recorder & Transcriptionist	N/A	2/23/26	Adjust Start Date-Rehire/Replacement
Diaz, Paula	Courts	14 Court Monitor	N/A	2/23/26	Adjust Start Date-New Hire/Replacement
Fitzgerald, Tiffany	Courts	10 Admin Asst/Courts	N/A	2/23/26	Adjust Start Date-New Hire/Replacement
Conard, Destiny	District Attorney	22 Asst District Atty*	N/A	3/2/26	Rehire/Replacement
McIntosh, Linda	District Justices	7 Technician- Judge Johnson	N/A	3/9/26	New Hire/Replacement
Carmella, Carolyn	Domestic Relations	12 Accounting Technician Sr.	N/A	2/23/26	Adjust Start Date-New Hire/Replacement
Muniz, Samantha	Pretrial Services	7 Pretrial Officer Trainee	1	2/23/26	Adjust Start Date-New Hire/Replacement
Landon, Maureen	Public Defender	4 Application Intake Analyst	1	2/23/26	Adjust Start Date-Rehire/Replacement
Korup, Matthew	Sheriff	4 Armed Bailiff	1	2/23/26	Adjust Start Date- New Hire/Replacement
Davidson, Keri-Ann	Tax Claim	4 Fiscal Technician	1	3/2/26	New Hire/Replacement
SEPARATIONS:					
Angelica, Brittany	Aging	37 Casw 3	N/A	2/27/26	Resigned
Hess-Tyminski, Joan	Aging	29 Sr Ctr Mgr I- PT	N/A	2/27/26	Rescinded- Resignation
Weidenbaum, Bradley	Public Defender	22 Asst District Atty*- PT	N/A	3/2/26	Resigned
Ramos, Ismael	Sheriff	8 Deputy Sheriff	4	2/3/26	Correct Date- Resigned
CHANGES:					
Muqarrabin, Rashidah	C&Y	23 SSA 1- PT	N/A	1/21/26	975 Hours Complete
Abdul-Khaleeq, El-Amin	Correctional Facility	CO II	N/A	2/22-3/3/26	Extend LOA
Ackerman, Michael	Correctional Facility	CO II	N/A	2/6-8/6/26	Intermittent LOA
Altamirano, Edwin	Correctional Facility	CO II	N/A	2/18-6/4/26	Intermittent LOA
Bert, Virginia	Correctional Facility	3 Administrative Specialist II	4	2/7-8/6/26	Intermittent LOA
Estrada, Brandon	Correctional Facility	CO	N/A	2/27-3/13/26	Extend Mod Duty
Kofler, Silvia	Correctional Facility	CO II	N/A	2/18-3/3/26	Extend LOA
Martynowicz, Arkadiusz	Correctional Facility	CO II	N/A	2/11-3/17/26	Extend Mod Duty
O'Brien, Magali	Correctional Facility	1 Tradesworker 1	7	2/2-4/23/26	LOA
Schiller, Blake	Correctional Facility	13 Lieutenant*	7	3/19/26	LOA
Spikes, Donnell	Correctional Facility	10 Sergeant	1	3/28/26	LOA
Vazquez, Blase	Correctional Facility	CO	N/A	3/21/26	LOA
White, Dylan	Correctional Facility	CO	N/A	2/20-2/22/26	LOA
Williams, Terez	Correctional Facility	CO II	N/A	2/4-8/3/26	Intermittent LOA
Wilson, Stephen	Correctional Facility	CO II	N/A	2/12-2/22/26	Extend Mod Duty
Wilson, Stephen	Correctional Facility	CO II	N/A	2/23/26	RTW Full Duty
Wise, James	Correctional Facility	CO II	N/A	2/9-3/2/26	LOA
Semente, Cassandra	Domestic Relations	14 Conference Officer	N/A	2/14-8/14/26	Intermittent LOA
Keegan, Maryellen	Emergency Services	19 Director Emergency Services*	5	2/27-3/20/26	Mod Duty
Margretta, Carlie	Maintenance	1 Tradesworker 1	2	2/6-7/31/26	Intermittent LOA
Daily, Adriana	Sheriff	4 Administrative Specialist III	1	1/28/26	Retract- Probation Complete
Jackson, Cory	Sheriff	8 Deputy Sheriff	6	2/17-2/19/26	LOA
Robson, Penny	Voter Registration	7 Dep Director Voter Registration	9	1/29-2/17/26	Mod Duty
Robson, Penny	Voter Registration	7 Dep Director Voter Registration	9	2/18/26	RTW Full Duty
MISCELLANEOUS:					
Adopt Grade 21 Treatment Court Coordinator (In the probation union- adult probation office)					

- b) Approve/Ratify Requests to work additional hours:
- i) Sheriff's Office Overtime Report for pay period ending 02/22/2026
 - (1) Deputies – 11.50 hours
 - (2) Security - 78.50 hours
 - (3) Clerks – 7.25 hours

2) Electronic Financial Transactions (Ratify):

- a) Vouchers Payable:
 - i) Dated 02/20/2026 in the amount of \$2,709,106.15
 - ii) Dated 02/27/2026 in the amount of \$1,240,451.77
- b) Gross Payroll:
 - i) For pay period ending 02/22/2026 in the amount of \$1,544,157.40
- c) Healthcare Benefits Payments:
 - i) Highmark Blue Cross/Blue Shield:
 - (1) Dated 02/17/2026 in the amount of \$73,493.18
 - (2) Dated 02/24/2026 in the amount of \$72,540.42
 - (3) Dated 02/24/2026 in the amount of \$5.15
 - ii) Geisinger:
 - (1) Dated 02/17/2026 in the amount of \$107,990.71
 - (2) Dated 02/17/2026 in the amount of \$2,527.20
 - (3) Dated 02/24/2026 in the amount of \$54,611.75
 - (4) Dated 03/02/2026 in the amount of \$217,636.66
 - iii) Dental Claims:
 - (1) Dated 02/17/2026 in the amount of \$8,456.12

- (2) Dated 02/20/2026 in the amount of \$6,433.35
- (3) Dated 02/27/2026 in the amount of \$1,108.80
- (4) Dated 02/27/2026 in the amount of \$6,046.89
- iv) Flexible Spending Account:
 - (1) Dated 02/17/2026 in the amount of \$3,170.64
 - (2) Dated 02/20/2026 in the amount of \$6,122.48
 - (3) Dated 02/27/2026 in the amount of \$1,914.31

M-2026-65 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve/ratify the Travel Requests for the following: Aging, Children and Youth, Conservation District, Correctional Facility, Emergency Services, Pretrial/DUI Services, Probation, Planning, Public Defender.

M-2026-66 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to execute the Title XIX Medicaid Grant Agreement with the PA Department of Human Services, in the amount of \$39,892.00 for the period of October 1, 2025, through June 30, 2026, to provide Medical Assistance Information and Referral services to consumers in need of long-term services and support as requested by the Area Agency on Aging.

M-2026-67 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to authorize submittal of the Act 148 first quarter 2025-2026 report with total expenditures of \$5,134,257.00 as requested by Children and Youth Services.

M-2026-68 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below:

- a) Approve the Budget Adjustment Report dated 03/04/2026 totaling \$13,375.00
- b) Approve request from Safe Monroe to use Courthouse Square on April 2, 2026, from 4:30 p.m. through 6:00 p.m. to hold the Take Back the Night Rally
- c) Approve professional agreement with Reilly Associates for engineering services in the amount of \$29,500.00 for development of a parking area on the 6th and Quaker Alley lot
- d) Authorize chief clerk to advertise the following:
 - i) Request for proposals for Continuity of Operations/Continuity of Government Plan for the County
 - ii) Act 537 Component 3 Plan Update
- e) Add the following Vendor to the County List of Approved Vendors:
 - i) Grants:
 - (1) Kerianne Ellis
 - (2) Hailstone Economics, LLC
 - ii) MCCF:
 - (1) Combined Systems, Inc.

M-2026-69 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to ratify the submittal of the Equitable Sharing Agreement and Certification Report with expenditures totaling \$15,860.90 for the period ending 12/31/2025 as requested by the District Attorney.

M-2026-70 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) Ratify the submittal of the Pennsylvania Opioid Misuse and Addiction Abatement Trust for the six-month period ending December 31, 2025, as required by the Trust in the amount of \$434,594.49
- b) Ratify authorization for the Grants Manager, Ashley Kerrick to electronically submit the Pennsylvania Historical & Museum Commission Keystone Historic Preservation Grant in the amount of \$100,000.00 with the grant period to be determined to replace the roof on the Old County Jail
- c) Ratify authorization for the Authorized Representative John D. Christy, to sign the State Food Purchase Program Grant Agreement (C940002473) in the amount of \$303,501.04 for the period 07/01/2025 through 06/30/2026
- d) Approve budget modification to Emergency Solutions Grant (ESG) 2024-2026 contract to move Homelessness Prevention & Rapid Rehousing funds in the amount of \$45,090.00 to Emergency Shelter

- e) Approve the following Community Services Block Grant (CSBG) 2026 Pike County Sub-Recipient Allocations as recommended by the Community Services Administrative Board – Pike County Funding Committee:

Pike	2026 Allocation
Pike County Human Services	\$ 23,800
Pike County Developmental Center	\$ 20,160
Choosing Integrity	\$ 15,000
Family Promise	\$ 5,000
Center for Developmental Disabilities of Pike County-Early Intervention	\$ 15,000
Center for Developmental Disabilities of Pike County- Behavioral Health Services	\$ 15,000
PIKE COUNTY TOTAL	\$ 93,960

M-2026-71 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve Prepaid Services agreement with Illuminated Integration for services listed in Exhibit A for Courtroom A/V Systems as requested by Information Technology and Services.

M-2026-72 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below as requested by the Planning Commission:

- a) Reappoint Chris Borger to the Board with new term to expire December 31, 2029
- b) Acknowledge receipt of the 2025 Monroe County Planning Commission Report

M-2026-73 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to execute the Juvenile Probation Services Grant Agreement in the amount of \$96,795.00 for the period July 1, 2025, through June 30, 2026, as requested by the Probation department.

M-2026-74 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to execute Memorandum of Understanding with Eastern PA EMS Council for EMS Certification Class for Rural Education Program Funding BLS and ALS initial certification program as requested by the Office of Emergency Management.

M-2026-75 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the actions listed below as requested by the Redevelopment Authority:

- a) Approve the release of \$40,000.00 to Smithfield Township for project #2024-02, 274 Marshalls Creek Road, from ACT 152 Demolition Program Funds
- b) Approve submittal of a contract extension request with the PA Department of Community Development for the CDBG 2022 (C000086341) Grant (Borough of East Stroudsburg- Maple Avenue and Berwick Heights Project)

M-2026-76 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the Capital Purchases Report dated 03/04/2026 as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
Sheriff	101.4197.9575.0000	Capital Expenditure	1	Ballistic Panels	Starr Uniform - State Contract	\$ 1,169.95
TOTAL APPROVED CAPITAL						\$ 1,169.95
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
TOTAL REQUESTS W/TRANSFER						\$ -
GRANT FUNDED & OTHER:						
TOTAL GRANT FUNDED & OTHER						\$ -
TOTAL CAPITAL REQUESTS						\$ 1,169.95

Vice- Chairman Parker thank Jenny Snow and Fabi DeCastro from the America250PA commission for doing the research to provide the information for on this day in history which is posted on the MC250PA social medias and website. Vice-Chairman Parker shared that on this day March 4,

1681, King Charles II of England granted a charter to William Penn, officially creating the Province of Pennsylvania.

Vice-Chairman Parker announced parade applications are available for the July 4 parade and can be obtained on the county's website.

Vice-Chairman Parker also announced a concert featuring Dave Matsinko known as the "Minstrel of the Mountains" will be held on Friday March 20, 2026, 2:00 p.m. at the Barrett Paradise Friendly Library in which traditional music from the Revolutionary Period will be performed.

Commissioner Laverdure requested that the 2025 Planning Commissioner Annual Report be posted on the county's website. Commissioner Laverdure also commented on the excellent job Christine Meinhart-Fritz does at the Planning Commission.

Commissioner Laverdure spoke about the America250PA "Stars and Stitches Forever" quilt challenge and noted that the deadline has been extended to March 27, 2026.

Chairman Christy asked if there was any public comment.

Theresa Pesce requested the ability to view the Act 148 first quarter Children and Youth report. Chairman Christy said it would be available to view by the end of the week.

The meeting was adjourned at 9:55 a.m.

Robert J. Gress, Chief Clerk/Administrator

M-2026-62 through M-2026-76