



MONROE COUNTY BOARD OF COMMISSIONERS
September 3, 2025

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday, September 3, 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 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-2025-240 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the minutes of August 20, 2025, Commissioners' Meeting.

M-2025-241 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to adopt the Polycystic Kidney Disease Awareness Day Proclamation.

Proclamation

Polycystic Kidney Disease Awareness Day

WHEREAS, Polycystic Kidney Disease (PKD) is one of the most common, life-threatening genetic diseases, affecting an estimated 600,000 Americans and over 12 million people worldwide; and

WHEREAS, PKD causes numerous fluid-filled cysts to grow in the kidneys, leading to kidney failure, and often results in the need for dialysis or kidney transplantation; and

WHEREAS, there is currently no cure for PKD, and research is critical to developing treatments to improve the lives of those affected by this disease; and

WHEREAS, the PKD Foundation, founded in 1982, is dedicated to finding treatments and a cure for PKD through funding research, advocacy, education, support, and awareness; and

WHEREAS, the PKD Foundation is committed to supporting individuals and families affected by PKD, offering them the resources they need to manage their condition; and

WHEREAS, raising public awareness about PKD is essential to support research efforts, improve patient outcomes, and ultimately find a cure; and

WHEREAS, recognizing the efforts of the PKD Foundation and supporting its mission is vital to the well-being of those living with PKD and their families.

NOW, THEREFORE, we do hereby proclaim September 4th, 2025, as Polycystic Kidney Disease Awareness Day in Monroe County.

End of Proclamation

Commissioner Laverdure presented Kathy Sickler with the proclamation. Ms. Sickler thanked the commissioners for the Proclamation. Ms. Sickler stated her mother, brother and herself suffer from PKD and have all had kidney transplants with the kidney being donated by family members. Ms. Sickler stated a transplant does not cure PKD as there is no known cure and she will continue to advocate for PKD awareness.

M-2025-242 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below:

a) Personnel Agenda:

FIRST NAME	DEPARTMENT:	POSITION:	STEP:	DATE:	REASON:
NEW HIRES:					
Richey, Connor	Emergency Services	8 Planner I- Critical Infrastructure	1	9/15/25	Change Start Date-New Hire/Replacement
Alvarado Marin, Scarlet	Maintenance	1 Tradesworker I (Nights)	1	9/2/25	New Hire/Replacement
Zeigler, Noah	Probation- Adult	16 Probation Officer Trainee	N/A	9/2/25	New Hire/Replacement
Tessitore, Tiana	Register & Recorder	4 Deputy (D)	1	9/10/25	New Hire/Replacement
West, Elizabeth	Sheriff	3 Administrative Specialist II	1	9/2/25	New Hire/Replacement
SEPARATIONS:					
Ferraro, Dominic	Career Link	Laborer	N/A	7/14/25	Resigned
Torres, Avery	Career Link	Laborer	N/A	8/1/25	Program Ended
Coker, Kyle	Commissioners	Archivist Intern-Temp	N/A	8/8/25	End Temp Assignment
Snyder, Robin	Correctional Facility	8 Educ & Vol Coordinator	5	9/19/25	Retired
Mckenna, Elizabeth	Prothonotary/Clerk of Courts	4 Records Technician (C)	10	10/17/25	Retired
LaDuca, Kylie	Public Defender	Certified Legal Intern	N/A	8/15/25	End Temp Assignment
Trunfio, Allisen	Public Defender	Certified Legal Intern	N/A	8/15/25	End Temp Assignment
CHANGES:					
Hernandez, Annet	C&Y	12 Supervisor I* Intake/CPS	1	8/11/25	Promotion
Stack, Lauren	C&Y	35 Casw 2	N/A	8/25/25	FT to PT
Ackerman, Michael	Correctional Facility	CO	N/A	8/5/25-2/5/26	Intermittent LOA
Bert, Virginia	Correctional Facility	3 Administrative Specialist II	3	2/5/25-2/6/26	Intermittent LOA
Conte, Daniel	Correctional Facility	CO	N/A	8/18/25	Correct Name- New Hire
Dixon-Betancourt, Nicole	Correctional Facility	CO	N/A	7/8/25- 1/4/26	Intermittent LOA
Leonard, Stefan	Correctional Facility	CO	N/A	8/14-9/19/25	Extend LOA
Patrick, Matthew	Correctional Facility	10 Sergeant	10	8/5-8/7/25	LOA (Retracted)
White, Bryana	Correctional Facility	CO	N/A	8/18/25	Correct Name- New Hire
Wilson, Stephen	Correctional Facility	CO	N/A	8/12-9/12/25	Extend LOA
Whitnum, Sheryl	District Justices	7 Technician- Judge Gasper	N/A	8/25/25	Lateral Transfer
Semente, Cassandra	Domestic Relations	14 Conference Officer	N/A	8/14/25-2/13/26	Extend Intermittent LOA
Bronne, Natasha	Probation- Adult	20 Probation Officer Sr.	N/A	5/9/25	Correct Title
Bunn-Mckenzie, Vernell	Probation- Adult	20 Probation Officer Sr.	N/A	9/6/25	Correct Title
MISCELLANEOUS:					
Add a p/t temp (20 hours) 3 Administrative Specialist II position in Assessment from 11/1/25 – 11/30/27					

b) Approve/Ratify Requests to work additional hours:

- i) Maintenance
 - (1) 6.75 hours for building maintenance mechanics for pay period ending 08/24/2025
- ii) Sheriff’s Department for pay period ending 08/24/2025
 - (1) Deputies – 42.75 hours
 - (2) Security – 36.75 hours
 - (3) Clerks – 35.25 hours
- iii) Tax Assessment
 - (1) 5 hours per week for 2 employees for the period 08/04/2025 through 10/31/2025

M-2025-243 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve/ratify the actions listed below:

- a) Vouchers Payable:
 - i) \$2,342,785.00 dated 08/22/2025
 - ii) \$1,225,282.92 dated 08/29/2025
- b) Gross Payroll:
 - i) \$1,594,408.98 for pay period ending 08/24/2025
- c) Healthcare Benefits Payments:
 - i) Highmark Blue Cross/Blue Shield:
 - (1) \$35,358.13 dated 08/19/2025
 - (2) \$81,143.16 dated 08/26/2025
 - (3) \$15.45 dated 08/27/2025
 - ii) Geisinger:
 - (1) \$32,826.83 dated 08/19/2025
 - (2) \$86,714.36 dated 08/25/2025
 - iii) Dental Claims:
 - (1) \$8,966.46 dated 08/19/2025
 - (2) \$6,862.13 dated 08/25/2025
 - (3) \$1,108.15 dated 08/28/2025
 - (4) \$6,095.62 dated 08/29/2025
 - iv) Flexible Spending Account:
 - (1) \$704.02 dated 08/25/2025
 - (2) \$1,964.23 dated 08/29/2025

M-2025-244 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to Approve/Ratify the Travel Requests for the following: Adult Probation, Assessment, Conservation District, Pretrial/DUI Services and Register and Recorder.

M-2025-245 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) Execute an agreement with Mount Airy Casino Resort to hold the Monroe Senior Volunteer Program (MSVP) volunteer luncheon on October 23, 2025, for the fee of \$3,573.00
- b) Execute an agreement with Barrett Administrative & Recreation Complex (BARC) to use the large meeting room to hold an open house to showcase the Senior Center on 10/31/2025 at no cost to the county

M-2025-246 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below as requested by Children and Youth Services:

- a) Execute an Amendment to the existing Purchase of Service Agreement with County of Berks M-2025-97 dated 04/02/2025 to extend previous contract to 06/30/2026, there are no changes to rates or services
- b) Execute the following Purchase of Service Agreements for the period 07/01/2025 – 06/30/2026 with:
 - i) Cornell Abraxas Group, LLC – contract limit of \$875,000.00 (residential treatment)
 - ii) George Junior Republic in PA – contract limit of \$725,000.00 (residential treatment)
- c) Approve a Subsidy Agreement for Permanent Legal Custodians for C.S.

M-2025-247 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below:

- a) Approve the Budget Adjustment Report dated 09/03/2025 totaling \$700,287.00
- b) Approve payment to CMR Construction Inc. in the amount of \$3,800.00 for installation of required weight limit signs on Bridge number three, Evergreen Hollow Road over Pohopoco Creek
- c) Approve the following Opioid Grants from the Opioid Settlement Funds consistent with the uses allowed under the Opioid Settlement Agreement, Exhibit E:
 - i) Execute a Memorandum of Understanding and Agreement with Nehemiah Sober Living Inc. in the amount of \$10,000.00 from the Opioid Settlement Funds
- d) Authorize the chief clerk to advertise the following:
 - i) 2026 budget hearing dates
 - ii) 2026 annual bids
- e) Ratify submittal of the Subdivision and Release Form for Opioid Settlement Funds (National Prescription Opiate Litigation)
- f) Approve the recommendation, and having no objection to the reappointment of Shea Madden as the Trustee for the Northeastern Pennsylvania region on the board of Trustees of the Pennsylvania Opioid Misuse and Addiction Abatement Trust for a two-year term
- g) Add the following Vendors to the County List of Approved Vendors:
 - i) Sheriff
 - (1) Premier Body Armor, LLC
 - ii) Fiscal
 - (1) 3M EFH LLC
 - (2) 183 EFH LLC

M-2025-248 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) Authorize the Acting Grants Manager, April Niver to electronically submit the FY 2024-25 Election Integrity Grant Program Closeout Report for the period July 1, 2024 – June 30, 2025
- b) Approve the 2024/25 Medical Assistance Transportation Program (MATP) 4th quarter report in the amount of \$149,427.50

- c) Approve the Authorized Representative Chairman John D. Christy to sign the Amendment to the FY 2024 Continuum of Care Program Grant Agreement (PA1087L3T092402)
- d) Approve submission of the 2024/25 State Food Purchase Program Final Report in the amount of \$252,874.46
- e) Approve submission for Year 2 Continuation of the STOP Violence Against Women Grant in the amount of \$125,000.00
- f) Approve the Fiscal Director, Jennifer Barclay to electronically sign on the Commissioners’ behalf, the State and Local Cybersecurity Grant Program (SLCGP) Cybersecurity Training and Phishing Simulation Tool Agreement in the amount TBD for the period 09/04/2025 – 11/30/2027
- g) Approve the 2025-2026 Homeless Assistance Program (HAP) and Human Services Development Fund (HSDF) sub – recipient allocations as listed below:

HAP Allocation 2025-2026

Pocono Area Transitional Housing	-	Bridge Housing Services	-	\$16,470
The Salvation Army of Monroe County	-	Emergency Shelter Services	-	\$16,470
Resources for Human Development	-	Case Management		\$9,448
Safe Monroe	-	Emergency Shelter Services	-	\$15,000
TOTAL				\$57,388

HSDF Allocation 2025-2026

CMP MH/DS	-	Adult Services	-	\$48,000
Sights for Hope	-	Generic Services	-	\$10,157
Pocono Services for Families & Children	-	Children & Youth	-	\$26,000
TOTAL				\$84,157

M-2025-249 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to acknowledge the actions listed below as requested by the Control Center:

- a) Acknowledge receipt of the financial audit for the fiscal year 2024
- b) Acknowledge receipt of the 2024 call breakdown per municipality

M-2025-250 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to execute a Service Agreement with Pye Barker & Safety, LLC d/b/a Keystone Fire and Security to provide Building Fire Alarm System Inspection for a fee of \$3,153.30 with a term from 12/01/2025-11/30/2026 as requested by the Office of Emergency Management.

M-2025-251 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the Capital Purchases Report dated 09/03/2025 as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
Sheriff	101.4197.9575.0000	Capital Expenditure	3	Bulletproof Vests	Starr Uniform - State Contract	\$ 3,509.85
TOTAL APPROVED CAPITAL						\$ 3,509.85
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
TOTAL REQUESTS W/TRANSFER						\$ -
GRANT FUNDED & OTHER:						
TOTAL GRANT FUNDED & OTHER						\$ -
TOTAL CAPITAL REQUESTS						\$ 3,509.85

M-2025-252 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the Computer Capital Purchases Report dated 09/03/2025 as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
Dept Of Information Systems	101.4172.9575.0000	Capital Expenditure	20	Tablets and Keyboards	Gov-Connection - State Contract	\$ 29,713.60
TOTAL APPROVED CAPITAL						\$ 29,713.60
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
Correctional Facility	101.4232.5522.0000	Minor Equipment	1	Scanner	Gov-Connection - Lowest Quote	\$ 952.58
TOTAL REQUESTS W/TRANSFER						\$ 952.58
GRANT FUNDED & OTHER:						
TOTAL GRANT FUNDED & OTHER						\$ -
TOTAL CAPITAL REQUESTS						\$ 30,666.18

Commissioner Laverdure announced the Office of Emergency Management will be holding a Public Safety Day on Saturday, September 27, 2025, from 11:00 a.m. – 4:00 p.m. at the Public Safety Center.

Chairman Christy asked if there was any public comment.

Dulce Ridder commented that she had accountability concerns with the Community Partnership for Gun Safety Grant.

Theresa Pesce commented about her concerns with locating the website for the Community on Gun Safety. Ms. Pesce also commented she had concerns with the student gun safety surveys and parental consent.

Representative Tarah Probst thanked Dr. John Toleno, John Jakobsen and Detective Bill Parrish for participating in the gun safety forum held in May. Additionally Representative Probst requested an explanation of reasons for the county tax increase and reassessment project that she could pass along to her constituents.

Chairman Christy stated there is information about the reassessment project on the county’s website.

Chief Clerk/Administrator Robert Gress stated the county budget is on the county’s website.

Don Kublick asked for more information on the reassessment and the term revenue neutral.

Chairman Christy stated that during a reassessment the tax burden may shift but the revenue from the taxes remain neutral.

The meeting was adjourned at 10:05 a.m.

Robert J. Gress, Chief Clerk/Administrator

M-2025-240 through M-2025-252