



MONROE COUNTY BOARD OF COMMISSIONERS
July 16, 2025

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday, July 16, 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 allegiance to the flag.

There was no public comment on agenda items.

Chairman Christy reported there were no assessment corrections to the duplicate.

Chairman Christy recessed the regular meeting at 9:31 a.m. and opened the Public Hearing for the 2025-2026 Human Services Plan for the Homeless Assistance Program (HAP) and Human Services Development Fund (HSDF). Kwanza Smith, Grants Manager stated the Pennsylvania Department of Human Services requires the county to develop a plan to administer funds under the Human Services Block Grant. The Monroe County Fiscal Affairs Office administers Homeless Assistance Program (HAP) funding in the amount of \$50,195.00 and Human Services Development funding in the amount of \$93,507.00. The county plans to serve two hundred fifty (250) individuals with HAP funding and one hundred twenty five (125) individuals with HSDF funding. Ms. Smith noted the amount of allocated funding for HAP and HSDF has remained the same as last year. Ms. Smith also noted the Monroe County Point In Time (PIT) county has shown a decrease in unsheltered households and a decrease in unsheltered homeless people since 2024. Ms. Smith stated she felt the decrease was due to the hands on approach used by the district attorney and the commissioners to fight homelessness.

Chairman Christy closed the public hearing at 9:38 a.m. and reconvened the regular meeting.

M-2025-190 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the minutes of the July 2, 2025, Commissioners' Meeting.

M-2025-191 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to amend Motion 2025-177 dated 06/18/2025 to reflect a change in vendor from SCW to CDW-G for the Microsoft Surface Pro 10 for the Department of Information Technology and Services as well as a change in price from \$1,132.32 to \$1,892.52. The grand total for the Computer Capital Purchase Report changes from \$2,549.13 to \$3,309.33, an increase of \$760.20.

M-2025-192 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to amend Motion 2025-185 dated 07/02/2025 to reflect a change in the amount for line item 101.4176.9575.0000 from \$4,700.00 to \$0 and a change in the amount for line item 101.4176.4115.0000 from \$34,900.00 to \$30,200.00 on the Budget Adjustment Report for the Maintenance Department.

M-2025-193 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker to acknowledge the opening of Proposals for the following services for the Area Agency on Aging to be addressed at the August 6, 2025, meeting:

Congregate Meals:

Meals on Wheels	\$5.35 per meal
Hope Rising	\$8.25 per meal

Home Delivered Meals:

Hope Rising	Hot \$8.50, Frozen \$7.25, Shelf Stable \$6.95
Ryan's Deli	\$7.25 per meal plus \$50.00 delivery fee
Meals on Wheels	Hot \$7.95, Frozen \$8.05, Cold \$7.60
PurFoods/Mom's Meals	\$6.99 with instamilk
Home Style Direct	Regular Diet \$7.50, Therapeutic \$8.00, General Public \$9.95

Older Adult Daily Living Center:
Hope Rising \$100.00 per day, \$30.00 transport each way

Ombudsman Services- none received

Personal Care and Home Support Services:
Beck & Call \$29.00 per hour
Hope Rising \$25.00 per hour
HL Homecare Agency \$30.00 per hour
Caregivers of America \$21.00 per hour
Westspan HealthCare \$22.00-\$26.00 per hour personal care and \$20.00-\$23.00 per hour Home Support
Kellez Care Providers \$30.00 per hour weekday, \$35.00 per hour weekend and holiday

Personal Emergency Response Services (PERS):
Hope Rising \$29.00 per unit per month, \$99.00 initial fee
Connect America \$23.00 landline W/O fall, \$23.00 cellphone W/O fall, Mobile with or W/O fall \$30.00 and Smartwatch \$30.00 per unit per month

M-2025-194 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to adopt the following certificates of special recognition:

- Dylan Payne – Eagle Scout
Cozy Kitty Café – Grand Opening
Pennsylvania’s Empowered Expert Residents (PEER)
- 1) Margarete Borowitz – Brookmont Health Care
 - 2) Deb Safin – Brookmont Heath Care
 - 3) Beverly Ventrella – Brookmont Health Care
 - 4) Jesse Ziegenfus – Brookmont Health Care
 - 5) Karen Fronc – Whitestone
 - 6) Constance Hamilton – Whitestone
 - 7) Donna Myra – Whitestone
 - 8) Linda Murphy – Whitestone
 - 9) Angel Torres – Whitestone

M-2025-195 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the actions listed below:

- a) Agenda:

FIRST NAME	DEPARTMENT:	POSITION:	STEP:	DATE:	REASON:
NEW HIRES:					
Hess-Tyminski, Joan	Aging	29 Sr. Ctr Mgr. I- PT	N/A	9/8/25	New Hire/Replacement
Schlegel, Barbara	Aging	29 Sr. Ctr Mgr. I- PT	N/A	7/31/25	New Hire/Replacement
Munoz, Dayana	Career Link	Laborer	N/A	6/30/25	Change Start Date- New Hire
Patel, Diptiben	C&Y	33 Fiscal Technician	N/A	7/14/25	New Hire/Replacement
Troxell, Christopher	Correctional Facility Admin	9 Classification Coordinator	1	7/21/25	New Hire/Replacement
Shuck, Matthew	DA	22 Asst District Attorney	N/A	8/11/25	New Hire/Replacement
Brodhead Hucko, Britni	Emergency Services	9 Burn Sim/Operator-PT	N/A	7/14/25	New Hire/Replacement
Burkert, Jacob	Maintenance	1 Tradesworker I (Night)	1	7/21/25	New Hire/Replacement
Tokar, Georgeanne	Treasurer	4 Fiscal Technician	1	7/21/25	New Hire/Replacement
SEPARATIONS:					
Woo, Debbie	Aging	37 Casw 3	N/A	7/31/25	Resigned
Johnson-Norris, Tyleek	Career Link	Laborer	N/A	6/30/25	Terminated
Michel, Sophia	Career Link	Laborer	N/A	7/7/25	Terminated
Notice, Kayla	Career Link	Laborer	N/A	7/7/25	Resigned
Dunn, John	Commissioners	Solicitor	N/A	12/16/24	Resigned
O'Connor, Iwona	Conservation District	8 Finance Manager	1	6/30/25	Resigned
Holloway, Jessica	Correctional Facility	CO	N/A	6/23/25	Resigned
Othman, Ranya	Correctional Facility	CO	N/A	7/6/25	Correct End Date- Resigned
De Benedetto, Victoria	Courts	16 Court Recorder & Transcriptionist	N/A	7/11/25	Terminated
Foster, Devon	District Justices	7 Technician- Judge Gasper	N/A	7/25/25	Resigned
Smith, Kwanza	Fiscal	11 Grants Manager	2	7/31/25	Resigned
Hartley, Connie	Maintenance	1 Tradesworker I (Night)	7	7/11/25	Resigned
Hartley, Robert	Maintenance	6 Tradesworker Supervisor (Night)	6	7/11/25	Resigned
Kishbaugh, Megan	Maintenance	1 Tradesworker I (Night)	3	7/11/25	Resigned
Sorrentini, Faith	Prothonotary	4 Deputy (P)	1	7/18/25	Resigned
Constantinou, Jessica	Register & Recorder	4 Deputy (D)	3	8/15/25	Resigned
Sorrentini, Jose	Sheriff	8 Deputy Sheriff	4	7/18/25	Resigned
CHANGES:					
Lutin, Tanya	Aging	29 Sr. Ctr Mgr. I -TEMP	N/A	7/16/25	Lateral Transfer, New Position
Webber, Amanda	C&Y	35 Casw 2	N/A	6/26/25	Probation Complete
Balla, George	Correctional Facility	CO	N/A	7/14/25	End Temp 1st Shift Assignment
Best, Russell	Correctional Facility	CO	N/A	4/3-5/8/25	LOA
Geist, Steven	Correctional Facility	CO	N/A	7/14/25-1/13/26	Intermittent LOA
McGraw, Shaquan	Correctional Facility	CO	N/A	7/14/25	End Temp 1st Shift Assignment
Rivera-Rivera, Helson	Correctional Facility	CO	N/A	7/14/25	End Temp 1st Shift Assignment
Virella, Nicholas	Correctional Facility	CO	N/A	6/17-6/29/25	Extend LOA
Virella, Nicholas	Correctional Facility	CO	N/A	6/30-7/14/25	RTW Mod Duty
Kelly, Kelly	Courts	18 Court Reporter	N/A	6/21/25-2/17/26	Extended Intermittent LOA
Rulapaugh, Eva	Courts	18 Court Reporter	N/A	6/26-7/24/25	LOA
Heller, Ashley	District Attorney	5 Legal Secretary	1	5/28-8/19/25	LOA
Stumpp, Gayle	Domestic Relations	10 Enforce & Data Img Tech	N/A	6/10-7/7/25	LOA
Hoyt, Sean	Maintenance	6 Tradesworker Supervisor	1	7/21/25	Transfer
Baker, Ashley	Victim Witness	6 Direct Svc Advocate	1	7/15-7/16/25	Suspension Without Pay
MISCELLANEOUS:					
Approve the request from the Courts to allow leave donation for Eva Rulapaugh, Court Reporter					
Approve the following request from Mary Claire Megargle, Director of Aging, effective 7/16/25:					
Create one new 29 Sr. Center Manager I TEMP position					
Decrease the hours of one 29 Sr. Center Manager I position, currently 25 hours, to 15					
Increase the hours of one 29 Sr. Center Manager I position, currently 5 hours, to 15					

- b) Approve/Ratify Requests to work additional hours:
- i) Sherriff’s Office Overtime for period ending 06/29/2025

(1) Deputies – 13.50 hours

(2) Security – 68.50 hours

(3) Clerks – 22.50 hours

M-2025-196 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve/ratify the actions listed below:

- a) Vouchers Payable:
- i) \$1,257,191.39 dated 07/03/2025

ii) \$843,447.68 dated 07/11/2025
- b) Gross Payroll:
- i) \$1,548,635.24 for pay period ending 06/29/2025
- c) Healthcare Benefits Payments:
- i) Highmark Blue Cross/Blue Shield:

(1) \$105,273.40 dated 07/02/2025

(2) \$52,315.61 dated 07/09/2025

ii) Geisinger:

(1) \$53,430.04 dated 06/30/2025

(2) \$67,893.77 dated 07/07/2025

(3) \$9,727.35 dated 07/10/2025

(4) \$22,579.53 dated 07/14/2025

- iii) Dental Claims:
 - (1) \$9,000.96 dated 07/07/2025
 - (2) \$5,001.95 dated 07/11/2025
- iv) Flexible Spending Account:
 - (1) \$937.31 dated 07/07/2025
 - (2) \$1,614.57 dated 07/11/2025
 - (3) \$179.50 dated 07/14/2025

M-2025-197 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve/ratify the Travel Requests for the following: Assessment, Commissioners, Children and Youth, Domestic Relations, Juvenile Probation, Planning, Pretrial/DUI Services, and Tax Claim.

M-2025-198 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure 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 07/01/2025-06/30/2028 with:
 - i) CSI Corporate Security and Investigations, LLC – contract limit of \$150,000.00 (Caseworker and Investigation Support Services)
 - ii) Recovery Revolution, Inc. – contract limit of \$2,500.00 (Prevention Education for Foster Families)
- b) Execute the following Purchase of Service Agreements for the period 07/01/2025-06/30/2026 with:
 - i) Community Services Foundation, Inc. – contract limit of \$160,000.00 (Foster Care)
 - ii) Valley Youth House – contract limit of \$190,000.00 (Shelter Care and Independent Living)
 - iii) The Impact Project, Inc. – contract limit of \$100,000.00 (Foster Care)
 - iv) Loftus – Vergari & Associates, Inc. – contract limit of \$85,000.00 (Foster Care)
 - v) Pure Lux Homes, LLC – contract limit of \$150,000.00 (Residential Group Home)
 - vi) KidsPeace Children’s Hospital – contract limit of \$150,000.00 (Sexual Issues Treatment & Education)
 - vii) KidsPeace National Centers – contract limit of \$160,000.00 (Residential Services)
- c) Execute a Purchase of Service Agreement with Cater 2 You Youth Haven for the period 07/01/2024-06/30/2025 with a contract limit of \$250,000.00 (Group Home)
- d) Approve Subsidy Agreements for the following:
 - i) K.S.
 - ii) K.S.
 - iii) T.N.

M-2024-199 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below:

- a) Approve the Budget Adjustment Report dated 07/16/2025 totaling \$1,448,368.00
- b) Execute Collective Bargaining Agreement with the Monroe County Detective Association for the period 01/01/2025-12/31/2028
- c) Execute updated Governmental 457 (b) Plan Adoption Agreement with Nationwide Financial Services Inc.
- d) Approve a two-year lease with Fraser Advanced Information Systems for 1 copier – 24 payments of \$195.00 per month for the District Attorney
- e) Execute a Memorandum of Understanding with the Monroe County Transportation Authority (MCTA) to provide transportation in the amount of \$3,000.00 to be paid from the Opioid Settlement Funds to be spent consistent with the uses allowed under the Opioid Settlement Agreement, Exhibit E
- f) Approve Change Order #4 with South Shore Construction LLC in the amount of \$10,928.00 for additional ceiling repair and soffit work in parking garage
- g) Authorize chief clerk to advertise for the following:
 - i) Janitorial cleaning at MDJ Offices
- h) Add the following Vendors to the County List of Approved Vendors:
 - i) Aging
 - (1) Union-Snyder Agency on Aging, Inc.
 - (2) Jefferson County Area on Aging
 - (3) Reliable Supportive Home Care LLC
 - ii) Commissioners
 - (1) Community Foundation of Monroe County

Chairman Christy explained the budget adjustment report.

M-2025-200 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to ratify approval of the Continuum of Care Grant – Rapid Rehousing FY2024 Agreement and Sub-recipient contracts as follows as requested by the Fiscal/Grants department:

Rapid Rehousing	Pocono Area Transitional Housing	Rental Assistance	\$243,012.00
Rapid Rehousing	Pocono Area Transitional Housing	Supportive Services	\$28,300.00
Supportive Services	Pocono Mountains United Way	Supportive Services	\$30,000.00
Administration			<u>\$11,249.00</u>
		Total	\$312,561.00

M-2025-201 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to reappoint Sharon Taylor to the Housing Authority Board with a new term to expire 10/27/2029 as requested by the Housing Authority of Monroe County.

M-2025-202 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to execute an Agreement with MS-ISAC to provide cybersecurity services for the period of 18 months in the amount of \$4,995.00 as requested by the Information Technology and Services department.

Chairman Christy noted that this service was previously provided by the federal government, but they are no longer providing the service which is why the county is entering into the agreement.

M-2025-203 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to reappoint Louise Troutman to the Municipal Waste Management Authority with a new term to expire 12/31/2029 (At Large Appointment) as requested by the Municipal Waste Authority.

M-2025-204 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to acknowledge receipt of the 2024 Final Audited Financials for the period end 12/31/2024 as requested by the Pocono Mountains Municipal Airport Authority.

M-2025-205 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to execute a Professional Services Agreement with Bid4Assets to facilitate the sale of tax delinquent repository real property assets for the period 07/16/2025 – 07/16/2026 at no cost to the county as requested by the Tax Claim Bureau.

M-2025-206 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the actions listed below:

a) Ratify the Capital Purchases Report dated 07/16/2025 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	Grant Expenses	1	Formax FD 1406 Automatic Pressure Sealer	Quill - Lowest Quote	\$ 4,378.00
TOTAL GRANT FUNDED & OTHER						\$ 4,378.00
TOTAL CAPITAL REQUESTS						\$ 4,378.00

b) Approve the Capital Purchases Report dated 07/16/2025 as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
Correctional Facility	101.4232.9575.0000	Capital Expenditure	1	Skillet Braising Pan	Cook's Correctional Kitchen - Sole Source	\$ 50,073.83
			1	Heated Holding/Transport Cabinet		
			1	Conveyor Soiled Tray		
			1	Liftgate fee & freight		
TOTAL APPROVED CAPITAL						\$ 50,073.83
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
TOTAL REQUESTS W/TRANSFER						\$ -
GRANT FUNDED & OTHER:						
Adult Supervisory Fund	158.4000.8800.0000	Program Expenses	7	Ballistics Vests	Witmer Public Safety Group, Inc. - State Contract	\$ 7,401.03
TOTAL GRANT FUNDED & OTHER						\$ 7,401.03
TOTAL CAPITAL REQUESTS						\$ 57,474.86

M-2025-207 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the Computer Capital Purchases Report dated 07/16/2025 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:						
Public Defender	101.4152.8800.0001	Grant Expenses	3	Laptops and docking stations	Dell - State Contract	\$ 4,293.87
TOTAL GRANT FUNDED & OTHER						\$ 4,293.87
TOTAL CAPITAL REQUESTS						\$ 4,293.87

Aaron Lombard, Vector Control Coordinator, announced that during the weekly testing of June 16th to June 20th two (2) mosquito samples via routine trapping tested positive for West Nile Virus in the county. Mr. Lombard stated mosquitos testing positive for West Nile Virus is very common. Mr. Lombard also explained the best ways to control the mosquito population, which include barrier spray via a backpack sprayer, ultra-low volume pesticide sprays via a truck, increased surveillance at larval breeding sites and treatment of storm drains with larvicidal products. Mr. Lombard also encourages communities and residents to reduce breeding habitats as well as employ personal protective measures such as avoiding outdoors during dusk to dawn, applying bug spray, wearing long sleeves and emptying any standing water receptacles. Mr. Lombard stated he can address standing water issues if a property owner is unable to address the issue.

Theresa Johnson, Monroe County Treasurer, asked if only the property owner could notify Mr. Lombard about standing water issues. Mr. Lombard stated anyone could notify him of standing water issues they observe on properties.

Commissioner Laverdure asked after how many days standing water should be reported. Mr. Lombard stated if the water is standing for more than one (1) day it should be reported to the vector control department.

Theresa Pesce asked what chemicals are used and if the list of chemicals is on the county’s website. Mr. Lombard stated what chemicals are used and that he will place the list on the website.

Chairman Christy asked if there was any public comment.

Theresa Pesce stated her comment today was concerning the Community Partnership for Gun Safety grant and the educational meetings that are to be held as a requirement of the grant. Ms. Pesce asked if the meetings would be public and how she could get a schedule of the meetings.

Dr. John Toleno stated a public meeting was held in May that was hosted by our local state representative. Dr. Toleno also stated the leadership committee meeting is held every third Monday of the month. Dr. Toleno stated as the program progresses there will be informational and educational meetings held at various times. Dr. Toleno stated the gun safety website is ready to be launched and the website will be tagged on the district attorney website.

Theresa Pesce asked if the gun safety website could also be listed on the county's website home page as well.

Chairman Christy commented the gun safety website should be on the county's home page, be tagged on the sheriff's website as well as other locations.

Dulce Ridder stated she would like to meet with the commissioners, Dr. John Toleno and John Jakobsen, for clarification on the scope of work within the gun safety grant.

Dulce Ridder also requested a meeting with Tyler Technologies to receive more information about the reassessment.

Chairman Christy stated the county's common level ratio is now below fifty (50) percent which has made the tax burden disproportionate and the reason for the reassessment is to correct that.

Dulce Ridder would still like to request a meeting with Tyler Technologies to gather more information.

Chairman Christy stated he did not think the meeting would be with Tyler Technologies, but Ms. Ridder could meet with the commissioners and the assessment office for further information.

Dulce Ridder also asked a question concerning a project in Stroudsburg Borough.

Chairman Christy referred Ms. Ridder to the Redevelopment Authority of Monroe County for assistance.

Robert J. Gress, Chief Clerk/Administrator, stated he had a kickoff meeting with Tyler Technologies two (2) weeks ago. Chief Clerk/Administrator Gress stated a press release, and a website will be available to answer many of the reassessment questions and are scheduled to be completed within the next month.

The meeting was adjourned at 10:18 a.m.

Robert J. Gress, Chief Clerk/Administrator

M-2025-190 thru M-2025-207