



MONROE COUNTY BOARD OF COMMISSIONERS
December 17, 2025

The regular meeting of the Monroe County Board of Commissioners was held Wednesday, December 17, 2025, with the following present: Chairman John D. Christy, Vice-Chairman David C. Parker, Commissioner Sharon S. Laverdure, Solicitor Todd W. Weitzmann, Chief Clerk 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.

Chairman Christy asked if there was any public comment on agenda items.

Anna Lopez, Pocono Mountain School Board Director spoke about her concerns with the 2026 budget.

Chairman Christy stated the budget adoption meeting is following the regular meeting today at 10:00 a.m.

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

M-2025-346 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 -	<u>\$160,750.00</u>
Total -	(\$160,750.00)

Chairman Christy closed the Assessment Board meeting at 9:34 a.m. and continued with the regular meeting.

M-2025-347 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve the minutes of December 3, 2025, Commissioners' Meeting.

M-2025-348 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to ratify December 5, 2025, opening of the bid for Well Drilling:

One (1) incomplete bid received

M-2025-349 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to adopt the following certificates of special recognition:

NYC Indian Grill Grand Opening
David C. Parker- Salvation Army
Lorrie DeHaven- Retirement

Vice-Chairman Parker abstained from approving his own certificate of special recognition. Vice-Chairman Parker stated the NYC Indian Grill was a wonderful event and the food was delicious. Vice-Chairman Parker thanked the Commissioners for the recognition of his award presented by The Salvation Army and stated it is an honor to serve the organization.

M-2025-350 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:					
Keiper, Barbara	Assessment	3 Administrative Specialist II- Temp	1	12/22/25	New Position
Lance, Joeann	Assessment	3 Administrative Specialist II- Temp	1	12/22/25	Rehire
Rodriquez, Makayla	C&Y	33 Casw I	N/A	12/8/25	Correct Name- New Hire/Replacement
Hernandez, Sarah	Domestic Relations	7 Office Asst Sr	N/A	12/22/25	New Hire/Replacement
SEPARATIONS:					
O'Connor, Lauren	Aging	29 Case Aide II	N/A	12/3/25	Updated Date- Retired
Keyes, Tamia	C&Y	35 Casw II	N/A	12/23/25	Resigned
Barraivecchio, Kelly	Courts	11 Law Clerk	1	12/4/25	Resigned
Figueroa, Giselle	Domestic Relations	10 Intake & Locate Specialist	N/A	12/4/25	Resigned
Rose, Gerald	Probation-Adult	21 Probation Supervisor	N/A	12/26/25	Retired
Gerberich, Sharon	Tax Collectors	Tax Collector- Smithfield	N/A	12/31/25	End of Term
Hoffman, Laura	Tax Collectors	Tax Collector- Ross	N/A	12/31/25	End of Term
Linder, Judith	Tax Collectors	Tax Collector- Barrett	N/A	12/31/25	End of Term
Michael, Patricia	Tax Collectors	Tax Collector- Pocono	N/A	12/31/25	End of Term
Tallada, Alberta	Tax Collectors	Tax Collector- Est Stbg Borough	N/A	12/31/25	End of Term
Johnson, Theresa	Treasurer		N/A	12/31/25	End of Term
CHANGES:					
Salaski, Sandra	Aging	35 Casw II	N/A	12/2/25	Probation Complete
Vecchio, Michelle	Aging	35 Casw II	N/A	11/28/25- 02/22/26	LOA
Mugarrabin, Rashidah	C&Y	23 SSA I- PT	N/A	1/20/26	FT to PT hrs
Shaw, Alyssanne	C&Y	35 Casw II	N/A	11/25/25-2/16/26	LOA
Stoop, Marisa	C&Y	37 Casw 3- PT	N/A	1/12/26	FT to PT hrs
Altamirano, Edwin	Correctional Facility	CO II	N/A	2/17/25-2/17/26	Intermittent LOA
Copeland, Nathaniel	Correctional Facility	CO II	N/A	12/1-12/5/25	LOA
Escouse, Dwight	Correctional Facility	CO II	N/A	10/21/25-3/9/26	Intermittent LOA
Escouse, Dwight	Correctional Facility	CO II	N/A	11/26/25-1/6/26	Extend Mod Duty
Jenkins, Laquan	Correctional Facility	CO II	N/A	11/21-12/21/25	Extend LOA
Knight, Elizabeth	Correctional Facility	CO II	N/A	12/3/25-6/2/26	Intermittent LOA
Leonard, Stefan	Correctional Facility	CO II	N/A	10/28-12/22/25	Extend Mod Duty
Ortiz, Diana	Correctional Facility	CO II	N/A	11/19/25-5/18/26	Intermittent LOA
Paisley, Andrew	Correctional Facility	CO II	N/A	12/3-12/5/25	LOA
Lambert, Heather	Human Resources	19 Director Human Resources	4	12/19/25-3/13/26	Intermittent LOA
Lawrence, Kevin	Maintenance	17 Operation & Maint Supervisor	9	11/3-11/10/25	LOA
Lombardo, Caterina	Prothonotary	4 Records Technician (C)	4	9/3-11/3/25	LOA/Early RTW
Harrison, Amber	Tax Claim	4 Fiscal Technician	1	11/19-12/30/25	Change LOA Dates

b) Approve/Ratify Requests to work additional hours:

- i) Sheriff's Office pay period ending 11/30/2025
 - (1) Security – 77.00 hours
 - (2) Clerks – 1.00 hour

M-2025-351 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve/ratify the actions listed below:

- a) Vouchers Payable:
 - i) Dated 12/05/2025 in the amount of \$805,605.95
- b) Gross Payroll:
 - i) Pay Period ending 11/30/2025 in the amount of \$1,577,343.56
- c) Healthcare Benefits Payments:
 - i) Highmark Blue Cross/Blue Shield:
 - (1) Dated 12/02/2025 in the amount of \$224,932.38
 - (2) Dated 12/04/2025 in the amount of \$15.45
 - (3) Dated 12/09/2025 in the amount of \$72.18
 - (4) Dated 12/09/2025 in the amount of \$82,181.67
 - ii) Geisinger:
 - (1) Dated 12/02/2025 in the amount of \$162,671.03
 - (2) Dated 12/02/2025 in the amount of \$133,427.48
 - (3) Dated 12/08/2025 in the amount of \$90,587.91
 - (4) Dated 12/10/2025 in the amount of \$6,633.38
 - iii) Dental Claims:
 - (1) Dated 12/02/2025 in the amount of \$1,087.80
 - (2) Dated 12/02/2025 in the amount of \$2,866.04
 - (3) Dated 12/05/2025 in the amount of \$4,321.57
 - (4) Dated 12/12/2025 in the amount of \$6,980.92
 - iv) Flexible Spending Account:
 - (1) Dated 12/02/2025 in the amount of \$578.56
 - (2) Dated 12/05/2025 in the amount of \$365.50
 - (3) Dated 12/12/2025 in the amount of \$1,100.48

M-2025-352 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve/ratify the Travel Requests for the following: Assessment, Children & Youth and Planning.

M-2025-353 Motion by Commissioner Laverdure, seconded Vice-Chairman Parker and carried to execute a contract with Monroe County Transportation Authority for the period 01/01/2026 through 12/31/2026 to provide transportation services at the rates listed in Attachment G of the contract as requested by the Area Agency on Aging.

M-2025-354 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to authorize submittal of the Act 148 fourth quarter 2024-2025 Report with total expenditures of \$19,269,386.00 as requested by Children and Youth.

M-2025-355 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below:

- a) Ratify the Budget Adjustment Report dated 12/17/2025 totaling \$125,000.00
- b) Approve the Budget Adjustment Report dated 12/17/2025 totaling \$280,404.00
- c) Approve request from Safe Monroe to use Courthouse Square on January 14, 2026, at 12:30 p.m. for their annual Red Sand Project to recognize victims of human trafficking
- d) Approve proposal from CCAP for tax collector bonds for the period 2026-2030 in the total amount of \$263,136.00 for County, municipality and school district tax collection, invoiced by tax duplicate for each entity (prorated by taxing entities)
- e) Approve the following Opioid Grants from the Opioid Settlement Funds consistent with the uses allowed under the Opioid Settlement Agreement, Exhibit E:
- f) Path to Peace, a Memorandum of Understanding and Agreement in the amount of \$650.00 for an event at Pocono Cinema with Recovery City screening
- g) Reject December 5, 2025, opening of the bid for Well Drilling due to incomplete bid submittal on Pennbid
- h) Execute security agreement with Securitas effective 1/01/2026 at a rate of \$33.87 per hour for armed security
- i) Approve agreement with CGI Digital for county video program at no cost to the county
- j) Approve the 2026 Tax Bill Dates for County/Township, Interim Run B, School Bills and Interim Run A (2027) as listed on memo dated 12/05/2025
- k) Approve/Ratify chief clerk to advertise for:
 - f) Rebid Well Drilling
 - g) 2026 Parking Deck Repairs
 - h) 2026 CSBG RFP for Pike County
- l) Add the following Vendors to the County List of Approved Vendors:
 - f) Aging
 - (1) Theresa Arocho

M-2025-356 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to appoint Jason R. Costanzo, Esq. as solicitor effective 01/01/2026 at the rate of \$6,350.00 for the year as requested by the Controller's office.

M-2025-357 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to approve a contract extension with Aramark Correctional Services, LLC for Food Services at a rate increase of 3.9% for the period 01/06/2026 through 01/05/2027 as requested by the Correctional Facility.

M-2025-358 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve Universal Membership Agreement with Equifax Verification Services for employment verification effective 01/01/2026 at rates listed on Schedule A-2 (\$125.00 setup fee, \$20.00 per month account servicing fee and \$4.99 per month per customer ID) as requested by Domestic Relations.

M-2025-359 Motion by Commissioner Laverdure, seconded by Vice Chairman Parker and carried to ratify authorization for Grants Manager, Ashley Kerrick to electronically sign and submit the FY26 Mosquito-borne Disease Control Grant for the period 01/01/2026 – 12/31/2026 in the amount of \$141,676.00 as requested by the Grants department.

M-2025-360 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to reappoint Lynda Keefer to the board with a new term to expire 10/27/2030 and appoint Ann Gallagher-Aronson to the board with a term to expire 10/27/2030 as requested by the Housing Authority.

M-2025-361 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to appoint Brian Winot to the MCIDA Board with a term to expire 12/31/2029 as requested by the Industrial Development Authority.

Vice Chairman Parker stated while he knows Mr. Winot personally and greatly respects the work he has done for the county, his township and our broader community he believes the goal should be to build a board that reflects a broad range of backgrounds and expertise aligned with the county's economic development needs. Vice Chairman Parker also stated the board member who recently resigned brought valuable experience in regional public utilities, while Mr. Winot offers expertise in development, the board already has strong representation in that area among current board members. Vice-Chairman Parker stated he feels the appointment of Mr. Winot does not fully address the opportunity to expand the board's range of perspectives or fill an existing gap in expertise, as there are other qualified candidates who bring different experiences not currently represented, and those perspectives could be especially valuable as the Industrial Development Authority works to responsibly market and sell its significant, county backed, property holdings. Vice-Chairman Parker stated additionally to his knowledge, the candidates have not been interviewed to better understand their vision for economic development in Monroe County or their level of commitment to serving on the board. Vice-Chairman Parker stated he believed this step would help ensure the most informed decision possible. Vice-Chairman Parker also noted that a candidate he supported was criticized for previously speaking during public comment in opposition to a board decision and stated he viewed the willingness to speak thoughtfully and independently as a strength, and effective boards benefit from members who bring diverse perspectives and are willing to raise questions and advocate for their beliefs in service to the public. Vice-Chairman Parker stated he believed the board of commissioners owe it to their constituents to appoint board members who add meaningful variety, independent thinking, and complementary expertise. Vice-Chairman Parker commented that thoughtful deliberation, not simply approving board recommendations without discussion will help ensure a strong, effective board. Chairman Christy voted yes, Vice-Chairman Parker voted no and Commissioner Laverdure voted yes.

M-2025-362 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to approve the actions listed below as requested by Information Technology and Services:

- a) Execute Master Services Agreement with Paperless Solutions Incorporated for comprehensive case management, document management, court management, e-filing document filing with statement of work and payment schedule listed in Exhibit A with 2026 initial cost of \$407,100.00 for Civil/Family and \$296,100.00 for Orphan's Court for the period 01/01/2026 through 12/31/2030 at rates listed in agreement
- b) Approve amendment No. 2 with Thompson Reuters through 08/14/2026 for AdGators Maintenance and support in the amount of \$1,098.69

Chairman Christy personally thanked Patricia Clancy, Matthew McSwegan and the entire staff of Information Technology and Services as finding a company that could service all the courts needs was a yeoman's task and they accomplished the task.

M-2025-363 Motion by Vice-Chairman Parker, seconded by Commissioner Laverdure and carried to appoint the following to the Pleasant Valley Manor Board of Trustees for the 2026 calendar year:

- i) Sharon S. Laverdure
- ii) John D. Christy
- iii) David C. Parker
- iv) Dr. Peter Casale
- v) Robert A. Shebelsky

M-2025-364 Motion by Commissioner Laverdure, seconded by Vice-Chairman Parker and carried to execute Payment Processing Service Agreement with Catalis for delinquent tax payments- associated fees are charged to taxpayer as provided in terms and pricing schedule.

Vice-Chairman Parker wished everyone a Merry Christmas and a Happy New Year.

Commissioner Laverdure attended the Menorah lighting which was held on Sunday and noted it was a beautiful ceremony which brought the community together in a positive way.

Deborah Storman, Chief Assessor announced that the first mailing of reassessment data mailer postcards will be sent tomorrow to residential property owners in Barrett, Coolbaugh, Mount Pocono, Paradise, Price, Tobyhanna and Tunkhannock townships. Chief Assessor Storman stated property owners will be able to use a QR code or website to verify property information. Chief Assessor Storman also noted there are no values assigned to the properties, but the information collected through the data mailer will assist in generating value.

Commissioner Laverdure stated it is important for the community to be reminded that reassessment is an important task. Commissioner Laverdure noted the County Commissioner Association of Pennsylvania (CCAP) is pushing a statewide initiative to conduct reassessment on a regular basis as many other states already have instituted.

Chairman Christy read the following Christmas Greeting from the Monroe County Commissioners:

As the Christmas season is upon us, we extend our heartfelt wishes to the residents and employees of Monroe County.

This time of year, invites reflection, gratitude, and togetherness. We are thankful for the dedication of our county employees who serve our communities with professionalism and compassion throughout the year. Your commitment makes a meaningful difference in the lives of our residents every day.

To our constituents, we are grateful for the spirit of cooperation, resilience, and community that defines Monroe County. It is through working together that we continue to strengthen our neighborhoods and support one another.

May this Christmas bring peace, joy, and time shared with family and friends. We wish you a safe, healthy, and blessed holiday season, and we look forward to the opportunities of the New Year ahead.

Merry Christmas and warmest wishes.

Chairman Christy asked if there was any public comment.

Ann Marie Harris, Mount Pocono Tax Collector stated as a group the tax collectors are struggling with the Tyler program. Ms. Harris asked who the tax collectors should contact if they need assistance. Ms. Harris also noted that five (5) new tax collectors will be starting in the new year and is requesting training be provided for the new tax collectors. Ms. Harris stated a video is available that the tax collectors can refer to at any time, but it does not always answer the question they may have. Ms. Harris commented that the Tyler system was very bogged down when everyone was using the system but that seems to have been resolved. Ms. Harris's final issue she is experiencing, when a bill is reprinted from the Tyler system some bills are calculating a five (5) percent penalty instead of a ten (10) percent penalty amount and is questioning how this should be handled for bookkeeping purposes.

Chairman Christy stated the taxpayer would be responsible for the additional five (5) percent. Chairman Christy also stated he believed the issue with the slowness of the system has been resolved. Chairman Christy stated training is available.

Chief Clerk Gress stated a training manual is being developed by the Information and Technology Services department. Chief Clerk Gress stated it is very important to utilize the help desk for support so that the issues the tax collectors are experiencing can be documented.

Ms. Harris stated she has used the help desk and has never received answers to her questions.

Patricia Clancy, Director of Information Technology and Services stated an individual has been designated to assist the tax collectors and is in the process of learning the system. Ms. Clancy is requesting the tax collectors continue using the help desk so that the issues can continue to be documented. Ms. Clancy stated her department gets frustrated with the Tyler issues as well, but it was the system that was chosen by the people who were responsible for evaluating the different systems at the time.

Chairman Christy commented that millions of dollars were invested in the Tyler system and the county is always trying to improve the system.

Patricia Clancy stated she should be copied on any help desk tickets moving forward.

Chief Assessor Storman commented there is a ticket meeting every other week with Tyler and currently there are approximately twenty (20) open tickets, ten (10) are similar issues and five (5) have an employee's name on them who is now just working part time. Chief Assessor Storman noted the meeting time has been changed so that Patricia Clancy can attend the meetings.

Ann Marrie Harris thanked Lorrie DeHaven, Deputy Treasurer, for all her assistance over the last year.

Maggie Hartmann asked for an update on the internal investigation into the office of an elected official that was turned over to the Office of the Attorney General in April of 2025.

Attorney Todd Weitzmann, County Solicitor, stated the topic is a confidential human resource investigation and it had been turned over to the District Attorney at the request of the commissioners in August. Attorney Weitzmann has reached out to the District Attorney twice but has not heard anything back, he will follow up.

Maggie Hartmann stated she thought the matter was turned over to the Office of the Attorney General. Chairman Christy commented that it had been kicked back from the Attorney General and is now in the District Attorney's office.

Anna Lopez asked how the public can be informed of needed board appointments and the interview process. Ms. Lopez feels if the public is more aware of the positions, that it may be easier to recruit people. Ms. Lopez also stated her concerns about the budget and where the funds are going and who is requesting them.

Chairman Christy explained that many funds are budgeted due to court ordered issues and very little state funding is being received for these mandated services.

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

Robert J. Gress, Chief Clerk/Administrator

M-2025-346 through M-2025-364