



**MONROE COUNTY CONSERVATION DISTRICT BOARD MEETING MINUTES**  
**January 16, 2020**

**MEMBERS PRESENT:** Bob Armstrong, Sharon Laverdure, Chuck Gould, Roger McFadden, Pat Ross, Dave Moyer

**DISTRICT STAFF:** Barbara Bistrais, Emily Paul, Roger Spotts, John Motz, and Lori Kerrigan

**ASSOCIATE DIRECTORS:** John Lyman, Edie Stevens, Craig Todd, Brendon J.E. Carroll, Brian Winot, Amalia O'Brien

**COOPERATING AGENCIES:** Shane Kleiner, DEP, Ryan Hill, Monroe County Planning Commission, Ed Vinton, NRCS

**PUBLIC;:** Paula Heesch, BWA; Leslie Berger, Resident; Jack Rader, State Representative, Rodney Stark, TU; Annie Lamberton, Resident; Bob Heil, BWA; Drake Stinson, New Lines Eng.; Fran Ferrari, BWA; Jack Fossett, Resident

**Pat Ross called the meeting to order at 8:03 am:**

**Board Members Present:**

Dave Moyer  
Roger McFadden  
Bob Armstrong  
Chuck Gould  
Pat Ross  
Sharon Laverdure

**Director and Associate Director Appointments:** Roger McFadden was re-appointed as a director. Pat read the director's oath and Roger agreed.

Pat read the oath for the Associate Directors, and all agreed.

**Election of Officers:**

**Chair:** Dave Moyer made a motion to elect Pat Ross as Chair, Roger McFadden seconded the motion, motion carried. Sharon Laverdure was not present for the roll call vote.

**Director Appointment:** Sharon Laverdure was appointed as a director. Pat read the director's oath and Sharon agreed.

**Election of Officers, continued:**

**Vice Chair:** Dave Moyer made a motion to elect Bob Armstrong as Vice Chair, Roger McFadden seconded the motion, motion carried.

**Secretary:** Dave Moyer made a motion to elect Chuck Gould as Secretary, Bob Armstrong seconded the motion, motion carried.

**Treasurer:** Dave Moyer made a motion to elect Roger McFadden as Treasurer, Chuck Gould seconded the motion, motion carried.

All officers were elected with a unanimous roll call vote.

Pat welcomed Sharon Laverdure to the Board and our new District Manager, Kristina Heaney.

**Executive Session:**

Executive session began at 8:10am and ended at 8:38am. This session was to discuss personnel.

**Public comment:** None

**Board Meeting Minutes:**

Pat asked for approval of the December 12, 2019 Board Meeting minutes. Chuck Gould made the motion, Bob Armstrong seconded the motion, motion carried.

**Technical Report:** Lori Kerrigan reviewed the technical report for the month of December. There were seven permits that were issued. These included one general permit, 1 ESCG, and five individual permits. One Chapter 105 general permit was issued.

Update on grants: There are four grants in process. 1. Phase two of the Growing Greener grant for Sand Spring Run construction portion. Will be announced in the spring. 2. DEP Environmental Education grant. The project is named "Shaping Watersheds Augmented Reality Sandbox." This will be to simulate rainfall, runoff events, and demonstrate the watershed concept. Annie Polkowski and Drew Wagner will be designing this project. 3. DEP Environmental Education grant. The project is an E&S BMP pocket field guide. It would be a rugged, waterproof guide for the BMPs. Steven Baade is the lead on this project.

4. This grant is for the "Green Mountainhome Rain Barrel workshop." Annie Polkowski is the lead on this project along with BWA's partnership. This will provide 20 participants with a free rain barrel and discuss the benefits of using rain barrels for stormwater. It will discuss how to install and effectively use a rain barrel.

Sharon Laverdure asked if a grant opportunity passed across her desk, if we would like to be informed about it. Some grants are from State Representatives and other opportunities that help the counties. Lori agreed that this would be a great idea.

Lori reviewed the year-end report.

Lori expressed partnering with other organizations to share resources for conservation purposes.

Review times for Chapter 102 and 105 were reported across the state. We are sixty percent faster than other counties. This is due to everyone working together.

Bob asked about complaints being higher in certain counties compared to project numbers. Lori explained that several are due to unclean fill and filling in wetlands.

Lori explained the Permit Decision guarantee and discussed the reviewing process.

**DEP report:** Shane Kleiner mentioned the PACD/SCC meeting on January 22<sup>nd</sup>-23<sup>rd</sup>. There is a leadership Building for Tomorrow Regional Director training put on by the SCC on February 27<sup>th</sup> at the Monroe County Conservation District. The Regional PACD meeting will be April 22<sup>nd</sup> at the regional office.

Edie Stevens mentioned writing a letter to the municipalities explaining what the Conservation District does for those that may not know. Kristina said that this was a good suggestion and mentioned that she is going to schedule some meetings with the municipalities to share information and resources.

**DGLVR Quality Assurance Board Update:** John Motz explained the program for those who do not know what it does. John asked the board to appoint a voting member for the Quality Assurance Board and a non-voting chair member. Pat asked for a motion to appoint Kristina Heaney as the voting member of the QAB. Dave Moyer made the motion, Bob Armstrong seconded, motion carried. Pat asked for a motion to appoint Chuck Gould as the non-voting member of the QAB. Dave Moyer made the motion, Bob Armstrong seconded, motion carried.

**EE Report:** Roger reviewed the Environmental Education report for the month of December. Roger reviewed the 2019 Bog Report that is required by the Nature Conservancy that shows the attendance and maintenance projects for the year. Program and income levels remain steady throughout the last few years. Edie Stevens asked about

the contracts for school programs. Roger explained that they are per classroom for the county schools, not per child. If the program is outside the county for a school, they are charged per student. Sharon asked about if programs are done at MCTI. Roger said that they send some students to Envirothon, but other than that, they have not had a lot of contact with them. Sharon recommended reaching out to them.

**District Managers Report:** Kristina reviewed the District Manager report for the month of December. She has spent time shadowing and meeting with the technical staff, and looks forward to working with all of the MCCD staff. We have sent the ramp repair back out to bid, and have received five bid packet requests so far. The 2020 budget will be presented at the February meeting. Committee restructuring usually takes place in January, but due to lack of scheduled meetings, in February, each committee should meet to establish the chair for that particular committee. State ethics forms for financial reporting have been given to our office. They are due in May. This applies to all government employees, directors, and associates.

**Financial Report:**

**Financial Statement/Balance Sheet:** A motion was made by Chuck Gould and seconded by Roger McFadden to approve the Financial Statement/Balance Sheet as of December 31, 2019 as presented, motion carried.

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

**Other Business:**

**Environmental Educator – New Hire:** A motion was made by Chuck Gould and seconded by Roger McFadden to approve the hiring of Alesia Gallo as the new Environmental Educator as presented, motion carried. Roll call vote was unanimous. Sharon Laverdure abstained from voting because all personnel have to be approved by the Commissioners.

**Donations:** A motion was made by Chuck Gould and seconded by Roger McFadden to approve the donations as presented, motion carried.

**Mileage Reimbursement Rate 2020:** The mileage reimbursement rate went down from \$0.58 to \$0.575. A motion was made by Roger McFadden and seconded by Sharon Laverdure to accept the mileage reimbursement rate for 2020 as presented, motion carried.

**Staff Educator Shift to Part-time:** Josie has asked to be moved from full-time to part-time. She has discussed this with her supervisor, Roger Spotts, and Roger has reached out to the County. A motion was made by Chuck Gould and seconded by Bob Armstrong to approve Josie's shift to part-time as presented, motion carried. Roll call vote was unanimous.

Sharon Laverdure abstained from voting because all personnel have to be approved by the Commissioners.

Reclassification of Administrative Coordinator: Kristina made a recommendation to the Board to reclassify Barbara Bistras's position from Administrative Coordinator to Finance Manager. A motion was made by Dave Moyer and seconded by Roger McFadden to approve the reclassification from Administrative Coordinator to Finance Manager for Barbara Bistras, as presented, motion carried. Roll call vote was unanimous. Sharon Laverdure abstained from voting because all personnel have to be approved by the Commissioners.

Conservation Farmer of the Year: 2019: At the time of the board meeting, we did not have the name for the Farmer of the Year. It was recommended that once we received the nomination, that we e-mail the board for approval. The e-mail was sent out on 1/28/2020 per the recommendation. A motion was made by Bob Armstrong and seconded by Chuck Gould to approve Jeff Borger for Conservation Farmer of the Year 2019 as presented in the e-mail, motion carried.

**Cooperating Agency Reports:**

**NRCS:** Ed Vinton reported that they are hoping to start ranking applications shortly. They have new computer programs that they haven't been trained on. If anyone is asking about applications, they are valid, it will be a while before rankings are complete.

**MCPC:** The 2019 Water Quality is finalized. They will be sending out digital copies and it will be available on the website for download.

**BWA:** Bob Heil welcomed Kristina Heaney on behalf of the BWA. He offered to give Kristina a half day tour of the Brodhead Watershed.

**Public Comment:**

John Lyman recommended doing a new associate director training due to the amount of new associates for this year.

**Other:**

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

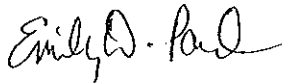
**Posting of Office Assistant, Senior position:** Due to hiring an internal candidate for the educator position, staff needs permission from the board to post Alesia's current position.

A motion was made by Chuck Gould and seconded by Roger McFadden to approve the posting of the Office Assistant, Senior position as presented, motion carried.

Letter of Support for Japanese Knotweed Removal: BWA has requested a letter of support for a Japanese Knotweed removal project off of Mill Creek. This is a letter for possible technical guidance, it will not require financial support. A motion was made by Chuck Gould and seconded by Sharon Laverdure to approve the support for the Japanese Knotweed removal project as presented, motion carried.

**Meeting adjourned at 9:35 AM.**

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Emily D. Paul".

Emily Paul  
Office Assistant, Senior.

**THE NEXT MCCD BOARD OF DIRECTORS MEETING WILL BE HELD ON THURSDAY,  
FEBRUARY 20, 2020 AT 8:00 AM AT THE MONROE COUNTY CONSERVATION  
DISTRICT OFFICES STROUDSBURG, PA.**