



**MONROE COUNTY CONSERVATION DISTRICT BOARD MEETING MINUTES  
July 18, 2024**

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

**DISTRICT STAFF:** Kristina Heaney, David Hooker, Drew Wagner PE, Mike Wilk PE, Charles Kelshaw and Iwona O'Connor.

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

**PUBLIC:** Jack Fossett, Rodney Stark, Janet Dooner, Jim Vogt- Penn State Extension- Master Watershed Stewart Program.

Bob Armstrong called the meeting to order at 10:01 AM.

**Public Comment:**

None

**Executive Session:**

Bob Armstrong called an executive session at 10:01 AM to discuss personnel matter. The board members returned to the regular session at 10:24 AM.

**Board Meeting Minutes:**

Bob Armstrong asked for the approval of the June 20, 2024 Board Meeting Minutes.

A motion was made by Jason Smith, seconded by Brian Winot to approve the June 20, 2024 Board Meeting Minutes. Motion carried. Craig Todd and Sharon Laverdure abstained from the vote as they did not attend that board meeting.

**EE Report:**

The report was provided to the Board in their packet. Kristina informed the Board that the BugFest was held last Saturday, July 13<sup>th</sup>, 2024. The annual festival was a celebration of insects with a live butterfly tent. It was attended by two hundred thirty (230) people and a



great fun for families. The District secured a donation from Linda McHugh to cover the registration fee for all the children. The only drawback for this event, and the Kettle Creek for Kids Programs is limited parking availability at the District.

**Tech Report:**

David introduced Charles Kelshaw as a new Watershed Specialist.

The technical report was provided to the Board in their packet. David Hooker disclosed that in the month of June the District received ten (10) new applications, issued three (3) individual NPDES permits and one (1) Chapter 105 general permit. The inspection report and project review status report were provided to the Board in their packet as well. Twenty two (22) sites were inspected, about half of which were complaints.

The Board was updated regarding Sand Springs project requiring additional stabilization of a significant bank erosion.

Dave added that the Tanite Road project was nationally recognized by the PACD and the Morning Ag Clips.

**District Managers Report:**

Kristina Heaney provided her report in the board packet. She informed the Board that she met with all the District staff to discuss their job roles for the Monroe County Archer salary study. Kristina and Craig reported that PACD voted to approve (without discussion, a roll call vote, or a Zoom option to attend) *"PACD recognizes the significant environmental benefit of riparian buffers along surface bodies of water. PACD supports education and incentives for voluntary installation of riparian buffers as opposed to legislation allowing administrative agencies of the Commonwealth and municipalities to require buffers along any body of water more restrictive than current law and regulation."* The Conservation District provided formal response and stands in opposition to that vote.

Bob asked for the approval of Recommendation to Monroe County to Hire Iwona O'Connor as a Finance Manager.

A motion was made by Craig Todd, seconded by Roger McFadden to Recommend to Monroe County to Hire Iwona O'Connor as Finance Manager. Motion carried. Sharon Laverdure abstained from the vote as she is a voting member of Monroe County Salary Board.





Bob asked for the approval to Advertise Office Assistant Senior position.

A motion was made by Brian Winot, seconded by Roger McFadden to approve Advertisement of Office Assistant Senior. Motion carried.

Bob asked to reject Contract for Pond Project and Demolition.

A motion was made by Craig Todd, seconded by Sharon Laverdure to reject Contract for Pond Project and Demolition. Motion carried.

Bob asked for the approval to accept \$500.00 mini-grant award from the Soil and Water Conservation Society.

A motion was made by Brian Winot, seconded by Jason Smith to accept \$500.00 mini-grant award from the Soil and Water Conservation Society, and pursue additional funds to match that grant. Motion carried.

Donna Foulk explained the importance of the soil health education programs.

**DGLVR Program Report:**

David Hooker reported that the Rosebay Road, a Low Volume Road project, was completed and the District is awaiting close out documents and a final invoice. The pre-construction meeting for the Willkie Road bank stabilization is scheduled for next week.

**Work Session Report:**

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

A motion was made by Roger McFadden, seconded by Jason Smith to approve June 2024 Work Session Minutes. Motion carried.

**Financial Report:**

**Invoice Lists for July 17, 2024:**

Bob Armstrong requested the approval of the July 17, 2024 Invoice List.

A motion was made by Roger McFadden, seconded by Sharon Laverdure to approve the Invoice List for July 17, 2024. Motion carried.

**Balance Sheet as of 6/30/2024:**



Bob Armstrong asked for approval of the Balance Sheet as of June 30, 2024.

A motion was made by Roger McFadden, seconded by Craig odd to approve the Balance Sheet as of June 30, 2024. Motion carried.

**Cooperating Agency Reports:**

**DEP- Janet Creegan** informed the Board that District Directors' trainings and webinars are available. Janet thanked the district for hosting last month's Round Table, and Drew Wagner PE for presenting on a topic of solar installations.

**MCPC- Julia Sherer** reported that the County will begin Preserved Farms' inspections on the 22<sup>nd</sup>, and continue until August 22<sup>nd</sup>.

Bob Armstrong adjourned the meeting at 11:10 AM.

Respectfully submitted,

*O'Connor*

Iwona O'Connor  
Office Assistant Sr.

**The next MCCD Board of Directors Meeting will be held on Thursday, August 15, 2024, at 10:00 AM at the Monroe County Conservation District.**