

MINUTES OF THE MONTHLY MEETING OF THE REDEVELOPMENT AUTHORITY OF THE COUNTY OF MONROE

PLACE: Redevelopment Authority of the County of Monroe
701 Main Street, Suite 502
Stroudsburg, PA

DATE: Wednesday, January 15, 2025 @ 11:30 AM

TIME: 11:30 AM

Chairman Buff called the Meeting to order at 9:00 AM

With following in Attendance:

- Nicole Murray, Chairman
- Robert Buff, 1st Vice Chair
- Patrick Ross, Treasurer

Also, Present:

- Jennifer Strauch, Executive Director
- Todd Weitzmann, Solicitor
- Jennifer Joyce, Staff Member

Excused:

- Sonia Wolbert, 2nd Vice Chair
- Charles Green, Secretary

MINUTES:

A motion to accept the minutes of the regular monthly meeting of December 18, 2024 as presented, was made by Patrick Ross, and seconded by Robert Buff. All Authority Board Members present unanimously agreed.

FINANCIAL STATUS REPORT

A motion to accept the Financial Status Report as of December 31, 2024, Fourth Quarter Report, Final Year End Expenses/Budget as presented, was made by Robert Buff and seconded by Patrick Ross. All Authority Board Members present unanimously agreed.

2025 RDA SLATE OF OFFICERS - Motion

The 2025 RDA Slate of Officers as discussed are as follows:

1. Nicole Murray, Board Chair
 - Robert Buff, Board 1st Vice Chair
 - Sonia Wolbert, Board 2nd Vice Chair
 - Patrick Ross Board Treasurer
 - Charles Green Board Secretary

A motion to approve the Slate of Officers FY 2025 as presented was made by Patrick Ross and was seconded by Robert Buff. All Authority Board Members present unanimously agreed.

CORRESPONDENCE

None at this time.

OLD BUSINESS

1. Housing Rehabilitation Program – Process of recording Mortgages (Review Procedure and documentation)

A motion to table the Housing Rehabilitation Program review of procedure and documentation was made by Robert Buff and seconded by Patrick Ross. All Authority Board Members present unanimously agreed

2. RDA Personnel Policy Manual - Employee Handbook – “First Draft” (as previously circulated to Board Members) - Discussion

The Executive Director has asked the Board to continue reviewing the “Draft” of the RDA Personnel Policy Manual. Upon completion of this review, she will send the changes electronically with her recommendations highlighted to the RDA Solicitor for full review and then Board review and discussion at the February meeting.

A motion to table the RDA Personnel Policy Manual Employee Handbook was made by Patrick Ross and seconded by Robert Buff. All Authority Board Members present unanimously agreed.

NEW BUSINESS

1. Review Annual Report

A motion to table the RDA's 2025 Annual Report was made by Robert Buff and seconded by Patrick Ross. All Authority Board Member present unanimously agreed.

2. Close Checking Accounts, as listed below:

a. ESSA Bank

- a. 001-9662-669 - Affordable Housing Act 137: Balance \$2,913.10
- b. 001-9600-461 - Stroudsburg Main Street Program: Balance \$100,900.95
- c. 001-9540-675 - RDA - RDS: Balance: \$12,022.00
- d. 004-7709-053 - MC Demolition Program: Balance \$355.00

b. PNC Bank

- a. 90-0632-4082 - RDA - RDA Weatherization Rehab: Balance: \$79,294.98
- b. 90-1099-1064 - RDA - DOE: Balance: \$24,847.64
- c. 90-1099-1005 - RDA - LIHEAP: Balance \$19,247.75
- d. 90-0970-4996 - RDA - Local Share: Balance \$76,366.53
- e. 90-1119-1042 - RDA - MC Land Bank: Balance \$90,138.89
- f. 90-0632-5309 - RDA - RDA/PDA Environmental: Balance \$54.00
- g. 90-1119-1069 - RDA - PHARE: Balance: \$150,000
- h. 90-0053-2323 - RDA - 2013 HOME, County: Balance \$135.00
- i. 90-0970-1947 - RDA - 2013 HOME Stroudsburg: Balance \$23.09
- j. 90-1099-0512 - RDA - CDBG EBurg: Balance \$25,713.06
- k. 90-1119-0058 - RDA - Stroudsburg CDBG: Balance “0, Zero”
- l. 90-1119-0576 - RDA - CDBG County: Balance \$86,946.70
- m. 90-2869-4375 - RDA - DOE BIL Fund: Balance \$10,964.18

The Executive Director reported on the multiple bank accounts currently held at PNC Bank and ESSA Bank & Trust for funds received for specific grant program. By regulations not every grant/contract requires a separate bank account. In certain cases, they can be run in the same account, but tracked independently dollar for dollar for spending of the funds. The recommendation is to consolidate the accounts presented into the main RDA Operating Account and classed to independently reflect the spending and balances based on each program. This will also lessen bank fees from multiple accounts. In the discussion one concern presented by the Board was the rules for FDIC Insured limits in combining all of these accounts and would it be affected. The Executive Director will follow up on these questions for the Board.

A motion to close the RDA accounts held at ESSA Bank & Trust and PNC Bank as presented to be merged into the RDA Operating Account conditioned upon all deposits being FDIC Insured was made by Robert Buff and seconded by Patrick Ross. All Authority Board Members present unanimously approved.

3. RDA Owned Property (Paying Taxes \$397.54) – Parcel #18-4.1.7.1-2- Motion

- a. **OPTION 1** – Use a Quick Claim Deed with BYRA Real Estate LCC, adjacent property owner, if they are interested.
- b. **OPTION 2** – Request a Tax Exemption Application to be approved by The Monroe County Commissioners

The Board discussed the Parcel #18-4.7.1-2 located on West Main Street in the Borough of Stroudsburg currently deeded to RDA. The Board discussed the property and the taxes of \$397.54 and would like to request a Tax Exemption Application. The RDA Solicitor will assist with the application.

A motion to request a Tax Exemption Application to be approved by The Monroe County Commissioners was made by Robert Buff and seconded by Patrick Ross. All Authority Board Members present unanimously approved.

4. Revolving Loan with the Pocono Mountain Economic Development Corporation for the Former International Boiler Works (East Stroudsburg Borough); Loan Amount - \$110,000, Simple Interest – 2.25%, origination date 2006, 7 amendments to date, requesting another extension of the existing loan for a period not less than 24 months.

The Board discussed the Revolving Loan with the Pocono Mountain Economic Development for the Former International Boiler Works in the Borough of East Stroudsburg in the amount of \$110,000 with simple interest of 2.25%. The PMEDC is seeking an eighth amendment to this contract. The Board recommended to meet with the PMEDC and discuss plans for this site. A recommendation to invite the PMEDC to attend the February Board Meeting talk on the plans.

A motion to table the PMED Revolving Loan amendment for the International Boiler Works to have the Executive Director send a letter to the PMED to request their attendance to the February Board Meeting to explain the request was made by Patrick Ross and seconded by Robert Buff. All Authority Board Members present unanimously agreed.

5. Purchase Kyocera Printer/Scanner Unit for Book Keeper to use with QuickBooks Online (QBO); scanning bills, printing checks- (as previously circulated to Board Members) Motion

A request for to purchase a Kyocera Printer/Scanner for the RDA Book Keeper was made so to work along with the QuickBooks online to both scan documents, bills etc. and print checks. This will be tool necessary to as to keep the check printing process in order. Currently a typewriter is used to type all checks.

A motion to purchase the Kyocera Printer/Scanner Unit for Book Keeper to use with QuickBooks Online (QBO); scanning bills, printing checks as presented was made by Robert Buff and seconded by Charles Green. All Authority Members present unanimously agreed.

6. Set Up Sparkle Car Wash Account – Wash Fleet Vehicles as needed. Tax Exempt Monthly Billing, per wash. (\$14.15 per wash, under carriage Included) – Motion

A motion to set up a Sparkle Car Wash Account for the RDA Fleet vehicles to washes as needed to maintain condition as presented was made by Patrick Ross and seconded by Robert Buff. All Authority Board Members present unanimously agreed.

MONROE COUNTY LAND BANK

No items at this time.

MONROE COUNTY DEMOLITION PROGRAM

No items at this time.

EXECUTIVE DIRECTOR'S REPORT

1. PAHRA Legislative Summit – February 11-12, 2025, Harrisburg, PA – Motion (Cost \$ 325 Registration, \$164 Hotel)

A motion for the Executive Director to attend the PAHRA Legislative Summit to be held on February 11-12, 2025 in Harrisburg, PA as presented was made by Patrick Ross and seconded by Charles Green. All Authority Board Members present unanimously approved.

2. Branding & Marketing

Executive Director will continue to work on the Branding & Marketing as continued efforts work on gathering the content needed for completion. Once the website is completed a link will be placed on the County's Website.

3. Grants

No report at this time.

4. Housing Rehabilitation Assistance Lien

No report at this time.

5. Chart of Account Re-Organization in QuickBooks – Update

The Executive Director reported on the re-organization in QuickBooks. There were many hours spent and difficulties encountered throughout this transition. There are items that will still need to be researched to find out where the entry came from to be completed.

6. RDA Online Banking Access and Credit Card with PNC Bank – No Fees Rewards Card
“Cash Bank” – Update

The Executive Director updated the Board on the online banking access. She reported that ESSA Bank online banking free and we are now connected to QuickBooks online. PNC has not gotten back to us yet. She will continue to research and review credit cards.

WEATHERIZATION REPORT

1. PROGRAM STATUS- (as previously circulated to Board Members)

The Status Report as of January 15, 2025 was made available to the Authority Members for their review.

HOUSING REHABILITATION REPORT

1. PROGRAM STATUS (as previously circulated to Board Members)

The Status Report as of January 10, 2025 was made available to the Authority Members for their review and discussion. There are currently six (6) jobs in progress and twelve (12) completed for 2023.

MISCELLANEOUS

No Items at this time

PERSONNEL

The Executive Director reported a meeting and lunch was held with RDA staff to talk about wins for 2024, changes and visions for 2025. Going forward RDA staff meetings will take place on the Wednesdays before each Board Meeting to discuss anything that would need to be address by the Board and updates. She reported has started the job coaching sessions. Upcoming will be the Core Values Workshop training to be held on February 7, 2025 for staff and the Board Members are invited to attend.

ADJOURNMENT

There being no further business to be brought to the Board, a motion was made to adjourn the meeting at 12:48 pm

NEXT MEETING: WEDNESDAY, FEBRUARY 19TH, 2025 @ 11:30 am



Pat Ross, Treasurer