



MONROE COUNTY  
CONSERVATION DISTRICT

*Conserving Natural Resources for the Future*

Technical Section Tel (570) 629-3060 • Environmental Education Tel (570) 629-3061  
8050 Running Valley Road • Stroudsburg, PA 18360 • Fax (570) 629-3063 • [www.mcconservation.org](http://www.mcconservation.org)

## **MONROE COUNTY CONSERVATION DISTRICT BOARD MEETING MINUTES October 15, 2020**

**MEMBERS PRESENT:** Pat Ross, Bob Armstrong, Sharon Laverdure, Roger McFadden,  
Dave Moyer and Randy Rice

**DISTRICT STAFF:** Kristina Heaney, Barbara Bistrais, Roger Spotts, Lori Kerrigan, Alex  
Dutt, Clara Stalter, Diana Flint, Michael Wilk, Drew Wagner

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

**COOPERATING AGENCIES:** Ryan Hill, Monroe County Planning Commission, Carl Deluca  
and Linda Mackey, DEP, Paula Heeschen, BWA, Jennifer  
Matthews, NCRS

**PUBLIC:** None

**Pat Ross called the meeting to order at 8:03 am**

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

**Public comment:** None

**Board Meeting Minutes:**

Pat asked for approval of the September 17, 2020 board meeting minutes. Sharon made the motion to accept the minutes, Roger McFadden seconded the motion. Motion granted.

**Technical Report:** Lori gave a review of the September technical report. They fielded 115 calls, 282 general correspondences, and issued 2 NPDES Individual permits for Tobyhanna and Pocono Townships and 1 GP8 under Chapter 105 Program. There have been many pre-application meetings; 11 via Zoom and all applications are being submitted electronically. Internship position search is underway using the University's Handshake program to seek an intern with GIS/Engineering or Landscape Architect type of crossover and to push PCSM public database project forward. Annie Polkowski – Watershed Specialist – is back from maternity leave and has assisted EE with the Biology through

Ecology program. Pre-application meeting was held for the Sand Spring Run Growing Greener project – had site visit with agencies for feedback from PA Fish and Boat Commission as well as DEP. Bob Armstrong questioned site inspection #9 – why so many inspections (70). Lori confirmed this is a typing error and should be 7, not 70. Dave Moyer asked if typing error on next line for number of inspections –it is not an error as it is a multiple part project so inspections are included on the same permit, increasing number of inspections. Pat Ross asked on #33 on PennDOT permit. Lori stated it is a tech assist from a storm event and we respond to all complaints within 8 days. No further questions on tech report.

**EE Report:** Roger highlighted that we put together Zoom programs with local schools in the area. Stroudsburg area schools have done programs with us. Expanding on the area, Hamilton School is participating in a program via Zoom today, 10/15/20. The Zoom programs are going well and proving to be successful with the area school districts. There is no charge for these programs and is funded by grants. Sharon asked if Roger was posting the zoom programs online for others to view. The answer is no when the program involves school age children and schools. If there is a public zoom program that will be shared online. Birdseed sale is still continuing and ends next week. Order forms are on the table outside the meeting room for those interested.

**Technical** - Pat Ross circled back to Lori Kerrigan about projects and disturbed area specifically regarding what is in progress now for permitted sites. Lori needs to look at the database to give a more concrete answer (since open permits may span 10 years with a renewal) and circle back with Pat and Kristina, however, stated the figure the District would be able to provide would be earth disturbance conducted under reviewed or permitted sites. Dave Moyer asked about the last page of Lori's report regarding project acres and disturbed acres. Lori explained this is for all applications received over a month span from 9/1/20 – 9/30/20 for either E&S and NPDES permits that are in office and under review. These are not under construction at this time because they are still under review.

**District Managers Report:** Kristina introduced the 3 newly hired employees – Alexandra Dutt, Diana Flint and Clara Stalter and mentioned all are being trained within the district. Birdseed fundraiser is a success.

Kettle Creek Environmental Education Fund received 20K grant from Monroe County Bar Association as well as Cares Act Fund monies. These funds will help offer students from Monroe County free programs for the 20-21 school year

PennDOT meeting with John Bohman is going to be tentatively rescheduled for 11/19 @ 10am. Kristina will confirm this set up with PennDOT and invites will be sent. Sharon specifically wants to attend to push for flooding issues. Stated the original date set for meeting on 11/6 will not work for her as she will most likely be counting votes from Presidential Election. Pat stated an agenda needs to be set up and sent out in advance so all

have time to prepare and come with questions. Craig stated that flooding was prompted by the last storm in our area and this meeting may be educational for all to better understand the schedule of maintenance, annual meetings and requirements in the maintenance office for what they need to perform each year. May address some concerns regarding stormwater management in the right away.

Kristina is working with Planning Commission on FEMA grant and flood mitigation grants. DEP sent grant over to us and we are trying to find projects that have existing flooding issues so as to plan ahead for future storm events to prevent damages. Also working in partnership with surrounding townships. Bob asked if we have the manpower to keep up with all of these grants and Kristina stated no we do not so we have taken on more of a support role as not to take on too much. Bob agreed this is the right approach.

### **Review of the NRCS Cooperative Working Agreement (CWA):**

**Jennifer Matthews of NRCS went over the CWA and stated it has not changed since its original signing in 1997. She stated a formal motion is not necessary but it would require the chairman's signature for acknowledgment.**

**Lehigh and Northampton Districts Reciprocal Agreement MOU:** delegation issues due to 7 of 9 employees in their district being out sick due to COVID-19. They have requested our assistance. Both Lehigh and Monroe counties have stepped up to help. DEP has reviewed the memo in the packet. This is a great opportunity for us to work together with other districts in the event we may need them to reciprocate for us in the future. The other districts currently have engineers on staff. Sharon stated she appreciates the teamwork.

Craig stated that the purpose of the MOU is staff shortage and should be included in the purpose as such. Kristina stated this issue has been reviewed by legal and we do not anticipate any major changes. In the future we may go back and negotiate MOU with other districts. This one in particular needs to stay as is and have final approval from DEP. Linda Mackey states what Kristina has done is accurate. This MOU is not just for Northampton and was constructed to get them over their current issue but not indefinite. There is a 5 year end date. We do not share this with other districts as it is specific to this situation. If needed again, it would go back to Central Office for approval. Roger M. asked if we have an MOU with other districts and Kristina answered yes, with Pike County and another MOU with Northampton County to review Sand Spring Run as we have done this in the past. This is helpful to not lose delegation and funding and is a better alternative to our neighboring districts losing people and avoiding layoffs. There is a lot of support from the department and water resources are being protected as a result.

Randy Rice asked when they are expected to return to their offices to work. Kristina said these employees are not allowed to work from home and some will start to come back at the end of October and others not until the end of November. As we are splitting ourselves

to help others, our priority is our county reviews. We have the permits and when we have permission, we can proceed. Lehigh is taking some and we are able to take up to 3 for our capacity. Sharon agreed we need to move forward with this. Bob agreed with this as long as the county approves to compensate services and may need to reciprocate for us in the future. A Motion to accept the MOU pending final DEP edits was made by Sharon Laverdure and Seconded by Roger McFadden

**Strategic and Grant Planning:** Kristina working on grant and it is prepared and is working with others. It is expensive and did not budget for this. Peter Wolfurst has helped walk her through the process thus far. Timeline and grant totaled out and cost will come in under. Some items were inflated to anticipate issues and the grant would defray costs by \$1,500. Staff time would be a match. Minimal advertising costs as well as distribution and postage. Looking to ask taxpayers what we should focus on – mission and vision. Kristina will submit if all agree to apply for grant. A motion was made by Bob to approve and seconded by Roger. Motion granted. There were no further questions.

Pat handed out paperwork for grants. Over the course of the last few years there have been problems with grants. Asked that all take a look at the documents and will review at the next meeting. Marked as 95% water quality and listed priorities from 2018. Trying to document where issues are as they seem to get fixed but the root cause is never determined. Pat stated that needs to start happening. This will set an agenda for what we do and should be included in agendas and to be more involved. Reach out to Pat with questions. Sharon needs a copy of this.

Dave commented that he has been working in PA with grants for many years and has not seen any money being pushed to Monroe County to help with streams. Other counties are getting more sizable grants but not seeing that in our county. Pat stated to receive these grants individuals have to apply.

A motion to submit the Strategic planning grant application was made by Bob Armstrong and seconded by Roger McFadden.

**Ramp Update:** email sent to pat suggested for potential clarification from SCC. It took 3 weeks to get an answer on this. There is no regulation in regard to this. The acceptance of a donation creates the appearance of a conflict of interest. We should not take money as being a member of a regulated community. We will repost the job to go out to bid in January. Bidding will happen in February for a potential March start date. Cost of the materials will hopefully go down by that time. If anyone has suggestions, Kristina is open to hearing them.

Dave Moyer stated he would have to tell others that future donations to the Kettle Creek Fund could be a conflict and he would need to discuss it with legal.

Kristina stated: There is a clear division of donations for the Kettle Creek Environmental Education fund as they are a separate entity. Any donations made to KC are separate from

the Conservation District and not used for regulatory purposes but for the educational programs

**Financial Report:**

Financial Statement/Balance Sheet as of 9/30/20: A motion was made to accept the Financial Statements as presented by Roger McFadden and seconded by Bob Armstrong, motion carried.

Invoice List as of 10/15/20: A motion was made by Roger McFadden to approve the invoice list seconded by Sharon Laverdure, motion carried.

**Cooperating Agency Reports:**

**NCRS:** Addressed above

**Public Comment:** None

**Pat adjourned the meeting at 8:58am.**

Respectfully Submitted,

*Clara Stalter*

Clara Stalter  
Office Assistant Senior

**THE NEXT MCCD BOARD OF DIRECTORS MEETING WILL BE HELD ON THURSDAY,  
November 19, 2020 AT 8:00 AM AT THE MONROE COUNTY CONSERVATION DISTRICT  
OFFICES STROUDSBURG, PA.**