



MONROE COUNTY BOARD OF COMMISSIONERS
August 20, 2025

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday August 20, 2025, in the Commissioners’ Public Meeting Room at the Monroe County Administrative Center with the following present: Chairman John D. Christy, Commissioner Sharon S. Laverdure, Solicitor Todd W. Weitzmann, Chief Clerk/Administrator Robert J. Gress and Administrative Secretary Cindy Cook. Vice-Chairman David C. Parker was not in attendance due to attending a CCAP meeting.

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.

Chairman Christy recessed the regular meeting at 9:33 a.m. and opened an Assessment Board meeting for corrections to the duplicate.

M-2025-227 Motion by Commissioner Laverdure, seconded by Chairman Christy and carried to approve the corrections to the duplicate, as follows, as requested by Deborah Storman, Chief Assessor.

Additions -	\$10,860.00
Subtractions -	\$3,981,490.00
Total -	(\$3,970,630.00)

Chairman Christy closed the Assessment Board meeting at 9:35 a.m. and continued with the regular meeting.

M-2025-228 Motion by Commissioner Laverdure, seconded by Chairman Christy and carried to approve the minutes of August 6, 2025, and August 7, 2025, Commissioners’ Meetings.

Chairman Christy noted the August 6 minutes were from the commissioners’ regular meeting and the August 7 minutes were from the presentation of the Monroe County Children and Youth 2025/2026 Implementation Plan, and 2026/2027 Needs Based Plan and Budget.

M-2025-229 Motion by Commissioner Laverdure, seconded by Chairman Christy and carried to adopt the following certificates of special recognition:

- Pocono Services for Families and Children – Ramsey Center Grand Opening
- Vault 636 Restaurant – Grand Opening
- Jake Merritt – Eagle Scout

M-2025-230 Motion by Commissioner Laverdure, seconded by Chairman Christy and carried to approve the actions listed below:

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

FIRST NAME	DEPARTMENT:	POSITION:	STEP:	DATE:	REASON:
NEW HIRES:					
Gayle, Ayesha	C&Y	33 Casw I	N/A	8/25/25	New Hire/Replacement
Ruddy, Eugene	Correctional Facility	19 Warden	2	9/2/25	New Hire/Replacement
Barravecchio, Kelly	Courts	11 Law Clerk	1	9/8/25	New Hire/Replacement
Battipaglia, Christina	Courts	16 Court Recorder/Transcriptionist	N/A	8/25/25	New Hire/Replacement
Whitnum, Sheryl	District Justices	7 Technician Floater	N/A	8/25/25	New Hire/Replacement
Richey, Connor	Emergency Services	8 Planner I- Critical Infrastructure	1	9/2/25	New Hire/Replacement
Kerrick, Ashley	Fiscal	11 Grants Manager	3	9/8/25	New Hire/Replacement
Daniels, Robert	Public Defender	22 Asst Public Defender	N/A	8/25/25	Rehire/Replacement
SEPARATIONS:					
Aidoo, Abena	Career Link	Laborer	N/A	8/1/25	Program Ended
Aidoo, Nanaadjoa	Career Link	Laborer	N/A	8/1/25	Program Ended
Beltran-Guzman, Daniel	Career Link	Supervisor	N/A	8/1/25	Program Ended
Bennett, Nathan	Career Link	Laborer	N/A	8/1/25	Program Ended
Brubaker, Sara	Career Link	Laborer	N/A	8/1/25	Program Ended
Bryant, Xavier	Career Link	Laborer	N/A	8/1/25	Program Ended
Burrows, Dwayne	Career Link	Laborer	N/A	8/1/25	Program Ended
Callender, Devin	Career Link	Laborer	N/A	8/1/25	Program Ended
Chapman, Adriana	Career Link	Laborer	N/A	8/1/25	Program Ended
Chapman, Jasmine	Career Link	Laborer	N/A	8/1/25	Program Ended
Chapman, Karen	Career Link	Laborer	N/A	8/1/25	Program Ended
Cruz, Athena	Career Link	Laborer	N/A	8/1/25	Program Ended
Cruz, Elijah	Career Link	Supervisor	N/A	8/1/25	Program Ended
Daniel, Brandon	Career Link	Laborer	N/A	8/1/25	Program Ended
Daniel, Jelena	Career Link	Laborer	N/A	8/1/25	Program Ended
De La Rosa, Yessenia	Career Link	Laborer	N/A	8/1/25	Program Ended
Delgado, Harmony	Career Link	Laborer	N/A	8/1/25	Program Ended
Diaz, Michelangelo	Career Link	Laborer	N/A	8/1/25	Program Ended
Drew, Dwayne	Career Link	Laborer	N/A	8/1/25	Program Ended
Ferraro, Ian	Career Link	Laborer	N/A	8/1/25	Program Ended
Freeman, Isaac	Career Link	Laborer	N/A	8/1/25	Program Ended
Gayle, Chase	Career Link	Laborer	N/A	8/1/25	Program Ended
Gibbons, Kylie	Career Link	Laborer	N/A	8/1/25	Program Ended
Guadino, Taj	Career Link	Laborer	N/A	8/1/25	Program Ended
Gonzalez, Jaiden	Career Link	Laborer	N/A	8/1/25	Program Ended
Gutierrez, William	Career Link	Laborer	N/A	8/1/25	Program Ended
Gutierrez, Wyatt	Career Link	Laborer	N/A	8/1/25	Program Ended
Hoop, Payton	Career Link	Laborer	N/A	8/1/25	Program Ended
Jean, Kelsey	Career Link	Laborer	N/A	8/1/25	Program Ended
Johnson, Leonard	Career Link	Laborer	N/A	8/1/25	Program Ended
Leon, Lucius	Career Link	Laborer	N/A	8/1/25	Program Ended
Luciano, Charles	Career Link	Laborer	N/A	8/1/25	Program Ended
Macedon, Kayla	Career Link	Laborer	N/A	8/1/25	Program Ended
Macedon, Layla	Career Link	Laborer	N/A	8/1/25	Program Ended
McKillop, John	Career Link	Laborer	N/A	8/1/25	Program Ended
Mills, Edearah	Career Link	Laborer	N/A	8/1/25	Program Ended
Molina, Agendy	Career Link	Laborer	N/A	8/1/25	Program Ended
Molina, Jarran	Career Link	Laborer	N/A	8/1/25	Program Ended
Moore, Jonathan	Career Link	Laborer	N/A	8/1/25	Program Ended
Morales, Pablo	Career Link	Laborer	N/A	8/1/25	Program Ended
Moses, Zahir	Career Link	Laborer	N/A	8/1/25	Program Ended
Munoz, Dayana	Career Link	Laborer	N/A	8/1/25	Program Ended
Negron, Mason	Career Link	Laborer	N/A	8/1/25	Program Ended
Otasowie, Miracle	Career Link	Laborer	N/A	8/1/25	Program Ended
O'Toole, Aidan	Career Link	Laborer	N/A	8/1/25	Program Ended
Pearn, Joy	Career Link	Laborer	N/A	8/1/25	Program Ended
Reyes, Sebastian	Career Link	Laborer	N/A	8/1/25	Program Ended
Richmond, Jules	Career Link	Laborer	N/A	8/1/25	Program Ended
Sanchez, Aylanie	Career Link	Laborer	N/A	8/1/25	Program Ended
Santiago-Torrado, Yahir	Career Link	Laborer	N/A	8/1/25	Program Ended
Sheikh, Zishan	Career Link	Laborer	N/A	8/1/25	Program Ended
Smalls, Tahnyssa	Career Link	Laborer	N/A	8/1/25	Program Ended
Smith, Kevonna	Career Link	Laborer	N/A	8/1/25	Program Ended
Storey, Xavier	Career Link	Laborer	N/A	8/1/25	Program Ended
Thomas, Daryl	Career Link	Laborer	N/A	8/1/25	Program Ended
Verna, Xyni	Career Link	Laborer	N/A	8/1/25	Program Ended
Walters, Noah	Career Link	Laborer	N/A	8/1/25	Program Ended
Watson, Isa-Kareem	Career Link	Laborer	N/A	8/1/25	Program Ended
Williams, Ayden	Career Link	Laborer	N/A	8/1/25	Program Ended
Williams, Braelyn	Career Link	Laborer	N/A	8/1/25	Program Ended
Churion, Santiago	Conservation	Supervisor	N/A	8/1/25	Program Ended
Leiser, Nathaniel	Conservation	Laborer	N/A	8/1/25	Program Ended
Staples, Micah	Conservation	Laborer	N/A	8/1/25	Program Ended
Martin, Sarah	District Justices	7 Technician 43-4-01-Levy-MS/DWC	N/A	8/1/25	Resigned
Baker, Ashley	Victim Witness	6 Direct Svc Advocate	1	8/22/25	Resigned
CHANGES:					
Angelica, Brittany	Aging	37 Casw 3	N/A	8/6/25-2/6/26	Intermittent LOA
Cowie, Nicole	Aging	12 Program Manager I	N/A	8/10/25	Probation Complete
Maldonado, Catalina	Aging	33 Care Manager I	N/A	8/24/25	Probation Complete
Mayo, Ilisha	Aging	35 Casw 2	N/A	10/30/25-1/21/26	LOA
Jenkins, Laquan	Correctional Facility	CO	N/A	8/20-11/20/25	LOA
Landon, James	Correctional Facility	CO	N/A	8/13-9/12/25	Extend Mod Duty
Patrick, Matthew	Correctional Facility	10 Sergeant	10	8/5-8/7/25	LOA
Virella, Nicholas	Correctional Facility	CO	N/A	7/15-8/4/25	Extend Mod Duty
Virella, Nicholas	Correctional Facility	CO	N/A	8/5/25	RTW Full Duty
Kelly, Kelly	Courts	18 Court Reporter	N/A	7/21-8/4/25	LOA
Murray, Brenda	Courts	11 Admin Assist/Pres Judge	N/A	7/6/25	Probation Complete
Brown, Elijah	Pre-Trial Services	7 Pretrial Officer Trainee	1	8/10/25	Probation Complete
Strouse, Alfred	Probation- Juv	16 Deputy Chief	10	8/18/25	Early RTW
Ewing, Samuel	Sheriff	8 Deputy Sheriff	3	6/2/25	Correct Grade
MISCELLANEOUS:					
Approve the request from Jason Labar to add 1 Full-Time Assistant Public Defender to his compliment effective 8/20/25					
Adopt the revisions to the following policies:					
Dress Code					
Drug-Free Workplace					
Responsibility for County Property					
FMLA					
Disability					
Leave of Absence					
Adopt the Remote Work policy					
Approve the request from Sheriff Ciranello to send CPQs to Archer for Bailiff Supervisor & Assistant Bailiff Supervisor					

- b) Approve/Ratify Requests to work additional hours:
 - i) Sheriff's Office Overtime Report for pay period ending 08/10/2025
 - (1) Deputies – 63.50 hours
 - (2) Security – 101.25 hours
 - (3) Clerks – 25.50 hours
 - ii) Tax Claim
 - (1) 2 additional hours for 6 employees on 09/08/2025 due to the upset tax sale

2) Electronic Financial Transactions (Ratify):

- a) Vouchers Payable:
 - i) \$1,696,667.52 dated 08/08/2025
 - ii) \$704,783.86 dated 08/15/2025
- b) Gross Payroll:
 - i) \$1,524,173.09 for pay period ending 08/10/2025
- c) Healthcare Benefits Payments:
 - i) Highmark Blue Cross/Blue Shield:
 - (1) \$55,123.06 dated 08/05/2025
 - (2) \$59,448.88 dated 08/13/2025
 - ii) Geisinger:
 - (1) \$149,647.56 dated 08/05/2025
 - (2) \$5,626.47 dated 08/15/2025
 - iii) Dental Claims:
 - (1) \$9,502.70 dated 08/11/2025
 - iv) Flexible Spending Account:
 - (1) \$948.47 dated 08/11/2025
 - (2) \$185.00 dated 08/15/2025
 - (3) \$1,336.98 dated 08/15/2025

M-2025-231 Motion by Commissioner Laverdure, seconded by Chairman Christy and carried to approve/ratify the Travel Requests for the following: Controller and Planning.

M-2025-232 Motion by Commissioner Laverdure, seconded by Chairman Christy and carried to approve the actions listed below as requested by the Area Agency on Aging:

- a) Execute the following Personal Care/Home Support Services Contracts for the period 08/01/2025-07/31/2028:
 - i) Beck N Call - \$26.25 per hour
 - ii) CareGivers America LLC - \$21.00 per hour
 - iii) Amazing Souls Home Care, LLC- \$19.85 per hour
 - iv) Traditional Home Care, LLC - \$19.00 per hour
- b) Execute the following Personal Emergency Response Systems Contracts for the period 08/01/2025-07/31/2028:
 - i) Connect America.com LLC
 - (1) Landline with or w/o fall detection - \$23.00 per month
 - (2) Cellular with or w/o fall detection - \$23.00 per month
 - (3) Mobile with or w/o fall detection - \$30.00 per month
 - (4) Smartwatch PERS - \$30.00 per month
 - ii) CareGivers America, LLC
 - (1) PERS Standard Landline Unit with or w/o fall detection - \$25.00 per month
- c) Execute an In-home/Home Delivered Meals Contract with Monroe County Meals on Wheels, Inc for the period 08/01/2025-07/31/2028 for the following options
 - i) Home delivered meal – cold with milk or juice- \$7.60 per meal
 - ii) Home delivered meal – hot with milk or juice - \$7.95 per meal
 - iii) Home delivered meal – frozen with milk or juice- \$8.05 per meal

M-2025-233 Motion by Commissioner Laverdure, seconded by Chairman Christy and carried to approve a payment of \$320,000.00 from the Substance Abuse Education Demand Reduction Fund (SAEDRF) to assist during budget impasse due to the state budget not being approved by 07/01/2025 as requested by Carbon – Monroe – Pike Drug and Alcohol Commission.

M-2025-234 Motion by Commissioner Laverdure, seconded by Chairman Christy and carried to approve the actions 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) Pathways Adolescent Center, Inc. – contract limit of \$230,000.00 (residential group home)
 - ii) Adelphoi Village, Inc. – contract limit of \$750,000.00 (residential service)
 - iii) Drug and Alcohol Rehabilitation Services, Inc. – contract limit of \$30,000.00 (supervised independent living)
- b) Execute a purchase of service agreement with Forensic Counseling Associates, LLC with a contract limit of \$20,000.00 for the period 07/01/2025-06/30/2028 to provide evaluations and therapy
- c) Execute an Amendment to Community Options, Inc. Purchase of Service Agreement Motion 2025-157 dated 06/04/2025 to add an additional Attachment C
- d) Approve a Second Amendment to the Adoption Assistance Agreement for I.F.
- e) Approve an Adoption Assistance Agreement for A.K.

M-2025-235 Motion by Commissioner Laverdure, seconded by Chairman Christy and carried to approve the actions listed below:

- a) Approve the Budget Adjustment Report dated 08/20/2025 totaling \$44,037.00
- b) Authorize the chief clerk to solicit nominations for Monroe County Conservation District Farmer Director positions
- c) Approve the use of Courthouse Square for a Rally in Support of Israel and our Jewish community to be held on September 21, 2025, by the Monroe County Republican Committee
- d) Approve the following requests from Safe Monroe:
 - i) Approve the use of Courthouse Square for a Candlelight Vigil to be held October 23, 2025
 - ii) Approve the placement of Purple Pinwheels around Courthouse Square for the month of October to symbolize the survivors of Domestic Violence
 - iii) Approve the lights at the Courthouse to be purple for the month of October to recognize Domestic Violence Awareness Month
- e) Ratify a payment of \$1,300.00 to WCP from the Opioid Settlement Funds to cover July rent and security for a Law Enforcement Treatment Initiative (LETI) participant
- f) Approve agreement with Newman Williams, PC, Gerald J. Geiger, Esq. at the rate of \$250.00 per hour for professional services (Defense Litigation)
- g) Add the following Vendors to the County List of Approved Vendors:
 - i) Sheriff
 - (1) Ben Druck Door Company
 - ii) Aging
 - (1) Brigida Persia

M-2025-236 Motion by Commissioner Laverdure, seconded by Chairman Christy and carried to approve the actions listed below as requested by the Fiscal/Grants department:

- a) Approve authorization for Jacqueline Genest, Grants Fiscal Specialist to electronically submit the FY 2025-2026 State Food Purchase Program (SFPP) in an amount to be determined for the period July 1, 2025 – June 30, 2026
- b) Authorize the Acting Grants Manager, April Niver to electronically submit the Rights and Services Act (RASA) and Victims of Juvenile Offenders (VOJO) FY2025 continuation application in the amount of \$154,653.00 for the period January 1, 2026 – December 31, 2026 (Year 2)
- c) Ratify authorization for Acting Grants Manager, April Niver to electronically submit the FY 2025 Election Integrity Grant Program application in the amount of \$592,569.13 for the period 07/01/2025-06/30/2026
- d) Ratify the Fiscal Director, Jennifer Barclay to electronically sign the FY 2025 Election Integrity Grant Program Contract (C000094586) in the amount of \$592,569.13 for the period 07/01/2025-06/30/2026

M-2025-237 Motion by Commissioner Laverdure, seconded by Chairman Christy and carried to approve the actions listed below as requested by the Office of Emergency Management:

- a) Ratify Amendment No.1 to the Hazard Mitigation Grant Program Agreement for FY2019 to extend the term of the agreement from 09/05/2025 to 03/20/2028
- b) Authorize Maryellen Keegen, Director to electronically sign the Hazardous Materials Emergency Preparedness (HMEP) Grant with the PA Emergency Management Agency in the requested amount of \$34,600.00 for the period 10/01/2025 – 09/30/2026

M-2025-238 Motion by Commissioner Laverdure, seconded by Chairman Christy and carried to approve the actions listed below as requested by the Redevelopment Authority:

- a) Approve the funding requests for the 2025 Non-Profit Grant Program requested by the Monroe County Affordable Housing Board as follows:

Family Promise of the Poconos, Inc.	\$15,000.00
Shepherds Maternity House	\$15,000.00
Pocono Area Transitional Housing	\$15,000.00
Safe Monroe	\$15,000.00
Habitat for Humanity	\$15,000.00
Total	\$75,000.00

- b) Approve the following budget adjustments to the FY2025 Monroe County Affordable Housing Trust (Act 137) Budget by the as requested by the Monroe County Affordable Housing Board:
 - i) Increase First-Time Homebuyer Program Line Item by \$69,093.04; from \$100,000.00 to \$169,093.04
 - ii) Decrease Non-Profit Assistance Program Line Item by \$5,000.00; from \$80,000.00 to \$75,000.00
 - iii) Decrease Supportive Housing Assistance Program Line Item by \$5,000.00; from \$75,000.00 to \$70,000.00
 - iv) Decrease Unallocated Line Item by \$59,093.04; from \$59,093.04 to \$0

M-2025-239 Motion by Commissioner Laverdure, seconded by Chairman Christy and carried to approve the Computer Capital Purchases Report dated 08/20/2025 as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
Dept Of Information Systems	101.4172.9575.0000	Capital Expenditure	35	Dell Pro Computers	Dell - State Contract	\$ 43,059.45
TOTAL APPROVED CAPITAL						\$ 43,059.45
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
TOTAL REQUESTS W/TRANSFER						\$ -
GRANT FUNDED & OTHER:						
TOTAL GRANT FUNDED & OTHER						\$ -
TOTAL CAPITAL REQUESTS						\$ 43,059.45

Chairman Christy reminded everyone the West End Fair is being held this week.

Chairman Christy asked if there was any public comment.

Don Kublick asked what account the payment for the LETI participant was coming from.

Chairman Christy stated the payment was from the Opioid Settlement Fund.

Dulce Ridder stated she had questions about the Community Partnership for Gun Safety Grant invoices. Ms. Ridder stated Dr. Toleno had not responded to her questions she sent him via email.

Chairman Christy stated moving forward any questions for Mr. Jakobsen or Dr. Toleno, the consultants for the Community Partnership for Gun Safety Grant are to be directed to him.

Bruce Eden commented on his concerns of the reassessment as well as the large amount of tax exempt properties operating as hospitals, the university and public schools. Mr. Eden felt the commissioners should seek legal counsel to address the tax exemption requests. Mr. Eden felt many of the tax exempt properties were not meeting the five categories of the Hospital Utilization Project (HUP) test.

Chairman Christy stated the county enforces the requirements for receiving tax exemption in any way they can. Chairman Christy also stated many of the tax exempt properties make a payment in lieu of taxes which is known as the PILOT program.

Both Chairman Christy and Commissioner Laverdure stated changes in the property tax law must be made at the state level as the county can only tax property to raise revenue while municipalities and school districts also have an earned income tax to raise revenues.

John Jakobsen stated he did not respond to Dulce Ridder's email because the email contained incorrect information.

John Toleno stated he responded to Janet Dooner's email on August 12, 2025. Dr. Toleno reiterated that he and Mr. Jakobsen bill for hours worked, and a task sheet is sent with the invoices.

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

Robert J. Gress, Chief Clerk/Administrator

M-2025-227 thru M-2025-239