



MONROE COUNTY CONSERVATION DISTRICT BOARD MEETING MINUTES
January 15, 2026

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, John Motz, Charles Kelshaw, Jonathan Knuaff, Geoffrey Ioannidis, Mike Wilk, Angelena Campisi, Carol Luthar and Drew Wagner via zoom

COOPERATING AGENCIES: Janet Creegan – DEP via zoom, Jenn Matthews – NRCS via zoom, Julia Sheerer – Planning Commission via zoom

LEGISLATORS REPRESENTATIVES: Kristine Bush-Senator Brown via zoom, Jessica Smith-Tarah Probst via zoom

PUBLIC: Jim Vogt and Jack Fossett

Bob Armstrong called the meeting to order at 10:05 AM.

Public Comment: No Public Comment.

Executive Session:

An executive session was held from 9AM to 10AM to discuss the Brown Farm bids, personnel and the 2026 fee schedule revision.

Director Appointments:

Oath of office: Donna Foulk was sworn in as a director of the MCCD Board. Jason Smith was absent, his oath was tabled until the February 2026 Meeting.

Election of Officers:

A motion was made by Sharon Laverdure, seconded by Brian Winot to approve Bob Armstrong as the Chairperson. Motion carried.

A motion was made by Roger McFadden, seconded by Sharon Laverdure to approve Brian Winot as the Vice-Chairperson. Motion carried.

A motion was made by Brian Winot, seconded by Sharon Laverdure to approve Craig Todd as the Secretary. Motion carried.

A motion was made by Brian Winot, seconded by Sharon Laverdure to approve Roger McFadden as the Treasurer. Motion carried.

PACD Voting Delegate:

A motion was made by Roger McFadden, seconded by Brian Winot to approve Craig Todd as the PACD Voting Delegate and keep the current alternates Kristina Heaney and Jonathan Knauff. Motion carried.

Board Meeting Minutes:

Bob Armstrong asked for the approval of the December 11, 2025, Board Meeting Minutes.

Craig Todd asked that the PACD awards that were given and staff members who received the awards be added to the minutes.

A motion was made by Sharon Laverdure, seconded by Brian Winot, to approve the December 11, 2025, Board Meeting Minutes. Motion carried.

Environmental Education Report:

Carol Luthar provided the EE 2025 review and December report to the board in their packet. Carol advised that bird feeder programs and winter day camps have been taking place. She discussed the owl walk and the news interview that she did. She advised the board that maple sugaring will begin in the coming weeks. Carol gave the 2025 review report and discussed events and programs that took place over the year. Kristina Heaney commented on all the progress Carol has made, especially with updating the school programs to be more hands on and current with curriculum standards.

Technical Report:

A copy of the technical report was provided to the board in their packets. Jonathan Knauff shared details of the 2025 review and December tech report. He informed the board things have been picking up with the shift in weather. Some questions regarding Swiftwater Solar were asked and discussion took place regarding their winterization efforts.

Kristina mentioned the archive clean up taking place over the last few weeks and informed the board of cross training taking place. Geoffrey Ioannidis is training on chapter 105 material and Angelena Campisi is training in the DGLVR program.

Bob Armstrong asked Geoffry, Angelena, John, Mike and Drew for any comments from the year. Each team member gave the board short review of their 2025 year.

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 Report for December and the 2025 review. Charles discussed his level of outreach over the year and over 780 trees planted around the county within the year. He discussed AG events that took place throughout the year. He informed the board about the Hay Program that will be taking place.

ACAP Project: Strohl Ag E&S Plan:

Charles explained to the board about the Strohl E&S Plan.

Bob Armstrong asked for the approval of the ACAP Project: Strohl Ag E&S Plan.

A motion was made by Craig Todd, seconded by Sharon Laverdure to approve the ACAP Project: Strohl Ag E&S Plan. Motion carried.

APWC Mailing Address:

Charles and Kristina elaborated on the content of the Shipping Address Agreement.

Bob Armstrong asked for approval of the APWC Mailing Address.

A motion was made by Craig Todd, seconded by Donna Foulk, to approve the APWC Mailing Address. Motion Carried.

DGLVR:

John Motz gave a verbal report on DGLVR. He informed the board that the SCC is working on policy revisions and changes. They are also working to update forms. He attended webinars over the last month. The DGLVR funds came last week. He met with Tunkhannock Township to discuss potential projects.

District Managers Report:

Kristina Heaney provided a copy of the District Manager's 2025 review and December report to the board in their packet. Kristina shared details of the report. She informed the board that PracticeKeeper our new database is now in use and training for the staff took place. She attended the quarterly level III enforcement meeting. She had a meeting with the artist who did the trail maps, she is going to do a mural in the critter room. Kristina spoke with the Bar Association regarding the approval of a water table. She informed the board that we have received our first SPEED application. Discussion took place regarding the SPEED and pilot program.

Out of County Travel:

Bob Armstrong asked for approval of the Out of County travel.

A motion was made by Sharon Laverdure, seconded by Roger McFadden to approve the Out of County Travel. Motion Carried.

Snowplow Contract:

Bob Armstrong asked for approval to sign a snowplow contract with Gilroy Northeast.

A motion was made by Roger McFadden, seconded by Donna Foulk to approve the snowplow contract with Gilroy Northeast. Motion Carried.

Agility Agreement Renewal:

Kristina Heaney explained to the board that the Agility Agreement is an agreement between the district and PennDOT Maintenance. The agreement has been in place for a few years this is just a renewal.

Bob Armstrong asked for approval to sign the Agility Agreement Renewal.

A motion was made by Roger McFadden, seconded by Sharon Laverdure to approve the Agility Agreement Renewal. Motion Carried.

2025 Donations:

Kristina and Samantha explained to the board the donations from 2025.

Bob Armstrong asked for the approval of the 2025 Donations.

A motion was made by Roger McFadden, seconded by Craig Todd to approve the 2025 Donations. Motion Carried.

2026 Fee Schedule Revision:

Discussion took place regarding the Fee Schedule Revision during the work session. Kristina provided data to support the fee changes. Fees have not been revised within the past 5 years.

Bob Armstrong asked for the approval of the 2026 Fee Schedule Revisions.

A motion was made by Craig Todd, seconded by Brian Winot for discussion to approve the 2026 Fee Schedule Revision. Brian Winot opposed the under an acre fee not being increased. Motion carried.

2026 IRS Mileage Reimbursement Rate: \$0.72.5:

Bob Armstrong asked for approval of the 2026 IRS Mileage Reimbursement Rate: \$0.072.5.

A motion was made by Sharon Laverdure, seconded by Donna Foulk to approve the 2026 IRS Mileage Reimbursement Rate: \$0.072.5. Motion Carried.

Growing Greener Grant: Brown Farm Contractor:

Discussion took place regarding the contractor for the Brown Farm Contract during the work session.

Bob Armstrong asked for approval of the Growing Greener Grant: Brown Farm Contractor.

A motion was made by Sharon Laverdue, seconded by Roger McFadden to approve the Growing Greener Grant: Brown Farm Contractor. Motion Carried.

Advertisement-Resource Conservation Specialist-ACAP:

The board voted to open the agenda to modify the motion.

A motion was made by Brian Winot, seconded by Craig Todd to open the agenda. Motion Carried.

Craig Todd made a motion to authorize Kristina to forward the personnel committee's recommendation on the candidate for the open position to the commissioners. Brian Winot seconded the motion. Motion Carried.

A motion was made by Brian Winot, seconded by Sharon Laverdure to close the agenda. Motion Carried.

Budget and Finance Committee Meeting Minutes:

Bob Armstrong asked for approval of the Budget and Finance Committee meeting minutes.

A motion was made by Craig Todd, seconded by Roger McFadden to approve the Budget and Finance Committee meeting minutes. Motion Carried.

Financial Report:

Samantha provided the financial report in the board packets. She discussed the financial reports for December and the year end finances for 2025.

Invoice Lists for January 15, 2026:

Bob Armstrong requested approval of the Invoice List for January 15, 2026.

A motion was made by Roger McFadden, seconded by Donna Foulk, to approve the Invoice List for January 15, 2026. Motion carried.

Balance Sheet as of 12/31/2025:

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

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

New Bank Checking Account-\$100:

Samantha explained the need for a new checking account for the Brown Farm Growing Greener Grant Account.

Bob asked for approval of the New Bank Checking Account-\$100.

A motion was made by Sharon Laverdure, seconded by Roger McFadden to approve the New Bank Checking Account - \$100. Motion Carried.

2025 Year End Budget:

Samantha discussed the 2025-year end budget and numbers. Discussion took place regarding the 2025 budget and final numbers along with proposed 2026 budget.

Bob Armstrong asked the board if all board members agreed to no longer provide the year end budget numbers only to provide the monthly and yearly balance sheet. The entire board was in agreeance.

The board agreed to strike the motion from the agenda.

Grant 2 FNBT Checking Acct.:

Samantha explained the Sand Spring Run account will be ready to close once the money is sent back to the state.

Bob asked for approval of the Grant 2 FNBT Checking Account closure.

A motion was made by Craig Todd, seconded by Sharon Laverdure to approve the Grant 2 FNBT Checking Account Closure. Motion Carried.

Cooperating Agency Reports:

DEP- No representative present.

NRCS- Jenn Matthews informed everyone that it is the last day for round one applications.

DCNR- No representative present.

MCPC- Nothing to report.

Senator Rosemary Brown- Kristine Bush commented on a great December luncheon. They are doing a get outdoors event in Lackawanna County.

Tarah Probst- Jessica Smith had some questions regarding chapter 102 and 105 permits that were issued and asked about our involvement. Kristina responded that the Monroe Conservation District was not involved with that permit. Jessica also asked questions regarding wetland mitigation banking. Jessica asked about a chapter 105 permit for Alpha Recycling and Kristina said we did not have any 105 permits for them. Discussion took place regarding a fossil program potential here at MCCD. Kristina informed her the trail maps are complete. She will request a bio from the artist.

Sharon Laverdure commented on the Penn State presentation at the Farm Show. She invited all to the PA 250 Kick off taking place at the Monroe County Courthouse.

Public Comment:

No public comment.

Bob Armstrong adjourned the meeting at 11:45am.

Respectfully submitted,



Julia Corr

Administrative Specialist II

**The next MCCD Board of Directors Meeting will be held on Thursday,
February 19, 2026, at 10:00 AM at the Monroe County Conservation District.**