



MONROE COUNTY CONSERVATION DISTRICT BOARD MEETING MINUTES
November 18, 2021

MEMBERS PRESENT: Bob Armstrong, Sharon Laverdure, Roger McFadden, Chuck Gould, Craig Todd, Randy Rice and Brian Winot.

DISTRICT STAFF: Kristina Heaney, Roger Spotts, Lori Kerrigan, John Motz, Michael Wilk, Barbara Bistras, and Diana Flint.

ASSOCIATE DIRECTORS:

Cooperating Agencies: Jennifer Matthews-NRCS, Amy Seidel-Planning Commission

PUBLIC: Paula Heeschen-BWA

Bob Armstrong called the meeting to order at 8:01 am.

Public Comment-none

Bob Armstrong announced that Brian Winot has been moved to the director level. He proceeded to recite the Oath of Office to Brian, who agreed to the Oath. Brian is now on the MCCD Board.

Board Meeting Minutes: Bob Armstrong asked for approval of the October 21, 2021 board meeting minutes.

A motion was made by Roger McFadden, seconded by Craig Todd, to approve the October 21, 2021 board meeting minutes. Motion carried.

Technical Report:

Lori Kerrigan provided the report in the board packet, which she reviewed with the board. She mentioned that phone calls are quieting down a bit but there are still complaints coming in and the need for an amount of technical assistance. Bob asked about number three and four on the inspections, stating that they looked identical but one listed testing, so he asked the reason why one is tested and the other isn't. Lori explained that the testing might be the same on both sites. John Motts then explained that the owner was referred to DEP. Bob then asked about number 13, which listed no activity and number 62, which lists IR sent already. Lori explained that the site has been there a long time and that another permit

application was submitted. She said that the district is obligated to occasionally follow up on site since an open permit still exists. Lori confirmed with Bob that they're still responsible for erosion.

Roger asked if a response on the IR was expected. Lori replied that if a notice of violation goes out, then a response is required but if it's a normal inspection then a reply isn't necessary. She said that the party would know in advance if a response was required. Next, Bob asked Kristina if she's figured out how staff time will be split to cover AG. Kristina responded that after having discussions with staff, a plan is in place that will ensure that the work for the ACT program will be completed, with the responsibilities being split up between several staff members.

EE Report: Roger Spotts provided his report in the board packet. He stated that the EE staff has worked with local schools on fall programs. He told the board that the money from the Monroe County Bar Association grant will be used to pay for fall 2021 and spring 2022 school programs, including field trips. Next, Roger showed the board the 2022 calendars, which displays the winners of the photo contest and is available for sale in the gift shop. Stephen Hansen was the overall winner, with his photo of a great blue heron being featured on the cover. Next, Roger stated that the suet from the bird seed sale is on back-order, we're hoping to receive it soon. Roger said that the Maple Sugaring program has started and we're beginning to receive maple tree sponsors. Sharon stated that she didn't realize that many out of county schools utilized our programs. Roger explained that it consists mainly of bog tours, but there was also an owl net program. He said that if the staff travels to an out of county school, they are charged a higher rate for the program than a school within Monroe County would be charged, but if they come here the rate is the same.

District Managers Report: Kristina provided the report in the board packet. She worked with Penn State Extension and DEP concerning strategic planning and will be working with staff to come up with goals and objectives. She told the board that the Stream gauge marketing strategy has accumulated \$350 in donations so far and that the commercial market will be targeted next. Kristina stated she expects to have \$2,600 in additional funding for the stream gauge this year. Next, she stated that the Sand Spring Growing Greener pre-bid meeting was held on November 10th. She said it was a success, with approximately fifteen groups reviewing the site to possibly bid on it. She'd like the board to see the site before the work begins and then to view it again once the work is completed. Bob asked when the project would be started, Kristina replied that bids are due December 1st. The bank work and timber harvesting will be done this winter with the rest of the project starting during the low flow season, late spring or summer of next year.

Kristina told the board that Drew and Mike have been providing training to the DEP and to other PA Conservation Districts and that the DEP reached out to thank the staff for their efforts. Bob asked Kristina about the PACD farm show and if the district would be interested in setting up a display next year. Kristina agreed that this is a good idea and that one or two staff members can be sent to represent MCCD.

Kristina told the board that there will be interviews scheduled for the office assistant senior and resource conservation specialist positions the week after Thanksgiving.

Fire Protection Upgrades: Barb spoke to the board about upgrades that are needed with the current fire system. There are some areas of the building where the alarm isn't audible and also no one is notified if the building alarm goes off. Three companies supplied estimates for alarm system upgrades, with the

lowest quote coming in from Altronics. Kristina recommended Altronics, stating that they're a local company that's easy to work with, they recently installed our security system and are familiar with the building.

A motion was made by Roger McFadden, seconded by Sharon Laverdure, to approve Altronics for the fire alarm system upgrade. Motion carried.

Dirt and Gravel, Low Volume Roads: Middle Smithfield Township-Knob Hill Extension Request

John Motz mentioned that the Middle Smithfield Knob Hill project is requesting an extension until December 19th, they're still waiting for concrete.

A motion was made by Craig Todd, seconded by Brian Winot, to extend the Knob Hill contract. Motion carried.

Financial Report:

Invoice List as of 11/17/21:

Barb clarified with the board that the Pleasant Valley fourth grade bog bussing was paid for by the KCEF. Kristina noted that we recently purchased a tile floor cleaner, which will save money that would have been paid to the company that cleaned our tile floors.

A motion was made by Sharon Laverdure, seconded by Roger McFadden, to approve the November 17, 2021 invoice list. Motion carried.

Balance Sheet as of 10/31/21:

A motion was made Roger McFadden, seconded by Craig Todd, to approve the balance sheet for 10/31/21. Motion carried.

Out of County Travel:

Kristina asked for a motion to approve out of county travel for Matt Giambra, for a photo bus trip that was in September and for John Motz to attend a committee meeting at State College.

A motion was made by Craig Todd, seconded by Sharon Laverdure, to approve out of county travel. Motion carried.

Cooperating Agency Reports:

NRCS-Jennifer Matthews stated that they are gathering eligibility for all round one applications. Emergency Protection watershed funding has been announced for Monroe County, with the sign up being available until December 8th.

Planning Commission-Amy Seidel said they had a total of 122 farms for the farmland preservation inspections, bringing the total to 8,198 acres. The Monroe County Agricultural Board presented a newly designed sign to all the preserved farms in Monroe County. The sign is of Miller Farm, the first preserved farm in Monroe County.

Public comment: None

Kristina asked the board if they can complete a mileage reimbursement form whether or not they're asking for reimbursement.

Bob Armstrong adjourned the meeting at 8:42 am.

The board went into an executive session to discuss personnel matters.

Respectfully Submitted,



Diana Flint
Office Assistant Sr.

**THE NEXT MCCD BOARD OF DIRECTORS MEETING WILL BE HELD ON THURSDAY,
December 9, 2021 AT 10:30 AM at the Monroe County Conservation District**