



MONROE COUNTY CONSERVATION DISTRICT BOARD MEETING MINUTES
December 12, 2019

MEMBERS PRESENT: Bob Armstrong, Charlie Garris, Chuck Gould, Roger McFadden, Pat Ross, Dave Moyer, and Randy Rice

DISTRICT STAFF: Barbara Bistras, Emily Paul, Adam Schellhammer, Drew Wagner, Roger Spotts, John Motz, Mike Wilk, Steven Baade, Matt Giambra, Brittney Coleman, Josie Bonham-Marino, Annie Polkowski, Alesia Gallo, Becky Hippler, and Lori Kerrigan

ASSOCIATE DIRECTORS: John Lyman, Edie Stevens

COOPERATING AGENCIES: Christine Meinhart-Fritz, Monroe County Planning Commission, Garrett Beers, DCNR

PUBLIC: Craig Todd, Resident; Paula Heeschen, BWA; Leslie Berger, KCEF; Sharon Laverdure, Monroe County Commissioner Elect; Anne Fetherman, LWV, Ed Cramer, KCEF, John Woodling, KCEF, Maureen Madden, State Representative, Victor Motts, TNC, Stephanie Spotts, KCEF, Amalia O'Brien, Tobyhanna Army Depot, Orianna Richards, Resident

Pat Ross called the meeting to order at 10:02 am:

Board Members Present:

Charlie Garris
Roger McFadden
Bob Armstrong
Chuck Gould
Pat Ross
Randy Rice

Public comment: None

Technical Report: Lori Kerrigan reviewed the technical report for the month of November. We had three permits that were issued, two in Coolbaugh, and one in Tunkhannock. DEP has rolled out a whole new set of forms and applications for permitting. We sent out a Constant Contact e-mail to alert our contacts that they are now online. We will be having a one day workshop this year, and the new procedures will be discussed.

The workshop will be towards the end of February. Lori updated on the status of the Sand Spring Run project. We hired Barton & Loguidice for the design and permitting. They completed the surveys and wetland delineation. They estimate the cost of construction to be about one million dollars. We are currently applying for the next round of funding for Growing Greener. The Game Commission will also be supplying a large portion of the funding as well.

Board Meeting Minutes:

Pat asked for approval of the November 21, 2019 Board Meeting minutes. Chuck Gould made the motion, Roger McFadden seconded the motion, motion carried.

EE Report: Roger reviewed the Environmental Education report for the month of November. We are doing Kindergarten Bird Feeding programs now. Burnley Workshop turns the wood that we provide into log feeders for us. They produce 1400 bird feeders, and by the middle of February we will use most of them up. The latest storm we had knocked down a lot of trees. The staff will be working on trail cleanup at our sites as the weather cooperates. Science teachers from East Stroudsburg High School South worked with EE and Technical Staff to update their tenth grade Biology through Ecology program. We will be advertising the open Environmental Education position. The position should be in the County system by tomorrow. We will be looking to have a recommendation by the next board meeting.

District Managers Report: Adam reviewed the District Manager report for the month of November. We have been doing a lot of transition prep to get ready for the transition of the District Manager. We had a Budget & Finance Committee meeting, reviewed District Manager applications, and reached out to partnering agencies to let them know where we are in the process of rehiring.

Financial Report:

Financial Statement/Balance Sheet: A motion was made by Roger McFadden and seconded by Chuck Gould to approve the Financial Statement/Balance Sheet as of November 30, 2019 as presented, motion carried.

Invoice Lists: A motion was made by Roger McFadden and seconded by Bob Armstrong to approve the invoice lists as presented, motion carried.

Other Business:

Out of County Travel: A motion was made by Roger McFadden and seconded by Bob Armstrong to approve the out of county travel as presented, motion carried.

Camp Insurance: The insurance policy is through National Union Fire Insurance of Pittsburgh, PA. The new contract will be in effect from January 2020 to January 2021. It is the same as last year at \$500 for the year. A motion was made by Dave Moyer and seconded by Roger McFadden to approve the camp insurance for 2020 as presented, motion carried.

Floor Cleaning Contract: The floor cleaning is done by Marie Page Cleaning Services, LLC. There is no increase from last year. That includes resurfacing and cleaning at \$860 per year. A motion was made by Bob Armstrong and seconded by Randy Rice to approve the cleaning services for 2020 as presented, motion carried.

HVAC Contract: Staff is recommending that we approve the contract with Energy Technologies in effect from January 1, 2020 to December 31, 2023. The contract amount is increasing by \$180 per year. We added several additional services to have them double check thermostats, and replace batteries. The amount is \$3370 per year. A motion was made by Chuck Gould and seconded by Bob Armstrong to approve the HVAC contract as presented, motion carried.

Fee Schedule: The Budget and Finance Committee reviewed the amended fee schedule. We have not amended our fee schedule since 2008. With varying additions to our programming responsibilities and upcoming changes in e-permitting, we thought that it was an appropriate time to look at it again to cover the true cost of the program. Extra fees will be going towards technology including servers, plotters, scanners, etc. This all should improve the efficiency of getting permits out. The proposed fee schedule would go into effect January 1, 2020. A motion was made by Roger McFadden and seconded by Chuck Gould to approve the fee schedule as presented, motion carried. As per recommendation at the Budget & Finance Meeting on November 27, 2019, the fee schedule shall be reviewed every 3 years.

Act 38/VAO plan writing approval: Adam explained that Amber Funk is at training and could not be present. The Northeast region is going to partner on a Growing Greener grant to write nutrient management plans for small operators in Wayne, Pike, Monroe, Northampton, and Lehigh County. Amber is asking for approval to be a public dual. She would be able to write plans in coordination with this grant for local farming operations. These plans are often expensive to write, but allow the farmer to get into other funding programs. A motion was made by Roger McFadden and seconded by Randy Rice to approve the Act 38/VAO plan writing as presented, motion carried.

Board Meeting Dates for 2020: A motion was made by Chuck Gould and seconded by Bob Armstrong to approve the board meeting dates for 2020 as presented, motion carried.

District Manager Interviews: District Manager Interviews were held on December 10, 2019. A motion was made by Charlie Garris and seconded by Bob Armstrong to approve Kristina Heaney for the District Manager position, motion carried. A roll call vote was taken in which it was unanimous.

Cooperating Agency Reports:

KCEF: John Woodling reported that the fund dinner held on September 20 went well. They also welcomed three new board members this year: Ed Cramer, Leslie Berger, and Stephanie Spotts.

DCNR: Garrett Beers reported that this is their slow season. He wishes Adam best of luck and hates to see him go.

MCPC: Christine wanted to present the final draft of the water quality study; however, there were power issues. She is going to miss Adam, but is looking forward to working with the new District Manager.

BWA: Craig Todd reported that BWA is trying to form better partnerships throughout the community. He thanked the staff at MCCC for all their help with ongoing projects.

Nature Conservancy: Victor Motts reported that they closed on several properties this year in Monroe County. He discussed projects that they are working on throughout the county.

Maureen Madden: Discussed environmental legislation concerning plastics and recycling and thanked the District for their work.

Commissioner's: Sharon Laverdure discussed her background information and her support for educational programs as a former educator.

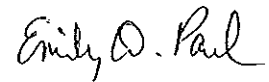
Other:

Pat thanked Charlie Garris for his support for the Conservation District, and discussed his contributions to the District. He discussed the accomplishments of the District in the past year and what we hope to accomplish in the future. He thanked Adam for his contributions, and acknowledged new staff that was hired this year.

Pat ended the meeting with a few words of wisdom for all of us.

Meeting adjourned at 11:15 AM.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Emily D. Paul".

Emily Paul
Office Assistant, Senior.

**THE NEXT MCCD BOARD OF DIRECTORS MEETING WILL BE HELD ON THURSDAY,
JANUARY 16, 2019 AT 8:00 AM AT THE MONROE COUNTY CONSERVATION DISTRICT
OFFICES STROUDSBURG, PA.**