

MONROE COUNTY CONSERVATION DISTRICT BOARD MEETING MINUTES
January 21, 2021

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

DISTRICT STAFF: Kristina Heaney, Clara Stalter, Lori Kerrigan, Barbara Bistras, Roger Spotts, Drew Wagner and John Motz

ASSOCIATE DIRECTORS: John Lyman and Brian Winot

COOPERATING AGENCIES: Jennifer Matthews, Shane Kleiner and Ryan Hill

PUBLIC: Leslie Berger and Paula Heeschen

Pat Ross called the meeting to order at 8:04am

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

Director Appointments:

Oath of Office: Sharon Laverdure and Craig Todd sworn in as directors of MCCD Board.

Associate Director Appointments:

Motion to appoint John Lyman, Edith Stevens and Brian Winot. Bob Armstrong accepted the motion and Sharon Laverdure seconded. Roll call vote was unanimous. Motion granted.

Election of officers

Chair – Bob Armstrong nominated Pat Ross. Sharon Laverdure seconded the motion. Roll call vote was unanimous. Motion granted.

Pat suggested to nominate the rest of the appointments as is. Roll call vote was unanimous. Motion granted.

Vice Chair – Bob Armstrong

Treasurer – Roger McFadden

Secretary – Chuck Gould

Public comment: skipped until the end of meeting

Board Meeting Minutes:

Pat Ross asked for approval of the December 17, 2020 board meeting minutes. Bob Armstrong spoke about district grants and wanted to congratulate Kristina and team for going after grants and it was a great achievement for 2020. Bob also mentioned Dave Moyer and wants to keep momentum going with talking points that Dave had started with various projects. Kristina will look to see if February meeting can be held in person in accordance with CDC recommendations. Shane asked to still continue doing zoom meetings even if in person is resumed. Motion to have December meeting minutes amended that Craig was in attendance at December meeting. Roger McFadden accepted and Bob Armstrong seconded the motion. Motion granted.

Technical Report:

For Chapter 102/NPDES, the team fielded 83 telephone calls, had 56 meetings and sent 267 general correspondence emails. Issued 2 individual and 1 GP-3 General permit - 4 NOT's

issued. We conducted 14 pre application meetings and 5 pre-construction meetings. For Chapter 105, the team fielded 18 telephone calls, had 1 meeting and sent 27 general correspondence emails to applicants. Public training being held by DEP on 1/21 for general permits on NPDES. Go live date is 1/25 for online e-permitting system. Sent survey on NPDES workshop for this year. This will not be held in person, but will offer zoom events to keep interest. Working with Pike County again this year. Send invite to gather interest and needs from public. Deadline to send survey back is 2/5. Pat asked if pre app meetings were done in person and Lori stated they were all done via zoom or other virtual platforms. Bob Armstrong asked if we are prepared for end users for online e-permitting and she stated yes we are. Set up a google drive account so we can transfer large documents. This has been working well. An intern will start with us from Binghamton University on GIS mapping and PCSM database. This will be a remote position. The start date is Feb 11 for this internship. Candidate has a background in GIS and reading engineering plans and will work in conjunction with the Planning Commission. A preliminary save the date for ACT 167 Stormwater Planning Meeting will be announced shortly. Lori is coordinating with DEP and Planning Commission to narrow down to two dates. Sharon commented that the intern is a great idea.

Grant application status – Growing Greener – awarded Sand Spring Run Restoration Project – round two allows for actual construction of this project. We received announcement on 12/30 and we have received \$ 911,400 in grant amount. Landowner agreement has been signed and will be sent back this week. Working closely with Mike Beam on project.

Year End Review Report – 2020 was a challenging year, but our staff was great with adjusting on a daily basis. Kristina did a fantastic job with handling all the changes and keep things running smoothly. We exceeded numbers from last year. Number of reviews were up by 7%, complaint responses were up by 7%, site inspections up by 32% and review timeframe decreased by 10%. The staff did an amazing job. The number of project acre and disturbed acres was down due to large projects in 2019. Took on Northampton County projects while they were shut down due to COVID. Site reviews increase by 14%. Majority of projects review, Coolbaugh and Pocono Township had a high number of projects. Paradise and Stroud Townships had increases in reviews from prior year. Most complaints were from Coolbaugh and Pocono Townships mostly due to increase in newer construction being done in those areas. No questions.

EE Report: Roger provided report in board packet. Highlighted work with Kindergarten programs and staff is gearing up for Maple Sugaring season. We have 183 sponsors at this time. Public access for Maple Sugaring will be held the first three Saturdays in March so we can control numbers and will not be serving pancakes. Working with local supplier to hand out maple lollipops. Kettle Creek review for 2020 shows lower numbers than ever due to school canceling. Staff did work hard with zoom and other virtual options. Held some summer and outdoor programs. Bog being closed eliminated regular programs that typically host around 4k people per year. Hoping the bog will open this year. Fall of 2021 hoping school trips will be happening again. Brian asked about update on Conservation Camp. Roger stated we are still looking at Stoney Acres as a host site. ESU facility is another possibility as they may sell a site we can look at to hold camp there. Fall back is to do something at another site but is proving difficult to find another one in Monroe County. Seeing if we can bring some things here on site at MCCD to make it work. Facilities will be an issue for our site. Cannot guarantee Stoney Acres will be available. Roger sent a letter

and proposal plan to locate 6 cabins and bath house on the O'Conner property. This would allow perm Conservation Camp. DCNR has to sign off on concept plan. Letter was included in board packet. Time line in 2021 we could use Stoney Acres then make a decision for July 2022 concept could be developed to transition. Roger needs board permission to submit concept. Pat suggested getting permission of concept in writing to go forward and wants board approval on the letter. Roger spoke to Planning Commission and was told DCNR would need to sign off on project first. Funding from Karen Boyle memorial fund has been set aside and a fairly solid balance in Kettle Creek accounts allotted for this project. If this does come to reality, there could be some fund raising events as well as Karen Boyle funds. Rough figures would be \$300- \$400K. We are excited to possibly work on this project. Brian Winot asked about an alumni database to reach out for donations. Pat suggested working on a database and direct mailing for reaching out to alumni for donations. No further questions. Motion for revised letter be sent out. Kristina made the motion for a revised letter to be sent out. Pat Ross accepted the motion and Sharon Lavendure seconded the motion. Board will get revised letter before being sent out. Motion granted.

District Managers Report: Kristina provided report in board packet. The monthly focus and some things to highlight is Kristina and Barbara have been working on budget revisions and will submit final numbers in February after all revisions are completed after county reimbursements. DGLVR is offering and Administrative Training and if any board members are interested, they are welcome to attend. John Motz can reach out directly if there is an interest and will send web link. Lastly, Kristina thanked the staff for their work over the past year with challenges and number of permits. Positive news we have development going on and permits coming in through hard times. As for grants, Alex and Brittney working on USDA Farm to School Grant. Chuck Gould is an in-kind sponsor. Josie porter farm and Stroudsburg SD are working with us on this project.

Tentative date for ACT 167 meeting are February 24th or 25th. Kristina will send out invites to all. Tight timeline to do this so hoping there is a good turnout for the meeting.

ADA handicap ramp – ready to republish RFP for 30 days in Pocono Record. Reaching out to list of contractors we have. Drew Wagner and Kristina will reach out to set up Building. And Site Committee meeting. Nothing has changed with designs so will publish same RFP. The hope is to get bidders this time. Pat suggested having Dave Moyer and Brian Winot look at RFP. Nobody objected to Dave helping out. Kristina is looking at end of February early March to open bidding and will send the RFP along to everyone. Pat asked what is in the budget and Kristina stated there is about \$50K left in budget for ramp. Estimates came in around \$40k range. We need to account for permits as well but will not move forward until a contractor on board for insurance purposes.

Pat suggested we combine committees and would like to speak about it during next meeting. All items need to be discussed at public meetings.

Pat sked Roger Spotts for Conservation Camp proposal is for permitted use. Roger will find out from Hamilton Township to confirm what zoning is for property.

Strategic planning – January 26th is Strategic Planning meeting. Timeframe is 830am to 3pm public meeting. During the last hour Peter is planning to have board and staff only to go over survey and could speak about restructure of committees.

Pat asked if Kristina was able to see if grant could be extended to see if we can meet in person. Kristina will double check with Matt Miller on this. Kristina originally asked Matt if we could defer the grant to get a 3-4 month extension past May 2021 to avoid virtual format for meetings.

Final Statement and Balance Sheet 12/31/20 – Roger McFadden made the motion to approve the financial statement and balance sheet for 12/31/20. Asked about reimbursement for county. Barbara said she gets that information at end of January and she will enter as an invoice as of 12/31 in correct year. Next month's balance sheet will appear to be a huge hit but it is due to the reimbursements of county salaries.

Pat Ross made a motion to accept the financial report and balance sheet. Bob Armstrong accepted the motion and Roger McFadden seconded the motion. Motion granted.

Invoice list – Invoice list has changed since board packet went out in the mail so Kristina shared her screen with updated invoice list. No questions on invoice list.

Pat made the motion to approve the invoice list. Roger McFadden accepted the motion and Bob Armstrong seconded the motion. Motion granted.

Other Business:

Donations – Craig Todd made a motion to accept donations to be used as Kettle Creek EE Center and Sharon seconded the motion. Motion accepted.

Mileage Reimbursements 2020 - Pat made the motion to accept mileage reimbursement. Craig Todd accepted the motion and Sharon Laverdure seconded the motion. Motion accepted. Sharon asked why they need to do that even if no reimbursement is requested. Pat answered for record purposes only.

Cooperating Agency Reports:

NCRS: Jen Matthews – working on ranking and accepting application for Equip and AMA funding. Hope to provide contracts with what has been funded in near future.

MCPC - Ryan Hill - 2020 water quality study was published which can be found on Planning Commission website and will be updated each year with the report. Farmland Preservation Program - closed in December with Polk township farm. Currently accepting applications for 2021 until 4/5. They are available for download on the website or contact the office for hard copy.

Public Comment: None

Pat Ross called for an Executive Session to discuss personnel matters at 9:04am

Pat Ross adjourned the meeting at 9:30am

Respectfully Submitted,

Clara Stalter /s/

Clara Stalter
Office Assistant Sr.

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