

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, May 21, 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 (virtual)
- 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 April 16, 2025 as presented, was made by Robert Buff and seconded by Patrick Ross All Authority Board Members present unanimously agreed.

FINANCIAL STATUS REPORT

The Executive Director reported on the RDA Financial Report ending April 30, 2025. For reporting purposes, it would be best to make a move to accrual accounting verses cash. The accrual accounting would record the transactions as they occur regardless of cash exchange. This would provide the Net Operative Income balance verses the current cash-based accounting which reflects the balance only when the exchange money occurs.

A motion to accept the Financial Status Report as of April 30, 2025 as presented, was made by Robert Buff and seconded by Patrick Ross. All Authority Board Members present unanimously agreed.

CORRESPONDENCE

None at this time.

OLD BUSINESS

1. Part-time Accountant – Requesting an Accountant Contract for 10-15 hours per month to complete the reconciliations, prepare month-end journal entries, and provide support as needed. The RDA is waiting on a proposal to share with the Board.

The Executive Director reported that the RDA is waiting on a proposal from ProLedger Accounting. ProLedger Accounting has been assisting the RDA with the transition of updating to the new QuickBooks system and would be best suited for the Part-time Accountant role at the RDA. This item will be tabled for the June meeting. The Executive Director will also reach out to Robert Gress to update the County on the 2024 Audit Progress.

NEW BUSINESS

1. Approve the RDA GASB68 Report – Monroe County Redevelopment Authority (December 31, 2023) (as previously circulated to Board Members)

The Executive Director requested time to review the RDA GASB68 Report. She will reach out to the Pennsylvania Municipal Retirement System to gain insight and understanding of the report.

A motion to table the RDA GASB68 Report to the June Meeting was made by Patrick Ross and seconded by Robert Buff. All Authority Board Members present unanimously agreed.

2. 2024 Audit -Update

The Auditors Campbell, Rappold & Yurasits (CR&Y) Certified Public Accountants came in to begin the 2024 RDA Financial Audit. The Auditors were provided with all requested documents and information necessary. Based on their review of information provided neither of the two programs reached the threshold of \$750,000 to be considered Tier one (1) programs. This means a Tier B Audit will commence on each program. The Auditors will return on June 16 to begin the audit. And the Preliminary Audit will be prepared and provided for the Board review at the July meeting.

3. Board Member - Discussion

Board Member Sonia Wolbert expressed that her current schedule with work and meeting time has become difficult to continue as a member for attendance. At this time, she has decided that it would be best to step down. She will send in her Letter for Resignation to the Board Chair. The Board Members will continue this conversation and make recommendations for a new Member.

4. Approval for Conference Attendance

- a. PAHRA Spring Conference – Jen Strauch & Len Szczesny (NSPIRE Training for Housing Rehabilitation Standards); June 22-25, 2025 in Gettysburg \$400 per person Registration - Motion

A motion for the Executive Director and Rehabilitation Specialist to attend the PAHRA Spring Conference and NSPIRE Training for Housing Rehabilitation Standards on June 22-25, 2025 in Gettysburg, PA for \$400 per person for registration was made by Patrick Ross and seconded by Robert Buff.

b. Rural Housing Summit; July 23, State College \$110 – Motion

A motion for the Executive Director to attend the Rural Housing Summit on July 23, 2025 in State College for the fee of \$110 was made by Patrick Ross and seconded by Robert Buff. All Authority Members present unanimously agreed.

5. Housing Alliance Membership Renewal - \$325

A motion to renew the Housing Alliance Annual Membership renewal in the amount of \$325 was made by Robert Buff and seconded by Patrick Ross. All Authority Members present unanimously agreed.

6. Neighborly Software- Update to DOS Data Management System for Housing Rehabilitating. Initial Set-up for programs (2-\$8K, 3-\$12K) includes a one-time set-up fee. Annual User Fee \$3K per user (3-\$9K, 4-\$12K). Total Cost between \$17K and \$24K for initial set-up and users, year 1. (as previously circulated to Board Members)

The Executive Director updated the Board on Neighborly Software as the option for updating the current DOS Data Management System for Housing Rehabilitation. The data would be for both the Housing Rehabilitation Program and the First-time Homebuyers Program. The Board Members received the Neighborly Software Purchase Summary with all costs explained and provided to the RDA Solicitor for review and discussion. The cost is one-time \$8,000 for the implementation of two (2) programs and an annual subscription fee of \$9,000 for three (3) users for a total cost of \$17,000. All data transferred from the RDA to Neighborly Software is the property of RDA, protected and will be sent in the format requested. The Board discussed making sure that the data is transcribed back to the RDA in a format that is user-friendly. The services noted in the Purchase Summary included are as follows:

- a. a Hosted Software Administrator for Program(s)
- b. Client Success Manager
- c. Technical Support
- d. Hosting /Security in Microsoft Tier IV Data Center
- e. Data storage, backup, and recovery.

A motion to authorize the Executive Director update the current DOS System for client data to the new Neighborly Software Data Management System as best suited for the two (2) programs, Housing Rehabilitation Program and the First-time Homebuyers Program was made by Patrick Ross and seconded by Robert Buff. All Authority Board Members present unanimously agreed.

MONROE COUNTY LAND BANK

Nothing to Report

MONROE COUNTY DEMOLITION PROGRAM

1. 1264 Poplar Valley Road – Stroud Township, Application Submitted for Review (as previously circulated to Board Members)

The Executive Director reported on the Demolition Application submitted from Stroud Township regarding the property located at 1264 Poplar Valley Road, Stroud Township for a grant request in the amount of \$31,096.35. The grant funds are the demolition of the dilapidated farm structures located on this property. A match of 50% of the funds is being committed from Stroud Township.

A motion to make the recommendation to Monroe County Commissioners to approve the Demolition Application from Stroud Township for the property located at 1264 Poplar Valley Road with the exception contrary to application guidelines of the work already completed by the township was made by Patrick Ross and seconded by Robert Buff. All Authority Board Members present unanimously approved.

EXECUTIVE DIRECTOR'S REPORT

1. Grants –

- a. CDBG FFY2024 Award Letter and the Contract is with the Commissioners for Signature

The Executive Director reported on the CDBG FFY2024. The Award Letter and Contract are now with the Monroe County Commissioners for their signature. Due to the length of time for corrections to the CDBG FFY2024 Application, it is necessary to return this signed application to DCED as soon as possible.

- b. East Stroudsburg Borough ADA Ramp Modifications, denied. Beginning the Modification process for a new approved activity for Street & Roads, Maple Avenue, and Berwick Heights Road.

The Executive Director reported that the FY2023 CDBG Program with the East Stroudsburg Borough ADA Ramp Modifications have been denied as the Borough does not want to move forward. A modification is now underway for the new activity of street and roads for Maple Avenue and Berwick Heights Road which have already been approved in the FY 2024 CDBG Application. The Public Notice and Public Hearing, the Resolution and submission of all required documents to DCED for completeness.

- c. No Appropriations Request Submitted for 2025

2. Branding & Marketing – New marketing materials are available

The Board Members were provided with the new promotional materials for the Housing Rehabilitation Program and the Weatherization Program and staff in the form of brochures, flyers and business cards.

- a. Follow the RDA on Facebook <https://www.facebook.com/rdamonroe>

The new Facebook pages for the Redevelopment Authority has been created and will continue to be updated with information regarding programs, activities, photos etc.

- b. First-Time Homebuyer Flyer & Brochure in Development

The Executive Director and RDA Staff is now working on completing the First-time Homebuyers Brochure and Flyer.

3. Installation of the Reception Desk Complete

The Reception Desk located in the main entrance of the RDA Office is now officially completed and RDA Staff Member Constance Marshall is working multiple roles for both Monroe County Weatherization and the Redevelopment Authority. It has been a wonderful addition to the office.

4. Board Member Signatures are required to open new ESSA Bank & Trust Accounts

The Executive Director will need the Board Members signatures for the standard requirement to open the new ESSA Bank & Trust Accounts.

WEATHERIZATION REPORT

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

The Status Report as of May 21, 2025 was made available to the Authority Members for their review.

HOUSING REHABILITATION REPORT

1. BID OPENING(S) – Ratify Bid(s) – April 17, 2023

1. PROGRAM	CLIENT	LOWEST BID	CONTRACTOR
2021 County CDBG	Cartagena	\$18,050.00	John Sandy Construction

2. BID OPENING(S) – Ratify Bid(s) – April 29

1. PROGRAM	CLIENT	LOWEST BID	CONTRACTOR
2021 County CDBG	Hare	\$15,650.00	Haag Construction

2. 3. BID OPENING(S) – Ratify Bid(s) – May 6, 2025

1. PROGRAM	CLIENT	LOWEST BID	CONTRACTOR
2021 County CDBG	Maricle	\$15,400.00	Haag Construction
2021 County CDBG	Ellis	\$18,575.00	CFH Construction

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

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

The Status Report as of May 19, 2025 was made available to the Authority Members for their review and discussion.

MISCELLANEOUS

1. Issues to Revisit in the Future
 - a. Review 2024 Annual Report
 - b. Housing Rehabilitation Program – Process of recording Mortgages (Review Procedure and Documentation)
 - c. RDA Personnel Policy Manual – Employee Handbook – “First Draft” (as previously circulated to Board Members) – Discussion

PERSONNEL

1. Weatherization Auditor, Shawn VanWhy has received his National Accreditation for Home Energy Professional Certification and Quality Control Inspector Certification. His Current Salary: \$40,069.58. Recommendation for a 2.5% increase in pay, increasing the salary by approximately \$1,000 annually.

A motion to increase pay for Weatherization Auditor, Shawn Van Why in the amount of 2.5% who recently acquired the National Accreditation for Home Energy Professional Certification was made by Robert Buff and seconded by Patrick Ross. All Authority Board Members present unanimously approved.

ADJOURNMENT

There being no further business to be brought to the Board a motion was made to adjourn the meeting at 12:41 pm by Chair Murray.

NEXT MEETING: WEDNESDAY, JUNE 18, 2025 @ 11:30 am

Patrick Ross, Treasurer