



MONROE COUNTY CONSERVATION DISTRICT BOARD MEETING MINUTES
February 20, 2025

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

DISTRICT STAFF: Kristina Heaney, Carol Luthar, Mike Wilk, John Motz, Charles Kelshaw, Jonathan Knauff and Samantha Benway.

COOPERATING AGENCIES: Deborah Basalyga-NCRS, Jim Vogt- Penn State Extension, Hector Ramirez – KEECF, Rodney Stark, Dean Neely, Geoff Rogalsky, and Gerry Madden – MWS, and Via Zoom Christine Meinhart -MCPC, Janet Dooner, and Jessica Smith on behalf of State Rep. Tarah Probst.

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

Public Comment:

None

Executive Session:

None

Board Meeting Minutes:

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

A motion was made by Brian Winot seconded by Sharon Laverdure to approve the January 16, 2025 Board Meeting Minutes. Motion carried.

EE Report:

The Environmental Education report was provided to the Board in their packet. Carol Luthar stated that January was a fantastic month for the Environmental Education department. A few fun highlights Carol mentioned were the EE Staff finishing up the Kindergarten Bird programs for Monroe County schools and Bangor Area School District, hosting two, sold-out, Eagle Watch trips, providing an educational program at a local senior center. For the month, there were a total of fifty-one (51) programs with a total program attendance of 878 people. The EE building was open for twenty-three (23) days in January, that included

a few Saturdays, with a total daily building attendance of 109. Carol advised that the EE staff is continuing the prep for the Maple Sugar season. At this time, there are twenty-one (21) school groups registered for February into early March and the public days are right around the corner.

Contracted Services at \$16/hour for Eileen Porte, Deanna Hoffner and Jennifer Rufo:

Bob Armstrong asked for approval of Contracted Services at \$16/hour for Eileen Porte, Deanna Hoffner and Jennifer Rufo.

A motion was made by Craig Todd, seconded by Roger McFadden to approve Contracted Services at \$16/hour for Eileen Porte, Deanna Hoffner and Jennifer Rufo. Board Member, Jason Smith abstained from this vote as he is a family friend to one of the contracted individuals. Motion carried.

Tech Report:

The Technical report was provided to the board in their packet. Mike Wilk presented details of the monthly report. The Technical Staff remains consistent with completed inspection reports this winter. The team ended January with thirty (30) inspection reports and thirty-three (33) completed in December. There were three (3) new applications received, four (4) issued permits, four (4) new complaint inspections completed and nine (9) projects that are currently waiting or public comment to expire. In regard to General Permits NPDES sites, the active permits are currently in compliance.

Upon completion of the Tech report, Bob Armstrong asked if there were any additional questions, during this time, Jessica Smith, attending the meeting via Zoom on behalf of State Representative Tarah Probst, addressed the board about the I-80 project to discuss an update on the project and ask a few questions about a potential vernal pool could be in the path of the upcoming portion of the I-80 project.

District Managers Report:

Kristina Heaney provided the District Manager's report in the board packet. Kristina advised that January was a very busy month for her. She took on many finance manager tasks, HRC tasks, completed compliance and enforcement training for internal and external staff and has instituted weekly check ins with engineering staff and RCS staff. Kristina and John Motz will be providing a Zoning Officer training on February 28, 2025 at the CD. The meeting will be well attended by representatives from the townships. Kristina mentioned that she would like to put a focus on renegotiating each township's Memorandum of Understanding (MOU) in 2025 to redefine who the CD is to the townships and what we do.

ACAP Project: Pleasant Ridge Farm - \$1026.00:

Bob Armstrong asked for approval of the ACAP Project: Pleasant Ridge Farm - \$1026.00

A motion was made by Jason Smith, seconded by Sharon Laverdure to approve the ACAP Project: Pleasant Ridge Farm - \$1026.00. Motion carried.

ACAP Project: Goulds Farm - \$55,229.56:

Bob Armstrong asked for approval of the ACAP Project: Goulds Farm - \$55,229.56.

A motion was made by Sharon Laverdure, seconded by Roger McFadden to approve the ACAP Project: Goulds Farm - \$55,229.56. Board Member, Jason Smith abstained from this vote as he is related to the applicant. Motion carried.

Out of County Travel:

Bob Armstrong asked for approval of Out of County Travel.

A motion was made by Jason Smith, seconded by Sharon Laverdure to approve Out Of County travel. Motion carried.

DGLVR \$2 million Luncheon and Expenses:

Bob Armstrong asked for approval of DGLVR \$2 million Luncheon and Expenses from the DGLVR Education Funds - \$1100.00.

A motion was made by Roger McFadden, seconded by Jason Smith to approve DGLVR \$2 million Luncheon and Expenses from the DGLVR Education Funds - \$1100.00. Motion carried.

LVR Application: Smithfield Twp-Wayne Joel Rds - \$20,358.88

Bob Armstrong asked for approval of the LVR Application: Smithfield Township – Wayne Joel Roads - \$20,358.88.

A motion was made by Roger McFadden, seconded by Craig Todd to approve the LVR Application: Smithfield Township – Wayne Joel Roads - \$20,358.88. Motion Carried.

DG Application: Chestnuthill Twp-Rosebay Rd - \$100,000:

Bob Armstrong asked for approval of the DG Application: Chestnuthill Township-Rosebay Rd - \$100,000.

A motion was made by Roger McFadden, seconded by Jason Smith to approve the DG Application: Chestnuthill Township-Rosebay Rd - \$100,000. Motion Carried.

LVR Application: Chestnuthill Twp-Rosebay Rd - \$100,000:

Bob Armstrong asked for approval of the LVR Application: Chestnuthill Twp-Rosebay Rd - \$100,000.

A motion was made by Roger McFadden, seconded by Sharon Laverdure to approve the LVR Application: Chestnuthill Twp-Rosebay Rd - \$100,000. Motion Carried.

Staining and Power Washing Bid:

Bob Armstrong asked for approval of the lowest responsible bidder for the staining and power washing bid contract.

A motion was made by Brian Winot, seconded by Jason Smith to approve the lowest responsible bidder for the staining and power washing bid contract. Motion Carried.

Watershed Specialist/ AG Report:

The Watershed/ Ag report was provided to the board in their packet. Charles presented the report to the board. In January, Charles dedicated many hours to inputting watershed data, attending water study meetings, and diving deeper into the ACAP and Ag programs. He completed the final site inspection for Ross Commons Creek and partnered with David Lucykanish at Saylor's Lake for a full day technical assist with their staff. In exciting news, Charles was happy to report to the board that the Delaware River won the River of the Year award. With this win, Charles will be organizing a large festival in Smithfield township for the community on June 18th. Regarding the Ag program, Kristina and Charles have been working with several ACAP applicants to secure grant funding. Charles was also able to wrap up the Pennsylvania Grazing Land Coalition grant.

Bob Armstrong took a special moment to congratulate Charles for completing 61 hours of Clean Water Academy training. CWA celebrated the Ten Top Course Completed Champions in which Charles was ranked number eight (8).

DGLVR:

The DGLVR report was provided to the board in their packet. John Motz began the report by reviewing the DGLVR applications for approval with the board. The first application discussed is from Smithfield Township for \$20,358.88 using the Low Volume Road funds for stormwater and stabilization in an old subdivision. John stated that this is Smithfield Township's first application with the DGLVR program. The next application is from Chestnuthill Township for the completion of the Rosebay Road project. There are actually two applications for this project. One application is for the Dirt and Gravel program (\$100,000) and the second application is for the Low Volume Road program (\$100,000). This project will complete drainage and fill work up to Hyspie Gap Road.

John informed the board that the District will be hosting a Two Million Dollar Luncheon, marking our \$2M spending milestone for the program. We are partnering with the SCC to do a presentation and

providing lunch to participating municipalities to say thank you for putting projects on the ground that benefit our local streams and provide sustainable roads. This luncheon will be held at the Cherry Valley Wildlife Refuge visitor center in Stroudsburg and will be catered by Barley Creek. The event is scheduled for March 26. Funding for this luncheon will be provided by the DGLVR Program Education Funds.

Work Session Minutes:

Bob Armstrong asked for the approval of the January 2025 Work Session Minutes.

A motion was made by Jason Smith seconded by Roger McFadden to approve the January 2025 Work Session Minutes. Motion carried.

Financial Report:

Invoice Lists for February 19, 2025:

Bob Armstrong requested approval of the Invoice List for February 19, 2025.

A motion was made by Roger McFadden, seconded by Brian Winot to approve the Invoice List for February 19, 2025. Motion carried.

Balance Sheet as of 01/31/2025:

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

A motion was made by Roger McFadden, seconded by Jason Smith to approve the Balance Sheet as of January 31, 2025. Motion carried.

Cooperating Agency Reports:

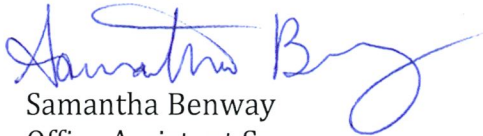
NRCS- A report was provided in the board packet for review. Deborah Basalyga presented the report to the board members and read a letter from the NRCS State Conservationist. In this letter, there was a detailed review of the NRCS's accomplishments for the 2024 Fiscal Year. A separate NRCS Accomplishment packet was passed out at the board meeting for all members to review at their leisure.

Public Comment:

No comments

Bob Armstrong adjourned the meeting at 11:14AM.

Respectfully submitted,



Samantha Benway
Office Assistant Sr.

**The next MCCD Board of Directors Meeting will be held on Thursday,
March 20, 2025, at 10:00 AM at the Monroe County Conservation District.**