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MONROE COUNTY CONSERVATION DISTRICT BOARD MEETING MINUTES
June 18, 2026

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

DISTRICT STAFF: Kristina Heaney, Samantha Benway, Julia Corr, Charles Kelshaw, Jonathan Knuaff, Mike Wilk, Adrian Kalinowski, and Carol Luthar. Drew Wagner via zoom.

COOPERATING AGENCIES: Jenn Matthews– NRCS, Janet Creegan-DEP via zoom. Jay Grobelny – Riley and Company, Inc.

LEGISLATORS REPRESENTATIVES: Tarah Probst via zoom first half, Jessica Delfinio via zoom-Tarah Probst Rep second half.

PUBLIC: Jim Vogt, Carolyn Lange, Dean Neely, Sue.

Bob Armstrong called the meeting to order at 10:07 AM.

Public Comment: No Public Comment.

Executive Session:

Executive session was called for personnel during the work session at 9:48am and ended at 10:03am.

Motion to approve: Board Meeting Minutes:

Bob Armstrong asked for the approval of the May 21, 2026, Board Meeting Minutes.

A motion was made by Brian Winot, seconded by Roger McFadden, to approve the May 21, 2026, Board Meeting Minutes. Motion carried.

Motion to Approve: 2025 Audit Report:

Jay Grobelny attended the work session prior to the board meeting to discuss the 2025 Audit Report. He then gave a summary at the meeting.

Bob Armstorng asked for the approval of the 2025 Audit Report.

A motion was made by Roger McFadden, seconded by Jason Smith to approve the 2025 Audit Report. Motion Carried.

Environmental Education Report:

Carol provided the EE report to the board in the packet. Carol reported the number of guests for the month of May, bog walks and summer programs have begun, school field trips have now ended, and summer and day camps have started. She has been working to update all summer camp programs and reported that we now have the three-summer work crew, two interns, and two camp counselors on staff for the summer. Sharon asked about the Cares Group that was in the building, Carol reported they come about once a month to help out around the building/property clearing trails and she would like to put together a list of other tasks that they can work on when they come to visit and help out.

Technical Report:

A copy of the technical report was provided to the board in their packets. Jonathan shared details of his report. He reported that he helped Charles with the water quality study and that Carol hosted a Code Adam Drill for all the staff. Bob asked questions about two inspections in the report. Discussion took place regarding those sites.

Watershed Specialist:

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 that he has finished up the water quality study with the Monroe County Planning Commission and has performed a study of his own along with Jonathan. He announced that he applied and is receiving two grants one to study the Sambo Creek and one to Study the Pohopoco Creek, both grants will be on the July meeting agenda. He has been helping Adrian with AG public outreach; he discussed the electrofishing event that took place after last month's board meeting and informed the board that he has been working with Trout Unlimited with unassessed streams this week.

Charles announced that Carolyn Lange is the most recent Master Watershed Steward being recognized for over 1,000 hours of volunteer work protecting Monroe County waters. She received her name on the district MWS plaque. She also received a certificate from the county commissioners at their last meeting.

Motion to Approve: MWS 1000 hours: Carolyn Lange:

The district presented Carolyn Lange with the title of "Master Watershed Steward" for reaching over 1,000 hours of volunteer service within Monroe County, working to improve the health of the streams, rivers, and other natural resources.

Bob Armstrong asked for approval of MWS 1000 hours: Carolyn Lange.

A motion was made by Sharon Laverdure, seconded by Roger McFadden to approve the MWS 1000 hours: Carolyn Lange. Motion carried.

Ag Report:

Adrian provided the AG report in the board packets. Adrian reported that the Ditty Farm project is now complete and waiting on sign off from ACAP, the Brown Farm is in process, and he responded to one complaint this month which resulted in establishing a manure management plan. He has been receiving more reach out regarding the ACAP program. The board asked questions regarding the access road at Brown Farm. Adrian reported he is doing multiple inspections at the Brown Farm a week.

DGLVR:

John provided the DGLVR report in the board packet.

Motion to Approve: LVR-Middle Smithfield Township Randall Joel Delaware Project $9,710.78

Kristina explained this motion is to approve the final payment for the project mentioned in the amount of $9,710.78.

Bob Armstorng asked for the approval of the LVR-Middle Smithfield Township Randall Joel Delaware Project $9,710.78.

A motion was made by Roger McFadden, seconded Jason Smith to approve the LVR-Middle Smithfield Township Randall Joel Delaware Project $9,710.78. Motion carried.

District Managers Report:

Kristina Heaney provided a copy of the District Manager's report to the board. She reported that DEP has reached out to the district asking for inspectors to get footage for their new visual site inspectors training videos. Carol and herself have been working to put together camp counselor training for incoming counselors. Kristina reported she completed her dirty dirt presentation for the Philadelphia authority and Southeast Regional Offices. Discussion took place regarding the dry dam inspection her; Barrett and Aaron did to assess what work needs to be done there. She reported that there is a lot to do out there and is looking for quotes to have a landscaper come out to do it. Discussion took place regarding the dry dam itself.

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 Jason Smith to approve the Out of County Travel. Motion carried.

Motion to Approve: Watershed Specialist FY 26/27 Agreement Renewal:

Kristina provided details of the Watershed Specialist FY 26/27 Agreement Renewal.

Bob Armstrong asked for approval of the Watershed Specialist FY 26/27 Agreement Renewal.

A motion was made by Brian Winot, seconded by Jason Smith to approve the Watershed Specialist FY 26/27 Agreement Renewal. Motion carried.

Motion to Approve: Construction Stormwater SCM Video Project Proposal:

Kristina provided details of the Construction Stormwater SCM Video Project Proposal. DEP requested MCCD to collect video footage for training purposes.

Bob Armstrong asked for approval of the Construction Stormwater SCM Video Project Proposal.

Bob asked each member of the board if they approved. All members present approved. Motion carried.

Motion to Approve: Fee Schedule Revision to address accounting redundancy:

Kristina explained to the board the issue with repeating fee amounts for three scenarios causing confusion for finance department. The board would like her to reduce the 1-4.99-acre fee to $2,900 instead of increasing that fee and they are fine with her other proposed changes.

Bob Armstorng asked for the approval of the Fee Schedule Revision to address accounting redundancy.

A motion was made by Sharon Laverdure, seconded by Brian Winot to approve the Fee Schedule Revision to address accounting redundancy with the recommendation to reduce the 1-4.99-acre fee to $2,900. Motion Carried.

Motion: Request for a Letter of Support for NPS Battlefield Protection preservation planning grant for Fort Hamilton:

Kristina explained the Request for a Letter of Support for NPS Battlefield Protection preservation planning grant for Fort Hamilton to the board.

Bob Armstrong asked for approval of the Request for a Letter of Support for NPS Battlefield Protection preservation planning grant for Fort Hamilton.

A motion was made by Roger McFadden, seconded by Jason Smith to approve the Request for a Letter of Support for NPS Battlefield Protection preservation planning grant for Fort Hamilton. Motion Carried.

Financial Report:

Samantha provided the financial report to the board in their packets. She discussed invoices on the list including the bus payment that will be getting reimbursed to the district.

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

Samantha went over the invoice list with the board. Discussion took place about when the stream gage payment is due and what funds have been raised for the stream gage.

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

A motion was made by Roger McFadden, seconded by Donna Foulk, to approve the Invoice Lists for June 18, 2026. Motion carried.

Motion to Approve: Balance Sheet as of 5/31/26:

Bob Armstrong asked for approval of the Balance Sheet as of 5/31/26.

A motion was made by Roger McFadden, seconded by Brian Winot, to approve the Balance Sheet as of 5/31/26. Motion carried.

Cooperating Agency Reports:

DEP- Janet Creegan was present via zoom. She reported that she is now the only person covering the Northeast region right now, Bob Jevin has now left for another position so direct all correspondence to Pam Kania now and include Janet if needed. Janet thanked Kristina for a great dirty dirt presentation for the Southeast Region. She informed everyone that growing greener applications close on June 22nd , there are a few upcoming trainings so be on the look out for those and make sure to update all staff into the Kees program.

NRCS- Jenn Matthews reports that they have been busy spending time going around to each active construction site and next month they should have allocation numbers.

DCNR- No representative present.

MCPC- No representative present.

Legislators/Representatives-

Jessica Delfino via zoom representing Tarah Probst- Jessica informed that Tarah has filed two appeals against the I-80 expansion project for Chapter 102 and 105. She has also filed an appeal against the Sunny Brook Mitigation Bank and informed everyone of what that project is and the issues.

Public Comment:

No public comment.

Bob Armstrong adjourned the meeting at 11:13am.

Respectfully submitted,

Julia Corr
Administrative Specialist II

The next MCCD Board of Directors Meeting will be held on Thursday, July 16, 2026, at 10:00 AM at the Monroe County Conservation District.