

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, February 26, 2025

TIME: 11:30 AM

Chairman Murray called the Meeting to order at 11:30 AM

With following in Attendance:

- Nicole Murray, Chairman (virtual)
- Robert Buff, 1st Vice Chair (virtual)
- Sonia Wolbert, 2nd Vice Chair (virtual)
- Patrick Ross, Treasurer

Also, Present:

- Jennifer Strauch, RDA Executive Director
- Todd Weitzmann, RDA Solicitor
- Charles A. Leonard, PMEDC Executive Director
- Michelle Bisbing, PMEDC Director of Marketing
- Jennifer Joyce, RDA Staff Member

Excused:

- Charles Green, Secretary

MINUTES:

A motion to accept the minutes of the regular monthly meeting of January 15, 2025 as presented, was made by Patrick Ross, and seconded by Robert Buff with one abstention. All remaining Authority Board Members present agreed.

FINANCIAL STATUS REPORT

The Executive Director, Strauch reported on the first RDA Management Report ending January 31, 2025 using the new QuickBooks System for the purpose of financial reporting. Ms. Strauch indicated that the contents included the Profit and Loss, Balance Sheets, and a Budget vs. Actual for reference throughout the year. The Gross Profit to date was \$119,314.84. She explained that the net operating income balance although reflected as a negative balance of -\$46,251.40 is funds that are owed back to the RDA from the Federal and/or State Government for expenses already paid. The transfer for this process and this can take up to two (2) months for reimbursement based on the source. The current operating account balance is approximately \$150,000 with \$32,000 in the reserves. A new function is the Actual to Budget contact which will allow the Board to view the progress each month based on the budget for the current year. She provided an update on the accounts closed so far from PNC Bank which is now 15 closed and as of January 31, 2025 another 5 more yet to come for closing.

A motion to accept the Financial Status Report as of January 31, 2025 as presented, was made by Patrick Ross and seconded by Robert Buff. All Authority Board Members present unanimously agreed.

CORRESPONDENCE

1. Memo to Commissioners – First-Time Home Buyer Program Guidelines, Program Subordinate Mortgage Note and Subordinate Mortgage.

The Executive Director reported on the revisions to the First-Time Home Buyer Program through the Affordable Housing Board Act 137 Fund Trust. The revisions to the program include a change in the amount of funds available per applicant(s) from \$10,000 to \$20,000 with an additional \$5,000 for applicant(s) who have resided in Monroe County continually for the previous twelve (12) months. In addition to the funds the 0% Interest, Mortgage Loan will be forgiven if the applicant(s) continues to occupy in the property as their primary residence for ten (10) years with a 10% forgiveness each year until the full ten years is achieved.

2. Memo to Commissioners – Ratification of CDBG FY 2021 Request for Extension, extending the grant ending date from January 9, 2025 to July 9, 2025.

The Executive Director reported that the 2021 CDBG Program request for extension which has been approved ending now on July 9, 2025.

OLD BUSINESS

1. PRESENTATION FROM POCONO MOUNTAIN ECONOMIC DEVELOPMENT CORPORATION (PMEDC) – Revolving Loan with Pocono Mountain Economic Development Corporation for Former International Boiler Works (East Stroudsburg Borough); Loan Amount - \$110,000, Simple Interest – 2.75%, Origination Date 2006, 7 amendments to date, requesting another extension of the existing loan for a period not less than 24 -months. (as previously circulated to Board Member) – Motion to approve as presented

Presenting on behalf of the Pocono Mountain Economic Development (PMECD) is Mr. Charles Leonard, Executive Director. The PMECD is requesting an extension on the Revolving Loan with the County for the former International Boiler Works (IBW) in the Borough of East Stroudsburg. He explained that the extension requests are because the property has not been sold. The PMEDC met recently with East Stroudsburg Borough Officials and were advised that there is an interested buyer for the property. There are some challenges to the site. The property is currently cleared through DEP for the purpose of light Industrial use however, not cleared or cleaned for the purpose of residential standard or commercial which could be difficult to achieve unless the buyer is willing to address this. The current buyer has an interest for a residential/commercial use for residential apartments would require a change in zoning and address the additional environmental needs to be resolved. The negotiations continue between the solicitor of East Stroudsburg Borough Solicitor and the Buyers Solicitor and designated persons.

A Motion to make the recommendation to the Monroe County Commissioners for an extension of twenty-four months to the Loan Agreement between Monroe County and the Pocono Mountain Economic Development Corporation in regards to the former IBW in the Borough of East Stroudsburg as presented was made by Patrick Ross and was seconded by Robert Buff with one abstention. All remaining Authority Board Members agreed.

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

The RDA Solicitor Weitzmann has identified the owner of the adjacent property and sent correspondence to ask of their interests in acquiring this parcel located on West Main Street in the Borough of Stroudsburg. He indicated if there is no response from the adjacent property owner or no interest then the RDA could consider letting the property go. Currently there is no further actions required at this time.

NEW BUSINESS

1. Cost Allocation Plan Ending 12/31/2023 – (as previously circulated to Board Members) – Motion to approve as presented

The Board Members were provided with a copy of the 2023 RDA Cost Allocation Plan for actual expenditures for the Fiscal Year ending December 31, 2023. Executive Director Strauch reported on the 2023 Cost Allocation Plan's Indirect Cost Rate has decreased to 31.64% versus the previous year.

A motion to accept the 2023 RDA Cost Allocation Plan as presented was made by Nicole Murray and seconded by Patrick Ross. All Authority Board Members present unanimously agreed.

2. DCED CD&H Practitioners Conference – May 5-6, 2025; State College, PA; Cost \$250
**No Hotel/Travel Cost Required

The Executive Director requested to attend the DCED Practitioners Conference to be held at Penn Stater in State College, PA on May 5th and 6th. The cost is \$250 for the conference including meals. She is not requesting money for any hotel expense.

A motion for Executive Director to attend the 2025 CD&H Practitioners Conference on May 5th and 6th, 2025 at the Penn Stater Hotel & Conference Center in State College, PA was made by Sonia Wolbert and seconded by Robert Buff. All Authority Board Members present unanimously agreed.

MONROE COUNTY LAND BANK

1. Meeting with the Executive Director of Habitat for Humanity, Scott Fabian. They are looking to purchase another property and are looking to work with the Landbank on the Tax Sale Property List.

The Executive Director met with Mr. Scott Fabian, Executive Director for the Monroe County Habitat for Humanity regarding their interest in purchasing a property working with the Land Bank in using the preferential status it has in order to obtain the Tax Sale Property List. Ms. Strauch will follow up on any updates to the Board.

MONROE COUNTY DEMOLITION PROGRAM

1. Smithfield Township requested a one (1) year extension on the demolition project: 274 Marshalls Creek Road, East Stroudsburg, PA. Amount: \$40,000 (as previously circulated to Board Members) – Motion to approve as presented

Smithfield Township would like to request a one (1) year extension on the Grant Agreement for the demolition project located at 274 Marshalls Creek Road in East Stroudsburg. The reason for this request is due to scheduling on timelines delayed and to ensure adequate time for completion.

A motion to approve the Cooperation Agreement for one (1) year with Smithfield Township's Demolition Fund Project at 274 Marshalls Creek Road, East Stroudsburg as presented was made by Sonia Wolbert and seconded by Robert Buff. All Authority Members present unanimously agreed.

EXECUTIVE DIRECTOR'S REPORT

1. Legislative Update

The Executive Director attended the PAHRA Legislative Summit in Harrisburg, PA on February 11th & 12th. There were discussions on Governor Shapiro's Housing Action Plan for affordable housing. She also reported the concerns on the shut-down to the HUD's Intergraded Disbursement Information System (IDIS) that took place recently. The IDIS is where the funds are drawn down for payments and the use of the Federal and State funds designated for the programs.

2. Core Values Workshop Summary – (as previously circulated to Board Members)

The Executive Director reported that the Core Values Workshop Summary. The Board was provided with a copy of the Core Values Workshop Summary. The RDA staff worked together to establish the Core Values of the RDA were:

- Caring for Community – We are committed to adhering to local, state & federal laws, regulations, guidelines in an effort to promote affordable housing, community development, and rehabilitation for the health and safety of the residents within Monroe County.
- Kindle the spirit of compassion & kindness – Engaging in practices that encourage kindness, compassion, providing understanding and purpose to those we serve.
- Committed to Community growth – We are perceptive to the needs of our community and proactively seeking dependable solutions.
- Investing in Consistent Integrity – Investing time and resources fairly and accurately with honesty and strong moral principles.
- Intentional Wellness – We are dedicated to taking time to focus on our well-being, mind, body, and spirit, in an effort to be a better version of ourselves.
- Focused cooperations & endless encouragement – We pride ourselves on encouraging and cooperating with one another in an effort to create unity and morale as a partnership with our community.

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

The Executive Director reported the new QuickBooks System is working well with ProLedger.

4. Credit Card – ESSA Bank & Trust Credit Card Account

The Executive Director reported on the ESSA Bank & Trust Credit Card indicating that it has been working well.

5. Grants – CDBG Application Corrections, Quarterly & Year End Reporting

The Executive Director reported CDBG Application corrections and completing the Quarterly and year end reporting. She indicated that there have been challenges but working and learning more. She reported that her efforts continue to find additional program funding sources. The Board Chair Murry indicated she would like to start a conversation of establishing a 501(3) (c) non-profit.

6. Branding & Marketing

The Executive Director will continue to work with staff for the Branding & Marketing including the Website.

WEATHERIZATION REPORT

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

The Status Report as of February 19, 2025 was made available to the Authority Members for their review. The Weatherization member Mr. VanWhy has completed his Certification for Auditor. The LIHEAP Crisis funding has run out. There is a shortfall of \$40,000 needed for salaries. The 2023 WHR Program Funds will be used to meet this gap.

HOUSING REHABILITATION REPORT

1. BID OPENING(S) – Ratify Bid(s) – February 4, 2025

1. PROGRAM	CLIENT	LOWEST BID	CONTRACTOR
2021 County CDBG	Alston	\$18,555.00	Haag Construction

A motion to ratify bids as presented was made by Patrick Ross and seconded by Robert Buff. All Authority Board Members present unanimously agreed.

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

The Status Report as of February 25, 2025 was made available to the Authority Members for their review and discussion. There are currently seven (7) jobs in progress and two (2) completed for YTD. There are also four (4) projects to be inspected and three (3) projects inspected for jobs upcoming.

MISCELLANEOUS

No Items at this time

PERSONNEL

No Items at this time

ADJOURNMENT

There being no further business to be brought to the Board a motion was made to adjourn the meeting at 1:17 pm by Vice Chair Buff.

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



Patrick Ross, Treasurer