



MONROE COUNTY BOARD OF COMMISSIONERS
August 6, 2025

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday August 6, 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-2025-208 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the minutes of July 16, 2025, Commissioners' Meeting.

M-2025-209 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to adopt the following certificates of special recognition:

Jim Vogt – Master Watershed Steward – 1,000 volunteer hours
Anytime Fitness – New ownership grand reopening

M-2025-210 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:
NEW HIRES:					
Landstrom, Eddy	C&Y	33 Casw I	N/A	7/28/25	New Hire Replacement
Kice, Madison	Coroner	7 Deputy Coroner	1	8/4/25	New Hire Replacement
Conte, David	Correctional Facility	CO	N/A	8/18/25	New Hire Replacement
Estrada, Brandon	Correctional Facility	CO	N/A	8/18/25	New Hire Replacement
Sanelli, Michael	Correctional Facility	CO	N/A	8/18/25	New Hire Replacement
Schaller, Kevin	Correctional Facility	CO	N/A	8/18/25	New Hire Replacement
White, Bryanna	Correctional Facility	CO	N/A	8/18/25	New Hire Replacement
White, Dylan	Correctional Facility	CO	N/A	8/18/25	New Hire Replacement
Warner, Kira	Courts	10 Administrative Assistant	N/A	8/11/25	New Hire Replacement
Urban, Regina	Courts	12 Law Clerk Sr. - Judge Zulick	1	9/2/25	New Hire Replacement
Almoshwer, Shahd	Prothonotary/Clerk of Courts	4 Records Technician (C)	1	8/4/25	New Hire Replacement
Daily, Adriana	Sheriff	4 Administrative Specialist III	1	7/28/25	New Hire Replacement
Libretti, Joseph	Sheriff	3 Bailiff (unarmed)	1	8/11/25	Rehire
SEPARATIONS:					
Battle Oggieri, Corey	Career Link	Laborer	N/A	7/21/25	Resigned
Cruz, Janacia	Career Link	Laborer	N/A	7/18/25	Terminated
Delgado, Harmony	Career Link	Laborer	N/A	7/18/25	Terminated
Plunkett, Ava	Career Link	Laborer	N/A	7/22/25	Terminated
Verges, Jose	Career Link	Laborer	N/A	7/21/25	Terminated
Dima, Nicole	C&Y	35 Casw 2	N/A	7/15/25	Terminated
Stares, Adrianna	C&Y	37 Casw 3	N/A	8/14/25	Resigned
Ronaldo, Johnson	Commissioners	Constable	N/A	3/11/25	Terminated
Coston, Kasey	Correctional Facility	CO	N/A	7/17/25	Non-Retained
Huynh, Hung	Courts	12 Law Clerk Sr. - Judge Zulick	1	8/31/25	Resigned
Searfoss, George	Courts	11 Law Clerk- Judge Higgins	1	9/5/25	Resigned
CHANGES:					
Hasker, Michelle	Assessment	8 Head Field Assessor	4	8/10/25	Probation Complete
Rivera, Crystal	C&Y	12 Program Manager I* Intake	1	3/10/25	Lateral Transfer
Luthar, Carol Ann	Conservation District	12 Enviro Educ Coordinator	1	7/6/25	Probation Complete
Pirozzi, Donna	District Justices	8 Technician Sr.	N/A	8/10/25	Probation Complete
McCartney, Emily	Domestic Relations	12 Enforcement Socialist Sr.	N/A	7/14-10/5/25	LOA
Escourse, Dwight	Correctional Facility	CO	N/A	3/11-3/18/25	LOA
Escourse, Dwight	Correctional Facility	CO	N/A	7/10-12/31/25	Intermittent LOA
Frank, Kristijan	Correctional Facility	CO	N/A	7/26-8/29/25	Extend LOA
Geist, Steven	Correctional Facility	CO	N/A	7/17/25-2/16/26	Intermittent LOA
Landon, James	Correctional Facility	CO	N/A	7/16-8/12/25	Extend Mod Duty
Lantigua, Frank	Correctional Facility	CO	N/A	6/13-9/12/25	Extend LOA
Leonard, Stefan	Correctional Facility	CO	N/A	7/1-8/13/25	Extend LOA
Plows, Alizabeth	Correctional Facility	CO	N/A	7/10-10/1/25	LOA
Schiller, Blake	Correctional Facility Admin	10 Sergeant	9	7/5-7/19/25	LOA
Williams, Terez	Correctional Facility	CO	N/A	7/30-9/6/25	LOA
Wilson, Stephen	Correctional Facility	CO	N/A	7/8-8/11/25	Extend LOA
Keiser, Richard	Maintenance	1 Tradesworker 1	1	8/18/25	Probation Complete
Christensen, Tanya	Maintenance	1 Tradesworker 1	1	8/18/25	Probation Complete
Onuska, Samuel	Maintenance	1 Tradesworker 1	1	8/18/25	Probation Complete
Dalton, Jennifer	Probation- Adult	16 Deputy Chief	N/A	7/27/25	Probation Complete
Rivera-Guzman, Samuel	Prothonotary, Clerk of Courts	4 Deputy (P)	1	8/4/25	Lateral Transfer/ Title Change
Walker, Kenya	Prothonotary, Clerk of Courts	4 Deputy	2	7/11-7/18/25	LOA
Closs, Eric	Public Defender	17 Chief Appellate Motions Writer	9	8/11/25	Archer Regrade
Labar, Jason	Public Defender	20 Chief Public Defender	9	8/11/25	Archer Regrade
Ertle, Matthew	Sheriff	3 Bailiff	2	7/10-10/10/25	Intermittent LOA
Heffelfinger, Brett	Sheriff	9 Corporal/Vehicle Fleet	4	7/2/25	Probation Extension Complete
Jackson, Cory	Sheriff	8 Deputy Sheriff	6	7/22-8/5/25	LOA
Kochan, Mateusz	Sheriff	9 Corporal/Firearms	8	7/12/25	Correct Date- Anniversary Step Increase
Prosowski, Michelle	Sheriff	3 Administrative Specialist II	2	7/31-8/1/25	Unpaid Suspension
Ackerman, Melissa	Victim Witness	7 Direct Service Advocate Sr.	8	7/1/25	Probation Complete
Baker, Ashley	Victim Witness	6 Direct Service Advocate	1	7/6/25	Extend Probation (6 months)
Robson, Penny	Voter Reg	7 Deputy Director	8	7/21/25	Early RTW
MISCELLANEOUS:					
Adopt the revised Chief Public Defender job description at a Grade 20					
Adopt the revised Chief Deputy Public Defender job description at Grade 18					
Adopt the revised Chief Appellate Motions Writer job description at Grade 17					
Adopt the NEW Non-Court Armed Peace Officer Grade 5					

- b) Approve/Ratify Requests to work additional hours:
- i) Maintenance

(1) 11 hours for building maintenance mechanics for week ending 07/20/2025
- ii) Sheriff’s Office Overtime Report for pay period ending 07/13/2025

(1) Deputies – 36.50 hours

(2) Security – 49.50 hours

(3) Clerks – 11.50 hours
- iii) Sheriff’s Office Overtime Report for pay period ending 07/27/2025

(1) Deputies – 54.75 hours

(2) Security – 37.75 hours

(3) Clerks – 42.50 hours

M-2025-211 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve /ratify the actions listed below:

- a) Vouchers Payable:
- i) \$3,044,508.19 dated 07/18/2025

ii) \$1,505,134.49 dated 07/25/2025

iii) \$847,529.08 dated 08/01/2025

- b) Gross Payroll:
 - i) \$1,585,040.76 for pay period ending 07/13/2025
 - ii) \$1,534,304.30 for pay period ending 07/27/2025
- c) Healthcare Benefits Payments:
 - i) Highmark Blue Cross/Blue Shield:
 - (1) \$180,694.46 dated 07/15/2025
 - (2) \$66,432.09 dated 07/22/2025
 - (3) \$10.30 dated 07/25/2025
 - (4) \$155,998.64 dated 07/29/2025
 - ii) Geisinger:
 - (1) \$87,285.07 dated 07/21/2025
 - (2) \$69,882.99 dated 07/28/2025
 - iii) Dental Claims:
 - (1) \$7,714.28 dated 07/18/2025
 - (2) \$5,882.78 dated 07/25/2025
 - (3) \$1,093.35 dated 07/29/2025
 - (4) \$9,173.47 dated 08/01/2025
 - iv) Flexible Spending Account:
 - (1) \$1,274.50 dated 07/18/2025
 - (2) \$1,932.27 dated 07/25/2025
 - (3) \$883.71 dated 08/01/2025

M-2025-212 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to Approve/Ratify the Travel Requests for the following: Adult Probation, Aging, Conservation District, and Juvenile Probation.

M-2025-213 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 the following Personal Care/Home Support Services Contracts for the period 08/01/2025 through 07/31/2028:
 - i) HL Home Care Agency, LLC - \$22.00 per hour
 - ii) Westspan Healthcare - \$21.50 per hour

M-2025-214 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to acknowledge receipt of the Financial Schedules with Independent Accountants' Report of the Healthchoices Behavioral Health Program for the period end 12/31/2024 as requested by Carbon-Monroe-Pike Mental Health and Developmental Services.

M-2025-215 Motion by Commissioner Laverdure, seconded by Vice Chairman Parker and carried to discuss adopting a resolution approving the Amended and Restated Bylaws of the Pocono Counties Workforce Development Board.

M-2025-216 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to table adopting a resolution approving the Amended and Restated Bylaws of the Pocono Counties Workforce Development Board.

Chairman Christy stated the change in bylaws would allow the Pocono Counties Workforce Development to apply for 501c3 non-profit tax exempt status.

Commissioner Laverdure stated the commissioners need more clarification before approving the amended and restated bylaws.

M-2025-217 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 the following Purchase of Service Agreements for the period 07/01/2025-06/30/2026:
 - i) Outside In School of Experimental Education, Inc. – contract limit of \$215,000.00 (drug and alcohol treatment group home)
 - ii) Bancroft – contract limit of \$500,000.00 (residential program services)
 - iii) Access Services – contract limit of \$110,000.00 (specialized foster care)
 - iv) PA Treatment & Healing – contract limit of \$480,000.00 (community service program)
 - v) Hoffman Homes for Youth – contract limit of \$200,000.00 (shelter program)

- vi) Families United Network, Inc – contract limit of \$50,000.00 (focused foster care)
- b) Approve submittal of the Act 148 3rd quarter report for the period ending 3/31/2025 totaling \$13,670,529.00

M-2025-218 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below

- a) Approve the Budget Adjustment Report dated 08/06/2025 totaling \$651,310.00
- b) Ratify the following Service Agreements for Medical for the period 09/01/2025 - 08/31/2026 Dental for the period 01/01/2026-12/31/2026 and Vision for the period 09/01/2023 -08/31/2026
 - i) HM Life Insurance Company Stop Loss Renewal totaling \$793,295.00
 - ii) Highmark HRA - \$5.15 per month per person
 - iii) Highmark PPO - \$2.97 per month per person
 - iv) HMO - \$2.97 per month per person
 - v) Geisinger Administrative Service Fee - \$10.53 per month per person
 - vi) Highmark Master Health Service Agreement Option 2
 - vii) VBA Vision - \$0.96 per month per person
 - viii) Swift MD/ReviveHealth, Inc. - \$5.50 per month per person
 - ix) United Concordia Dental Administrative Service Fee - \$1.80 per month per person
- c) Adopt the Local Economic Revitalization Tax Assistance Act (LERTA) Resolution reauthorizing the LERTA in Middle Smithfield Township as approved by Middle Smithfield Township and the East Stroudsburg Area School District Board of Education
- d) Approve Memorandum of Understanding and Agreements with:
 - i) Northbound & Company in amount \$5,000.00 from Opioid Settlement Funds for transportation reimbursement (Danny’s Ride Program) consistent with Schedule E of the Opioid Settlement agreement
 - ii) Guardian Angel Recovery House in the amount of \$10,000.00 from Opioid Settlement Funds for opioid related services consistent with Schedule E of the Opioid Settlement agreement
- e) Approve a payment in the amount of \$6,500.00 to Rays of Hope for Addiction from Opioid Settlement Funds for The Monroe County Overdose Awareness Day Memorial Drive to be held August 31, 2025, with funds to be spent consistent with Schedule E of the Opioid Settlement agreement
- f) Approve agreement with Madscripts, LLC/Aphora Health to provide Pharmacy Consulting Services to employees covered under the county health insurance plan for the period 09/01/2025 – 08/31/2026, at no cost to the county (subject to solicitor’s changes)
- g) Authorize the chief clerk to advertise the change of the 8/20/2025 Salary Board meeting to 10:30 a.m. and the 8/20/2025 Retirement Board Meeting to 8/27/2025 at 1:30 p.m.
- h) Approve COBRA Rates for the period 09/01/2025 – 08/31/2026

New COBRA Rates 9.1.25-8.31.26

	Highmark PPO Blue	Highmark HMO	Geisinger POS	UCCI Dental Option 2 (high)	UCCI Dental Options 1 (LOW)	VBA
Employee Only	\$ 1,146.10	\$ 1,060.36	\$ 1,060.36	\$ 24.82	\$ 16.04	\$ 3.22
Employee + 1	\$ 2,750.64	\$ 2,263.72	\$ 2,263.72	\$ 73.90	\$ 47.70	\$ 5.81
Employee + 2 or more	\$ 3,209.08	\$ 2,940.96	\$ 2,940.96	\$ 73.90	\$ 47.70	\$ 7.91

- i) Accept proposal in the amount of \$18,000.00 from Schoonover & Vanderhoof, Architects LLC to provide architectural services to renovate a portion of Pocono Township’s Municipal Building into a Monroe County Magisterial District Justice Office
- j) Add the following Vendors to the County List of Approved Vendors:
 - i) Sheriff
 - (1) Defense Technology, LLC
 - ii) Emergency Management
 - (1) William H.E. Clark, Jr.
 - (2) Moritz Vernon Yohe, Jr.

- iii) Public Defender
 - (1) Carlton Ray Hershman, Jr.
 - (2) Lisa R. Avalos
- iv) Aging
 - (1) The Commonwealth of Pennsylvania

Chairman Christy explained the budget adjustment report expenses.

M-2025-219 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to execute the Cooperative Agreement Under Title IV-D of the Social Security Act to administer the Domestic Relations Department IV-D of the Social Security Act Child Support Enforcement Program for the period 10/01/2025- 09/30/2030 as requested by Domestic Relations.

M-2025-220 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) Execute the Local Law Enforcement Grant (1408cMonroeCountyDA2025), totaling \$250,000.00 from the PA Gaming Control Board for 2025 year
- b) Approve restated and amended agreement for licensed software & support with CAP Systems. Inc. at the rate of \$787.50 per month
- c) Ratify Professional Services Agreement with April Niver of Niver Consulting & Creative Life for Grant Program Management in the amount of \$200.00 per hour for 15 hours per week for the period July 21, 2025, through October 4, 2025
- d) Ratify submittal of the Election Integrity Grant Program Post Election Report totaling \$265,680.52

M-2025-221 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to accept a Proposal from Ace Hardware Home Services/Nauman to replace a water source heat pump in the Information Technology and Services office in the amount of \$9,244.00 as requested by the Maintenance department.

M-2025-222 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve ACT 152 Demolition Grant Application payment for Stroud Township totaling \$31,096.35 for property at 1264 Poplar Valley Rd. East, Stroudsburg (17.8.2.5) as requested by the Redevelopment Authority of Monroe County.

M-2025-223 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to execute a rental agreement with the Sherman Theater in the amount of \$700.00 for the upset tax sale on September 8, 2025, as requested by the Tax Claim Bureau.

M-2025-224 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the Capital Purchases Report dated 08/06/2025 as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
TOTAL APPROVED CAPITAL						\$ -
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
Correctional Facility	101.4232.9575.0000	Capital Expenditure	2	Sets of Taser Gloves and accessories	APB Consulting Solutions - Sole Source	\$ 3,609.75
Courts	101.4184.9575.0000	Capital Expenditure	1	Chair	Office Service Company - State Contract	1,000.40
	101.4184.9575.0000	Capital Expenditure	2	Filing Cabinets	Office Service Company - State Contract	1,197.66
TOTAL REQUESTS W/TRANSFER						\$ 5,807.81
GRANT FUNDED & OTHER:						
Aging	760.4001.9575.0000	Capital Expenditure	1	Commercial Dishwasher	Singer - Lowest Quote	\$ 5,231.56
TOTAL GRANT FUNDED & OTHER						\$ 5,231.56
TOTAL CAPITAL REQUESTS						\$ 11,039.37

M-2025-225 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the Computer Capital Purchases Report dated 08/06/2025 as follows:

DEPARTMENT	ACCOUNT #	ACCOUNT DESCRIPTION	QTY	ITEM	Vendor	AMOUNT
APPROVED CAPITAL:						
Maintenance	101.4172.9575.4176	Capital Expenditure	5	Laptops, keyboards, pens and cases	Dell - State Contract	\$ 5,684.35
						928.10
						206.95
TOTAL APPROVED CAPITAL						\$ 6,819.40
REQUESTS WITH TRANSFER: (see Budget Adjustment Report)						
Domestic Relations	157.4187.9575.0000	Capital Expenditure	2	Printers - Color (1) and Monochrome (1)	GovConnection, Inc - State Contract	\$ 2,091.70
	157.4187.9575.0000	Capital Expenditure	1	Fax machine	CDW - Lowest Quote	950.00
TOTAL REQUESTS W/TRANSFER						\$ 3,041.70
GRANT FUNDED & OTHER:						
TOTAL GRANT FUNDED & OTHER						\$ -
TOTAL CAPITAL REQUESTS						\$ 9,861.10

Commissioner Laverdure explained the reason for the contract with April Niver is to assist the county with the transition to a new grants manager.

Vice-Chairman Parker reminded everyone about the West End Fair which begins next week on August 17.

Chairman Christy reminded everyone to save the date for Community Night to be held May 5, 2026, at Northampton Community College – Pocono Campus.

Chairman Christy asked if there was any public comment.

Jennifer Mercereau, Client Relationship Manager for the Penn State Extension spoke about upcoming programs in Monroe County. The Master Watershed Steward native tree and shrub sale is going on until August 27, 2025. Ms. Mercereau invited everyone to visit the 4-H displays at the West End Fair beginning August 17, 2025. The equine club, the insect club and the sewing club among others will be participating. Ms. Mercereau announced eleven (11) members from Monroe County will be participating in the District Two horse show on August 23, 2025, in Wyoming County. Ms. Mercereau noted that the Master Gardeners have a few programs coming up and the information can be located on Penn State Extension’s Facebook page or their website which is extension.psu.edu.

Jack Fossett stated his concerns about the silt bags that remain in his yard even though the bridge construction is complete.

Chief Clerk/Administrator Gress stated he has spoken to Penn DOT and the county engineer, and will have the silt bags removed.

Scott Fabian, Executive Director of Monroe County Habitat for Humanity announced a new program that the organization is working with. The program is called the U.S. Department of Agriculture 502 direct loan. The program is a subsidized mortgage program that assists low and very low income applicants obtain housing. Habitat for Humanity has received forty six (46) applications since they opened the program last month and they will be closing on the first loan later this month. Mr. Fabian also announced they are holding a fundraiser raffle, and the prize is a heart shaped tub.

Gabriella Gallo stated she has concerns and grievances with The Redco Group formally known as Pathways and Carbon-Monroe-Pike Mental Health and Developmental Services. Ms. Gallo submitted her grievances in writing to the commissioners.

Dulce Ridder commented on the Community Partnership for Gun Safety Grant invoices. Ms. Ridder stated the consultants’ invoices do not show the scope of work that is being paid. Ms. Dulce also questioned who is overseeing the grant.

Janet Dooner stated her public service announcement to parents, guardians and caregivers was to remember to be engaged with their children and to know what information is being collected at school through different surveys. Parents do have the right to have their children opt out of the surveys.

Chairman Christy stated the main reason for the gun safety grant is to make sure guns are stored correctly and safely.

Commissioner Laverdure stated the gun safety grant is about positive education towards guns.

Theresa Pesce stated she felt it was unfortunate the government had to go through the children for information instead of the adults.

Chairman Christy stated that is just one part of collecting information and the goal again is to make sure all guns are safely stored.

Anna Lopez, Pocono Mountain School Board Director, expressed her concerns about the reassessment and the appeals.

Vice-Chairman Parker gave an example of a common level ratio appeal on a commercial property in Monroe County. Vice-Chairman Parker stated after the last county wide reassessment a particular property was assessed at \$16,100,000.00 and after filing common level ratio appeals for the last two years the current assessment is now \$7,300,000.00 and the property is being appealed again for 2026. Vice-Chairman Parker stated the goal of the reassessment is to establish fairness again between residential and commercial properties.

Dulce Ridder asked a question about the appeal process. Chief Clerk/Administrator Gress explained the appeal process and the different types of appraisals.

Theresa Pesce stated she believes it is a great idea that children and adults are educated about gun safety and storage. Ms. Pesce spoke about her right to know request from the coroner's office showing that people who have died have died by suicide were caused by drugs not gunshots. Ms. Pesce is awaiting more information from the coroner's office. Ms. Pesce also stated, according to Professor John Lott, when people lock their guns away or get rid of them the crime rate has been shown to go up. Ms. Pesce believes guns don't need to be locked away, they need to be stored safely.

Brent Postal asked if there is a state requirement that a reassessment must be done if the common level ratio goes under fifty percent. Mr. Postal also asked if the reassessment schedule of every five to ten years is driven by the large corporate presence in the area.

Chairman Christy answered there is not a state requirement for a reassessment if the common level ratio falls below fifty percent. Chairman Christy also stated the reassessment schedule of every five to ten years is driven by the change in property values in the last five years as well as the loss of revenue due to the corporate common level ratio appeals.

The meeting was adjourned at 10:30 a.m.

Robert J. Gress, Chief Clerk/Administrator

**M-2025-208 thru M-2025-225
R-2025-10**