

**MONROE COUNTY CONSERVATION DISTRICT BOARD MEETING MINUTES**  
**February 18, 2021**

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

**DISTRICT STAFF: Kristina Heaney, Clara Stalter, Lori Kerrigan, Barbara Bistras, Roger Spotts, Mike Wilk and John Motz**

**ASSOCIATE DIRECTORS: John Lyman**

**COOPERATING AGENCIES: Jennifer Matthews, Shane Kleiner and Carl De Luca**

**PUBLIC: none**

Pat Ross called the meeting to order at 8:01am

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

**Public comment:** none

**Board Meeting Minutes:**

Pat Ross asked for approval of the January 21, 2021 board meeting minutes. Roger McFadden accepted and Craig Todd seconded the motion. Motion granted.

**Technical Report:**

For Chapter 102/NPDES, the team fielded 120 telephone calls, had 56 meetings and sent 288 general correspondence emails. Issued 1 NPDES permit 3 individual and 1 GP-3 General permit - 4 NOT's issued and 1 minor modification. Conducted 10 pre application meetings and held 3 pre-construction meetings. For Chapter 105, we issued 2 permits under the program. The team fielded 18 telephone calls, had 1 meeting and sent 27 general correspondence emails to applicants. Inspections and complaints, we have seen the clean fill issue start back up again with complaints in Middle Smithfield Township. Homeowners were asked to stop bringing in materials but they did not comply. Working with Middle Smithfield Township to do a stop work order. DEP is also working on doing testing but is at a standstill due to weather conditions. Waste Authority has done an onsite inspection as well. These properties are located in Monroe Lakes. Pat asked if the township has an ordinance and Lori stated they do and has issued the stop work order. DEP confirmed no further loads of fill have been brought in. DEP has not yet tested the material so we are not certain what is in it. Per Carl De Luca, they are working with lab to set up sampling points to determine what is in the material. District did a complete inspection report DEP is using to take next steps on the 102 side. Clean fill forms need to be filled out for these sites. Carl waiting for next step approval to proceed. Act 167 kickoff meeting is scheduled for 10am on 2/23. Email invite and reminder to register was sent. Working with Pike County to offer several workshops via Zoom. Contractors Workshop is scheduled for 3/23. A series of 3 one hour sessions on different topics our inspectors and reviewers will partner with Pike County to present. NPDES workshop – geared toward engineers and developers. Date is scheduled for 5/6. Invites for all will be sent.

DGLVR Annual Report: John Motz reviewed the summary. Middle Smithfield Township completed 2 dirt and gravel projects last year and we contracted with Hamilton Township for another D&G project. Low Volume Roads – 3 projects are contracted and all are undergoing Ch. 105 permitting. Pocono Township and Chestnuthill Township are both active in getting permits and plans finalized and approved by DEP. Going out to bid shortly. Look for details in Pocono Record. The District is working with the Game Commission on the second phase of the Selfice Swamp section road drainage improvements at the Brady's Lake Access. Money is currently still available in both D&G (80k) and LVR (95k) and we are looking for water quality improvement projects with the townships.

**EE Report:** Roger Spotts provided report in board packet. Highlighted maple sugaring prep is underway and are tapping trees daily. We have over 200 tree sponsors to date which is highest ever and is increasing. Registration for 3/6 and 3/13 public maple sugaring almost full for both days. Follow up on prelim sketches to DCNR for comments. Will require more information in future but on hold because DCNR is working on another project potentially with Stony Acres. PACD held first video awards and MCCD won first place in k-12 for virtual bog visit for 4<sup>th</sup> graders last spring. Bob asked about status of bringing bees for observation hive. Roger Spotts stated they could certainly look at dates to discuss. Pat Ross asked about the school programs and Roger said PV and PM are mostly finished but snow days are delaying this. Maple Sugaring will be the next set of Zoom programs. Looking to plan additional spring and fall school programs.

**District Managers Report:** Kristina provided report in board packet. Highlighted budget revisions have been the focus in the last month. Unforeseen costs due to inclement weather. Continuing with rounds in attending municipal meetings. KH and BB are actively working on implementing security measures for the MCCD office. Received verbal quotes for cameras and key fob entries for staff only entrances. May be a 2021 budget revision for these services. Board packets are still going to be mailed but if anyone would like to pick theirs up in person, let Clara know.

**Invoice List as of 1/31/21** – Chuck Gould made the motion to approve the invoice list for 2/18/21 and Roger McFadden accepted the motion. Motion granted.

**Balance Sheet as of 1/31/21** – Roger McFadden made the motion to approve the balance sheet for 1/31/21 and Chuck Gould seconded the motion. Motion granted.

**2020 Year End** – Income over expenses because we did not spend money we anticipated on the ramp. At 2020 Year End, we saw a lot of reduced income especially from education center, but a huge increase in review fees. Roger McFadden asked what generated the increase in review fees. The increase in 2020 reviews as well as single family subdivisions and other commercial developments. Craig Todd asked about the reimbursement and Kristina explained but they will take the discussion further at a later date. Barbara Bistras stated Watershed Specialist cost share did go up this year and is anticipated to maintain this increase in 2021. We generated more income than we had expenses for 2020. Roger McFadden asked about the decrease in KC education fund expenses. Kristina explained when programs did not occur there was no reimbursement necessary. Roger McFadden made a motion to accept the 2020 Year End Budget and Craig Todd seconded the motion. Motion granted.

**2021 Budget Revisions** – Revised 2021 revisions were highlighted on spreadsheet and included in board packet. We had to cut back on some programs we typically offer to the public since we will not be open until at least springtime. Income main changes reduced environmental income and bookstore sales due to less foot traffic. Bog tours are on hold

and don't anticipate opening until fall of 2021. Reduced Envirothon costs due to not being held in person this year. Increase in expenses for Strategic Planning grant. Camp insurance has gone down. Vehicle expenses are increasing due to age of vehicles. Roger McFadden made a motion to accept the 2021 budget revisions and Chuck Gould seconded the motion. Motion granted.

**Other Business:** Pat Ross stated his desire for the March Strategic Planning meeting will be in person. Roger McFadden agreed to have the meeting in person versus Zoom. Sharon, Craig and Randy are all on board with that as well.

**Committee Restructure** – Pat Ross asked if anyone thinks some committees should be combined or not. Board members should be available at interviews for employees. Discussions will continue at the Strategic planning meeting.

**Cooperating Agency Reports:**

**NRCS:** Jen Matthews stated they are continuing work on accessing and ranking contract applications and by March should be able to let us know where funding is going and what contracts are being funded.

**Comment:** Bob Armstrong asked how we will notify the public once the building is open again. Is there a notification to all county residents we can send to alert of the opening and to get additional members. We are working on putting together a new brochure and newsletter and sharing with Kalahari and local tourist sites as well as local television stations.

**Public comment:** none

**Pat Ross adjourned the meeting at 8:52am.**

Respectfully Submitted,

*Clara Stalter /s/*

Clara Stalter  
Office Assistant Sr.

**THE NEXT MCCD BOARD OF DIRECTORS MEETING WILL BE HELD ON THURSDAY,  
March 18, 2021 AT 8:00 AM via Zoom.**