



MONROE COUNTY
CONSERVATION DISTRICT

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MONROE COUNTY CONSERVATION DISTRICT BOARD MEETING MINUTES
March 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,
Annie Polkowski, Alex Dutt, Mike Wilk, Drew Wagner and John Motz

ASSOCIATE DIRECTORS: Brian Winot and Edie Stevens

COOPERATING AGENCIES: Jennifer Matthews, Ryan Hill, Shane Kleiner, Carl DeLuca and Ryan
Gildea

PUBLIC: Paula Heeschen, Leslie Berger

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

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 February 18, 2021 board meeting minutes.
Sharon Laverdure made the motion accepted and Chuck Gould seconded the motion. Motion carried.

Technical Report:

For Chapter 102/NPDES, the team fielded 57 telephone calls, had 59 meetings and sent 196 general correspondence emails. Issued 1 General NPDES permit, 1 individual permit and 2 minor modifications. Conducted 13 pre application meetings and held 9 pre-construction meetings. For Chapter 105, the team fielded 14 telephone calls, had 4 meetings and sent 22 general correspondence emails to applicants. Pre-construction meetings are gearing up with new projects. There were no 105 General permits issued, but several are under review. 3 site visits were completed. Currently we are gearing up for yearly workshops. There is a Contractors workshop next week, on 3/23 and another will be offered for engineers and developers as well. 3/23 Contractor's Workshop is free and anyone interested in attending should contact Steven Baade. Lori mentioned engineers and developers should look for a save the date announcement for upcoming virtual NPDES workshop being held on May 7th. The Water Quality Study is meeting was held to select sites. By the end of April or early may we will be conducting the

study. The kickoff meeting for ACT 167 was well attended. Meeting with technical and education subcommittee is today. There were no questions.

CDWS: Small Watershed of Concern: Annie Polkowski presented to the board back in December the two potential watersheds to investigate further – Lower Pocono and Lower Sambo Creek - and is looking for input for a priority watershed. Pat looked to Annie for her recommendation and she stated the Lower Sambo Creek watershed and was asked to keep board posted on progress.

EE Report: Roger Spotts provided report in the board packet. Highlighted finishing up the Zoom program with Kindergarten and will be setting up zoom programs for April and May for grades 1, 2 and 4 from various schools in the area. There will not be any field trips, but we may be able to do school visits on their playground. We finished up with maple sugaring. The last two Saturdays, we held modified public days. 196 attended on 3/6 and another 255 attended on 3/13. Registration was maxed out and very successful as there were many positive comments from attendees. Summer work crew – will advertise for these positions in the coming weeks. June through August will be trail maintenance. Roger hopes to have recommendations for new hires to present to the board at the April board meeting. Bob Armstrong asked about maple sugaring – in regards to this year, was the season extended out due to maple sugar starting early and Rogers stated no and it actually started late due to the snow. 18 gallons of syrup has been produced as of today so far this season. Season is shorter this year and may not make as much due to the cold weather this year. There were 230 tree sponsors for this season which is the most to date.

2020 Conservation Educator of the Year: Ross Ruschman – MCTI – Recognition consideration for Educator of the Year – Ross Ruschman from MCTI. He is a 9th grade teacher and has innovative programs such as outdoor planning and parks, Spotted Lantern Flies as well as being the Envirothon Coach. Roger stated the Environmental Education staff supports this nomination. Bob Armstrong asked if the kids from the programs are all a part of MCTI and Roger stated that Mr. Ruschman only deals with the students attending the Votech at the 9th grade level. Craig Todd made a motion to accept the nomination for Ross Ruschman for Conservation Educator of the Year and Sharon seconded. Motion carried.

District Managers Report: Kristina provided her report in the board packet. She highlighted working with Pike County on upcoming trainings. Also working with Eric Deimer on the Bee City Project and will be following up on this. This is an opportunity for pollinator habitat throughout the county to encourage pollinator species to go to those areas and also serves to drive tourism.

The District has been seeing an increase in compliance issues with single family residential subdivisions. We are proactively working together with municipalities and created a checklist with yes/no types of questions to help applicants determine whether they will need a permit or not. The municipalities took well to this. A consultant reached out and suggested we send this to all area consultants on the list to provide insight. Craig said good idea and this could serve as a refresher to all. Pat asked about the HR employment status updates. Kristina stated this is in regard to annual staff reviews and 3 new staff members' bi-monthly reports. Barbara Bistras' position has been reclassified and her new title is Finance Manager.

D&G LVR: Brady's Lake Rd. Selfice Swamp South – John Motz spoke of the 2019 project with the PA Game Commission – Selfice Swamp. Ryan Gildea is the local land manager and the first part of the project

was to address drainage and road base issues north of the stream crossing. The bridge section was done in 2014 and this year's application is for the Southern leg to improve the drainage and road base in that section. The 3rd phase will be to install DSA on the entire stretch. John commented that the Game Commission is a great partner including working with Chip Schaffer from Harrisburg. They are adding 9 cross pipes for drainage and base improvements – application included in board packet – \$87,754K grant amount requested – the Game Commission is providing in-kind for design and will be bidding the project out and anything over the grant amount the Game Commission will cover. Ryan thanked John for his help on this and prior projects and is grateful to the District for their ongoing assistance with these projects. Sharon Laverdure made the motion to approve the PA Game Commission's application for Dirt and Gravel Road Project – Brady's Lake Road – Selfice Swamp South, in the amount of \$87,754; Chuck Gould seconded the motion. Motion carried.

D&G LVR: CD Notification Requirements – This is a summary of the BMP inspection requirements by the center and SCC that the District needs to conduct to ensure BMP's are being implemented properly by program participants and their contractors. This notification list provides the District the opportunity to meet program requirements both in design and implementation and we should have officially added to the QAB policy and procedures. For stream crossings, the district needs to be in on design and implementation early on in the project planning to ensure participants are meeting D&G policy. Bob Armstrong made the motion to approve adding the CD Notification Requirements to the QAB Policy and Chuck Gould seconded. Motion carried.

ADA Ramp update – We did not receive any proposals on the ramp project. Met with Building and Site Committee – Brian Winot and John Lyman to discuss other options. Kristina has since reached out to MCTI to see if they had an interest in having students assist with the install of ramp. Maybe a prefab ramp instead of wooden. They will consider it and work with us – created a MCTI contact to establish this. District staff attended a Penn Bid webinar which is an online forum that shares the bids with a larger audience. It is a free service and because of the wider reach, would like to put the job back out to bid on this and re-write the RFP for the newspaper which is a lower cost for a smaller advertisement. Kristina will coordinate with the Commissioner's office to get approval. It will be more of a material change versus a redesign. Pat said any change it will need to go out to bid again. Drew stated change would be only if MCTI did the job – we will not be changing the bid now but if MCTI did the job, we would need to change material from wood to aluminum ramp. Pat suggested checking with Jeff Durney. We are looking to do this ASAP pending today's discussion. Will use the Pocono Record to advertise for legal requirements. Next week for bid opening sometime in April and dates will be specified in the ad. Chuck stated that if MCTI does this project, it would be an inter-governmental agreement. He used Penn Bid for LVR program and had a pre bid conference with 10 companies so it has proven to be a useful tool. Length of time to complete project – could not do this summer – but a project they would start in fall. Work will be done and still have a functioning ramp in the meantime. Pat made the point of building costs going up and the cost of materials are expensive. Aluminum is going up as well. Will take all costs into consideration to come up with best plan. Craig asked if go with MCTI, will excavation go out to bid. Kristina said we have an agreement with PennDOT and would utilize that for this project. Only about 1-2 hours of earth disturbance work would be needed. If county is okay with this, she will move forward with reaching out.

Invoice List as of 3/17/21: Chuck Gould made the motion to approve the invoice list for 3/18/21 and Bob Armstrong accepted the motion. Motion carried.

Balance Sheet as of 2/28/21: Kristina pointed out donations that came in from 2013 were specifically designated for environmental education purposes that are restricted – that is a specific line item shown on balance sheet. Craig Todd made the motion to approve the balance sheet for 2/28/21 and Sharon Laverdure seconded the motion. Motion carried.

Other Business:

Out of County Travel – Steven Baade went for Water Quality study to pick up materials to conduct study and drove to Wilkes Barre to get the materials. Chuck Gould made the motion to accept OCT and Bob Armstrong seconded the motion. Motion carried.

Copier Machine Maintenance (Stratix) – Kristina showed the Stratix maintenance agreement for the period of 5/2/21 – 5/1/22 detailing the annual amount has changed from \$976 down to \$750 with a quarterly payment in the amount of \$187.50. Bob Armstrong made the motion to accept the copy machine maintenance agreement in the amount of \$750 and Sharon Laverdure seconded the motion. Motion carried.

Snow Plow Contract (Fasano) - There was no increase in snow plow fees. We are only charged when we call for service. In 2020, we used the service only once or twice, but in 2021 there was much more snow removal. Money was carried over from 2020 into 2021. Pat questioned the \$100 for dispatch truck. Barbara explained that is for each time the truck comes out to do salt/cinders only. If they are here to plow as well, the charge is only \$75 for salt/cinders. This is our 4th 3 year contract with Fasano without a price increase. Chuck Gould made a motion to accept the snow plow contract for the 2021 - 2024 seasons at the cost of \$145 per plow, \$75 additional for salt/cinders and \$100 to dispatch truck for salt/cinders as well as the 2021 Meesing Nature Center costs of \$30 per hour port to port, \$70 per hour to plow road and parking lot and \$225 per salt/cinder application and Pat Ross seconded the motion. Motion carried.

Letters of support request – Thornhurst Township Board of Supervisors - DCNR program grant for river front restoration project and they are only looking for our support for this project. Located in Pike county but borders Monroe county. Sharon Laverdure made the motion to accept the Thornhurst Township letter of supports request and Craig Todd seconded the motion. Motion carried.

Second letter is for the Brodhead Watershed Association – This letter was in the board packet email. Pat said this is a good idea but we need to set up a specific criteria to ask for our help that all would need to follow. We will be committing to set a precedence to help all with the same situation issues could arise if we cannot accommodate at some point. An internal meeting took place between Kristina, Lori, Drew and Annie to determine staff time and parameters of the project and if we can support. In-kind is staff time and we need to be selective but when it comes to water quality we want to be a support to organizations and communities. Engineering and in-kind will be a per hour basis. Chuck Made motion to accept the BWA letter of support and Sharon seconded. Motion granted. Craig Todd abstained due to being the Vice President of BWA.

Cooperating Agency Reports:

DEP – Carl DeLuca – Statement of Financial Interest are coin due for all district directors. Due no later than May 1st. Virtual meetings are recommended to continue. If meeting in person, districts should still offer virtual meetings. Ag plans – reimbursement programs deadline is May 1st. Brian Winot asked about financial interest statement. Associate board members have been asked to fill out last year but were told at a training event not to do so. Carl will double check and let Kristina know. Kristina stated historically all have done it but if there are changes we will go that direction. Chuck Gould encourages all board members fill out this form going forward since Associate Directors are voting in committees to make recommendations to the board. Craig Todd agreed with this statement.

NRCS – Jen Matthews is hoping to have ranking completed by the first Friday in April and will be able to update us with contracting. Email sent out by PAGC regarding grouse habitat and if we get questions on this, direct caller to NRCS. No questions.

MCPC – Ryan Hill – gearing up to start water quality study amongst 40 sites. Going on Friday to view sites to access starting April 5th. Accepting applications for Farmland Preservation Program until 4/5. There are 12 applicants to date. No questions.

Comment – Craig Todd wanted to confirm for the next meeting to be virtual as well as in person option, he asked if public and Associate Directors can attend. Pat stated he will speak to Kristina but if we are spaced out and have room for public while meeting CDC guidelines, they could attend.

Public comment: none

Pat Ross adjourned the meeting at 9:02am

Respectfully Submitted,

Clara Stalter /sl

Clara Stalter
Office Assistant Sr.

**THE NEXT MCCD BOARD OF DIRECTORS MEETING WILL BE HELD ON THURSDAY,
April 15, 2021 AT 8:00 AM at the Monroe County Conservation District and via Zoom.**