MONROE COUNTY
CONSERVATION DISTRICT

Conserving Natural Resources for the Future

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MONROE COUNTY CONSERVATION DISTRICT BOARD MEETING MINUTES
July 16, 2026

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

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

COOPERATING AGENCIES: Janet Creegan-DEP & Jeremie Schuster – Planning Commission via zoom

LEGISLATORS REPRESENTATIVES: Jessica Delfinio via zoom-Tarah Probst Rep first half of meeting

PUBLIC: Jim Vogt

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

Public Comment: Jim Vogt announced his retirement as coordinator of Penn State Extension Master Watershed Stewards. He will still be active within the program and will be providing his replacements contact information.

Executive Session:

Executive session was called for personnel during the work session at 9:03am and ended at 10:00am.

Motion to approve: June 18, 2026 Board Meeting Minutes:

Bob Armstrong asked for the approval of the June 18, 2026, Board Meeting Minutes.

A motion was made by Jason Smith, seconded by Donna Foulk, to approve the June 18, 2026, Board Meeting Minutes. **Roll Call Vote: Ayes (5):** Bob, Donna, Jason, Roger, Sharon. **Nays: (1):** Craig abstained due to being absent from the June 18, 2026, board meeting. Motion carried.

Environmental Education Report:

Carol provided the EE report to the board in the packet. Carol reported that weekly bog walks and special walks are taking place and during a walk a visitor from New York discovered a new plant at the bog. Cleo the district corn snake has been out on program visits, Carol has bene meeting with tech staff regarding lesson planning, and the 1st week of summer day camps has concluded. She reported Conservation camp is coming up and last month she implemented the code Adam drill for missing child procedure.

<u>Technical Report:</u>

A copy of the technical report was provided to the board in their packets. Jonathan shared details of his report. Craig asked why there were many permits awaiting issuance from DEP. Mike, Drew and Kristina informed the board that Bob Jevin has left DEP and Pam Kania has taken over his role for time being which she being on vacation caused back log of Permit Issuance. They are all issued now and caught up.

<u>Watershed Specialist:</u>

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 he has been doing a lot of preparation for the remainder of the year; he has been meeting with surrounding District watershed specialists and watershed association brainstorming ways to get more volunteer attention from the public. He has been electrofishing, participating in public outreach events and attending bug day at Cherry Valley National Wildlife Refuge and North Pocono Cares. He reported he has been filling in with AG and going out on inspections of stream dry up complaints.

<u>Motion to Approve: River Conservation Plan of the Pohopoco Creek in partnership with the Aquashicola/Pohopoco Watershed Conservancy. Total CHP award $8,728.00:</u>

Charlie explained that this grant is to do a study on Pohopoco Creek to study bugs, chemicals and habitat.

Bob Armstrong asked for approval of River Conservation Plan of the Pohopoco Creek in partnership with the Aquashicola/Pohopoco Watershed Conservancy. Total CHP award $8,728.00.

A motion was made by Sharon Laverdure, seconded by Jason Smith to approve the River Conservation Plan of the Pohopoco Creek in partnership with the Aquashicola/Pohopoco Watershed Conservancy. Total CHP award $8,728.00. **Roll Call Vote: Ayes (6):** Bob, Donna, Jason, Roger, Sharon and Craig. Motion carried.

<u>Motion to Approve: River Conservation Plan of the Sambo Creek in partnership with Brodhead Watershed Association. Total CHP award $7,224.00:</u>

Charlie explained that this grant is to do a study on Sambo Creek to study bugs, chemicals and habitat.

Bob Armstrong asked for approval of River Conservation Plan of the Sambo Creek in partnership with Brodhead Watershed Association. Total CHP award $7,224.00.

A motion was made by Jason Smith, seconded by Sharon Laverdure to approve River Conservation Plan of the Sambo Creek in partnership with Brodhead Watershed Association. Total CHP award $7,224.00. **Roll Call Vote: Ayes (5):** Bob, Donna, Jason, Roger, Sharon. **Nays: (1):** Craig abstained due to being an active board member on BWA. Motion Carried.

Ag Report:

Kristina provided the AG report to the board. She reported that she would like to start interviewing candidates for the position starting July 30th. She will provide them with more details on the date and times for interviews.

Motion to Approve: Cranberry Creek Farm- Conservation Plan -$1295.25:

Kristina provided details of this motion to approve the Cranberry Creek Farm- Conservation Plan - $1295.25.

Bob Armstorng asked for approval of the Cranberry Creek Farm- Conservation Plan -$1295.25.

A motion was made by Jason Smith, seconded by Donna Foulk to approve the Cranberry Creek Farm- Conservation Plan -$1295.25. **Roll Call Vote: Ayes (6):** Bob, Donna, Jason, Roger, Sharon and Craig. Motion carried.

DGLVR:

John provided the DGLVR report in the board packet. John reported that Smithfield Township has wrapped up their project and it is now complete. He reported that him and Julia attended the admin training in Columbia County and he has been attending weekly webinars. He informed the board he will be sending out surveys that him and Lena have been working to put together. John informed the board of changes in funding and usage requirements. Discussion regarding the changes took place.

District Managers Report:

Kristina Heaney provided a copy of the District Manager's report to the board. She reported some of the potential changes to the delegation agreement that were discussed in the chapter 102 delegation work group. The draft delegation agreement will be public in August for review. Discussion took place regarding some of the potential changes. Discussion took place regarding the landscaping bids for the Dry Dam; county is funding that landscaping and FEMA will be providing funding to bring it up to code. Sharon asked about ordinance reviews for townships. Kristina explained that two townships have been asked to review their ordinances related to conservation practices. She informed her that sometimes the district will review and ordinance and give its input if it is related to conservation practices.

Motion to open the agenda:

Kristina made a recommendation to open the agenda for the advertisement of the Administrative Specialist II position.

Bob Armstrong asked for approval to open the agenda.

A motion was made by Jason Smith, seconded by Donna Foulk to approve opening the agenda. Roll Call **Vote: Ayes (6):** Bob, Donna, Jason, Roger, Sharon and Craig. Motion carried.

Motion to approve: Advertisement of the Administrative Specialist II position:

Bob Armstorng asked for approval of the Advertisement of the Administrative Specialist II position.

A motion was made by Roger McFadden, seconded by Donna Foulk to approve the Advertisement of the Administrative Specialist II position. **Vote: Ayes (6):** Bob, Donna, Jason, Roger, Sharon and Craig. Motion carried.

Motion to close the agenda:

Bob Armstrong asked for approval to close the agenda.

A motion was made by Jason Smith, seconded by Sharon Laverdure to approve closing the agenda. **Vote: Ayes (6):** Bob, Donna, Jason, Roger, Sharon and Craig. Motion carried.

Motion to approve: Out of County Travel:

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

A motion was made by Sharon Laverdure, seconded by Jason Smith to approve the Out of County Travel. **Roll Call Vote: Ayes (6):** Bob, Donna, Jason, Roger, Sharon and Craig. Motion carried.

Motion to Approve: Advertisement of Ag RCS:

Bob Armstrong asked for approval of the Advertisement of Ag RCS.

A motion was made by Jason Smith, seconded by Donna Foulk to approve the Advertisement of Ag RCS. **Roll Call Vote: Ayes (6):** Bob, Donna, Jason, Roger, Sharon and Craig. Motion carried.

Motion to Approve: Personnel Committees Recommendation to Hire Ag RCS:

Kristina explained that hiring of an AG RCS will fall in between July and August meetings, so she wants preapproval to hire who they choose.

Bob Armstrong asked for approval of the Personnel Committees Recommendation to Hire Ag RCS.

A motion was made by Donna Foulk, seconded by Jason Smith to approve the Personnel Committees Recommendation to Hire Ag RCS. **Roll Call Vote: Ayes (6):** Bob, Donna, Jason, Roger, Sharon and Craig. Motion carried.

Motion to Approve: FY 26/27 ACT Funding:

Kristina explained to the board that this is funding for the AG tech position.

Bob Armstorng asked for the approval of the FY 26/27 ACT Funding.

A motion was made by Jason Smith, seconded by Donna Foulk to approve the FY 26/27 ACT Funding. Roll **Call Vote: Ayes (6):** Bob, Donna, Jason, Roger, Sharon and Craig. Motion carried.

Motion to Approve: Work Session Minutes 6/18/26:

Bob Armstrong asked for approval of the Work Session Minutes 6/18/26.

A motion was made by Roger McFadden, seconded by Jason Smith to approve the Work Session Minutes 6/18/26. **Roll Call Vote: Ayes (5):** Bob, Donna, Jason, Roger, Sharon. **Nays: (1):** Craig abstained due to being absent from the June 18, 2026, board meeting. Motion carried.

Financial Report:

Samantha provided the financial report to the board in their packets. Kristina informed the board of the Brown farm payout on the invoice list. Samantha informed the board that herself and Kristina will be meeting soon to realign the budget and assure everything is on track.

Motion to Approve: Invoice Lists for July 18, 2026:

Samantha went over the invoice list with the board.

Bob Armstrong requested approval of the Invoice Lists for July 18, 2026.

A motion was made by Roger McFadden, seconded by Sharon Laverdure, to approve the Invoice Lists for July 18, 2026. **Roll Call Vote: Ayes (6):** Bob, Donna, Jason, Roger, Sharon and Craig. Motion carried.

Motion to Approve: Balance Sheet as of 6/30/26:

Bob Armstrong asked for approval of the Balance Sheet as of 6/30/26.

A motion was made by Roger McFadden, seconded by Sharon Laverdure, to approve the Balance Sheet as of 6/30/26. **Roll Call Vote: Ayes (6):** Bob, Donna, Jason, Roger, Sharon and Craig. Motion carried.

Cooperating Agency Reports:

DEP- Janet Creegan was present. Janet informed the board she now has 4 district board meetings all held the same day so she will be rotating being in person and via zoom. She informed the board that contract renewal dates are coming up, CDFAP worksheet is due August 30th, and there will be an all AG and ACAP conference being held in September in Indiana County. There are also Watershed annual training courses coming up as well as addition AG training courses. She reminded managers to complete the attachment B forms with all staffing updates.

NRCS- No representative present.

DCNR- No representative present.

MCPC- Jeremie Schuster was present via zoom. He had nothing to report.

Legislators/Representatives- No representative present at the end of the meeting.

Public Comment:

Discussion took place regarding the pond. Garden club has finished putting in the plants. Kristina informed the board she has received the draft plans for the bathroom remodel, and she will be reviewing them.

Bob Armstrong adjourned the meeting at 11:06am.

Respectfully submitted,

Julia Corr

Julia Corr
Administrative Specialist II

The next MCCD Board of Directors Meeting will be held on Thursday, August 20, 2026, at 10:00 AM at the Monroe County Conservation District.

Monroe County Conservation District
Board Meeting Vote Abstention

Board Member Name: Craig Todd

Board Meeting Date: July 16, 2026

In order to comply with Section 1103(j) of the Public Official and Employee Ethics Act, I wish to publicly announce at today's meeting my abstention from voting on:

Motion: River Conservation Plan of the Sambo Creek in Partnership with Brodhead Watershed Association. Total CHP award $ 7,224.00

Reason for Abstention: Active Board member of BWA

Board Member Signature:

Monroe County Conservation District
Board Meeting Vote Abstention

Board Member Name: Craig Todd

Board Meeting Date: July 16, 2026

In order to comply with Section 1103(j) of the Public Official and Employee Ethics Act, I wish to publicly announce at today's meeting my abstention from voting on:

Motion: Work Session Minutes 6/18/2026

Reason for Abstention: Not Present at June Meeting

Board Member Signature:

Monroe County Conservation District
Board Meeting Vote Abstention

Board Member Name: Craig Todd

Board Meeting Date: July 16, 2026

Motion: June 18, 2026 Board Meeting Minutes

Reason for Abstention: Not Present at June Meeting

Board Member Signature: