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**MONROE COUNTY CONSERVATION DISTRICT BOARD MEETING MINUTES**  
**December 11, 2025**

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

**DISTRICT STAFF:** Kristina Heaney, Samantha Benway, Julia Corr, John Motz, Charles  
Kelshaw, Jonathan Knuaff, Geoffrey Ioannidis, Mike Wilk, Angelena Campisi,  
Carol Luthar, Colleen Lindon, Diana Flint, Brittney Coleman, Aaron Miller, and  
Delaney Henasey

**COUNTY COMMISSIONERS:** David Parker and Bob Gress

**COOPERATING AGENCIES:** Ian Foster, Christine Wilkins, Ed Cramer and Leslie Berger-KCEF,  
Janet Creegan – DEP, Matthew Williams-PGC, Jenn Matthews and Deb  
Basalyyyga- NRCS, Robert Angst, Michael Mielnicki and Zach Rudd-PFBC, Austin  
Noguera-DCNR

**LEGISLATORS REPRESENTATIVES:** Kristine Bush-Senator Brown, Jessica Smith- Tarah  
Probst

**PUBLIC:** Jim Vogt

Bob Armstrong called the meeting to order at 10:33 AM.

**Public Comment:** No Public Comment.

**Executive Session:**

No executive session.

**Board Meeting Minutes:**

Bob Armstrong asked for the approval of the November 20, 2025, Board Meeting Minutes.

A motion was made by Roger McFadden, seconded by Brian Winot, to approve November 20, 2025,  
Board Meeting Minutes. Motion carried.

**Environmental Education Report:**

Carol Luthar provided the EE report to the board in their packet. Carol advised that field trips, education programs and owl lessons have been taking place. She advised the board that the staff has been preparing for maple sugaring. Carol advised that some of the EE Staff attended the North American Association conference.

**Technical Report:**

A copy of the technical report was provided to the board in their packets. Jonathan Knauff shared details of the tech report. There were no questions on the report.

**Watershed Specialist/Ag Report:**

A copy of the Watershed Specialist report and Ag report was provided to the board in their packets. Charles shared details of the Watershed/AG Report. Charles reported on the electrofishing event that took place and the native fish that was found. Charles discussed visiting potential 2026 projects. He informed them that he attended a flood management class to obtain a FEMA Certification. Discussion took place regarding the incoming Ag staff member.

**ACAP Project: Andrews Farm Agricultural Conservation plan:**

Documents were not ready. Motion was tabled until January meeting.

**TCTCWA Shipping Address Agreement:**

Charles and Kristina elaborated on the content of the Shipping Address Agreement.

Bob Armstrong asked for approval of the TCTCWA Shipping Address Agreement.

A motion was made by Craig Todd, seconded by Jason Smith, to approve the TCTCWA Shipping Address Agreement. Motion Carried.

**DGLVR:**

A copy of the DGLVR report was provided to the board in their packets. John Motz discussed the funding and policy changes for 2026. He discussed the Chestnuthill project closing out. Leftover funding left in LVR. Discussed Tobyhanna and Tunkhannock Townships potential upcoming projects. John advised that 11 municipalities are eligible to participate in the DGLVR program. Bob asked John to work on getting the DGLVR form changed to an electronic version.

**Chestnuthill Twp. For the Rosebay Rd Project: 1. DG- \$21,399.46:**

Bob Armstrong asked for approval of the Chestnuthill Twp. For the Rosebay Rd Project: 1. DG- \$21,399.46.

A motion was made by Sharon Laverdure, seconded by Roger McFadden, to approve the Chestnuthill Twp. For the Rosebay Rd Project: 1. DG- \$21,399.46.

**Chestnuthill Twp. For the Rosebay Rd Project: 2. LVR- \$21,399.46:**

Bob Armstrong asked for approval of the Chestnuthill Twp. For the Rosebay Rd Project: 2. LVR- \$21,399.46.

A motion was made by Roger McFadden, seconded by Brian Winot, to approve Chestnuthill Twp. For the Rosebay Rd Project: 2. LVR- \$21,399.46.

**District Managers Report:**

Kristina Heaney provided a copy of the District Manager's report to the board in their packet. Kristina shared details of the report. She discussed the Brown Farm application for the Gowing Greener Grant. She discussed the approval for the new EIT position and Ag position. Some discussion took place regarding remodel/expansion potential. A discussion took place regarding three active enforcements to take place. Kristina informed the board of the snow removal situation and that a new contract will be provided at the January meeting.

**Out of County Travel:**

Event was canceled. Motion was tabled.

**PACD Recognition Awards:**

Bob Armstrong gave a recognition speech and handed out awards to staff members. The Following staff members received these awards: Diana Flint-5 Years of service, Delaney Henasey-5 Years of service, Brittney Coleman-11 Years of service, Michael Wilk-11 Years of service, Kristina Heaney-13 Years of service, Drew Wagner-16 Years of service, and John Motz-25 Years of service.

**Financial Report:**

Samantha provided the financial report in the board packets. She discussed the financial reports and elaborated about the invoice for the security cameras.

**Invoice Lists for December 10, 2025:**

Bob Armstrong requested approval of the Invoice List for December 10, 2025.

A motion was made by Brian Winot, seconded by Sharon Laverdure, to approve the Invoice List for December 10, 2025. Motion carried.

**Balance Sheet as of 11/30/2025:**

Bob Armstrong asked for approval of the Balance Sheet as of November 30, 2025.

A motion was made by Roger McFadden, seconded by Jason Smith, to approve the Balance Sheet as of November 30, 2025. Motion carried.

**Cooperating Agency Reports:**

**DEP-** Janet Creegan informed the board that audits are due December 31<sup>st</sup> and two webinars are taking place on this upcoming Tuesday, December 16, 2025.

**NRCS-** Jenn Matthews informed the board they are back in the office and catching up with things. Their application deadline has been extended to January 15, 2026.

**PFBC-** Zach Rudd reported they are back at work and that they now have four officers serving the Monroe County area.

**DCNR-** Austin Noguera reported they are getting ready for the snowmobile season, and they recently did a tree planting event in spots throughout East Stroudsburg. He reported they recently had their grand opening of their new office and now have a meeting space available. Austin also mentioned they have a private landowner assistant program available.

**PA Game Commission-** Matt Williams reported that the public access roads are open. They have been actively maintaining the game lands. On behalf of the Game Commission, they are grateful for the work completed at Sand Spring Run and the Rosebay Road project in Chestnuthill.

**Senator Rosemary Brown:** Kristine Bush reported that the state enacted the 2025/2026 budget. Their office is monitoring the data center developments especially in Lackawanna County. She reported that the Susquehanna and Delaware Basin are hosting an upcoming meeting that she plans to attend.

**Public Comment:**

No public comment.

**Bob Armstrong adjourned the meeting at 11:17am.**

Respectfully submitted,



Julia Corr  
Administrative Specialist II

**The next MCCD Board of Directors Meeting will be held on Thursday,  
January 15th, 2025, at 10:00 AM at the Monroe County Conservation District.**