



## MONROE COUNTY CONSERVATION DISTRICT BOARD MEETING MINUTES

April 15, 2021

**MEMBERS PRESENT:** Pat Ross, Sharon Laverdure, Roger McFadden, Bob Armstrong and Craig Todd

**DISTRICT STAFF:** Kristina Heaney, Clara Stalter, Lori Kerrigan, Barbara Bistras, Roger Spotts, Annie Polkowski, Alex Dutt, Drew Wagner, Steven Baade and John Motz

**ASSOCIATE DIRECTORS:** Brian Winot, John Lyman and Edith Stevens

**COOPERATING AGENCIES:** Jennifer Matthews, Ryan Hill, Paul Grella and Carl DeLuca

**PUBLIC:** Paula Heeschen, Leslie Berger, Jack Fosett and Jay Grobelny

Pat Ross called the meeting to order at 8:00 am.

Roll call for the board was taken and all board members listed above were in attendance.

**Public comment:** none

Bob Brown from RGB Builders was unable to attend today's meeting, but Carl DeLuca, PA DEP, had a chance to speak with him regarding NPDES permits and all parties were fine with the conversation and the end result. FAQ that pertained to NPDES Common Plan of Development or Sale related to construction activity for builders was in question. An increase in the demand for single family residential lot construction has caused an uptick in Common plan violations (requiring permits) and some permits that have expired need to be started up again. Some concern from larger builders was that they would be required to get a permit when a smaller developer would fall under the acre and not be required since they did not purchase multiple developable lots within a subdivision. Carl & Kristina Heaney (MCCD) clarified that all developers are held to the same standards and if comprehensive disturbance is over 1 acre, a permit is required.

**Audit Report:** Jay Grobelny from Riley and Company performed the annual audit and reviewed the financial statement. 2020 financial statements are unqualified and clean per the independent auditor's report. Balance sheets, assets, liabilities, operating revenue and expenses were reviewed. Cash at year end was \$1.7million. The restricted portion is from DGLVR and the Clean Water Fund. Prepaid rent for the MCCD building – there was a change in government accounting in 2018. In 1990, the Conservation District signed a 99 year lease with the county for the building. In 1998, expansions were done on the building and as part of the lease agreement, the Conservation District had to pay off the mortgages for both projects and contribute to capital contributions. \$1.3 million will be paid by the Conservation

District over the life of the lease from now until 2089. This is \$13,000 per year in rental expense until the amount is down to zero. At the end of 2020, the rent balance is \$950,000. Fixed assets are \$630,000 and 2020 liabilities are for staff reimbursements that were paid in 2021. Unrestricted revenue is for DGLR and the total net position is \$2.5 million. The operating revenue is \$660,000 and has decreased because of lack of educational programs due to COVID-19. The net cash used was \$100,000. There was an increase in cash in 2020 totaling \$226,000. Jay thanked Barbara Bistras for her hard work in completing the audit without errors. Pat asked for a motion to approve the 2020 Audit Report as presented by Jay. Roger McFadden accepted and Bob Armstrong seconded the motion. Motion carried.

**Board Meeting Minutes:** Pat Ross asked for approval of the March 18, 2021 board meeting minutes. Kristina stated that there was a request to update the list of attendees as Edith Stevens name was omitted from the March 18, 2021 board meeting. Sharon Laverdure accepted the March meeting minutes with the updated list of attendees and Roger McFadden seconded the motion. Motion carried.

**Technical Report:**

For Chapter 102/NPDES, the team fielded 115 telephone calls, had 77 meetings and sent 287 general correspondence emails. Issued 1 Individual NPDES permit and 3 minor modifications. Conducted 17 pre application meetings and held 5 pre-construction meetings. For Chapter 105, the team fielded 35 telephone calls, had 7 meetings and sent 47 general correspondence emails to applicants. The team had several meetings for ACT 167 and another one scheduled for today. Dirt and Gravel conducted 3 inspections. The water quality study went well and was completed yesterday by Annie Polkowski and Steven Baade. Three sites were sampled. The Contractor Workshop was conducted via Zoom by Steven Baade and Pike County as a team effort. It was successful and was well received by the audience. The team is looking to offer more in-person sessions in the near future. The NPDES Workshop is being held on May 7, 2021 via Zoom. Registration is still open and payment can be made through MuniPAY. A reminder email will be sent. Pat asked about #6 on the on-site inspection report – Kristina answered that the application was submitted for under an acre and did not require an NPDES permit but it was determined the lot was close to the acre size and may still need a permit once the requested survey was done.

**EE Report:** Roger Spotts provided report in the board packet. Highlighted that maple sugaring is completed for the season. Regular program numbers have been down due to COVID-19. Additional Zoom programs are scheduled for April and May. There will not be any field trips scheduled for the rest of the school year but hope to reinstate those for the next school year. Action is needed on the Becker Scholarship for a High School Senior to receive the award. Roger Spotts recommended Monica Butcheck from Pocono Mountain West High School. Pat asked for a motion to approve Monica Butcheck to receive the Stanley Becker Scholarship. Sharon Laverdure accepted the motion and Bob Armstrong seconded. Motion carried.

**Summer work crew:** The EE center would like to hire one supervisor and two workers. The position was advertised and we received 5 applications. Roger would like to recommend Genevieve Martinelli as supervisor as well as Delaney Hennessy and Santiago Chiurian as the workers. Delaney is a longtime volunteer and Santiago completed an Eagle Scout project for the center. Pat asked for motion for accept

Roger's recommendations for the summer work crew. Roger McFadden accepted and Craig Todd seconded the motion. Motion carried.

**Conservation Camp:** Stoney Acres will be available for us in July to hold camp. Registration will be limited. Scholarship solicitation letter was sent earlier this week. Sharon Laverdure asked if there was ever any discussion around having a "family camp week". Roger stated that was something we looked into in the past but the enrollment was not significant. We are looking to improve this and offer in the future. There would need to be a better location in which to hold this program.

**District Managers Report:** Kristina provided her report in the board packet. She highlighted the Act 167 Stormwater Plan is continuing and making progress towards approval. Conservation stewardship week is the last week of April. A press release will go out to local media. We will be hosting daily events throughout the week. A church litany will be sent out this week to highlight stewardship week to serve as a local reminder to become environmental advocates. MCCD held a Contractor's Workshop that DEP has requested a recording of to share as a training module through the state. Tech is also offering an NPDES Engineer Workshop 5/7/21.

**Letter of Support:** BWA had previously requested a letter of support (approved at March Meeting). Kristina stated that Annie Polkowski will attend meetings with BWA to determine the framework and time needed for the grant. MCCD would like to accommodate such requests and our staff time will be our in-kind match.

**DCNR Grant:** Pocono Heritage Land Trust has 117 acres of land they are looking to preserve and turn into open space with trails for public use. Kristina stated she needs a motion from the board to approve the DCNR Grant. Pat asked Kristina to send the letter to the board so they can review it but also asked for a motion to approve the Pocono Heritage Land Trust DCNR Grant. Roger McFadden accepted and Craig Todd seconded the motion. Motion carried.

**ADA Ramp Bids:** The winning bid meets the qualifications and the completion date is set for September 2021. A window of time was given to the bidder due to material availability. The company that won the bid is Build All, Inc. and the bid was for \$35,140 for construction and earth disturbance. They are a local company located in Tannersville, PA. Pat asked for a motion to accept the bid for the ADP Ramp from Build All, Inc. in the amount of \$35,140. Roger McFadden accepted the motion and Bob Armstrong seconded. Motion carried.

**Invoice List as of 4/15/21:** Pat Ross requested a motion be made to approve the invoice list for 3/18/21. Roger McFadden accepted and Sharon Laverdure seconded the motion. Motion carried.

**Balance Sheet as of 3/31/21:** Pat Ross requested a motion be made to approve the balance sheet for 3/31/21. Roger McFadden accepted and Craig Todd seconded the motion. Motion carried.

### **Cooperating Agency Reports:**

**NRCS** – Jen Matthews stated the ranking was finished as of last Friday and they can now work on contracts. There will not be a local workgroup meeting due to COVID-19. There were no questions.

**MCPC** – Ryan Hill – Water quality study is completed. Added there were 13 applications for the Agricultural Program. The deadline was April 5<sup>th</sup> and those will be ranked and taken to the Agricultural Board for approval in May. There were no questions.

**Public comment:** Jack Fosett from the Trout Unlimited Group stated the foot bridge behind Stroudsburg High School is washed out and in need of repair. Stated they have not been able to do fundraising as normal due to COVID-19 restrictions, but would like to see the issues fixed. Jack also mentioned the trash along the main and secondary roads in the county. Kristina Heaney suggested to Jack that he call in a formal complaint and if it is something that is under the MCCD delegation, it would be addressed. Specific things like trash pickup is out of our jurisdiction and he could contact the county's Waste Authority. Sharon Laverdure stated the inmates at the Monroe County Correctional Facility will be getting back on the roads to conduct litter control. Craig Todd stated that Governor Wolf has included additional funds for DEP staffing in 2021 budget. Craig has requested for MCCD to write a letter of support to push for additional funds for DEP staff. Kristina agrees with this and has said she will reach out to the PACD to also submit a letter on behalf of conservation districts to support additional funding for staff. Pat asked for a motion to have the MCCD write a letter of support for additional funding for DEP staffing. Craig Todd accepted the motion and Roger McFadden seconded. Motion carried.

**Pat Ross adjourned the meeting at 9:15am**

Respectfully Submitted,

*Clara Stalter /s/*

Clara Stalter  
Office Assistant Sr.

**THE NEXT MCCD BOARD OF DIRECTORS MEETING WILL BE HELD ON THURSDAY,  
May 20, 2021 AT 8:00 AM at the Monroe County Conservation District and via Zoom.**