



**MONROE COUNTY CONSERVATION DISTRICT BOARD MEETING MINUTES  
May 18, 2023**

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

**DISTRICT STAFF:** Kristina Heaney, Lori Kerrigan, John Motz, Drew Wagner, David Lucykanish, OC Hearthstone, Alesia Gallo, Barbara Bistras, and Iwona O'Connor.

**COOPERATING AGENCIES:** Janet Creegan-DEP, Julia Sherer- MCPC, Matt Deitrich-PFBC, Alec DeLong- PFBC, Jay Grobelny- Riley and Company Inc., Greg Christine-Monroe County, and Deborah Basalyga-FPAC-NRCS, PA.

**PUBLIC:** Kristine Bush- District Director to Senator Rosemary Brown, Brooks Hanna, Rodney Stark, Chris Tosh, and Leslie Berger.

Bob Armstrong called the meeting to order at 9:58 AM.

**Public Comment:** None

**Board Meeting Minutes:** Bob Armstrong asked for the approval of April 20, 2023, Board Meeting Minutes.

A motion was made by Sharon Laverdure, seconded by Roger McFadden to approve April 20, 2023, Board Meeting Minutes.

**Recognition Award:**

**Kettle Creek 2022 Conservation Educator of the Year Award.**

Alesia Gallo introduced herself as one of the Educators at Monroe County Conservation District's Kettle Creek Environmental Education Center. She continued to explain that Kettle Creek provides year-round environmental education programs for people of all ages. The staff visits all school districts in Monroe County providing an array of programs that tie in with their curriculums. Given the opportunity to work with a group of fabulous teachers, the district reviews their nominations and applications for recognition of outstanding

efforts in conservation and/or environmental education. This year, the Conservation District Board of Directors chose 4<sup>th</sup> grade East Stroudsburg Elementary teacher Christopher Tosh as Conservation Educator of the Year. One of his greatest achievements was participation in Trout Unlimited's Trout in the Classroom program. His students were given Trout's eggs to raise until they were ready to be released. During that time students learned about adaptation, food chains, and watersheds.

Alesia Gallo congratulated Christopher Tosh and presented his 2022 Conservation Educator of the Year Award.

**2022 Audit Report:** Monroe County Conservation District Financial Statements as at December 31, 2022, and 2021 were provided to the board in their packet.

Jay Grobelny of Riley and Company Inc. explained the audit and the financial position of MCCD as at December 31, 2022, and 2021, and the changes in its cash flow for these years. The accrual basis of accounting was used to prepare the statements. The revenues were recognized in the period in which they were earned, and the expenses when they were incurred. Mr. Grobelny reported that at the end of 2022 MCCD had revenue of \$1,500,000. The value of environmental programs and grants increased significantly from 2021, in tandem with the Growing Greener Grant exceeding \$600,000. The district's operating expenses were at \$2,500,000 which resulted in a \$980,000 loss from operations. Mr. Grobelny continued clarifying that in 2022 non-operating revenue of interest income increased notably to over \$40,000, adding to a \$1,200,000 of total non-operating revenue with a \$36,000 net increase in cash equivalents. The MCCD liabilities totaled \$1,100,000, but fixed assets were near \$680,000. In 2022 staff salaries and benefits paid by Monroe County reached \$1,300,000 with \$550,000 reimbursements. Mr. Grobelny communicated that two (2) material weaknesses were disclosed during the audit of the basic financial statements: 1) A contractor payment for Growing Greener Grant project costs that were incurred in 2022 but not paid until 2023 were not properly accrued at year-end. 2) During 2022 errors were made when recording certain transactions relating to the Growing Greener Grant as well as the Dirt and Gravel and Low Volume Road program. No significant deficiencies were noted and no instances of noncompliance material were disclosed. As a closing remark, Mr. Grobelny credited Barbara for her hard work, adding that the government rules and regulations are not easy to learn.

Bob Armstrong asked for the approval of 2022 Audit Report.

A motion was made by Sharon Laverdure, seconded by Roger McFadden to approve 2022 Audit Report.

**EE Report:** The report was provided to the board in their packet. Kristina Heaney advised the board that the information and registration for all summer camps are available. Several

camps are almost filled. The High School Envirothon was won by Pleasant Valley and the Jr. Envirothon will take place on May 15 and 16.

Bob Armstrong asked for the approval of the Summer Work Crew Hire.

A motion was made by Craig Todd, seconded by Jason Smith to hire Ramraj Jitlall, Kara Dougher, and Julian Bedoya for the Summer Work Crew.

**Tech Report:** Lori Kerrigan provided the technical report in the board packet. She welcomed Osa C Hearthstone as a new Resource Conservation Specialist to the district. Lori disclosed that in the month of April, there were almost three hundred (300) correspondences, nine (9) new applications received, one (1) record of the decision submitted to the DEP, one (1) notice of termination acknowledged, and one (1) general permit issued. Twenty (20) sites were inspected, including sixteen (16) complaints resulting in three (3) notices of violation and three (3) sites referred to DEP. Lori indicated that technical staff assisted with Envirothon and hosted the annual NPDES workshop at the Northampton Community College. Hundred and seventy (170) engineers attended the seminar featuring The Monroe County Return on Environment Study's speaker.

Craig Todd asked if the link to the workshop recordings is available on the MCCD website. Kristina answered that the videos will be uploaded in a little while. He also asked if the district received any correspondence since the WPAC meeting. He was informed that there were no questions or communications.

**DGLVR:** John Motz presented the DGLVR program agreement renewal valid until June 2028. He indicated that there were no changes in the formulas and only minor alterations.

Bob Armstrong asked for the approval of DGLVR 5 year program agreement renewal.

A motion was made by Brian Winot, seconded by Roger McFadden to approve DGLVR 5 year program agreement renewal.

**District Managers Report:** Kristina Heaney provided her report in the board packet. She informed the board that last month she was busy planning building improvements. The roof replacement is scheduled for the end of the month and should be completed in only five (5) business days- the roof abutment will take approximately 2 weeks. Kristina is also obtaining bids for deck replacements and a new VOIP phone system which is essential as the district office's current provider's coverage ceases within one (1) year.

**Out of County Travel:**

Bob Armstrong asked for approval of Out of County Travel.

A motion was made by Brian Winot, seconded by Sharon Laverdure, to approve Out Of County travel.

**Work Session Reports:**

Bob Armstrong asked for approval of the 4/20/23 Work Session Minutes.

A motion was made by Craig Todd, seconded by Roger McFadden, to approve the 4/20/23 Work Session Minutes.

**Financial Report:**

**Invoice Lists for May 17, 2023:**

Bob Armstrong requested approval for the May 17, 2023 invoice list.

A motion was made by Craig Todd, seconded by Roger McFadden to approve the invoice list for May 17, 2023.

**Balance Sheet as of 4/30/2023:**

Bob Armstrong asked for approval of the Balance Sheet as of 4/30/23.

A motion was made by Roger McFadden, seconded by Jason Smith, to approve the Balance Sheet as of 4/30/2023.

**Cooperating Agency Reports:**

**PA Fish and Boat Commission-** Alec Delong reported that the boating season kicks off next week. The commission is also hosting a safe boating class in Lake Harmony's Fire House. Upon completion, the participants will receive a boating license to operate vessels over 25 HP. Alec added that this year's Bass fishing season opens on June 10.

**NRCS-** Deborah Basalyga provided the NRCS report in the board packet. She reported that the agency is busy preparing June's contracts.

**DEP-Janet Creegan** provided the DEP report in the board packet. Janet thanked the District for inviting her to the Enviroton and the Sand Spring Run's tree planting event. Janet announced that the Growing Greener Grants applications are still open. She reminded the board of a number of training opportunities in June including a conservation district law webinar.

**MCPC- Julia Sherer** had nothing to report.

**Senator Brow's Representative- Kristine Bush** reported that they are now located in Scotrun's office. She added that June is a budget and new legislation season is the Senate.

**Public Comment:**

None

**Recognition Award:**

**Kettle Creek 30 Years of Dedication to Conservation Education award**

Robert Armstrong presented the 30 Years of Dedication to Conservation Education award to John Woodling. Craig Todd added that he had the honor of working with John Woodling directly and that John played a pivotal role as the Kettle Creek Director. He recognized his involvement in Act 167 and the Monroe 2020. Craig declared that John's legacy will last forever. Mr. Woodling thanked all for the recognition and included Pat Kalpin, the first conservation district manager, in this honor.

**Bob Armstrong adjourned the meeting at 10:59 AM.**

Respectfully submitted,



Iwona O'Connor  
Office Assistant Sr.

**The next MCCD Board of Directors Meeting will be held on Thursday,  
June 15, 2023, at 10:00 AM at the Monroe County Conservation District.**