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**MONROE COUNTY CONSERVATION DISTRICT BOARD MEETING MINUTES**  
**November 20, 2025**

**MEMBERS PRESENT:** Bob Armstrong, Craig Todd, Sharon Laverdure, Roger McFadden, Brian Winot, and Donna Foulk. Jason Smith was absent.

**DISTRICT STAFF:** Kristina Heaney, Samantha Benway, Julia Corr, Carol Luthar, John Motz, Charles Kelshaw, Jonathan Knuaff, Geoffrey Ioannidis, Mike Wilk, Angelena Campisi, and Drew Wagner.

**COOPERATING AGENCIES:** Janet Creegan – DEP, Julia Scherer and Jeremy Schuster Via Zoom- MCPC, and Paula Heeschen - BWA.

**PUBLIC:** Jim Vogt

Bob Armstrong called the meeting to order at 10:00 AM.

**Public Comment:** No Public Comment.

**Executive Session:**

Bob Armstrong called for an Executive Session at 10:01am for a personnel update. Bob Armstrong called into the meeting Donna Foulk, Craig Todd, Brian Winot, Roger McFadden, Sharon Laverdure, Kristina Heaney, and Carol Luther. Meeting ended at 10:28am.

**Board Meeting Minutes:**

Bob Armstrong asked for the approval of the October 16, 2025, Board Meeting Minutes.

A motion was made by Craig Todd, seconded by Sharon Laverdure, to approve October 16, 2025, Board Meeting Minutes. Motion carried.

**Environmental Education Report:**

Carol Luthar provided the EE report to the board in their packet. Carol advised that kettle creek for kids and field trips have been taking place. Carol advised that Bog walks have ended. Carol advised that she and the EE Staff attended a virtual conference.

Bob Armstrong asked Carol to elaborate on the Weekend Rotation Policy. Carol Elaborated on the need for the Weekend Rotation Policy.

A motion was made by Brian Winot, seconded by Sharon Laverdure, to approve the Weekend Rotation Policy. Motion Carried.

**Technical Report:**

A copy of the technical report was provided to the board in their packets. Jonathan Knauff shared details of the tech report. Members of the board inquired about site inspections and a lengthy discussion took place regarding a specific violation site.

**Watershed Specialist/Ag Report:**

A copy of the Watershed Specialist report and Ag report was provided to the board in their packets. Charles shared details of the Watershed/AG Repot. Charles reported on the Farmers Breakfast that took place, the Electro Fishing event and the Watershed conference he attended. Charles discussed all visited AG Sites and Liberty Tree Ranch.

**ACAP- Liberty Tree Ranch Heavy Use Area - \$20,000:**

Bob Armstrong asked for approval of the ACAP – Liberty Tree Ranch Heavy Use Area for \$20,000.

A motion was made by Roger McFadden, seconded by Sharon Laverdure, to approve the ACAP- Liberty Tree Ranch HUA- \$20,000. Motion Carried.

**DGLVR:**

A copy of the DGLVR report was provided to the board in their packets. John Motz discussed active and potential sites, recent and upcoming trainings, and meetings taking place.

**District Managers Report:**

Kristina Heaney provided a copy of the District Manager's report to the board in their packet. Kristina shared details of the report. She commented on the success of the Farmers' Breakfast and discussed the upcoming changes to be made to the railings for the front pond entrance. Kristina advised that she is actively working on purchasing vehicles.

**Public comment policy:**

Bob Armstrong asked for approval of the Public Comment Policy.

A motion was made by Sharon Laverdure, seconded by Craig Todd, to approve the Public Comment Policy. Motion carried.

**2026 Board Meeting Dates:**

Bob Armstrong asked for approval of the 2026 Board Meeting Dates.

A motion was made by Brian Winot, seconded by Roger McFadden, to approve the 2026 Board Meeting Dates. Motion Carried.

**2026 Camp Insurance:**

Bob Armstrong asked for approval of the 2026 Camp Insurance.

A motion was made by Brian Winot, seconded by Donna Foulk, for the approval of the 2026 Camp Insurance. Motion Carried.

**Out of County Travel:**

Bob Armstrong asked for approval of Out of County Travel.

A motion was made by Sharon Laverdure, seconded by Roger McFadden, to approve Out of County travel. Motion carried.

**Work Session Minutes:**

Bob Armstrong asked for approval of the October 16, 2025, Work Session Minutes.

A motion was made by Brian Winot, seconded by Donna Foulk, to approve the October 16, 2025 Work Session Minutes. Motion carried.

**Financial Report:**

**Invoice Lists for November 20, 2025:**

Bob Armstrong requested approval of the Invoice List for November 20, 2025.

A motion was made by Roger McFadden, seconded by Sharon Laverdure, to approve the Invoice List for November 20, 2025. Brian Winot abstained from this vote as he is the owner of Northeast Site Contractors who had an invoice on this list for approval. Motion carried.

**Balance Sheet as of 10/31/2025:**

Bob Armstrong asked for approval of the Balance Sheet as of October 31, 2025.

A motion was made by Roger McFadden, seconded by Brian Winot, to approve the Balance Sheet as of October 31, 2025. Motion carried.

**Cooperating Agency Reports:**

**DEP-** Janet Creegan informed the board that Audits are coming up and updates are coming to Chapter 105.

**MCPC-** Julia Sherer advised that she had nothing to report at this time.

**Public Comment:**

Jim Vogt commended Charles for a successful Farmers Breakfast and the outreach accomplished. Jim Vogt stated he had copies of the press release for the NWS program that begins in January.

**Bob Armstrong adjourned the meeting at 11:28am.**

Respectfully submitted,



Julia Corr

Administrative Specialist II

**The next MCCD Board of Directors Meeting will be held on Thursday,  
December 11, 2025, at 10:30 AM at Sarah Street Grill.**