

## CARBON CONSERVATION DISTRICT

5664 Interchange Road

Lehigh, PA 18235

March 26, 2026

Board Meeting Minutes

Meeting held at Carbon Conservation District Office.

**PRESENT:** Roger Shoenberger; Josiah Behrens; Merle Hunsicker; Scott Mosier; Michael Sofranko; Chris Storm; Susan Gallagher; Ashley Klemczak; Franklin Klock; Fred Merluzzi; Jordan Naugle; Susan Gegeckas; Caitlin Connolly, DEP; Esther Ermlick, NRCS.

Visitor: Joyce Borger

Meeting called to order at 7:02 p.m. by Chairman Shoenberger.

**MINUTES** from the February 2026 meeting approved on a motion of M. Hunsicker, second by S. Mosier. Roll call vote carried, all in favor.

### COOPERATING AGENCY REPORTS

- DEP – Talking Points -C. Connolly -Included in meeting packet. Reviewed with minimal discussion.
- NRCS – E. Ermlick – Included in meeting packet. Reviewed with minimal discussion.

### FINANCIALS

- CD Financial Reports were entered into the record on motion of M. Hunsicker, second by M. Sofranko. Carried, all in favor.
- EEC Financial Reports were entered into the record on motion of J. Behrens, second by S. Mosier. Carried, all in favor.

### OLD BUSINESS

- Approval of 2024 Audit - on a motion of J. Behrens, second by R. Shoenberger. Roll call vote carried, all in favor.

### NEW BUSINESS

Employee Handbook Revisions:

- **Holidays** – on a motion of J. Behrens, second by R. Shoenberger. Roll call vote carried, all in favor.
- **Annual Leave** – Approval to carry-over a maximum of up to 40 hours on a motion of R. Shoenberger, second by J. Behrens. Roll call vote carried, all in favor.
- **Bereavement** – on a motion of J. Behrens, second by M. Hunsicker. Roll call vote carried, all in favor.
- **COVID** – on a motion of J. Behrens, second by S. Mosier. Roll call vote carried, all in favor.
- **Expenses** – on a motion of J. Behrens, second by M. Sofranko. Roll call vote carried, all in favor.
- **Life Ins. & Medical Ins.** – on a motion of J. Behrens, second by R. Shoenberger. Roll call vote carried, all in favor.
- **Use of Vehicles**– on a motion of M. Sofranko, second by R. Shoenberger. Roll call vote carried, all in favor.
- **Threats**– on a motion of R. Shoenberger, second by M. Hunsicker. Roll call vote carried, all in favor.

**March 26, 2026**

**Page Two**

**EEC REPORT** - Included in meeting packet. Reviewed with minimal discussion.

**DISTRICT ACAP TECHNICIAN REPORT** – Included in meeting packet. Reviewed with minimal discussion.

- Allora quote approval – DTZ Contracting - \$24,999.00 – On a motion of R. Shoenberger, second by S. Mosier. Roll call vote carried, all in favor.
- Coleman Environmental Engineering contract & scope work approval – George’s Growing Greener work - \$29,640.00 quote on a motion of R. Shoenberger, second by S. Mosier. Roll call vote carried, all in favor.

**DISTRICT MANAGER REPORT** – Included in meeting packet. Reviewed with minimal discussion.

**DIRT AND GRAVEL/LOW VOLUME ROADS** – Nothing to report.

Meeting adjourned at 8:10 p.m.

Next Board meeting is Thursday, April 23, 2026, at 7:00 p.m. at the Conservation District Office.

Respectively submitted,

*Susan Gegeckas*  
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