



MONROE COUNTY CONSERVATION DISTRICT BOARD MEETING MINUTES

May 21, 2026

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

DISTRICT STAFF: Kristina Heaney, Samantha Benway, Julia Corr, Charles Kelshaw, Jonathan Knuaff, Mike Wilk, Angelena Campisi, Adrian Kalinowski, John Motz and Carol Luthar.

COOPERATING AGENCIES: Jeremie Schuster-MCPC via zoom and Jenn Matthews- NRCS via zoom

LEGISLATORS REPRESENTATIVES: Tarah Probst via zoom, and Kristine Bush- Rosemary Brown Rep

PUBLIC: Jim Vogt

Bob Armstrong called the meeting to order at 9:03 AM.

Public Comment: No Public Comment.

Executive Session:

Executive session was called for personnel 9:03am and ended at 9:23am.

Board Meeting Minutes:

Bob asked that the Camp policy updates that were approved at the April 16, 2026 meeting be listed in the board minutes for April.

Bob Armstrong asked for the approval of the April 16, 2026, Board Meeting Minutes with the addition of the requested changes.

A motion was made by Sharon Laverdure, seconded by Craig Todd, to approve the April 16, 2026, Board Meeting Minutes. Motion carried.

Environmental Education Report:

Carol provided the EE report to the board in the packet. She reported that many school programs and trips have taken place in the last month. Carol discussed the number of people seen and discussion took place regarding chaperones, how schools find us, and the pricing for out-of-county trips, in county trips and class programs. Carol and Kristina have been meeting with districts across the county to get their feedback on modification of the programs. The board discussed with Carol and Kristina potential growth opportunities. Maple sugaring bottling process has been wrapped up.

Carol provided details about each contracted services candidate.

Motion to approve: Contracted Services-Katya Hoover-

Bob Armstrong asked for the approval of the Contracted Services-Katya Hoover.

A motion was made by Craig Todd, seconded by Donna Foulk to approve the Contracted Services-Katya Hoover. Motion carried.

Motion to approve: Contracted Services-Amelia Hawk-

Bob Armstrong asked for the approval of the Contracted Services-Amelia Hawk.

A motion was made by Craig Todd, seconded by Donna Foulk to approve the Contracted Services-Amelia Hawk. Motion carried.

Technical Report:

A copy of the technical report was provided to the board in their packets. Jonathan shared details of inspections that took place throughout the month. He reported it has been a busy month of inspections and plan reviews. Discussion took place regarding regionalizing and the positive impact it has had. Discussion regarding the Swiftwater Solar project and Rapid Logistics project took place.

Watershed Specialist:

A copy of the Watershed Specialist report was provided to the board in their packets. Charles shared details of the Watershed report informing the board that he has finished up the water quality study with the Monroe County Planning Commission and has performed a study of his own along with Jonathan. He hosted a Watershed training for the DEP NERO watershed specialists. Charles informed the board he has applied for five grants and is waiting to hear back to find out if we received any. Discussion took place regarding the awaiting grants. He has also been planning for upcoming events.

Ag Report:

Adrian provided the AG report in the board packets. Adrian reported that it has been a busy month with multiple ACAP farm visits, no till drill rental and disbursement of the no till drill flyer around the county.

He reported that construction has begun at the Brown farm and he has been visiting the site 3-4 times a week. He completed a follow up E&S inspection from march and attended the AG committee meeting to plan upcoming events. Discussion took place regarding the not till drill care, use and storage. Bob requested that the conservation AG E&S application form be done electronically.

Adrian provided details for the following motions on the agenda- ACAP Gould Design Services \$9,675, ACAP Fencing Project- Murphy \$42,561, and the ACAP Ditty Farm- Gutter/ Stormwater Impro. \$ 7,331.4.

Motion to Approve: ACAP Gould Design Services \$9,675:

Bob Armstrong asked for approval of the ACAP Gould Design Services \$9,675.

A motion was made by Sharon Lverdure, seconded by Donna Foulk to approve the ACAP Gould Design Services \$9,675. Motion Carried.

Motion to Approve: ACAP Fencing Project- Murphy \$42,561:

Bob Armstrong asked for approval of the ACAP Fencing Project- Murphy \$42,561.

A motion was made by Roger McFadden, seconded by Brian Winot to approve the ACAP Fencing Project- Murphy \$42,561. Motion carried.

Motion to Approve: ACAP Ditty Farm- Gutter/ Stormwater Impro. \$ 7,331.4:

Bob Armstrong asked for approval of the ACAP Ditty Farm- Gutter/ Stormwater Impro. \$ 7,331.4.

A motion was made by Sharon Lverdure, seconded by Roger McFadden to approve the ACAP Ditty Farm- Gutter/ Stormwater Impro. \$ 7,331.4. Motion carried.

DGLVR:

John provided the DGLVR report in the board packet. He informed the board that the Smithfield project is ending. They requested a 30-day extension of their contract to July 1, 2026, to get everything finalized. Tunkhannock awarded their bid for their upcoming project and Chestnuthill is ready to go out to bid for their upcoming project.

Motion to approve: LVR - Smithfield Twp request for additional 30 days on contract to July 1, 2026:

Bob Armstrong asked for approval of the LVR - Smithfield Twp request for additional 30 days on contract to July 1, 2026.

A motion was made by Brian Winot, seconded by Sharon Laverdure to approve the LVR - Smithfield Twp request for additional 30 days on contract to July 1, 2026. Motion Carried.

District Managers Report:

Kristina Heaney provided a copy of the District Manager's report to the board. She reported that the April Department head meeting was held here at the Conservation District, we were the department of the month, and she gave a presentation to the department heads on who we are and what we do at the Conservation District. She has set up an all staff meeting for June 1, 2026, has a Dirty Dirt presentation coming up for the Southeast Regional Offices and recently sat in on the 2nd Chapter 102 Delegation group meeting. Discussion took place regarding the delegation group and a lengthy discussion regarding right-to-know requests. Kristine Bush mentioned that legislation is working on establishing some kind of rules and regulation to compensate for right to know requests and the time involved with it.

Motion to approve: Out of County Travel:

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

A motion was made by Craig Todd, seconded by Brian Winot to approve the Out of County Travel. Motion carried.

Motion to approve: Growing Greener Grant Change Order \$67,700:

Kristina provided details of the Growing Greener Grant Change Order for \$67,700.

Bob Armstrong asked for approval of the Growing Greener Grant Change Order \$67,700.

A motion was made by Sharon Laverdure, seconded by Roger McFadden to approve the Growing Greener Grant Change Order \$67,700. Motion carried.

Motion to approve: Capitalization Policy:

Kristina provided details of the proposed capitalization policy. She said this is standard practice and the auditor has been requesting this to be implemented.

Bob Armstrong asked for approval of the Capitalization Policy.

A motion was made by Brian Winot, seconded by Donna Foulk to approve of the Capitalization Policy. Motion carried.

Motion to approve: Hiring Summer Work Crew:

- i. **Gabriel Machala - Crew Leader**
- ii. **Micah Staples - Crew Member**
- iii. **Autumn Hessek - Crew Member**

Kristina provided details of each candidate for summer work crew members.

Bob asked for the approval of the Hiring Summer Work Crew: Gabriel Machala - Crew Leader, Micah Staples - Crew Member and Autumn Hessek - Crew Member.

A motion was made by Craig Todd, seconded by Roger McFadden to approve the Hiring Summer Work Crew Gabriel Machala - Crew Leader, Micah Staples - Crew Member and Autumn Hessek - Crew Member. Motion carried.

Motion to Approve: Draft APRIL 16, 2026 Work Session Minutes:

Bob Armstorng asked for the approval of the Draft APRIL 16, 2026, Work Session Minutes.

A motion was made by Brian Winot, seconded by Sharon Laverdure to approve the Draft APRIL 16, 2026, Work Session Minutes. Motion Carried.

Financial Report:

Samantha provided the financial report to the board in their packets. She provided a copy of the county reimbursement to the board.

Motion to Approve: Invoice Lists for May 20, 2026:

Samantha went over the invoice list with the board. Kristina discussed the HVAC installation start date and process.

Bob Armstrong requested approval of the Invoice Lists for May 20, 2026.

A motion was made by Roger McFadden, seconded by Donna Foulk, to approve the Invoice Lists for May 20, 2026. Motion carried.

Motion to Approve: Balance Sheet as of 4/30/26:

Bob Armstrong asked for approval of the Balance Sheet as of 4/30/26.

A motion was made by Roger McFadden, seconded by Brian Winot, to approve the Balance Sheet as of 4/30/26. Motion carried.

Motion to Approve: Voiding Invoice Balance: PMSD:

Bob Armstrong asked for approval of the Voiding Invoice Balance: PMSD.

A motion was made by Sharon Laverdure, seconded by Roger McFadden to approve the Voiding Invoice Balance: PMSD. Motion carried.

Cooperating Agency Reports:

DEP-No representative present.

NRCS- Jenn Matthews reports that they have begun to receive allocations and will have a report on numbers available next month.

DCNR- No representative present.

MCPC- Jeremie Schuster Reported they have finished up the water quality study and Julia is reviewing the data.

Legislators/Representatives-

Tarah Probst- Tarah mentioned various bills being passed in office along with the data centers bill were denied. Fort Hamilton has been found and put on the map in the area that the eagle's nest is. Fish and Wildlife is now communicating regarding the eagle's nest and location.

Kristine Bush representing Rosemary Brown- She reported hands free legislation going into effect starting in June 2026, a law is passing that will require AED to be present at all sporting events, and she mentioned she attended her son's school field trip here at kettle creek and how wonderful it was. Kristine mentioned she has books to donate to the district for the kids.

Public Comment:

Kristina gave a shoutout to Charles who received two letters of support and appreciation for the work he has been doing. Jim Vogt commented on the wonderful job Charles has done as the Watershed Specialist.

Bob Armstrong adjourned the meeting at 10:35am.

Respectfully submitted,



Julia Corr

Administrative Specialist II

**The next MCCD Board of Directors Meeting will be held on Thursday,
June 18, 2026, at 10:00 AM at the Monroe County Conservation District.**