



MONROE COUNTY CONSERVATION DISTRICT BOARD MEETING MINUTES

August 13, 2026

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

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

COOPERATING AGENCIES: Michael Mielnicki – PA Fish and Boat Commission, Janet Creegan-
DEP, and Jeremie Schuster – Planning Commission

LEGISLATORS REPRESENTATIVES: Tarah Probst – State Representative, Kristine Bush –
Senator Rosemary Brown

PUBLIC: Jim Vogt and Jack Fosset

Bob Armstrong called the meeting to order at 10:03 AM.

Public Comment:

No Public Comment

Executive Session:

No Executive Session

Motion to approve: July 16, 2026 Board Meeting Minutes:

Bob Armstrong asked for the approval of the July 16, 2026, Board Meeting Minutes.

A motion was made by Brian Winot, seconded by Jason Smith, to approve the July 16, 2026, Board Meeting Minutes. Motion carried.

Environmental Education Report:

Carol provided the EE report to the board in the packet. Carol advised that July was a very busy month for the Education team. Summer camps were in full swing on-site and off-site. She gave kudos to the two interns who have been assisting the staff this summer. Carol also informed the board of the recent on-site

training that was held for the Educators by Rob Harvey from Kids Peace. The training focused on deescalation and elopement with children.

Technical Report:

Jonathan reviewed the Technical Report that was provided in the board packet. In the month of July, the Technical staff had two (2) Complete Applications, fifteen (15) Plan Reviews (between Initial Reviews and Follow Up Reviews), four (4) Individual Permits issued, and sixty-nine (69) total Inspections conducted. Jonathan advised that the total Inspections completed is a record number for the staff. The Technical team also participated in Conservation Camp. Jonathan and Charles completed electro-fishing and fly-fishing demonstrations. Geoff and Lena provided a Soils and Land Use presentation to the children. Mike led the canoeing river trip/overnight stay and Drew participated in the role play portion of the camper's experience.

Watershed Specialist:

Charles provided a copy of the Watershed report in the board packet. He advised that July was an active month for him. He has continued working on several long-term projects, the electro fishing program and the collaboration with Pocono Mountain School District to build the board walk in the bog. Charles attended several board meetings and public outreach events within the community. Most notable of the public events he attended was the Arrowhead Lakes Fishing Derby for Children.

DGLVR:

John provided the DGLVR report in the board packet. There are currently two active projects underway. John stated that both sites are mid-way to completion and anticipates project completion to be this fall. He passed around a photo of active construction at one of the sites to the Board members to see. John also informed the Board that he would be reaching out via email soon to discuss the new DGLVR policies that are currently under development by the State.

Ag Report:

Kristina informed the Board that the ACAP Murphy Farm fencing project is complete. The final project total was higher than the estimated project total therefore an adjustment in cost is required.

Motion to Approve: ACAP Project- Murphy Farm Amendment - \$10,830.80:

Bob Armstrong asked for approval of the ACAP Project – Murphy Farm Amendment of \$10,830.80.

A motion was made by Jason Smith, seconded by Sharon Laverdure to approve the ACAP Project – Murphy Farm Amendment of \$10,830.80. Motion carried.

District Managers Report:

Kristina Heaney provided a copy of the District Manager's report to the board. Kristina provided an update to the Board on the recent power and internet outages the building has experienced and the status of the repair process. During this conservation, Board Member, Jason Smith, suggested the District invest in a generator as a capital improvement project for 2027. Kristina advised that she would contact a contractor to discuss our options. A conversation was had about the newly adopted change to the legal ruling, Open Fields Doctrine, and how it directly impacts the Conservation District. Board Member, Craig Todd, requested that the District create a policy statement for the interim until the state issues direct guidance to the provision for Conservation Districts.

Motion to approve: Out of County Travel:

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

A motion was made by Roger McFadden, seconded by Donna Foulk, to approve the Out of County Travel. Motion carried.

Motion to Approve: Personnel Committees Recommendation to Hire Administrative Specialist II – Laura Carolina Botero:

Bob Armstrong asked for approval of the Personnel Committees recommendation to hire Administrative Specialist II – Laura Carolina Botero.

A motion was made by Craig Todd, seconded by Jason Smith to approve the Personnel Committees recommendation to hire Administrative Specialist II – Laura Carolina Botero. Motion carried.

Motion to Approve: Advertising on Penn Bid: Bathroom Renovation:

Bob Armstrong asked for approval of Advertising on Penn Bid for the Bathroom Renovation.

A motion was made by Brian Winot, seconded by Jason Smith to approve the Advertising on Penn Bid for the Bathroom Renovation. Motion carried.

Motion to Approve: FY 26/27 CDFAP Funding Allocation:

The motion was tabled until the September 2026 Board Meeting.

Motion to Approve: Mid-year IRS Mileage Rate Change \$0.76:

A copy of the new IRS mileage rate information was included in the board packet.

Bob Armstorng asked for the approval of the Mid-year IRS Mileage Rate Change of \$0.76.

A motion was made by Jason Smith, seconded by Roger McFadden to approve the Mid-year IRS Mileage Rate Change of \$0.76. Motion carried.

Work Session Minutes 7/16/26:

Executive Session was held – no minutes to approve.

Financial Report:

Samantha provided the financial report to the board in their packets.

Motion to Approve: Invoice Lists for August 19, 2026:

Samantha discussed items on the invoice list with the board.

Bob Armstrong requested approval of the Invoice Lists for August 19, 2026.

A motion was made by Roger McFadden, seconded by Donna Foulk, to approve the Invoice Lists for August 19, 2026. Motion carried.

Motion to Approve: Balance Sheet as of 7/31/26:

Bob Armstrong asked for approval of the Balance Sheet as of 7/31/26.

A motion was made by Roger McFadden, seconded by Jason Smith, to approve the Balance Sheet as of 7/31/26. Motion carried.

Cooperating Agency Reports:

DEP- Janet Creegan provided a copy of the Talking Points in the board packet. She also discussed three upcoming workshop events happening around the state that were not included in the Talking Points.

NRCS- No representative present.

DCNR- No representative present.

PA Fish & Boat – Michael Mielnicki shared in-depth details about the newly passed Open Fields Doctrine and what that means for the Game Commission and PA Fish and Boat Commission community.

MCPC- Jeremie Schuster advised that the Planning Commission is currently conducting their annual audit of the farms in Monroe County.

Legislators/Representatives- Kristine Bush spoke on behalf of Senator Rosemary Brown. Kristine shared several of the upcoming events the Senator will be hosting in August and September and advised

that the Route 33 concrete barrier project that the Senator has been heavily involved with is coming to a close and will be completed this fall.

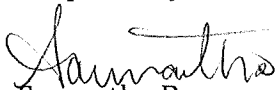
State Representative Tarah Probst shared details of resources she and her office use that could assist the District. She advised that her office regularly sends information about Solar Grants to Bob Gress and his team directly so if the Conservation District is searching for solar related grants, we can contact her team or Bob Gress for assistance. Tarah's office was also struck by the same storm surge that affected the Conservation District. She informed the Board that our office can connect with our electric provider to file a claim

Public Comment:

Jack Fosset informed the members of the Board that The Nature Conservancy turns 75 years old this year. He inquired if the Conservation District was planning to celebrate the anniversary in any way. Kristina suggested we recognize The Nature Conservancy at our annual Holiday Luncheon Board Meeting due to our long-term partnership with TNC.

Bob Armstrong adjourned the meeting at 11:15am.

Respectfully submitted,


Samantha Benway
Finance Manager



**The next MCCD Board of Directors Meeting will be held on Thursday,
September 17, 2026, at 10:00 AM at the Monroe County Conservation District.**

