



MONROE COUNTY CONSERVATION DISTRICT BOARD MEETING MINUTES
January 16, 2025

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

DISTRICT STAFF: Kristina Heaney, Roger Spotts, Carol Luthar, Mike Wilk, David Lucykanish, Charles Kelshaw, Jonathan Knauff and Samantha Benway.

COOPERATING AGENCIES: Janet Creegan-DEP, Paula Heeschen- BWA (via Zoom), Jim Vogt- Penn State Extension, Julia Sherer- MCPC (via Zoom), Kristine Bush on behalf of Sen. Rosemary Brown, David Parker, Commissioner.

Bob Armstrong called the meeting to order at 10:02 AM.

Public Comment:

None

Director Appointments:

Oath of Office: Sharon Laverdure and Craig Todd were sworn in as directors of MCCD Board.

Executive Session:

Bob Armstrong called an executive session at 10:05 AM to discuss the election of officers. The board members returned to the regular session at 10:08AM.

Election of Officers:

A motion was made by Sharon Laverdure, seconded by Roger McFadden, to approve Bob Armstrong as Chairperson. Motion carried.

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

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

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

Board Meeting Minutes:

Bob Armstrong asked for the approval of the December 12, 2024, Board Meeting Minutes.

A motion was made by Roger McFadden seconded by Sharon Laverdure to approve the December 12, 2024 Board Meeting Minutes. Motion carried.

EE Report:

The Environmental Education report was provided to the Board in their packet. Roger Spotts began with introducing the new Environmental Education Coordinator, Carol Luthar, to the board. Roger also took a moment to thank the board, the staff and the public present for the wonderful 41 years of service with him as his retirement approaches.

Regarding the monthly and 2024 yearly review, Roger advised that during the month of December, the staff was busy with the Kindergarten Bird Feeding program and the kick start of the Maple Sugaring season. To date, there are 140 tree sponsors for this season. In 2024, the building visitation number was the highest it have been in the past 9 years and the Private Group Programs has exponentially surpassed its previous years attendance totals. Roger and Carol expect to see these numbers continue to climb in 2025.

Tech Report:

The Technical report was provided to the board in their packet. David Lucykanish presented details of the monthly report. In December the Technical Staff completed eleven (11) General Permits and thirty-three (33) Site Inspections. There were six (6) Notice of Terminations received. Mike Wilk presented a review of the 2024 Technical report. He commended the Technical Staff for continuous improvement throughout the year increasing the number of site inspections, reports and reviews.

District Managers Report:

Kristina Heaney provided the District Manager’s report in the board packet. Kristina began the review of the report by thanking the Roger Spotts for his hard work and dedication during his 41 year long career. Kristina has been busy preparing the Quarterly and Year End reports and wanted to take a moment to recognize the hard work and effort put forth by all staff. She intends to focus on making a strong presence on behalf of the CD at meetings throughout the community this year to remind the county how beneficial partnering with the MCCD can be for all involved.

ACAP Project Amendment: Liberty Tree Ranch increase of \$2000 for completion of a Conservation Plan:

Bob Armstrong asked for approval of the ACAP Project Amendment: Liberty Tree Ranch increase of \$2000 for completion of a Conservation Plan.

A motion was made by Craig Todd, seconded by Roger McFadden to approve ACAP Project Amendment: Liberty Tree Ranch increase of \$2000 for completion of a Conservation Plan. Motion carried.

2024 Donations:

Bob Armstrong asked for approval of 2024 Donations.

A motion was made by Brian Winot, seconded by Sharon Laverdure to approve the 2024 Donations. Motion carried.

First Northern Bank: New Signers Added and a Signer Removed:

Bob Armstrong asked for approval of First Northern Bank: New Signers Added, Carol Luthar and Diana Flint, and a Signer Removed, Roger Spotts.

A motion was made by Roger McFadden, seconded by Brian Winot to approve First Northern Bank: New Signers Added, Carol Luthar and Diana Flint, and a Signer Removed, Roger Spotts. Motion carried.

Rehire Drew Wagner – Hydraulic Engineer:

Bob Armstrong asked for approval to Rehire Drew Wagner – Hydraulic Engineer.

A motion was made by Craig Todd, seconded by Brian Winot to approve the Rehire of Drew Wagner – Hydraulic Engineer. Board Member, Sharon Laverdure abstained from this vote as she serves on the Monroe County Salary Board as a County Commissioner.

Advertising for the staining and power washing of building:

Bob Armstrong asked for approval of Advertising for the staining and power washing of building.

A motion was made by Roger McFadden, seconded by Craig Todd to approve the Advertising for the staining and power washing of building.

2025 IRS Mileage Reimbursement Rate: \$0.70:

Bob Armstrong asked for approval of 2025 IRS Mileage Reimbursement Rate: \$0.70.

A motion was made by Brian Winot, seconded by Sharon Laverdure to approve the 2025 IRS Mileage Reimbursement Rate: \$0.70.

Charles Kelshaw – S.W.A.C. committee for Monroe County:

Bob Armstrong asked for approval of Charles Kelshaw – S.W.A.C. committee for Monroe County.

A motion was made by Sharon Laverdure, seconded by Brian Winot to approve Charles Kelshaw – S.W.A.C. committee for Monroe County.

Watershed Specialist/ AG Report:

The Watershed/ Ag report was provided to the board in their packet. Charles presented the report to the board, advising that during the month of December, he spent many hours completing DEP training and obtaining certifications for the CD. Since starting at M CCD in July 2024, Charles was able to secure over \$19,000.00 in grants. A highlight of the watershed program is the Delaware River being entered into a River of the Year contest. At the time of the board meeting, Monroe County-Delaware River was leading the competition. In honor of this, M CCD will be hosting a festival in the community for the public.

DGLVR:

The DGLVR report was provided to the board in their packet. Kristina presented a brief update to the board on behalf of John Motz. Kristina advised that John has been able to successfully wrap up the projects for 2024 and has began the preparations for the upcoming DGLVR Quality Assurance Board meeting in 2025. The DGLVR currently has 2 upcoming projects that John will be focusing on.

Work Session Minutes:

No Committee Meetings in December.

Financial Report:

Invoice Lists for January 16, 2025:

Bob Armstrong requested approval of the Invoice List for January 16, 2025.

A motion was made by Roger McFadden, seconded by Donna Foulk to approve the Invoice List for January 16, 2025. Motion carried.

Balance Sheet as of 12/31/2024:

Bob Armstrong asked for approval of the Balance Sheet as of December 31, 2024.

A motion was made by Roger McFadden, seconded by Donna Foulk to approve the Balance Sheet as of December 31, 2024. Motion carried.

Revised 2025 Budget:

Bob Armstrong asked for approval of the Revised 2025 Budget.

A motion was made by Roger McFadden, seconded by Brian Winot to approve the Revised 2025 Budget. Motion carried.

Cooperating Agency Reports:

DEP- A report was provided in the board packet for review. Janet Creegan reviewed the talking points in the packet and advised that in December, the DEP staff have been working on the upcoming leadership seminar. Janet also took a moment to thank Kristina Heaney and Iwona Connor for hosting the upcoming DEP Admin Roundtable that is being held by DEP.

NRCS- A report was provided in the board packet for review. Jennifer Matthews presented the report to the board members and stated that NRCS has spent a large focus in December on receiving and reviewing Act Now contract applications for Equip Funding. At the start of the new year, they will be partnering with the MCCD Ag program to coordinate a Farmers Breakfast for the community.

MCPC- A report was provided in the board packet for review. Julia Sherer spoke at the meeting on behalf of the Planning Commission. She provided two brief updates, stating that she and Charles Kelshaw completed the 2024 Water Quality Study which is public and

available on the MCCD and the Planning Commission websites. Julia also announced that the Planning Commission is extending the Hazard Mitigation Meeting to January 28, 2025.

Legislators- Kristine Bush, on behalf of Senator Rosemary Brown spoke at the meeting. She informed the board that although there are no new updates since the December board meeting, she wanted to extend an offer for the Senator to be utilized as a resource and contact for anything the District may need in 2025.

Commissioners:

County Commissioners, David Parker and Sharon Laverdure, informed the board of the upcoming America 250 PA – Monroe County celebration. Inviting all in attendance to join the community at the event celebrating our county and country and provide all with a brochure with details of the event.

Public Comment:

No comments

Bob Armstrong adjourned the meeting at 11:22AM.

Respectfully submitted,

Samantha Benway
Office Assistant Sr.

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