



**MONROE COUNTY CONSERVATION DISTRICT BOARD MEETING MINUTES**  
**August 19, 2021**

**MEMBERS PRESENT:** Bob Armstrong, Sharon Laverdure, Roger McFadden, Chuck Gould, Craig Todd and Randy Rice

**DISTRICT STAFF:** Kristina Heaney, Roger Spotts, Barrett Donna, Lori Kerrigan, Alexandra Dutt, Michael Wilk, John Motz, Steven Baade, David Hooker, Barbara Bistras and Diana Flint

**ASSOCIATE DIRECTORS:** Brian Winot, John Lyman and Edie Stevens

**Cooperating Agencies:** Jennifer Matthews-NRCS

**PUBLIC:** Leslie Berger

Bob Armstrong called the meeting to order at 8:02 am.

**Board Meeting Minutes:** Bob Armstrong asked for approval of the July 15, 2021 board meeting minutes.

A motion was made by Chuck Gould, seconded by Roger McFadden, to approve the July 15, 2021 board meeting minutes. Motion carried.

**Technical Report:**

Lori Kerrigan provided the report in the board packet, which she reviewed with the board. Lori mentioned that several of the technical staff helped out with Conservation Camp.

Craig Todd asked about the technical report, a property owner that refused access at the time of a first inspection. Alex confirmed that they were refused access on the first attempt, the complaint was about work being done in a pond. The site was re-visited with the PA Fish and Boat Commission.

Several other sites were discussed. Bob asked if the reports were printed out on site and Steven explained the process: the report is generated and reviewed on site, digitally signed and is able to e-mailed to the site representative from his Microsoft Surface. Kristina added that the reports can also be e-mailed to the applicants, this ensures that there are no gaps in communication. Craig asked about the QAB roster change. Kristina stated that there's a new WCO in our area, Alec DaLonge. He will be a more static figure on the QAB. Craig asked if the Board needed to vote for that position and John confirmed that this is a non-voting position. Next, Lori introduced David Hooker, the new Watershed Specialist.

**EE Report:** Roger Spotts provided the report in the board packet. Roger introduced Barrett Donna, a new Environmental Educator. He worked both weeks of day camp and is now helping to plan school programs for the fall.

Roger stated that the Pleasant Valley High School Envirothon team finished seventh out of forty two teams in the international competition. The members got additional scholarships and he stated that Alesia did a great job with ensuring the team had everything they needed for the virtual competition. Sharon asked how many of the team members graduated and Roger responded that three did graduate but that Pleasant Valley has a system to get additional team members for next year. Roger stated that Conservation Camp was held at Stony Acres and that the camp went well, with no issues. Next, he mentioned that day camp was the first two weeks of August and was full for both weeks. The campers were kept outside both of the weeks and the pavilion was very useful for day camp. Bob asked Roger about the birdseed sale on October 23<sup>rd</sup>, if the restriction with bird feeding would affect the sale. Roger confirmed that the state lifted the restriction this week and that this won't be a concern during the sale.

**District Managers Report:** Kristina provided the report in the board packet. She reminded the board about the Strategic Planning Committee meeting on September 2<sup>nd</sup>. The invitation was re-sent out to the community and she had a number of e-mail responses. She feels the meeting will help to keep communication open between the public and the district. Brian Winot stated that the next meeting should have more people present. Kristina stated that August has been a busy month with phone calls. She mentioned that there has been little interest in the administrative position.

Roger McFadden mentioned that he's seen spotted lanternflies near his house. Kristina stated that they've reached the adult stage and are large enough to be visible. There has been an uptick in the number of calls with questions about them. She stated that a grant was put through last month with the PA Department of Agriculture for spotted lanternfly education and outreach. Kristina has been working with Cherry Valley Wildlife Refuge in regards to the lanternflies. Kristina stated that some natural predators have been coming forward and will hopefully help with the lanternfly population. Alex will be hosting a spotted lanternfly workshop, where people can build their own circle traps. Alex is also being interviewed by channel 13 today concerning spotted lanternflies. Kristina said that she's been working with Alex to handle the phone calls from the public, getting grants and planning events to raise awareness about spotted lanternflies.

Craig Todd asked about the Act 167 COG meeting and Kristina stated that it went well and was very informative. Lori mentioned that a survey recently went out where people can tell us about locations where flooding can be seen. She also mentioned a Municipal stormwater educational series was conducted for zoning officers. E-mails, along with public Facebook posts, made a week-long stormwater campaign in an effort to raise awareness on the importance of stormwater controls in relation to ACT 167.

**Growing Greener: Sand Spring Run-B&L Change Order Approval:** Kristina stated that the Growing Greener grant had a change order, which was supplied in the board packet. The change order from B & L amounted to \$3,840.

A motion was made by Sharon Laverdure, seconded by Roger McFadden, to approve the B & L change order. Motion carried.

**Growing Greener: Sand Spring Run-B&L Contract Extension:** Kristina stated that the Pocono Creek site project is moving onto the next phase, which is construction. Kristina stated that ten companies were contacted and asked to give estimates, but only two responded. Most were too busy with other construction projects. Stantec came in with bid over budget. Kristina recommended staying with B & L, they gave us an order of magnitude estimate more in line with our budget and have previous familiarity with our project. This project will take one to two years to complete. Kristina stated that the total for the extension for bid services and construction oversight wouldn't go over \$21,000.

A motion was made by Roger McFadden, seconded by Randy Rice, to approve the B & L contract extension. Motion carried.

Craig asked who will be inspecting the Sand Spring Run site for compliance. Kristina responded that Lori, Steven, and Mike will be working (as necessary) in conjunction with the Northampton Conservation District.

Funding for staff to perform inspections has been built into the grant. It was suggested by Bob to make a motion to ensure that the cost of the current contract extension doesn't exceed \$21,000.

**Growing Greener: Sand Spring Run Bid and construction oversight Contract Extension: Cost to not exceed \$21,000:**

A motion was made by Roger McFadden, seconded by Chuck Gould, to state that the cost of the Sand Spring Run Contract Extension would not exceed \$21,000. Motion carried.

USDA-Farm to School Grant Update: Kristina informed the board that the district has been awarded a USDA Farm to School grant in the amount of \$44,042, with \$25,514 in matched funds. Chuck Gould was a great help in achieving the grant. Alex explained that the grant will introduce students to local foods and agriculture. They will be working with family consumer science and ecology classes to teach about food prep, go to farmers markets and other topics that will help students become more aware of agriculture and the advantages of buying local produce. Initially, the program will be offered to the Stroudsburg school district, with other districts hopefully being added in the future. There will also be a website containing the curriculum and lesson plans so that other classes can utilize the information. This is a two year grant, with the hopes that teachers can utilize the curriculum on their own next year. Bob asked how Stroudsburg was chosen to receive this grant. Alex explained that Stroudsburg was seen as an opportunity zone, that they have a large amount of low income students. Roger McFadden asked how many students would benefit from this grant. Alex stated that the ecology class would be about thirty students and the home economics would be about 70 students, but many more can benefit in the future once the curriculum is in place. Sharon asked if the farms have been picked out and Alex responded that it will start with the Josie Porter farm, which is located close to the schools. The curriculum is geared to high school age students, with an emphasis on tenth grade.

**Invoice List as of 8/19/21:** The invoice list is included in the board packet. A motion was made by Roger McFadden, seconded by Chuck Gould, to approve the August 19, 2021 invoice list. Motion carried.

**Balance Sheet as of 7/30/21:** A motion was made Roger McFadden, seconded by Craig Todd, to approve the balance sheet for 7/30/21.

**District Budget 2022:** The 2022 District Budget was provided to the board. Kristina stated that most of the state funding has stayed the same. We are anticipating additional educational tours and programming and the amount of permits has increased. There was an initial suggestion by Kristina to reduce the allocation request from the county by \$10,000. After discussing expenses that will be incurred in 2022 such as IT upgrades, fire alarm system upgrades, a new roof on the building and a new vehicle purchase to replace the 2006 Ford Escape, the board agreed that we should keep the county allocation the same. Kristina noted that the budget looks skewed due to the \$800,000 Growing Greener Grant, which are restricted funds.

The conservation district has determined that there is more of a cost to have memberships to the center and that we'd save money by putting prices to a medium and eliminating the memberships. This will significantly reduce staff time spent on mailings and tracking members and will ensure that everyone feels they're part of the center without having to pay the additional membership fee.

Bob asked if the dirt and gravel funds could be used for expenses such as a vehicle replacement. Kristina stated that there is only one staff member who currently already has a company vehicle to use for travel associated with dirt and gravel programs. It was agreed that a budget and finance committee meeting would be set up to go over expenses and income. In the meantime, the budget would be modified to allocate additional funds for a roof replacement and to keep the current funds from the county without the \$10,000 decrease.

A motion was made Craig Todd, seconded by Chuck Gould, to approve the 2022 District Budget, with the modifications suggested.

**Out of County Travel:** Kristina asked for a motion to approve out of county travel for staff to go to conferences, the two fall public trips and a river trip.

A motion was made by Craig Todd, seconded by Chuck Gould, to approve out of county travel. Motion carried.


### **Cooperating Agency Reports**

NRCS-Jennifer Matthews referred to her report supplied in the board packet. She stated that they are currently moving onto the Conservation Stewardship Programming.

**Public comment:** John Lyman asked for an update on Pat Ross' resignation and the open position. Kristina stated that there has been no movement so far from the nominating organizations. Sharon replied that the issue will be addressed.

**Bob Armstrong adjourned the meeting at 9:19am**

Respectfully Submitted,

A handwritten signature in cursive script that reads "Diana Flint".

Diana Flint  
Office Assistant Sr.

**THE NEXT MCCD BOARD OF DIRECTORS MEETING WILL BE HELD ON THURSDAY,  
September 16, 2021 AT 8:00 AM at the Monroe County Conservation District**