



**MONROE COUNTY CONSERVATION DISTRICT BOARD MEETING MINUTES**  
**August 15, 2024**

**MEMBERS PRESENT:** Bob Armstrong, Roger McFadden, Brian Winot, Donna Foulk,  
Jason Smith, Sharon Laverdure and Craig Todd.

**DISTRICT STAFF:** Kristina Heaney, Roger Spotts, David Hooker, Mike Wilk P.E.,  
Charles Kelshaw, Jonathan Knauff and Iwona O'Connor.

**COOPERATING AGENCIES:** Julia Sherer- MCPC (via Zoom,) Janet Creegan- DEP.

**PUBLIC:** Janet Dooner, Jim Vogt- Penn State Extension- Master Watershed Stewart  
Program, Alex Jackson Ph.D., Bill Korp.

Bob Armstrong called the meeting to order at 10:08 AM.

**Public Comment:**

None

**Executive Session:**

Bob Armstrong called an executive session at 10:08 AM to discuss personnel matter. The board members returned to the regular session at 10:14 AM.

**Board Meeting Minutes:**

Bob Armstrong asked for the approval of the July 18, 2024 Board Meeting Minutes.

A motion was made by Brian Winot, seconded by Roger McFadden to approve the July 18, 2024 Board Meeting Minutes. Motion carried.

**EE Report:**

The report was provided to the Board in their packet. Roger informed the Board that the Kettle Creek Environmental Fund's annual fundraising dinner at Trout Lake in Stroudsburg is scheduled for September 19th, 2024. Tickets are available and the staff will assist with this event. Twenty-six (26) campers finished Conservation Camp on July 27<sup>th</sup>, 2024. Matthew Schuster was named an outstanding camper for the week. Summer Day camps



were very popular this year with excellent registration and attendance. Bird seed information for the fall sale in October is now available and preorders are being accepted. The seed prices are twenty-five (25) percent lower this season.

Bob asked for the approval of Contracted Service Provider Fee Increase. Roger added that the fees weren't increased since 2015.

A motion was made by Craig Todd, seconded by Jason Smith to Approve Contracted Service Provider Fee of \$16.00 per hour for new personnel, and \$18.00 per hour for former employees or personnel with at least three (3) years of experience working at the Kettle Creek Environmental Education Center.

Bob asked for the approval of Leah Malarkey Contracted Services.

A motion was made by Brian Winot, seconded by Roger McFadden to Approve Leah Malarkey as Contracted Service Provider.

#### **Tech Report:**

The technical report was provided to the Board in their packet. David Hooker disclosed that in the month of July the District received eight (8) new applications, issued one (1) individual NPDES permits and five (5) Chapter 105 general permits. The inspection report and project review status report were provided to the Board in their packet as well. The District conducted eighteen (18) inspections in July. David introduced Jonathan Knauff as the District's new and talented Resource Conservation Specialist with pristine inspection report writing skills. Bob thanked David Hooker for his service and wish him all the best since David is leaving the District next week.

#### **DGLVR Program Report:**

Kristina informed the board that Barrett and Smithfield Townships contacted the District regarding potential new projects. Both municipalities arranged for the ESM training recertification. The Willke Road bank stabilization project was completed and the Pocono Township is working on preparing close out documents.

#### **Watershed Specialist Report:**

The Watershed Specialist report was provided to the Board in their packet. Charles Kelshaw informed the board that he researched multiple grants for the next fiscal year and applied for two (2) mini grants from the DEP. He enrolled the District in the Salt Watch program to partner and assist with research regarding salt levels in ponds and lakes.





**District Managers Report:**

Kristina Heaney provided her report in the board packet. She informed the Board that last month she was working on the Budget and provided multiple trainings for the new staff. Kristina explained the Route 115 Warehouse intent to deny recently published in the PA Bulletin. She clarified that the application consisted of significant Chapter 102 deficiencies. The applicant can still submit revisions and the DEP could issue his permit if all the guidelines are met.

Kristina notified the Board of the DEP's new program known as SPEED. The intent of the SPEED program is to move permitting quicker through use of third (3<sup>rd</sup>) party reviewers. PA DEP must now draft policy documents and an RFP for Qualified 3<sup>rd</sup> party professionals. Craig suggested composing a draft letter to represent District's opposition to the program.

Brian Winot asked to open an agenda item.

A motion was made by Brian Winot, seconded by Jason Smith to open an agenda item. Motion carried.

A motion was made by Jason Smith, seconded by Roger McFadden to draft a letter to the legislators, the Governor, the Senate, the House of Representatives, the DEP, and Monroe County Commissioners to represent District's opposition and outline issues with the SPEED program. Motion carried.

Bob asked for the approval of Personnel Committee Recommendation for the Office Assistant Senior.

A motion was made by Jason Smith, seconded by Roger McFadden to approve Recommendation to Hire Lisa Kershaw as an Office Assistant Senior. Motion carried. Sharon Laverdure abstained from the vote as she is a voting member of Monroe County Salary Board.

Bob asked for the approval of Stroudsmoor Contract.

A motion was made by Roger McFadden, seconded by Sharon Laverdure to approve \$500.00 deposit for the Stroudsmoor Christmas Luncheon Contract. Motion carried.

Bob asked for the approval of Copier Contract Renewal.

A motion was made by Jason Smith, seconded by Sharon Laverdure to approve Copier Contract Renewal for 2024-2025. Motion carried.



Bob asked for the approval of Environmental Education Coordinator position overlap recommendation to the Commissioners.

A motion was made by Craig Todd, seconded by Jason Smith to approve Recommendation to the Commissioners for Environmental Education Coordinator position overlap. Sharon Laverdure abstained from the vote as she is a voting member of Monroe County Salary Board.

**Work Session Report:**

Bob Armstrong requested the approval of July 2024 Work Session Minutes.

A motion was made by Jason Smith, seconded by Brian Winot to approve July 2024 Work Session Minutes. Motion carried.

**Financial Report:**

**Invoice Lists for August 15, 2024:**

Bob Armstrong requested the approval of the August 15, 2024 Invoice List.

A motion was made by Craig Todd, seconded by Roger McFadden to approve the Invoice List for August 15, 2024. Motion carried.

**Balance Sheet as of 7/31/2024:**

Bob Armstrong asked for approval of the Balance Sheet as of July 31, 2024.

A motion was made by Roger McFadden, seconded by Donna Foulk to approve the Balance Sheet as of July 31, 2024. Motion carried.

**2025 Budget:**

Bob Armstrong asked for approval of the 2025 Budget. The Budget details were discussed at the Work Session.

A motion was made by Brian Winot, seconded by Jason Smith to approve the 2025 Budget. Motion carried.

**Cooperating Agency Reports:**

**DEP- Janet Creegan** provided copy of the Talking Points in the board packet. She informed the Board that there will be two (2) Right to Know trainings scheduled for October. Janet also reminded the Board of upcoming Director nominations.

Bob Armstrong adjourned the meeting at 11:29 AM.

Respectfully submitted,



Iwona O'Connor  
Finance Manager

**The next MCCD Board of Directors Meeting will be held on Thursday, September 19, 2024, at 10:00 AM at the Monroe County Conservation District.**