



MONROE COUNTY
CONSERVATION DISTRICT

Conserving Natural Resources for the Future

Technical Section Tel (570) 629-3060 • Environmental Education Tel (570) 629-3061
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MONROE COUNTY CONSERVATION DISTRICT BOARD MEETING MINUTES
August 21, 2025

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

DISTRICT STAFF: Kristina Heaney, Samantha Benway, Mike Wilk, Drew Wagner, Carol Luthar, John Motz, Charles Kelshaw, Jonathan Knauff, Geoff Ioannidis, and Lena Campisi.

COOPERATING AGENCIES: Deborah Basalyga – NRCS, Janet Creegan – DEP, Mike Mielnicki, Colton Dinges and Walt Gutzan – PFBC, Jim Vogt – MWS and Via Zoom Julia Scherer and Jeremie Schuster – MCPC, Paula Heeschen – BWA, and Tarah Probst and Jessica Delfino – PA State Representative

PUBLIC: Jim Vogt

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

Public Comment:

No Public Comment

Executive Session:

An Executive Session was held at 10:05am until 10:20am to discuss Personnel.

Board Meeting Minutes:

Bob Armstrong asked for the approval of the July 17, 2025, Board Meeting Minutes.

A motion was made by Sharon Laverdure seconded by Donna Foulk to approve the July 17, 2025, Board Meeting Minutes. Motion carried.

Environmental Education Report:

Carol Luthar provided the EE report to the board in their packet. Carol discussed the success of the summer programs and highlighted the hard work of the EE team.

Technical Report:

A copy of the technical report was provided to the board in their packets. Jonathan Knauff shared details of the tech report and commended the Technical for producing high numbers all around in the month of July.

Watershed Specialist/Ag Report:

Charles Kelshaw provided copies of the Watershed Specialist report and Ag report to the board in their packets. For the Watershed Program, Charles informed the board that he completed outreach and finalized the data submittal to DEP for the Water Quality Study. Charles stated that he was very active with the Ag Program in July doing outreach, tech assists, creating marketing materials and partnering with farmers involved in the program.

DGLVR:

John Motz informed the board that he has begun looking for new DGLVR projects and shared that the final QAQC report has been provided and will be emailed to the board for review after the meeting. John also welcomed the new PA Fish and Boat Commission team, announcing that CWO Mike Mielnicki has been added to the QAB.

District Managers Report:

Kristina Heaney provided a copy of the District Manager's report to the board in their packet. Kristina advised that July was spent working on the County budget, attending meetings and completing all purchasing and finance for the District.

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.

Recommendation to Hire: Finance Manager:

Bob Armstrong asked for approval of the recommendation to hire Samantha Benway as the Finance Manager.

A motion was made by Roger McFadden, seconded by Craig Todd to approve the recommendation to hire Samantha Benway as the Finance Manager. Motion Carried.

Advertising Administrative Specialist II:

Bob Armstrong asked for approval for the advertising for the Administrative Specialist II.

A motion was made by Craig Todd, seconded by Sharon Laverdure to approve the advertising for the Administrative Specialist II. Motion Carried.

Personnel Committee Recommendation for Hiring Administrative Specialist II:

Bob Armstrong asked for approval for the Personnel Committee Recommendation for Hiring Administrative Specialist II.

A motion was made by Roger McFadden, seconded by Donna Foulk to approve the Personnel Committee Recommendation for Hiring Administrative Specialist II. Motion carried.

MCCD Board Compliance Recommendation: Common Plan: MCCD Board recommends that MCCD staff comply with the guidance currently available in their published FAQ document.

Bob Armstrong asked for approval of the MCCD Board Compliance Recommendation: Common Plan.

A motion was made by Sharon Laverdure, seconded by Roger McFadden to approve the MCCD Board Compliance Recommendation: Common Plan. Motion carried.

Work Session Minutes:

Bob Armstrong asked for approval of the July 17, 2025 Work Session Minutes.

A motion was made by Donna Foulk, seconded by Roger McFadden to approve the July 17, 2025 Work Session Minutes. Motion carried.

Financial Report:

Invoice Lists for August 21, 2025:

Bob Armstrong requested approval of the Invoice List for August 21, 2025.

A motion was made by Roger McFadden, seconded by Craig Todd to approve the Invoice List for August 21, 2025. Motion carried.

Balance Sheet as of 07/31/2025:

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

A motion was made by Roger McFadden, seconded by Donna Foulk to approve the Balance Sheet as of July 31, 2025. Motion carried.

Cooperating Agency Reports:

DEP- Janet Creegan stated that the SPEED Permits have been launched as of August 18, 2025.

NRCS- Deb Basalyga advised that contracting has wrapped up for 2025 and construction is now in full swing.

MCPC- Julia Sherer advised the board that they had no updates at this time.

PAFB- Mike Mielnicki, Colton Dinges and Walt Gutzan introduced themselves to the board. They are the newest members of the PAFB and will be serving Monroe County.

State Rep. Tarah Probst- State Representative Tarah Probst and her assistant Jessica expressed concerns about the PennDOT I80 construction project.

Public Comment:

No Public Comment

Bob Armstrong adjourned the meeting at 11:26 AM.

Respectfully submitted,


Samantha Benway
Office Assistant Sr.

**The next MCCD Board of Directors Meeting will be held on Thursday,
September 18, 2025, at 10:00 AM at the Monroe County Conservation District.**