



**MONROE COUNTY CONSERVATION DISTRICT BOARD MEETING MINUTES**  
**May 20, 2021**

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

**DISTRICT STAFF:** Kristina Heaney, Clara Stalter, Lori Kerrigan, Barbara Bistras, Roger Spotts, Annie Polkowski, Alex Dutt, Drew Wagner, Steven Baade and John Motz

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

**COOPERATING AGENCIES:** Jennifer Matthews, Ryan Hill, and Shane Kleiner

**PUBLIC:** Paula Heeschen

Pat Ross called the meeting to order at 8:00 am.

Roll call for the board was taken and all board members listed above were in attendance.

**Public comment:** John Lyman commented that the NPDES Workshop that was held on May 7<sup>th</sup> was great and commended Monroe County Conservation District.

**Board Meeting Minutes:** A motion was made by Roger McFadden to approve the corrected April 15, 2021 board meeting minutes to include the motion made last month by Craig Todd to submit a letter to the Governor in support for personnel funding for DEP. Randy Rice seconded the motion. Motion carried. Pat mentioned that in the April 15, 2021 board meeting minutes, it was stated that RGB Builders and DEP were in agreement with their discussed issue per Carl DeLuca, Pat wanted to add that he feels that is not the case and that the two parties are still in disagreement.

**Technical Report:**

For Chapter 102/NPDES, the team fielded 108 telephone calls and sent 341 general correspondence emails. Issued 3 Individual NPDES permits and 2 ROD (Record of Decision) sent up to DEP. Conducted 9 pre application meetings, 17 plan review meetings and 11 pre-construction meetings. For Chapter 105, the team fielded 30 telephone calls, had 6 meetings and sent 53 general correspondence emails to applicants. 2 GP-1, 2 GP-2 and 1 GP-3 acknowledgement. D&G – 30 in general correspondence sent and 2 site inspections were conducted. Pat Ross asked a question pertaining to on-site inspections and if the property owner is notified before an inspectors goes on site and if a co-permittee is involved, do they get notified as well. Lori Kerrigan stated that yes we do our best to notify the property owner prior to going on site if we are able to obtain contact information for the owner. Roger McFadden asked if the

homeowner is not available when the district goes on site, is there any type of follow up. Lori Kerrigan answered yes that as soon as possible, and email and/or phone call is placed to property owner as the goal is to get voluntary compliance. The inspector will leave a business card to provide contact information. Craig Todd commented that if a complaint is called into the district that the township may also be aware of it and this helps the homeowner to diffuse the situation. Brian Winot asked if the District is allowed to enter a property without permission from the homeowner. Kristina Heaney answered that we have authority to do so by conservation law if a complaint is called in and if there is visibility of this from the roadway or rear of the property where it does not pose a danger for staff to enter property. All staff wears a badge with the legal citation when going on site visits. Shane Kleiner from DEP clarified that the property can be entered onto as long as the violation is in plain/open site. No buildings or structures may be entered without permission from property owner. Pat Ross asked how many complaints are township issues or actual district issues. Lori Kerrigan answered that it varies – some are stormwater issues, land development issues, etc. Calls are fielded up front then it is determined which agency is best suited to handle the complaint and caller is directed appropriately at that time.

The NPDES Workshop held on May 7, 2021 was a success via Zoom and turnout was good. A total of 155 people attended. 4 PDH credits were awarded to each participants and certificates have been provided. Mike Wilk and Drew Wagner from MCCD along with Ellen Enslin from PCCD were the presenters. A recording of the presentation is available online.

Alexandra Dutt – Resource Conservation Specialist – Alex handles the Ag programs and one day during Conservation Stewardship Week she was at Eagles Rest Cellars, a local winery located in Cherry Valley. Kristina Heaney and Drew Wagner accompanied her and they demonstrated a homemade circle trap for Spotted Lantern Flies. BRCTV 13 did a story and Alex provided outreach materials. Alex explained what to look for with spotted lantern flies here in Monroe County and how to set up circle traps and sticky bands. Alex also hosted a spotted lantern fly presentation with the Monroe County Garden Club. Sharon Laverdure asked for how long will the sticky bands be effective. Alex explained when there is a band of nymphs at the bottom of the band, it is time to replace it. Circle bands can be constructed using household items and Alex will write up instructions and post to the MCCD website along with a video demonstrating this. Homeowners should inspect all landscape material around their yard and should not transport materials from yard to yard as this is a way to spread the infestation around. Craig Todd asked about Red Rock Stream Restoration in Paradise Township – is that near the municipal building - John Motz stated that is upstream in the hatchery and up and downstream of Red Rock Road and was permitted in 2013.

**EE Report:** Roger Spotts provided report in the board packet. Highlighted this year's Envirothon was a success and Alesia Gallo had done a great job in organizing the events. Pleasant Valley School District won the high school competition and moved on to the state competition. Over 40 teams had competed and results will be announced next week. Roger will provide those results at the June 2021 board meeting. Grades 7-8 were won locally by Pleasant Valley and grades 5-6 were won by Clear Run Elementary Center. School are appreciative of the educator's time and for organizing the event.

Camp registration for both day camp and conservation camp is still open. Spring zoom sessions will finish up next week. There was a lot of participation and cooperation from area schools. Equipment was purchased with COVID-19 relief funds. Staff update is to fill vacant position for Environmental Educator

with a FT person and would like to advertise as soon as possible to begin interviewing prior to next board meeting to get approval of new hire at June board meeting. The goal is to get the board approval on the new hire to begin work in July 2021. Roger stated this position requires a 4 year degree. Sharon Laverdure stated that some of the schools are doing realignments and it's possible some of the teachers will apply for this position. Bob Armstrong asked how many educators we have now and is there truly a need for this position at this time. Roger explained that this is in anticipation of school programs opening up and organized field trips in the upcoming fall season so there is need for a full staff in order for the programs to be successful. Bog trails are being maintained and Roger has been in touch with the Nature Conservancy and they plan to reopen the walking trails this summer and we have been getting numerous calls asking when the Bog will be opened. Craig Todd made a motion to approve to advertise for a new Environmental Educator and Roger McFadden seconded. Bob Armstrong was opposed. Motion carried.

**District Managers Report:** Kristina provided her report in the board packet. She highlighted she was able to attend a focus group for PEMA and FEMA on flood risk initiatives. She suggested that continuation of open coordination efforts, as there is not much information for the communities on where to turn when there is a major storm event, is a benefit of this effort. Sharon Laverdure asked Kristina if there was any discussion around specifically which areas could be fixed from last year's storm. Kristina elaborated on District efforts after August 2020's major storm event such as: LaBar village had a huge washout and a grant was awarded to fix these issues and DEP issuing emergency permits when necessary. Craig Todd asked about the structures involved and was there an analysis done to see what actually caused the damage and fall out. Having these conversations with DEP is warranted as well as having local emergency permit authority at the district level. We are working with the Planning Commission and Emergency Management office for hazard mitigation planning. Kristina attended a Hazard Mitigation meeting and discussed how our office could be helpful to other county offices around invasive species management, stormwater management, etc. In regards to Spotted Lantern Flies, there was a meeting with Cherry Valley National Wildlife Refuge where it was discussed that a 5 year remediation program was to take place with funds received by PDA. These funds will go towards this project and will target specific sites for data collection and outreach. MCCD will take the lead on this project and it should make a huge dent in the issue in this region.

Craig Todd asked about why the Commissioner member on the board needs to abstain from voting on personnel issues as part of the board as he does not see any conflicts of doing so. Kristina answered that the decision comes directly from SCC that if you are a county associated district and the final hiring power goes to a personnel committee, the sitting Commissioner cannot vote as it would be a conflict of interest since he/she will have a say in the final vote for staffing.

Brian Winot asked if there were any further discussions with PennDOT on mitigation of flood risk as some inlets are still clogged from the August 2020 storm. Kristina answered that we have the ability to call the hotline to report any issues. PennDOT recognized this is part of the MS4 obligations through DEP and are working towards getting the issues resolved. Lori Kerrigan mentioned the Act 167 planning partners are getting problem areas mapped out. It is a useful tool to identify issues to get them resolved. Mentioned Act 167 Stormwater Planning meetings are open to the public and all are welcome to attend and the next one is scheduled for May 27<sup>th</sup>. Pat Ross stated that at the last PennDOT meeting they did not commit to anything and suggested we make a list of all outstanding issues and make sure PennDOT is

aware and these will be documented. Craig Todd commented on original stormwater plans and analysis done on capacity of structures. That database currently exists.

Brian Winot mentioned the donation of several trees to the Nature Conservancy in Cherry Valley. When the water rises it comes up and floods the field. This is part of master watershed steward planting. Annie Polkowski stated there are several riparian buffer plantings being done on Cherry Valley's property. The Conservation District is involved with sourcing trees and this is a good goal for managing storm events where we can reconnect the flood plains. It is a goal in some more naturalized areas.

**LVR – Pocono Township- Park Lane** – John Motz reported they are working through the Chapter 105 permit process with DEP to resolve some issues DEP had with the instream restoration work. The Township is requesting to add another year to their agreement from 6/1/21 to 6/1/2022 in order to get the permit and supplies. Completion date will be changed from 6/1/21 to 6/1/22. Chestnuthill Township has two LVR projects that are out to bid. We are current on spending requirements and moving the Pocono Township project back will not change anything for the program. Sharon Laverdure made the motion to approve the extension for Pocono Township Park Lane project and Bob Armstrong seconded. Motion carried.

**D&G - Hamilton Township – Rogers Lane** – John reported this project was planned to be completed by this spring but they are behind. Held a pre-bid meeting was last week. The project will be done this summer but the township is looking to extend this project for 6 months with a completion date of December 1, 2021. Bob Armstrong made a motion to approve the extension for Hamilton Township Rogers Lane project and Roger McFadden seconded. Motion carried.

Strategic Planning update – the next meeting is set for June 4, 2021 – from 9am – 3pm at the pavilion. Agenda is set but please let Kristina know if any changes and please rsvp to let us know you are coming. This meeting is in person .

Staff update – Clara Stalter is leaving the Conservation District so there is an opening for the administrative position. The timeline for hiring is the same for the Kettle Creek Environmental Educator position. Kristina will send the invite to all board member in the event they want to attend the interviews. Roger McFadden made a motion to accept the request to advertise the opening of the Office Assistant Sr. position and Craig Todd seconded. Motion carried.

**Invoice List as of 5/20/21:** Invoice list was provided in the packet. Pat Ross asked about the security camera. Kristina stated we received bids from three different security companies. Currently there is not a complete security system in the building. The new feature will implement key fob access for all staff doors as well as the tech door. If any board would request a key fob to access building, this can be accommodated. There will be an intercom system at the front, tech door. Altronics System was the lowest bid and they have also worked with other County facilities. This install is scheduled for mid-June. Roger McFadden made the motion to accept the invoice list for 5/20/21 and Bob Armstrong seconded the motion. Motion carried.

**Balance Sheet as of 4/30/21:** Pat Ross asked Barbara Bistras if there is anything they need to be made aware of and Barbara answered no. Roger McFadden made the motion to accept the balance sheet for 4/30/21 and Craig Todd seconded the motion. Motion carried.

Roger McFadden noted that the P&L included in packet is for January and February and not for March and April. This needs to be updated as the wrong month was provided in the packet. Kristina will ensure the board gets the most updated information.

**OCT** – Two Kettle Creek Environmental Center employees, Brittany Coleman and Alesia Gallo are doing a kayak program in Carbon county on May 21, 2021. They are going to Beltzville Lake in Carbon County. Sharon Laverdure made a motion to approve the Out of County travel for the Beltzville Kayak trip and Bob Armstrong seconded. Motion carried.

**Cooperating Agency Reports:**

**DCNR** – Jen Matthews provided her report in the packet and stated they are working on contracts. They had 19 pre approvals and should be finished in the next month. She will be able to share with us the funds that were allocated. There were no questions.

**MCPC** – Ryan Hill – Agriculture Preservation program. There were 14 applicants. On 5/6 the board voted to get appraisals for the top 3. The top 2 are 40 acre crop farms. The third farm is an 80 acre farm and an appraisal was requested. That came back extremely high. The appraisal was done to determine if this would put them over budget. There were no questions.

**Pat Ross adjourned the meeting at 9:11am**

Respectfully Submitted,

*Clara Stalter /s/*

Clara Stalter  
Office Assistant Sr.

**THE NEXT MCCD BOARD OF DIRECTORS MEETING WILL BE HELD ON THURSDAY,  
June 17, 2021 AT 8:00 AM at the Monroe County Conservation District and via Zoom.**