

**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, April 16, 2025

TIME: 11:30 AM

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

With following in Attendance:

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

Also, Present:

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

Excused:

- Charles Green, Secretary

MINUTES:

A motion to accept the minutes of the regular monthly meeting of February 26, 2025 as presented, was made by Patrick Ross, and seconded by Robert Buff. All Authority Board Members present unanimously agreed.

FINANCIAL STATUS REPORT

The Executive Director reported on the RDA Financial Report ending March 31, 2025. She explained that it continues to be worked on for a better reflection of balances. She expressed the difficulty becomes the length of time for DCED & Weatherization for reimbursement to the RDA Revolving Account for expenses paid causing a negative balance on the Net Operating Income to reflect a minus amount but does not currently reflect the correct balance. Also there were no additional expenses for this report.

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

CORRESPONDENCE

1. PUBLIC NOTICE – Program Modification FY2023 CDBG – East Stroudsburg Borough. Additional Activity – ADA Ramp Project Boroughwide.

The Executive Director reported that a modification to the 2023 CDBG, moving funds from the Housing Rehabilitation Program and moving to the East Stroudsburg Borough for use on their ADA Ramp project Boroughwide.

OLD BUSINESS

1. UPDATE – RDA Owned Property, Parcel # 18-4.1.7.1.2 – 2025 Spring Tax Bill \$163.07
Due: April 30, 2025 – Discussion/Motion

The Board discussed the RDA Property Parcel #18-4.1.7.1.2 and the Spring Tax Bill of \$163.07 due on April 30, 2025.

A motion to Not pay the Spring Tax Bill to the RDA owned property, Parcel # 18-4.1.7.1.2 in the amount of \$163.07 until the property has been conveyed was made by Patrick Ross and seconded by Robert Buff. All Authority Board Members present unanimously approved.

NEW BUSINESS

1. Commercial Lease Extension with Nauman Properties – Weatherization Warehouse located at 100 Henry Street, Unit 101, East Stroudsburg, Pa 18301 (1,434 sq/ft) \$1,125; April 1, 2025 – March 31, 2026 – Motion to Ratify electronic vote

Executive Director reported the Commercial Lease with Nauman Properties for the Weatherization Warehouse located at 100 Henry Street; East Stroudsburg will end on March 31, 2025. The new lease and monthly rental rate will be \$1,125.00 with an increase of \$40.00 per month from the previous year.

A motion to ratify the electronic vote for the Commercial Lease between RDA and Nauman Properties for the Weatherization Warehouse located on 100 Henry Street for \$1,125.00/month for one year commencing on April 1, 2025 and ending on March 31, 2026 was made by Patrick Ross and seconded by Robert Buff. All Authority Board Members present unanimously agreed.

2. Reception Desk – STS Innovative Interiors (Tanner Furniture) Cost \$2,142.46. The price includes installation and delivery. Motion to Ratify electronic vote.

A motion to ratify the electronic vote for the RDA Reception Desk from Tanner Furniture at the cost of \$2,142.46 including installation and delivery was made by Robert Buff and seconded by Patrick Ross. All Authority Board Members present unanimously agreed.

3. Moving Banks Accounts to ESSA Bank & Trust – Due to the fee structure at PNC Bank, the RDA will continue to incur fees which are in excess of interest earnings. The RDA has an established relationship with ESSA Bank & Trust with two open accounts and currently “zero” fees are being charged. Requesting approval to move all bank accounts – Motion to Ratify electronic vote

A motion to ratify the electronic vote to move RDA Bank Accounts to ESSA Bank & Trust was made by Robert Buff and seconded by Patrick Ross. All Authority Board Members present unanimously approved.

4. Marketing Materials – Request to purchase up to \$5,700 worth of budgeted materials with option to utilize contingency up to \$4,300 if needed for a total of \$10,000, including: Business Cards for all team members, Table Top Cloth for community events, two banners, Program Flyers/Brochures, and Office Sign.

The Executive Director reported on the RDA marketing materials. A request to purchase \$5,700 of budgeted for materials that includes staff business cards, program brochures and flyers,

office sign and a tablecloth for events. She expressed that the first event for use would be the Community Night on May 6th at Northampton Community College.

A motion to purchase up to \$5,700 worth of budgeted marketing materials along with a contingency to utilize up to \$4,300 if needed for a total of \$10,000 as presented was made by Patrick Ross and seconded by Robert Buff. All Authority Board Members present unanimously agreed.

5. Part-time Accountant – Requesting and Accountant Contract for 10-15 hours per month to complete the reconciliations, prepare month end journal entries.

Tabled for Executive Session.

MONROE COUNTY LAND BANK

Nothing to report

MONROE COUNTY DEMOLITION PROGRAM

1. Ross Township & Stroud Township requested a Demolition Applications

The Executive Director reported that Ross and Stroud Township have requested Demolition Applications and discussion for a possible application regarding the IBW property in the future.

EXECUTIVE DIRECTOR'S REPORT

1. Chart of Account Re-Organization UPDATE – Accountant Meeting

Tabled for the Executive Session

2. Banking UPDATE- Closed seven (7) more accounts with PNC Bank, leaving three (3) open.

The Executive Director updated the Board on the PNC Bank Accounts. A total of seven (7) more accounts have been closed. Of the three (3) that remain open are two (2) are for Federal Transfer and the one (1) is the RDA Operating Account. The estimated date for having all transferred is by the end of May.

3. Grants

The Executive Director reported that the Legislative Appropriations are open and she will be looking to apply for additional free money that could be a benefit.

4. Branding & Marketing – RDA Vehicle Logos

The new RDA Logo has been completed on all agency vehicles have and look great.

WEATHERIZATION REPORT

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

The Status Report as of April 16, 2025 was made available to the Authority Members for their review. The LIHEAP Crisis Program is done and all funds have been expended. Weatherization Staff Charles Tepper and Peggy Stewart recently attended a Weatherization Conference in New Orleans. There is discussion of the BIL Funds to possibly be released in the future.

HOUSING REHABILITATION REPORT

1. BID OPENING(S) – Ratify Bid(s) – March 6, 2025

1. PROGRAM	CLIENT	LOWEST BID	CONTRACTOR
2021 County CDBG	Antonopoulos	\$24,498.00	Haag Construction
2021 County CDBG	Forlizzi	\$18,050.00	Haag Construction

2. BID OPENING(S) – Ratify Bid(s) – March 14, 2025

1. PROGRAM	CLIENT	LOWEST BID	CONTRACTOR
2021 County CDBG	Rossi (lead)	\$17,250.00	Maroun Construction
2021 County CDBG	Blake (lead)	\$12,500.00	Maroun Construction
2024 RDS Program	Johnson (lead)	\$21,000.00	Maroun Construction

2. 3. BID OPENING(S) – Ratify Bid(s) – March 18, 2025

1. PROGRAM	CLIENT	LOWEST BID	CONTRACTOR
2023 WHR Program	Ruffin	\$14,600.00	Phillips Street Plumbing

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

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

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

The Executive Director explained that the Housing Rehabilitation Program client record file is currently using an outdated DOS system. In looking for a new client management data base system to assist. Through a referral received from Weatherization Staff while on conference the program software called Neighborly which could provide a solution to this need. A short virtual meeting took with a Mr. Martin Greenlee, RDA Staff and Executive Director to discuss the program. A virtual demonstration meeting with Mr. Greenlee, Executive Director and RDA Staff is scheduled to learn more and see if cost affordable. The cost provided was \$4,000 per program and \$9,000 per year for up to three (3) users.

MISCELLANEOUS

Discussion – Creating a 501 c3

The Board Chair Murray began a conversation of setting up a 501 c3 to create additional funding opportunities. Conversations have taken place as the PMUW is looking to create a 501 c3 to do very similar work the RDA currently does. A lunch meeting is set with Chris Gullotta, Board Chair Murray, RDA Executive Director, and Mr. Cambell of the Pocono Mountains United Way. The preference would be to not have two (2) non-profits in the same regions for reasons of competing for resources. It would make sense to have a Memorandum of Understanding (MOU) that could provide a good symbiotic relationship, being clear is important. The 5013c would be to increase funding for the current programs and using CDBG for infrastructure and community revitalization.

PERSONNEL

1. Weatherization Auditor, Shawn VanWhy has received his National Accreditation for Home Energy Professional Certification. His Current Salary: \$40,069.58. Recommendation for a 2.5% increase in pay, increasing the salary by approximately \$1,000 annually.
2. QuickBooks Online Time is now tracking Personnel Time-Off – See Report
3. Accountant

EXECUTIVE SESSION

A motion to enter into Executive Session to discuss Personnel was made at 12:27 pm by Patrick Ross and seconded by Robert Buff. All Authority Board Members present unanimously agreed.

A motion to end the Executive Session at 12:54 pm was made by Patrick Ross and seconded by Robert Buff. All Authority Board Members present unanimously agreed.

ADJOURNMENT

There being no further business to be brought to the Board a motion was made to adjourn the meeting at 12:54 pm by Vice Chair Buff.

NEXT MEETING: WEDNESDAY, MAY 21ST, 2025 @ 11:30 am



Patrick Ross, Treasurer