



MONROE COUNTY CONSERVATION DISTRICT BOARD MEETING MINUTES

THURSDAY, JANUARY 19, 2017

**MEMBERS PRESENT:** Joseph Hanyon, Chairperson, Patrick Ross, Dave Moyer and Heidi Secord

**DISTRICT STAFF:** Adam Schellhammer, Roger Spotts, Barbara Bistrails and Debra Martin

**ASSOCIATE BOARD MEMBERS:** Carl Gould, II and Theresa Merli

**COOPERATING AGENCIES:** Edward Vinton, NRCS

**SOLICITOR:** Jeff Durney, Esq. MCCD Solicitor

**PUBLIC:** State Representative Jack Rader; Kristine Bush, State Senator Scavello's Office; Brian Fenstermaker, State Representative Brown's Office; Drake Stinson, Papillion & Moyer Excavating & Paving; Jim Hendricks, Humber-Garick; and Craig Todd

Joseph Hanyon, Chairperson, called the regularly scheduled meeting of the Monroe County Conservation District Board of Directors to order for Thursday, January 19, 2017 at 8:03 a.m.

**REORGANIZATION 2017 Director Appointments/Reappointments-**Joe noted that the first order of business is the swearing in of Charles Garris as the Commissioner Board member and Dave Moyer as MCCD Board member who have been reappointed by the Commissioners. Joe noted that Charlie was not present so he will be sworn in at the next meeting and Joe administered the Oath of Office to Dave Moyer.

**Election of Officers-**Joe noted that the next order of business is the election of officers and asked for motion to reappoint Joseph Hanyon as Chairperson. A motion was made by Dave Moyer, seconded by Patrick Ross, to reappoint Joseph Hanyon as Chairperson. Heidi Secord abstained. The motion carried. Pat suggested keeping the remaining officers the same for 2017 as in 2016. A motion was made by Patrick Ross, seconded by Dave Moyer, to reappoint Mark Sincavage as Vice-Chairperson; Patrick Ross, as Secretary; and Heidi Secord as Treasurer. The motion carried.

**Committee Appointments**-Joe asked if there were any changes to the Committee List or is there a motion for everyone to remain on the same committees. A motion was made by Patrick Ross, seconded by Heidi Secord, to approve the Committee List remaining the same for 2017. The motion carried. (See attached list.)

**Associate Director Reappointments**-Joe asked for a motion to reappoint the Associate Directors as listed. A motion was made by Dave Moyer, seconded by Heidi Secord, to approve the reappointments of Robert Armstrong, Carl Gould, II, John Leiser, John Lyman, Theresa Merli, Edie Stevens and Janet Weidensaul as MCCD Associate Directors. Heidi asked if all the Associate Directors were in good standing. It was mentioned that not all Associates have attended meetings however there is no protocol for attendance. Discussion was held and it was agreed to see if those who do not attend meetings wish to remain on as Associate Directors. The motion carried.

**Associate Director Appointment-Craig Todd**-Joe asked for a motion to appoint Craig Todd as an Associate Director. A motion was made by Heidi Secord, to appoint Craig Todd as an MCCD Associate Director. The motion failed due to the lack of a second. Pat commented that he does not feel that it is appropriate for the District Manager to come back and serve on the Board of Directors or the Associate Board. Craig asked Pat why. Pat said no matter who it is, or what position or organization, he feels the new person should be able to do what they want without someone looking over their shoulder. Heidi said she disagrees and feels that Craig would be a better fit to the organization with his background and would be a resource. She said she has served on other boards where past employees have been brought on due to their resources. Adam said he has no problem and welcomes the experience. Theresa Merli noted that Associate Directors have no vote but he would have valuable input. Chuck asked if any of the current standing committees have non Associate Directors appointed to them because that is where Craig's resources could be helpful but if he is not appointed as an Associate Director then he cannot serve on a committee. Joe said Craig attends the Board meetings regularly as a public member and gives his input there tremendously. Chuck said he thinks the Board is missing a valuable opportunity by not appointing Craig. Jim Hendricks said that if there is an opening on the Associate Board he would be glad to serve in that capacity. Joe questioned the process, noting that there was no nomination for Craig's appointment; only an application was in his Board packet. Pat said the procedure is once an application is presented it then goes before the Associate Director Committee and they make a recommendation to the Board. He noted that he was not aware that was what happened today. Jeff Durney read from the Conservation District Law Statue stating "that the District Board may appoint Associate Directors without voting power to carry out District business at the discretion of the District Board" so that suggests that is a process dictated by the District Board and there is no specific number of Associate Directors. Joe asked that Jim Hendricks receive an Associate Director application.

**BOARD MEETING MINUTES**-Joe asked approval of the December 8, 2016 Board meeting minutes. It was mentioned that there was not a quorum today of those members who were present at the December Board meeting.

**Approval of the Resource Conservation Committee Inspection Protocol Meeting Minutes for November 7 and December 16, 2016**-Joe asked for approval of the November 7 and December 16 minutes. Heidi said she would make the motion. Pat said he could vote on the November 7 minutes but he was not present at the December 16 meeting. Adam said guidance received states that since it is a Board appointed Committee the Board can approve the minutes as a Board and you don't need to be a Committee member. Joe asked why the minutes need to be approved; if there is not a quorum on the Board to approve it and the Board members review it, they why do the minutes need to be approved. Adam stated that this was the guidance we received from DEP to maintain the process of approving the minutes. It was explained to DEP that there was not a Committee quorum at the last Committee meeting and we asked how the minutes should be approved and their response was since it is a Board appointed Committee the Board can approve the minutes. Joe asked if there is a quorum of Directors appointed to every Committee. Adam said no, most Committees have more Associate Directors than Directors. A motion was made by Heidi Secord, seconded by Patrick Ross, to approve the November 7 and December 16, 2016 Resource Conservation Committee Inspection Protocol meeting minutes. The motion carried.

Pat said he could not attend the December Board meeting and he questioned why the Board agreed not to write a letter to the website designer explaining to them that we were dissatisfied with their services. Adam said it was just an amicable split. Joe said it was agreed as 'to what end', noting that we could send letter so that it is a part of our official record and then the public would know we were dissatisfied as a public Board. Jeff stated that the vendor called him and they had a lengthy conversation as to why we were unhappy. At one point the vendor acknowledged some of his failures attributed to him being ill and his staff not helping. Jeff noted that he has had the same experiences with the vendor not following through for other clients also.

**TECHNICAL REPORT**-Adam reviewed the correspondence, calls and meeting numbers on the technical report and asked if the Board had any questions. Joe asked if all calls are logged and if the meetings are project related. Adam said all site related calls are logged and the meetings include tech staff meetings and meetings related to projects. Adam noted that complaints and applications were up and PDG timeframes were down on average by two days for 2016. Adam stated that the pre-application meetings are helping to keep the PDG timelines on track and the Compliance Assistance meetings are well received by the development community. Dave asked that a sheet be prepared for when an application is filed it can be tracked through the process. Adam said Lori has been working on tracking applications through the Access Database.

**2016 Year-End Report**-Adam noted that the year-end report is on the back of the technical report which shows the total number of plan reviews/approvals, site inspections and complaints for the last four years giving a feel for the trends. Discussion was held on complaints, anonymous callers, investigating all complaints and some being viable and some not.

**Site Status Report**-Adam reported that the site status report shows which sites are in compliance, those that are not and that inspection reports were sent.

**NPDES Workshops, Friday, January 20 and Tuesday, January 31, 2017**-Adam reported that the January 20 NPDES Workshop filled up quickly so a second workshop has been scheduled for January 31.

**Manure Management Workshops**-Adam said Matt will be holding Manure Management Workshops on February 1, 8 and 15 which are being funded by a mini-grant. This free workshop is for those who are in need of a manure management plan which will bring their site into compliance with Act 38.

**Stream Repair/Game Lands #38 Update**-Adam said he has been working with Commissioner John Christy, who is working with Senator Cartwright, to fill in the gaps from the plumes from the Game Lands to the Delaware River. He has a meeting scheduled with PennDOT to discuss access and a meeting with Senator Scavella to discuss a plan of attack and the best way to contact all stake-holders. Dave asked if Adam was/is going to track all of the other streams. Adam said MCCD has been working Bob Heil from BWA on assessing streams and the water quality monitoring program. Joe said the process is to develop a game plan on attacking the issue and then we can append that to an application for a Growing Greener Grant. Adam said that is the hope and we would like to have some political support in advance of submitting a grant application. Dave said that we should be looking at all the streams by starting with the Delaware and working backward using GPS to log downed trees and road issues. Adam said they are filling in the gaps between the Game Lands and the Delaware and changing the locations of water quality monitoring sites so they can zero in on the problem areas. Dave asked if anything can be done with volunteers to start clearing the trees and stumps out of the streams. Adam said the trees are not the main concern, noting that they can provide habitat, but any work would be insignificant right now in compared to the Game Lands site. Dave said the Game Lands is a fraction of what is going on in this County.

**Dirt, Gravel & Low Volume Road Year-end Accounting-Approval for Driving Surface Aggregate Testing Requirements; Recommended by the Quality Assurance Board (QAB)**-Joe asked Dave if he knew anything about this. Dave said he was not at the QAB meeting. Adam stated that some of the DSA material was too wet when it left the quarry even though they said it met the specs and it took some time to get it to roll out. Adam said the QAB would like to see moisture and density testing done before it leaves the quarry for anything thing over 500 tons so

when it gets to the site it is to spec. A basic test is run by the look and feel, but the material was still too wet. Ed Vinton said that a batch test is done at the quarry and the fee comes out of the Dirt & Gravel Road Program. Currently the program requires that any job over 1,000 tons must be tested but many projects are less than 1,000 tons and that material is not being tested so the QAB is suggesting the tonnage be dropped to 500. Joe asked what the cost is for a batch test. Ed said he did not know the costs for the test from this area. Dave said the whole Dirt & Gravel Road program needs to be looked at from the state level with this driving surface aggregate material. He said 2A modified is the fines and dirt material that is left over in the quarry. He said he looked at two jobs that were completed and the tracking coming off these roads onto paved township roads is terrible. The material would need go through a Pug Mill to get the blend right and spraying water on the piles is not going to make the material come out right. Dave said we need to look at the process on how to get the material right. Ed said that the quarries he works with have a sprinkler system that keeps it moist and then they mix the material before they load it. Discussion was held on the effects of weather conditions on the DSA material, completed projects and the timing of those projects. Dave said this is a state funded program and the costs of materials and trainings for the program need to be looked at and perhaps it would be better to put down asphalt. Adam said he feels the program has been successful and several municipalities have reached out with more projects. Adam noted that the trainings and techniques offered help road masters to better maintain all their roads. Dave said when you have a dirt road it is always going to have potholes, it will need to be graded, the crown replaced; dirt roads are always going to need ongoing maintenance, but if you were to pave that road it may be good for 8-10 years. Ed said for all the D&G projects he has worked on across the state, when done properly, the DSA will hold up for 3-5 years and some longer, and the maintenance is less costly than paved roads. He noted that the program will not fund paving dirt & gravel roads. Joe asked how the QAB was made up. Adam said the members were approved by the District Board. Joe noted that Dave was not at the meeting. Adam said Dave is not a voting member of the QAB, he is the Chairperson, and there was a quorum. Joe clarified that this is a four person Board and Dave is not a voting member and the other three members are voting members. He asked if the QAB Board was adopted by the MCCD Board or the state. Adam said by the state. Adam noted that this program has been helpful to municipalities by offering matching funds and it has been well received and MCCD hopes to be offering more education and outreach to HOA's and the public on how to maintain private roads. Dave said there is a lot to think about with the whole D&G Program and maybe there are better places to spend money to help with stormwater than on dirt roads. The municipalities need to look at their costs for dirt & gravel roads and costs of chemicals to clear up the ice and snow, with asphalt, once the sun hits the road it melts quicker. Ed stated that D&G funds cannot be diverted out of the program as the funds are designed for these projects and come from the Transportation Bill. He noted that as far as using the funds for stormwater, it needs to have an association with the program. Adam noted that this is not a

transportation program; it is a water quality program, so everything they do is designed to improve water quality in the watershed including vegetative swales to prevent runoff to the streams and pipes diverting water away from streams. Dave stated that the vegetative swales and diverting water is a huge help, but the materials put down for the dirt roads is more creating dust and dirt and lowering the water quality with the fines from the materials that runoff. Joe asked Dave if it is cost effective to do this batch testing or not. Dave said it is always going to be hard to get modified to be consistent so he does not know how cost effective it is. Ed said the cost will come out of the D&G Road Program and it was a recommendation of the QAB. Chuck said the good thing about testing the material from a municipal level is that it is good to know in advance if the materials are right, if not, you don't accept the materials. He noted that if you want more municipalities to participate in this program it needs to have a positive outcome. Pat said asphalt is tested before it is put down so what is the difference in having this material tested. Dave agreed noting that it is the supplier's responsibility to see that the material is right before it leaves the plant. Jim Hendricks said he is an experienced Civil Engineer with a background in highway construction and what Dave is saying is absolutely right. If the material does not meet spec then you have to have some way to bring it to spec and the Pug Mill is a way to do that. Testing is important and materials can be rejected because of that; but you have to have the means to mix it. Joe asked for a dollar figure for the cost of the batch testing. Adam said it will be more cost effective than having road crew members/contractors trying to put down a material that is too wet. Dave asked how the material is to be tested. Adam said the testing protocols are outlined in The Center for Dirt & Gravel Road's Manual. Adam noted that testing is required for anything over 1,000 tons and the QAB is requesting approval to test anything over 500 tons which is how much most of the jobs we are working with are currently using. Dave said so we are just looking to reduce the testing from 1,000 to 500 tons and we will not be doing the testing at the quarries. Ed said the quarry itself will be doing the testing and the expense will come out of D&G Road Program. A motion was made by Dave Moyer, seconded by Heidi Secord, to approve lowering the required testing for DSA materials from 1,000 tons to 500 tons. The motion carried.

**Approval of the Purchase of a Program Vehicle; Recommended by the QAB-** Adam stated, as previously requested by the QAB in November, a vehicle purchase is being recommended by the QAB for use by the Dirt, Gravel & Low Volume Road Program. Adam said he provided the mileage numbers as requested by the Board at the November Board meeting. Currently three technicians share one vehicle during the busy months and municipalities have mentioned that they would have appreciated more of a presence by us when they were doing their projects and the lack of a vehicle has been a factor. Pat asked how miles are on put on a vehicle per year for the program. Adam said the vehicle log sheets are not broken down by program. Joe noted that the tech report shows that there were just two D&G site inspections for the month of December and you are saying that we need a vehicle for one busy month of the year.

Adam said that is incorrect. Currently applications are being accepted for the program which means site inspections are needed to review the proposed projects and address questions. Adam stated that there is an allotted sum under administration and education in the D&G Program where the program will allow for the purchase of a vehicle. M CCD has money in that line item to cover the cost of a vehicle, the District would only cover the insurance and the maintenance and the QAB recommends the purchase not to exceed \$32,000. Heidi said to clarify: funds for the purchase of the vehicle will not come out of District funds. Adam said that is correct. Joe said but maintenance, insurance, gas and tires come out of M CCD budget. Adam said that is correct. Pat asked if the vehicle could be used for other things than just the D&G Program. Adam said yes. Dave said when he looks at the mileage on M CCD's vehicles, which is low, it does not make sense to purchase a vehicle, why not save our money. Adam said it is not the mileage; it is the limited number of vehicles for the technicians that we have to use in the field. Heidi said she understands both points, but it is not a question of the mileage, it is the question of need more technicians in the field. Adam said yes and that is the recommendation of the QAB and the municipalities. Staff and the QAB feel that this is an excellent opportunity to expand the D&G Program including outreach and education and it will benefit the watersheds to improve water quality. Joe asked which municipalities attended the recent QAB meeting. Adam said representatives from Chestnuthill, Middle Smithfield and Polk Townships. Chuck said Chestnuthill's concern is that they have approximately three months when their road work takes place and if other townships get involved in the program all the projects will come in a limited timeframe. If the technician can't get to a site the townships are not going to wait and the program will die. Discussion was held on the vehicle being used for District programs, District expenses, and how many inspections and how much mileage was put on vehicles for the D&G Program over the last year. Adam said it is not how many inspections/projects we did; it is how many we would like to do; this is an investment in the program. Roger stated that the short window for the D&G Program also coincides with the busiest time of the year for the EE Staff and the Summer Work Crew. M CCD has one truck to use to haul equipment whether it is for maple sugaring, trail maintenance at the Bog and the Summer Work Crew being here for three months during the summer. Joe said we have five vehicles with very low mileage. Roger stated that the Honda can only be used by EE Staff as it was purchased for them by KCEF. They take it to a local school district where it sits in the parking lot all day, which sometimes is only eight miles roundtrip, we don't drive 150 miles per day; we just need a vehicle to go to that program. Roger said this vehicle will benefit the D&G Program but it will also benefit the EE Staff by leaving another vehicle for their use. Discussion was held on why the vehicle needs to be a 4x4 truck. Dave said he has heard in the field that no one likes to drive the Prius. Adam said that is probably because they are driving over big rocks on a construction site. Adam said he is making the recommendation to purchase a new vehicle per the QAB. A motion was made by Heidi Secord, to except the recommendation of the Dirt & Gravel Road Quality Assurance Board to purchase a vehicle as she sees a lot of benefits to



the D&G and MCCC's programs by making the purchase. Pat said he would like to table it to the next Board meeting as he would like to see how many miles of dirt and gravel roads that we have instead of seconding the motion. The motion failed due to the lack of a second. A motion was made by Patrick Ross, seconded by Heidi Secord, to table Heidi Secord's motion for the vehicle purchase until the next Board meeting. The motion carried.

**QAB NRCS Alternate**-Adam noted that this was not on the agenda however the D&G Program is requesting that alternate QAB members be appointed. He asked if the Board would entertain approving Jennifer Matthews as the NRCS QAB Alternate for Edward Vinton. A motion was made by Patrick Ross, seconded by Heidi Secord, to approve appointing Jennifer Matthews as the NRCS QAB Alternate for Edward Vinton. The motion carried.

**ENVIRONMENTAL EDUCATION-2016 Year-End Report**-Roger reported that EE year-end report is on the back of the monthly report. He noted that the EE Program Summary shows programs, naturalist programs and school programs which are the highest numbers for programs and attendance since 2009. He noted that in 2009 school contracts were reduced because school budgets were cut. Staff along with KCEF has worked hard to bring those programs back and they are almost to the same level as in 2009. Roger noted that building attendance was low due to the Rim Rock Bridge being out until the end of May and seems to be slow to get people to start to come back. He noted that the busiest months for staff are April, May and September going to the Bog, Meesing and schools. Roger said that program income is still down a little as school enrollment is down lowering the number of classrooms and therefore the income we generate is down. He noted that our fees were raised for 2017 and we should see an increase in income.

**Program Status Report**-Roger said that the staff submitted for a DEP Grant for programs at East Stroudsburg High School but we won't hear anything until April. He noted that Darryl has been working with the tech staff on cooperative workshops/programs.

**Approval for the Nature Discovery Area**-Roger stated that a Nature Discovery Area is an area that is established on-site with very simple items so children will want to go outside and play. Staff has been working on this for some time and has developed a draft layout. The area will be located near the pavilion and is not a place where planned educational programs will take place but more for visitors to utilize. The Nature Discovery Area is being funded by a donation from a local family and KCEF is interested in funding it. Hamilton Township has been contacted concerning permitting and our insurance carrier has also been contacted concerning coverage. Roger said he is asking the Board to approve the concept not funding. Joe asked if the donations toward building the area needed approval. Adam said KCEF plans to take on the project and present it as a completed project/donation. Discussion was held on who would be doing the labor. Roger said landscapers are being contacted as it is a small project, some volunteers will be used and only a minimal amount of staff time will



be needed. Dave offered a donation of smaller equipment. A motion was made by Patrick Ross, seconded by Heidi Secord, to approve the Nature Discovery Area. The motion carried.

**Maple Sugaring**-Roger noted that the maple sugaring tree tapping season will begin around February 13. Public Day is March 4 and he invited the Board to attend. Roger noted that we have been offering tree sponsorships for over 20 years and it generates a lot of revenue for the EE Center. Currently we have received 93 tree sponsors so far this year.

**DISTRICT MANAGERS REPORT**-Adam asked if anyone had any questions and there were none.

**2017 County Budget**-Adam stated that MCCD requested \$200,000 from the County for our operations and they approved \$160,000 which is appreciated.

**2017 MCCD Final Budget**-Adam said MCCD's budget including \$318,473.55 from the Dirt, Gravel & Low Volume Road Program comes to \$1,766,055.55 with \$489,222 being reimbursed to the County. He noted that some changes on the income side include increased fees for school contracts and income from grants and workshops. Under the expenses some items are in and out and fewer expenses including salary reimbursements, building costs, the new phone system and Professional fees should be less in 2017. Heidi commented that our solicitors fees were up in 2016 and knowing what we were going to be paying for would help with budgeting figures. Adam noted we were \$1,000 over budget and there were some charges from our solicitor where we could have used DEP attorneys free of charge instead. Pat asked for an example. Adam said discussions were held on Chapter 102/105 concerning the RCC meetings and in December on the Director Nominating process. A motion was made by Patrick Ross, seconded by Heidi Secord, to approve MCCD's 2017 final budget of \$1,766,055.55. The motion carried.

**MCCD Mileage Reimbursement Rate 2017-\$0.535/Mi.**-Adam noted that the mileage rate decreased. A motion was made by Dave Moyer, seconded by Heidi Secord, to approve MCCD's 2017 mileage reimbursement rate of \$0.535 per mile. The motion carried.

**Solicitor Update Anderson Estate**-Adam said Jeff forwarded paperwork on the Anderson Estate to him yesterday for signature and that will be signed and forwarded back to Jeff.

**Voting Direction for PACD Bylaws: Associate Directors Eligible to Serve as PACD Regional Directors:** Adam reported that at the upcoming PACD Winter meeting there is a proposal to change PACD Bylaws to allow for the Associate Directors to serve as PACD Regional Directors. At the regional meetings the northeast, northcentral and southcentral regions all voted to support the change and the southeast and the northwest regions voted to oppose the change. Adam asked for direction from the Board as MCCD will need to cast our vote at the winter meeting. He noted that currently Associate Directors are not

allowed to serve as PACD Regional Directors at meetings. Dave said he would make the motion that MCCD does not support Associate Directors to serve as PACD Regional Directors as many of MCCD's Associate Directors do not attend Board meetings and don't know what is going on. Adam stated the MCCD Board has the power to say no for this district but by approving this would allow other districts to choose to allow their Associate Directors to be voting delegates. A motion was made by Dave Moyer, seconded by Joseph Hanyon, to not approve Associate Directors eligibility to serve as PACD Regional Directors. Heidi commented that active Associate Directors may have more ability to serve. One reason this came about was that Pike County had an Associate Director that was nominated to represent Pike at PACD but could not vote. Discussion was held and Jeff needed to ask that the motion be clarified as only two Directors voted. Jeff said the motion was to oppose PACD amending the bylaws to allow Associate Directors to serve as Regional Directors at PACD meetings. Joe clarified the motion. Heidi Secord and Patrick Ross voted no. The motion failed. A motion was made by Heidi Secord, seconded by Patrick Ross, to recommend that Associate Directors be eligible to serve as PACD Regional Directors. Dave Moyer and Joseph Hanyon voted no. The motion failed.

**2016 Remaining Donations Approval:** Adam reported that the 2016 remaining donations need approval including donations from Brodhead TU for building use, donations toward the stream gage and KCEF's donations for Conservation Camp, BioBlitz, Envirothon, Bug Fest and educational equipment are included on the list. The total donations are \$6,333.70 from 9/1/16-12/31/16. A motion was made by Heidi Secord, seconded by Patrick Ross, to approve the remaining 2016 donations as set forth on the Account QuickReport as published in the amount of \$6,333.70. The motion carried. (See attached).

Adam mentioned that the Auditors will be attending the February Board meeting and he asked if an Executive Session could be held at the beginning of the Board meeting. The Board agreed.

**DECEMBER REPORT-Financial Statement-2016 Year-End Report-**Adam said the December 31 Balance Sheet shows a worst case scenario deficit of \$351,636.11 but that does not include any income. Adam reported that MCCD has \$384,410.58 in the checking/savings and \$410,622.57 in Money Market giving a total account balance of \$795,033.15. A motion was made Patrick Ross, seconded by Heidi Secord, to approve MCCD's Financial Statement and 2016 Year-end Report as presented. The motion carried.

**Invoice Lists-**Adam highlighted some of the higher invoices including Energy Technologies for the HVAC maintenance, PACD dues, Trout Lake Retreat deposit for the membership dinner and postage for the postal meter. A motion was made by Heidi Secord, seconded by Patrick Ross, to approve the Invoice Lists from December 9, 2016 through January 18, 2017 and January 19, 2017. The motion carried.

**OTHER BUSINESS-Out of County Travel Requests**-Adam said that there was add-on to the list for EE Staff to provide bird feeding programs to Washington Elementary in Bangor, PA. He noted that Annie was appointed by the Commissioners to represent them on the Lake Wallenpaupack Watershed Management District and all of those meeting dates are listed. Discussion was held on the Eagle Watch fieldtrips. A motion was made by Heidi Secord, seconded by Patrick Ross, to approve the amended out of county travel requests including the Washington Elementary bird feeding programs in Bangor, PA. The motion carried. (See attached list.)

**MCCD New Building Use Policy and Procedures**-Adam stated a new standardized three page MCCD Building Use Policy and a MCCD Reservation Agreement have been developed for the purpose of scheduling outside group building use. A County mandated 'Hold Harmless Agreement for Building and Grounds Use' policy is also included. A motion was made by Heidi Secord, seconded by Patrick Ross, to approve the MCCD Building Use Policy and Procedures, MCCD Building Reservation Agreement and the County Hold Harmless Agreement for Building and Grounds Use. The motion carried.

**2016 Farm of the Year Award Recipient and Ag Banquet, Feb. 4**-Adam noted that staff discussed the name of the award and it was agreed to name the award the 'Farm of the Year' and this year's recipient is the Heckman Family. Discussion was held on when they received the award last. A motion was made by Patrick Ross, seconded by Dave Moyer, to approve Heckman Orchards to receive the 2016 Farm of the Year Award. The motion carried.

**COOPERATING AGENCY REPORTS**-Edward Vinton, NRCS, noted that the Board had received Jennifer Matthew's NRCS report. NRCS staff is ranking the first round of EQIP and CREP applications. The ranking should be completed by the end of February and then they will begin writing contracts.

**PUBLIC COMMENT**-Joe asked if there was any public comment and there was none.

**ADJOURNMENT**-Joseph Hanyon, Chairperson adjourned the Board meeting at approximately 9:26 a.m.

Respectfully submitted,



Debra L. Martin  
Recording Secretary

**THE NEXT MCCD BOARD OF DIRECTORS MEETING WILL BE HELD ON THURSDAY, FEBRUARY 16, 2017 AT 8:00 A.M. AT THE MONROE COUNTY CONSERVATION DISTRICT OFFICES IN BARTONSVILLE, PA.**

**MONROE COUNTY CONSERVATION DISTRICT COMMITTEE ASSIGNMENTS - 2017**

( Joseph Hanyon officio of all Committees and Chairperson of  
Building/Site Committee

**COMMITTEE ON OBJECTIVES**  
All District Directors and  
Designated Staff Members

**BUDGET & FINANCE COMMITTEE**

Heidi Secord, Chairperson  
Charles Garris, Commissioner  
Joseph Hanyon  
Adam Schellhammer  
Edith Stevens, Associate Dir.  
John Lyman, Associate Dir.

**PERSONNEL COMMITTEE**

Dave Moyer, Chairperson  
Patrick Ross  
Joseph Hanyon  
Heidi Secord  
Theresa Merli, Associate Dir.  
Carl Gould, II, Associate Dir.  
John Lyman, Associate Dir.  
Janet Weidensaul, Associate Dir.  
Adam Schellhammer

**RESOURCE CONSERVATION COMMITTEE**

Heidi Secord, Chairperson  
Joseph Hanyon  
Paul Canevari  
Patrick Ross  
Janet Weidensaul, Associate Dir.  
Carl Gould, II, Associate Dir.  
Robert Armstrong, Associate Dir.  
Edith Stevens, Associate Dir.  
Theresa Merli, Associate Dir.  
Jennifer Matthews, NRCS  
Adam Schellhammer

**AD HOC COMMITTEE**

Mark Sincavage, Chairperson  
Heidi Secord  
Joseph Hanyon  
Robert Armstrong  
Adam Schellhammer

**PACD VOTING DELEGATES**

( Joseph Hanyon - Voting Delegate  
Adam Schellhammer-#1 Alternate Del.  
Charles Garris-#2 Alternate Delegate  
Heidi Secord-#3 Alternate Delegate

**PACD - LEGISLATIVE CONTACT**

Joseph Hanyon

**AWARDS/RECOGNITION COMMITTEE**

Heidi Secord, Chairperson  
Mark Sincavage  
Joseph Hanyon  
Adam Schellhammer  
Roger Spotts  
Carl Gould, II, Associate Dir.

**BUILDING/SITE COMMITTEE**

Joseph Hanyon, Chairperson  
Patrick Ross  
Charles Garris, Commissioner  
Mark Sincavage  
Adam Schellhammer  
Roger Spotts  
Edith Stevens, Associate Dir.  
Janet Weidensaul, Associate Dir.  
John Lyman, Associate Dir.

**CONSERVATION EDUCATION COMMITTEE**

Patrick Ross, Chairperson  
Roger Spotts  
Joseph Hanyon  
Adam Schellhammer  
Edith Stevens, Associate Dir.  
Janet Weidensaul, Associate Dir.

**ASSOCIATE DIRECTOR COMMITTEE**

Patrick Ross, Chairperson  
Charles Garris, Commissioner  
Heidi Secord  
Joseph Hanyon  
Adam Schellhammer

**DIRT, GRAVEL & LOW VOLUME RD.**

**QUALITY ASSURANCE BOARD**

Dave Moyer, MCCD Rep.  
Adam Schellhammer, MCCD  
Edward Vinton, NRCS  
Eric Weredyk, PA Fish & Boat Comm

updated 1/19/17

Monroe County Conservation District  
Account QuickReport  
MCCD Donations September through December 2016

	<u>Date</u>	<u>Memo</u>	<u>Amount</u>
<b>General Donations</b>			
	09/13/2016	poc garden club ck 1767	75.00
	09/26/2016	open house food mccd cash	58.50
	09/26/2016	krum ck 4926	30.00
	09/26/2016	open house general ee cash	19.80
	09/26/2016	jones kceec ck 4470	20.00
	09/30/2016	bucks for books cash	5.00
	10/13/2016	poc garden club ck 1777 bldg use	75.00
	10/14/2016	books for bucks cash	8.00
	10/31/2016	rohde ck 460	10.00
	11/10/2016	poc garden club ck 1787	75.00
	11/21/2016	churion eagle scout project donation ck 2807	39.61
	12/21/2016	baxter ck 3151	70.00
	12/21/2016	tu brodhead ck 1082 bldg use	100.00
		<b>General Donations</b>	<b>585.91</b>
<b>Conservation Camp</b>	09/19/2016	Beltzville Flying Club Donations	113.00
		<b>Conservation Camp</b>	<b>113.00</b>
<b>Stream Gage</b>	12/29/2016	TU Brodhead Chapter	250.00
		<b>Stream Gage</b>	<b>250.00</b>
<b>KCEF</b>	all year	Conservation Camp, BioBlitz, Envirothon, Bug Fest Event Expenses Go Pro, Bird Banding Equip, Snorkel Equip	5,384.79
		<b>KCEF Misc.</b>	<b>5,384.79</b>
		<b>Total 9/1/16-12/31/16</b>	<b><u>\$6,333.70</u></b>

Out of County Travel Requests for MCCD Board Approval on January 19, 2017

AMENDED

1/10,11,12&13/17 (2017-0001)

5 points Elementary School Birdfeeding program  
Bangor, PA

RS,KB,DS,BH,BC

1/24-25/17 (2017-0002)

PACD Winter Meeting  
State College, PA

AS

1/30-2/1/17 (2017-0003)

PACD Manure Management Manual Train-the-Trainer  
Workshop, Lycoming County, Montoursville, PA

MG

2/7/17 (2017-0005)

NEPA District Managers Mtg.  
Wilkes-Barre, PA

AS

1/27/17 (2017-0004)

Public Program - Eagle Watch  
Pike County, Port Jervis, NY

BH

2/10/17 (2017-0006)

Public Program - Eagle Watch  
Pike County, Port Jervis, NY

DS

3/14-16/17 (2017-0007)

Pennsylvania Certified Organic "Organic Cropping  
Systems for Agriculture Professionals  
State College, PA

MG

1/18;2/15;/3/15;4/19;5/17;6/21;

7/19;8/16;9/20;10/18;11/15;12/20 – (2017-0008)

Lake Wallenpaupack Watershed Management District meetings  
Hawley, PA

AM

ADD-ON

1/24, 25 & 26/17 (2017-0025)

Washington Elementary Kindergarten  
Bird feeding programs, Bangor, PA

RS,KB,DS,BH,BC