



MONROE COUNTY CONSERVATION DISTRICT BOARD MEETING MINUTES

June 18, 2020

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

DISTRICT STAFF: Kristina Heaney, Emily Paul, Roger Spotts, Drew Wagner, and Lori Kerrigan

ASSOCIATE DIRECTORS: John Lyman, Brian Winot, and Craig Todd

COOPERATING AGENCIES: Ryan Hill, Monroe County Planning Commission

PUBLIC: Jay Grobelny, Riley and Co.

Pat Ross called the meeting to order at 7:59 am:

Board Members Present:

Roger McFadden

Bob Armstrong

Pat Ross

Sharon Laverdure

Executive Session: Executive session began at 7:59AM and ended at 8:07AM. Session was to discuss staff furlough updates.

Public comment: None

Board Meeting Minutes:

Pat asked for approval of the April 16, 2020 Board Meeting minutes. Roger McFadden made the motion to accept the minutes, Bob Armstrong seconded the motion, motion carried.

Audit Report: Jay Grobelny from Riley and Co. reviewed the audit report. The report is available to the public according to the Sunshine Law. Roger McFadden made the motion to accept the audit as presented, Sharon Laverdure seconded the motion, motion carried. Roll call vote was unanimous.

Technical Report: Lori Kerrigan reviewed the technical report for the months of May and June. In the last two months we had over 800 e-mails, 200 phone calls, 20 pre-application meetings, and 6 permits were issued. We responded to a lot of complaints. Most of them achieved voluntary compliance. For those that didn't, we are working with our counterparts at DEP, Army Corp of Engineers, and Fish & Boat to achieve compliance. We are working towards e-permitting going live July 1st. Our engineers have been spending time testing it before it goes live. There will be a public training and when we receive the date for that it will be announced. Bob Armstrong asked if our office is ready for the switch. Lori answered that we are in the process of upgrading equipment for e-permitting budgeted for this year. We purchased new screens, and new tablets will be available for inspections. Craig Todd asked if paper plans will be available upon request. Lori answered that they can request paper plans if needed.

The Water Quality study has been completed. Brittney Coleman, MCCD assisted the Planning Commission with the study this year. There were 40 sites that were sampled. The study happened between April 20th and May 5th. The chemical data has come back; we are just waiting on the macroinvertebrates. Ryan Hill reported that 35 of the sites were from last year. It will be published after the macroinvertebrates data is returned. They hope to have the study out by the winter of 2020.

EE Report: Roger Spotts reviewed the Environmental Education report for the months of May and June. We are starting to offer some additional programming. This week for the first time, we had guided programs for kids. We had some on Tuesday and there is another one this morning. We have a whole series of protocols that we wrote up which are available if anyone would like to see them for all of the different programming aspects. We are following the CDC recommended guidelines. We are also, for the first time, doing a Zoom public program tomorrow about wildlife in your backyard. We have over thirty people registered for that. Day camp registration is continuing. It will be held here in August. Unfortunately, Conservation Camp is cancelled this year. Stony Acres, where we hold camp every year is run by ESU who has a policy of no overnight camps this year. This will be the first time it has been cancelled since Conservation Camp was started in 1975. We are working to refund any money or roll it over into the account for next year. We have had numerous requests for bog walks. The Nature Conservancy owns the bog property, and their policy is no public walks at this time. We are hoping that as Monroe County goes green, that this will be changed, but it is possible that we will go through this year without bog walks. This will affect public programs as well as some school programs. We will be reaching out to the school districts about protocols with the schools. At this time, they are not sure if they will be allowed back into the schools in the fall. Pat asked how not being able to do as many programs will affect personnel. Roger S. answered that two staff are

currently on furlough. He explained that they would not need all of the staff in the fall if field trips are cancelled. He added that if they are doing Zoom classes, then that will take staff time. Bob Armstrong asked about the Chincoteague and the Elk trip and how they are affected. Roger S. answered that everything is refundable as of now. He will be making decisions in the next month regarding the Elk trip. The main issue is if we are still social distancing we can't use the mini bus. Craig Todd wanted to note that people are really enjoying the internet programs. Roger S. noted that they have a YouTube channel for Kettle Creek where the programs can be found. Matt and Alesia have been really helpful with all the technical aspects.

District Managers Report: Kristina Heaney reviewed the District Manager report for the months of May and June. Kristina thanked Lori, Roger S. and Barbara who have all worked as a team during this time. For many days, it was just the four of them as most of the staff have been working from home.

DG&LVR: Kristina reviewed the time extensions for two projects for the Dirt & Gravel and Low Volume Road program (DG&LVR). Contract Extensions: Middle Smithfield Twp Freeman Tract Road II- held up by Park Service Archeological Review approval. This project just received approval late this April - Extension to December 1, 2020 requested. They have already started and should be installing DSA in August. Chestnuthill Township - County Park Rd Phase I - Held up by PNDI resolution and township not planning to do project till 2021. Extension to December 1, 2021 requested. Pat asked for a motion to approve the time extensions for the DG&LVR program. Bob Armstrong made the motion to accept the time extensions as presented., Roger McFadden seconded the motion, motion carried. Kristina discussed new grant applications for the DG&LVR program. We are expecting two additional applications in the next few weeks so look for a QAB meeting in early July with recommendations to the Board for the July Board meeting. We made some updates to the application. We added engineering category as expense/in kind and added the two worksheets from the Center's application that were previously not included as part of the pdf for the complete application. Pat asked for a motion to approve the updated application for the DG&LVR program. Sharon Laverdure made the motion to accept the application as presented, Bob Armstrong seconded the motion, motion carried.

Purchasing Policy: When reviewing the District's purchasing policy, Kristina stated that it was last approved in 1999. The policy had a limitation as far as items over \$10000 requiring a formal bid process, but the current state law allows formal bids to take place only if the cost is greater than \$21,000. The purchasing policy that she put together outlines that no matter the amount of a quotation, as long as the item is above \$4000, will require everything in writing, but the process will be different. Purchases and contracts below \$11,300 require no formal bidding or written/telephonic quotations. Items under \$4000 may be purchased. Documentation of any quote or estimate should be provided in

writing or via email for District records; to be presented to the District Board of Directors. This policy meets the county and state's purchasing policy. Pat suggested that Jeff Durney look at any requests for proposals. Pat asked for a motion to approve the purchasing policy. Roger McFadden made the motion to accept the purchasing policy as presented, Bob Armstrong seconded the motion, motion carried.

Act 38 Manure Management: We have a particular farm that has not submitted their renewal. We contacted the State Conservation Commission (SCC), and they advised us that we need to send a final-compliance notice. This is just a formal letter that states that they need to submit their renewal and come back into compliance with some outstanding issues that they have on their site. The SSC stated that it is required that we have a board motion to move forward with that. Pat asked if they have been notified before. Kristina answered that they have been notified on numerous occasions. There are a series of letters that go out before it reaches this level. Now it has to be formally recognized before the Board. Sharon asked if the state has reached out to them. Kristina explained the process that has taken place and stated that this is the next step before the state steps in. Pat asked for a motion to issue the Act 38 Final Compliance Notice. Sharon Laverdure made the motion to issue the Act 38 Final Compliance Notice as presented, Roger McFadden seconded the motion, motion carried.

ADA Ramp: Drew Wagner had drafted three different scenarios that were sent to the Board before the Building and Site Committee meeting. We decided at the meeting to go in a different, more cost effective and less environmentally impactful direction. Drew discussed the design that he drafted and answered questions. The next step is to get some estimates for the project. Bob asked about the removal of the old ramp. Kristina answered that this is just the new construction, not the removal of the old ramp. Pat asked for a motion to approve the ADA ramp draft. Bob Armstrong made the motion to accept the ADA ramp draft as presented, Roger McFadden seconded the motion, motion carried.

Financial Report:

Financial Statement/Balance Sheet: A motion was made by Roger McFadden and seconded by Bob Armstrong to approve the Financial Statement/Balance Sheet as of April 30, 2020 as presented, motion carried.

Financial Statement/Balance Sheet: A motion was made by Sharon Laverdure and seconded by Bob Armstrong to approve the Financial Statement/Balance Sheet as of May 31, 2020 as presented, motion carried.

Invoice Lists: A motion was made by Roger McFadden and seconded by Sharon Laverdure to approve the invoice lists for June 12, 2020 as presented, motion carried. Pat Ross abstained.

Cooperating Agency Reports:

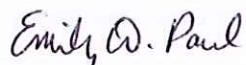
MCPC: Ryan Hill reported that they had twelve farms apply for the Ag. Preservation Program. They are still waiting to hear back from the state to see how much funding they are going to get for the program this year. Some of the funding may have gone to the farms that were heavily impacted by Covid-19.

Public Comment: Sharon mentioned briefly about the census, and asked that information be sent out about it. It greatly impacts the amount of money the county receives.

Pat mentioned that when everything starts to open back up, that the District needs to discuss strategic plans for the Conservation District and the salt that is causing pollution.

Meeting adjourned at 9:10 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,
July 16, 2020 AT 8:00 AM AT THE MONROE COUNTY CONSERVATION DISTRICT
OFFICES STROUDSBURG, PA.**