



MONROE COUNTY BOARD OF COMMISSIONERS  
January 21, 2026

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday, January 21, 2026, 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.

Chairman Christy recessed the regular meeting at 9:32 a.m. and opened an Assessment Board meeting for corrections to the duplicate.

**M-2026-17** Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the corrections to the duplicate as follows, as requested by Deborah Storman, Chief Assessor.

Additions -	\$0
Subtractions -	\$6,520.00
Total -	(\$6,520.00)

Chairman Christy closed the Assessment Board meeting at 9:33 a.m. and continued with the regular meeting.

Maryellen Keegan, Director, Office of Emergency Management presented the 2025 Monroe County Multi-Jurisdictional Hazard Mitigation Plan. Ms. Keegan shared the Federal Emergency Management Agency (FEMA) guidance requires local governments to maintain a current hazard mitigation plan that is updated every five years. Ms. Keegan also stated maintaining an adopted plan is a prerequisite for eligibility for presidential disaster declaration assistance and federal hazard mitigation grant funding. Ms. Keegan noted the planning effort began after Monroe County received \$157,000.00 through the COVID Post-Disaster Hazard Mitigation Grant Program and this plan represents the fifth iteration of this countywide effort which was first developed in 2006. In closing, Ms. Keegan stated the value of this plan is clear as FEMA has found that for every dollar invested in mitigation, an average of six dollars is saved in future disaster recovery costs. Ms. Keegan specifically acknowledged Samantha Rispoli from the Office of Emergency Management, as well as Kevin Glovis, Jeremy Schuester and Julia Sherer from the Monroe County Planning Commission as their leadership in overseeing the project, coordinating meetings and reviewing multiple drafts of the plan was instrumental in bringing the document to completion.

Chairman Christy asked a question about municipal adoption of the plan and funding guidelines. Maryellen Keegan clarified the requirements of the plan adoption.

Commissioner Laverdure stated residents should contact their municipality and tell them it is imperative to adopt the plan to keep the county moving forward.

**M-2026-18** Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the minutes of January 7, 2026, Commissioners' Meeting.

**M-2026-19** Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to amend Motion 2025-358 dated 12/17/2025 reflecting a starting date of 02/01/2026 for the Equifax Verification Services for Domestic Relations.

**M-2026-20** Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the following Certificates of Special Recognition:

Will Searfoss – Retirement  
Lehigh Valley Hospital & Health Center – Pocono Creek – Grand Opening

Pocono Mountain Board of Realtors – 100<sup>th</sup> Anniversary

Shelba Scheffner – Star of Valor Quilt

Sharon Gower – Star of Valor Quilt

Vice-Chairman Parker and Commissioner Laverdure presented the Certificates of Special Recognition to Shelba Scheffner and Sharon Gower. Vice-Chairman Parker thanked both Ms. Scheffner and Ms. Gower for the donation of the quilt they constructed which is on display in the law library at the courthouse.

**M-2026-21** Motion by Vice Chairman Parker, seconded by Commissioner Laverdure and carried to approve the actions listed below:

- a) Personnel Agenda:

FIRST NAME	DEPARTMENT:	POSITION:	STEP:	DATE:	REASON:
<b>NEW HIRES:</b>					
Ostrich, Mason	Career Link	Laborer	N/A	1/26/26	New Hire
Silvius, Ryan	Correctional Facility	7 Corrections Counselor	1	1/26/26	New Hire/Replacement
Konczyk, Sabrina	Courts	11 Law Clerk* Judge D. Higgins	3	1/12/26	New Hire/Replacement
Davis, Briel	Domestic Relations	12 Enforcement Specialist Sr.	N/A	2/2/26	New Hire/Replacement
Quintero Perez, Jose	Maintenance	1 Tradesworker I- Night	1	1/26/26	New Hire/Replacement
<b>SEPARATIONS:</b>					
Oakman, Kenneth	Career Link	7 Career Services Coor	10	2/6/26	Retired
White, Bryana	Correctional Facility	CO	N/A	1/16/26	Non-Retained
Marcano, Samantha	Courts	16 Court Transcriptionist	N/A	1/14/26	Terminated
Kerchner, Eric	District Attorney	13 Chief County Detective*	10	5/11/26	Retired
Lentz, Helen	Maintenance	1 Tradesworker I	8	2/5/26	Retired
Martinez, Morgan	Maintenance	1 Tradesworker I	4	1/12/26	Resigned
Kramer, Lisa	Pretrial Services	11 Pretrial Services Supervisor*	5	1/15/26	Terminated
Harrison, Amber	Tax Claim	4 Fiscal Technician	1	1/2/26	Resigned
<b>CHANGES:</b>					
Santos, Ilyana	Assessment	6 Field Assessor	4	12/1-12/31/25	LOA
Payano-Santiago, Maria	C&Y	37 Accountant II	N/A	12/23/25-1/23/26	Intermittent LOA
Rivera, Diana	C&Y	23 SSA 1- FT	N/A	12/11/25	Probation Complete
Wagner, Drew	Conservation District	17 Hydraulic Engineer*	10	3/26-5/26/26	LOA
Bulitis, Alyssa	Controller	5 Payroll Officer	1	1/15/26	Convert to FT 40hr/week
Abdul-Khaleeq, El-Amin	Correctional Facility	CO II	N/A	1/4-1/13/26	LOA
Best, Carrie	Correctional Facility	CO II	N/A	12/2-12/8/25	LOA
Grunfelder, David	Correctional Facility	CO II	N/A	1/27/26	Probation Complete/Contractual Increase
Hicks, Lars	Correctional Facility	CO II	N/A	1/27/26	Probation Complete/Contractual Increase
Kofler, Silvia	Correctional Facility	CO II	N/A	1/3-1/6/26	LOA
Kofler, Silvia	Correctional Facility	CO II	N/A	1/7-1/9/26	Mod Duty
Kofler, Silvia	Correctional Facility	CO II	N/A	1/10-1/16/26	LOA
Landon, James	Correctional Facility	CO II	N/A	12/19/25-1/14/26	Correct Effective Date- LOA
Lees, Brian	Correctional Facility	CO II	N/A	1/9/26	RTW Full Duty
Leonard, Stefan	Correctional Facility	CO II	N/A	1/15/26	Extend Mod Duty
Leonard, Stefan	Correctional Facility	CO II	N/A	1/16/26	RTW Full Duty
Martynowicz, Arkadiusz	Correctional Facility	CO II	N/A	1/14/26	Extend Mod Duty
Reinhardt, Nathaniel	Correctional Facility	CO II	N/A	1/7/26	RTW Full Duty
Spikes, Donnell	Correctional Facility	10 Sergeant	1	12/5-12/7/25	LOA
Spikes, Donnell	Correctional Facility	10 Sergeant	1	1/10-1/11/26	LOA
Stasulli, Vincent	Correctional Facility	CO II	N/A	1/8-1/20/26	Extend Mod Duty
Wilson, Stephen	Correctional Facility	CO II	N/A	1/3-2/11/26	Extend Mod Duty
White, Bryana	Correctional Facility	CO	N/A	1/9/-1/16/26	Unpaid Suspension
White, Dylan	Correctional Facility	CO	N/A	10/18-10/19/25	LOA
Case, Kathleen	Courts	11 Admin Assist to Pres Judge	10	1/5/26	Correct Date- Moved to 40 hrs/wk
DeMaio, Ellen	Courts	14 Deputy Court Administrator*	4	1/5/26	Correct Date- Moved to 40 hrs/wk
Eberle, Kelly	Courts	6 Judicial Assistant	10	1/5/26	Correct Date- Moved to 40 hrs/wk
Herb, Pamela	Courts	6 Judicial Assistant	10	1/5/26	Correct Date- Moved to 40 hrs/wk
McBride, Kathy	Courts	6 Minute Clerk/Judicial Asst	1	1/5/26	Correct Date- Moved to 40 hrs/wk
Medlar, Kimberly	Courts	6 Judicial Assistant	5	1/5/26	Correct Date- Moved to 40 hrs/wk
Meehan, Kristen	Courts	6 Judicial Assistant	1	1/5/26	Correct Date- Moved to 40 hrs/wk
Muehleisen, Jessica	Courts	11 Executive Admin Assistant	2	1/5/26	Correct Date- Moved to 40 hrs/wk
Nordmark, Meagan	Courts	6 Judicial Assistant	5	1/5/26	Correct Date- Moved to 40 hrs/wk
Prescott, Paige	Courts	6 Executive Asst of Court Admin	1	1/5/26	Correct Date- Moved to 40 hrs/wk
Revitt, Kimberly	Courts	6 Judicial Assistant	2	1/5/26	Correct Date- Moved to 40 hrs/wk
Allen, Laura	District Justices	8 Audit & Training Coord	2	1/5/26	Correct Date- Moved to 40 hrs/wk
Berthel, Tracy	District Justices	6 Executive Assistant	10	1/5/26	Correct Date- Moved to 40 hrs/wk
Jakobsen, Mary	Domestic Relations	9 Domestic Relations Supervisor	10	1/5/26	Correct Date- Moved to 40 hrs/wk
Borger, Kim	Planning	7 GIS Specialist- PT	10	1/26/26	PT Temp to PT Perm
Labar, Jason	Public Defender	21 Chief Public Defender*	9	5/19/26	Regrade
Cioffi, Michael	Sheriff	18 Chief Deputy Sheriff*	3	1/26/26	Regrade
Doyle, Russell	Sheriff	13 Lieutenant Sheriff	4	1/26/26	Regrade
Koroly, Kristen	Tax Claim	4 Fiscal Technician	2	1/5/26	Correct Date- Moved to 40 hrs/wk
Margretta, Paula	Tax Claim	Delq Tax Poster	N/A	1/1/26	Remove from 2026 Reorg Agenda
Mihalopoulos, Marijuana	Tax Claim	4 Fiscal Technician	4	1/5/26	Correct Date- Moved to 40 hrs/wk
Weber, Kelley	Tax Claim	4 Fiscal Technician	5	12/15-12/31/25	LOA
Weber, Kelley	Tax Claim	4 Fiscal Technician	5	1/5/26	Correct Date- Moved to 40 hrs/wk
Zito, Tina	Tax Claim	4 Fiscal Technician	5	1/5/26	Correct Date- Moved to 40 hrs/wk
Bechtold, Trina	Voter Registration	3 Administrative Specialist II	3	1/12/26	Reduce hrs from 20hrs/wk to 18hrs/wk
Vreeland, Katherine	Voter Registration	3 Administrative Specialist II	2	1/12/26	Reduce hrs from 20hrs/wk to 18hrs/wk
<b>MISCELLANEOUS:</b>					
Adopt New position- Grade 8 Supervisor, Tax Claim					
Adopt New position- Grade 14 Assistant Director Planning*					
Adopt New position- Grade 9 Engineer-in-Training					
Adopt New position- Grade 7 Executive Assistant Custody Conciliator					
Adopt the revised Criminal History check policy effective 2/1/26					
Upon the vacancy of the 1 Tradesworker I position, from Helen Lentz, the position will revert back to 40hrs/wk					
Adopt the Regrade of the Records Administrator from Grade 9 to Grade 7 effective 1/17/2026					
Remove one Grade 6 Fiscal Specialist from Fiscal Affairs/Grants Department effective 1/26/2026					
Approve the carryover and use of 37.5 hours of accrued vacation time beyond March 31 for Drew Wagner, Conservation District Engineer					

- b) Approve/Ratify Requests to work additional hours:
  - i) Sheriff's Office Overtime Report for the period ending 01/11/2026
    - (1) Deputies – 24.25 hours
    - (2) Security – 60 hours
    - (3) Clerks – 20.75 hours

**M-2026-22** Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve/ratify the actions listed below:

- a) Vouchers Payable:
  - i) Dated 01/09/2026 in the amount of \$338,553.97
  - ii) Dated 01/16/2026 in the amount of \$2,132,244.78
- b) Gross Payroll:
  - i) For pay period ending 01/11/2026 in the amount of \$1,614,409.96
- c) Healthcare Benefits Payments:
  - i) Highmark Blue Cross/Blue Shield:
    - (1) Dated 01/06/2026 in the amount of \$132,060.83
    - (2) Dated 01/13/2026 in the amount of \$149,931.43
  - ii) Geisinger:
    - (1) Dated 01/05/2026 in the amount of \$99,519.04
    - (2) Dated 01/12/2026 in the amount of \$66,477.08
    - (3) Dated 01/13/2026 in the amount of \$5,350.08
  - iii) Dental Claims:
    - (1) Dated 01/09/2026 in the amount of \$8,671.04
  - iv) Flexible Spending Account:
    - (1) Dated 01/09/2026 in the amount of \$5,554.72
    - (2) Dated 01/15/2026 in the amount of \$200.75

**M-2026-23** Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve/ratify the Travel Requests for the following: Area Agency on Aging, Conservation District and Domestic Relations.

**M-2026-24** Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to reappoint Amanda Gonzalez to the Board of Directors with a new term to expire September 30, 2028, as requested by the Carbon-Monroe-Pike Drug and Alcohol Commission.

**M-2026-25** Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to reappoint Suzanne McCool to the Advisory Board with a new term to expire December 31, 2028, as requested by Carbon-Monroe-Pike Mental Health and Developmental Services.

**M-2026-26** Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve an Adoption Assistance Agreement for L.C. as requested by Children and Youth Services.

**M-2026-27** Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the actions listed below:

- a) Ratify the Budget Adjustment Report dated 01/21/2026 totaling \$40,975.00
- b) Approve the Budget Adjustment Report dated 01/21/2026 totaling \$282,992.00
- c) Approve the IRS mileage reimbursement rate to 72.5 cents per mile effective 01/01/2026
- d) Ratify Resolution (**R-2026-1**) updating authorized signers with ESSA Bank, Division of CNB Bank
- e) Ratify agreement with KUDU Creative for Fentanyl Awareness Program- Podcast Program totaling \$14,020.00 to be paid from the Opioid Settlement Funds
- f) Award bid for Wypall Roll Towels in the amount of \$1,247.75 to Staples Contract & Commercial for Administrative Janitorial Supplies
- g) Approve reports of County Liquid Fuels Tax Fund for the 2025 calendar year as follows:
  - i) County Liquid Fuels Tax Fund year-end balance of \$149,381.45 and total expenditures of \$312,786.54
  - ii) Act 44 County Liquid Fuel Tax Fund year-end balance of \$216,693.76 and total expenditures of \$0 dollars
  - iii) Act 89 County Liquid Fuel Tax Fund year-end balance of \$462,118.44 and total expenditures of \$0 dollars

- h) Approve the following Contract Service Provider Agreements:
  - i) David Gaspar, Esquire for Special Public Defender \$57,000.00
  - i) Ratify the following Opioid Grant from the Opioid Settlement Funds consistent with the uses allowed under the Opioid Settlement Agreement, Exhibit E:
    - i) Memorandum of Understanding and Agreement with AMZ Housing Solutions in the amount of \$4,600.00 for rental assistance
    - ii) Memorandum of Understanding and Agreement with Nehemiah Sober Living Inc. in the amount of \$20,000.00 to support programs
  - j) Add the following vendors to the County List of Approved Vendors:
    - i) Emergency Management
      - (1) Lehigh Emergency Service Training Academy
    - ii) MCCF
      - (1) Sherry Black Foundation
    - iii) Fiscal
      - (1) Hickory EFH LLC

**M-2026-28** Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to execute a Title IV-D Contract with Deborah L. Huffman for the period October 1, 2025, through September 30, 2030, subject to the availability of federal funds as requested by Domestic Relations.

**M-2026-29** Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve Building Use Request Form with St. Paul Lutheran Church for the 2026 Primary and General Elections as requested by the Elections and Voter Registration department.

**M-2026-30** Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve/ratify the actions listed below as requested by the Fiscal/Grants department:

- a) Amend Motion Number 2026-13 dated 01/07/2026 to approve Continuum of Care FY2024 Sub-Recipient Contracts in the amount of \$84,554.00 as indicated below:

Rapid Rehousing	Pocono Area	Supportive Services-	\$54,554
	Transitional Housing	Case Management	
Support Services	Pocono Mountains	Supportive Services	\$30,000
	United Way	Total	<b>\$84,554</b>

- b) Ratify Authorization for the Grants Manager, Ashley Kerrick, to electronically sign the FY25-26 Continuing Adult Probation Grant in the amount of \$157,867.00 for the period 07/01/2025 through 06/30/2026
- c) Ratify Authorization for the Grants Manager, Ashley Kerrick to electronically sign the FY2025 RASA/VOJO continuation in the amount of \$154,653.00 for period 01/01/2026 through 12/31/2026 (Year 2)
- d) Appoint the following individuals to the Community Services Administrative Board for their first three-year term effective 01/01/2026 through 12/31/2028 as recommended by the Administrative Board:
  - i) Commissioner Christa L. Caceres, Pike County Elected Official
  - ii) Kim Dugan, Pike County Community Representative
- e) Execute the 2025-2026 State Food Purchase Program (SFPP) sub-recipient Contracts for the 2025-2026 Fiscal Year as listed below:

Bushkill Outreach	\$	20,000
Christian Awareness Ministries	\$	9,000
New Perspectives	\$	12,000
Pleasant Valley Ecumenical Network	\$	50,220
Pocono Mountain Ecumenical	\$	46,500
Salvation Army-Pantry & Soup Kitchen	\$	65,000
St. Matthews Catholic Church	\$	17,000
TOP of the Mountain	\$	46,500
Safe Monroe	\$	13,000
<b>2025-2026 SFPP Total</b>		<b>\$ 279,220</b>

**R-2026-2** Motion by Commissioner Laverdue, seconded by Vice-Chairman Parker and carried to adopt a Resolution approving the 2025 Monroe County Multi-Jurisdictional Hazard Mitigation Plan as requested by the Office of Emergency Management.

**M-2026-31** Motion by Commissioner Laverdue, seconded by Vice-Chairman Parker and carried to accept the proposal with Cellebrite in the amount of \$9,300.00 for the period 03/19/2026 through 03/18/2027 for renewal of software subscription as requested by the Public Defender.

**M-2026-32** Motion by Vice-Chairman Parker, seconded by Commissioner Laverdue and carried to reappoint Greg Christine to the Board of Directors with a new term to expire 01/01/2031 as requested by the Pennsylvania Northeast Regional Railroad Authority.

**M-2026-33** Motion by Commissioner Laverdue, seconded by Vice-Chairman Parker and carried to reappoint Jennifer Shukaitis to the Affordable Housing Board with a new term to expire 12/31/2030 as requested by the Redevelopment Authority of Monroe County.

**M-2026-34** Motion by Vice-Chairman Parker, seconded by Commissioner Laverdue and carried to approve the Capital Purchases Report dated 01/21/2026 as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
<b>APPROVED CAPITAL:</b>						
Domestic Relations	101.4184.9575.0000	Capital Expenditure	1	Body Armor	Witmer Public Safety Group - State Contract	\$ 1,099.06
Sheriff	101.4197.9575.0000	Capital Expenditure	1	Ballistic Trauma Plate	Starr Uniform - State Contract	1,169.95
<b>TOTAL APPROVED CAPITAL</b>						<b>\$ 2,269.01</b>
<b>REQUESTS WITH TRANSFER: (see Budget Adjustment Report)</b>						
<b>TOTAL REQUESTS W/TRANSFER</b>						<b>\$ -</b>
<b>GRANT FUNDED &amp; OTHER:</b>						
<b>TOTAL GRANT FUNDED &amp; OTHER</b>						<b>\$ -</b>
<b>TOTAL CAPITAL REQUESTS</b>						<b>\$ 2,269.01</b>

**M-2026-35** Motion by Vice-Chairman Parker, seconded by Commissioner Laverdue and carried to approve the Computer Capital Purchases Report dated 01/21/2026 as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
<b>APPROVED CAPITAL:</b>						
Department of Information Systems	101.4172.9575.0000	Capital Expenditure	1	Dell Laptop Computer	Dell - Sole Source	\$ 1,691.30
<b>TOTAL APPROVED CAPITAL</b>						<b>\$ 1,691.30</b>
<b>REQUESTS WITH TRANSFER: (see Budget Adjustment Report)</b>						
<b>TOTAL REQUESTS W/TRANSFER</b>						<b>\$ -</b>
<b>GRANT FUNDED &amp; OTHER:</b>						
<b>TOTAL GRANT FUNDED &amp; OTHER</b>						<b>\$ -</b>
<b>TOTAL CAPITAL REQUESTS</b>						<b>\$ 1,691.30</b>

Vice-Chairman Parker thanked everyone who attended the America250PA kickoff and stated even though the weather wasn't the best, the county was well represented.

Vice-Chairman Parker also highlighted some upcoming America250PA events including an Art Show being held at the Western Pocono Community Library, a quilt contest being sponsored by the Monroe County Historical Society and Polk Township Veterans Memorial Wall dedication followed by a community picnic being held at Polk Township on May 24, 2026.

Commissioner Laverdue stated Community Night will be held May 5, 2026, at Northampton Community College – Pocono Campus and will focus around the America250PA celebration.

Chairman Christy asked if there was any public comment.

Dr. John Toleno announced that the gun safety class had to be rescheduled to Wednesday, February 4, 2026, due to the snow the area received on Saturday. Dr. Toleno asked participants who were signed up for the original class to please sign up for the rescheduled date to be held at the Office of Emergency Management.

Theresa Pesce asked about the County Solicitor duty involving the Title IV-D contract and federal reimbursement which was on the agenda.

Solicitor Huffman stated the County Solicitor does not handle Title IV-D duties; it is a separate contract for support matters in which federal funds are set aside for reimbursement to the county.

Theresa Pesce stated her comments were about firearms on a national level as well as a county level. Ms. Pesce stated the Constitution refers to the militia which Ms. Pesce stated means we the people not the military as many people think.

Ms. Pesce stated her comments on a county level concerned the statistics she obtained from the coroners' office and that the numbers showed more deaths happened due to other causes than gun related causes.

Chairman Christy shared an experience that occurred approximately ten (10) years ago when a friend's son took his own life with a gun. Chairman Christy stated any death involving a young person caused by gun is too many.

The meeting was adjourned at 10:09 a.m.

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Robert J. Gress, Chief Clerk/Administrator

**M-2026-17 through M-2026-35  
R-2026-1 through R-2026-2**