



Pike County Conservation District

AGENDA

Regular Monthly Meeting

Monday, October 19, 2020 9:00am

Pike County Conservation District Office, Route 402, Blooming Grove

Pike County Conservation District is committed to the long-term protection and sustainable use of Pike County's natural resources.

We accomplish this through partnership, education, technical assistance, planning, enforcement, and leadership.

Meeting will be done VIA ZOOM – see email and website

- I Call to order – Pledge of Allegiance – Introductions
- II Public Comment on Agenda Items
- III Action on Minutes of September 21, 2020 meeting (*vote*)
- IV Financial Report (review/file subject to audit)
- V Correspondence Report
- VI Executive Director Report
- VII OLD BUSINESS/Committee Reports
- VIII NEW BUSINESS
 - DGLVR – Porter Township, Whittaker Farm Road Contract Extension Request – Chris Ingulli (*vote*)
 - DGLVR – DCNR, Ranch Road Contract Extension Request – Chris Ingulli (*vote*)
 - State Conservation Commission Draft Drone Policy and Policy on Former Employees as Directors – Michele Long
 - Homeowner's Checklist for a Watershed Friendly Home -Devan George
- IX PACD Update
- X Cooperating Agency and Other Organization Reports
- XI Executive Session
- XII Public/Press Questions
- XIII Adjourn

NEXT MEETING: MONDAY, November 16, 2020 at 9:00am.

556 Route 402, Hawley, PA 18428

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PIKE COUNTY CONSERVATION DISTRICT BOARD OF DIRECTORS MEETING MINUTES Monday, September 21, 2020

As a result of the COVID-19 outbreak and recommendations from the Center for Disease Control, Pennsylvania Department of Health and the Pike County Commissioners to avoid in-person meetings the Board of Directors meeting was held via Zoom Video Conference Call. Information regarding the conference call was posted on the District website.

ATTENDANCE – Directors: Commissioner Ronald Schmalzle, Scott Savini, Jay Morrow, Mike Spencer, John Milliken, Kelly Stagen, and Kenneth Coutts. **Associate Directors:** Paul Ranello and JoAnn Rose. **Staff:** Michele Long, Rachel Posavetz, Devan George, Marianna Quartararo, Ellen Enslin, Chris Ingulli and Jeremy Oettinger. **Cooperating Agency Representatives:** Shane Kleiner (DEP) and Emily Borger (Waterways Conservation Officer). **Directors/Associate Directors Absent:** Carole Linkiewicz **Guests:** Stephen Rock (Zelenkofske Axelrod LLC), Pat Dawson (Twin and Walker Lake Watershed Association) and Greg Lawless (Hemlock Farms).

Board Chairman Scott Savini called the meeting to order at 9:00 am via Zoom Video Conference Call.

PUBLIC COMMENTS / QUESTIONS AGENDA ITEMS: None.

ACTION ON MINUTES OF August 17, 2020: Chris Ingulli and Kelly Stagen noted that Ellen Enslin and Paul Ranello were in attendance at the August 17, 2020 meeting, but were not included in the attendance list. The August 17 meeting minutes will be updated to reflect that change. Kelly Stagen made a motion to approve the August 17, 2020 Board Meeting minutes. John Milliken seconded. Scott Savini abstained due to his absence at the August 17 meeting. Motion carried.

FINANCIAL REPORT: DGLVR Program FY 20/21 allocations have been received. Financials filed subject to audit.

CORRESPONDENCE REPORT: The following correspondence were circulated to the board: Dirt, Gravel, and Low Volume Road Program 2019 Annual Summary Report; State Conservation Commission Transmission Letter for the 2019 DGLVR Annual Summary Report; Email from Pike County Planning announcing new Tick Task Force website; Email from SCC regarding Department Reorganization related to Conservation District Activities; Response Letter from Senator Bob Casey regarding funding for LWCF, Forest Legacy Program, SWG Program and Farm Bill Conservation programs, such as the Regional Conservation Partnership Program, the Conservation Stewardship Program, the Environmental Quality Incentives Program and the Agriculture Conservation Easement Program.

EXECUTIVE DIRECTOR REPORT: Michele Long provided an overview of her Executive Director report. The Surface Water Quality Monitoring was completed in August. As stated at the last meeting a PA HABS State Task Force was formed. The Task Force released information on Lake Wallenpaupack regarding testing that was done on the lake but the distribution of the information and how it was distributed was not every effective. Long stated she would draft a letter to send to the State thanking them for the development of the Task Force and provide suggestions for improvements. The draft letter will be provided to the board for approval before being sent. The Nomination process has begun with letters sent to the District Nominating organizations. Long stated she will be reaching out to a few other District Managers across the State and the SCC Executive Director to develop an update of the CDFAP policy in regard to distribution of funds to Districts. Long also noted that she will be in contact with

legislators regarding the upcoming budgeting cycle running up to November as there is concern regarding the next part of the FY budget and how that could potentially impact funding.

OLD BUSINESS/COMMITTEE REPORTS:

Operations Committee: Kelly Stagen provided an update from the Operations Committee and asked for volunteers to work on a portion of the Strategic Plan to develop an orientation and training program for District Directors and Associate Directors. Stagen also mentioned trainings that are currently available to directors from PACD through the Leadership Development Committee.

NEW BUSINESS:

CDFAP Administrative Assistance Allocation FY 2020/2021: Long provided an explanation of the historical use of CDFAP Administrative Assistance Allocation funds at the District and what was currently budgeted. Kelly Stagen made a motion to approve the utilization of CDFAP Administrative Assistance Allocation, in the amount of \$12,076, to cover costs relating to the Chapter 102 and 105 programs general operations. Jay Morrow seconded. Motion carried.

Draft 2019 Audit: Stephen Rock (Zelenkofske Axelrod LLC) reviewed the 2019 audit and findings. John Milliken made a motion to accept the 2019 Audit Report. Kelly Stagen seconded. Motion carried.

2020 Long Range Financial Plan Review: Long and Morrow provided an explanation of the 2020 Long Range Financial Plan provided to the board. 2021 Capital Reserve expenditures are estimated at \$7,759 for office painting and purchase of a new YSI Water Sampling Meter. Jay Morrow made a motion to accept the 2020 Long Range Financial Plan. Kelly Stagen seconded. Motion carried.

Staff Presentation on Infiltration Basins: PCCD technical staff members Jeremy Oettinger, Marianna Quartararo and Ellen Enslin provided a presentation to the board on Infiltration Basins.

Staff Classification System Policy: The Staff Classification System Policy is to be reviewed on a yearly basis by the Executive Committee. There are no recommendations for changes to the policy from the Executive Committee. Ken Coutts made a motion to accept the current Staff Classification System with no changes. Kelly Stagen seconded. Motion carried.

PACD Update: Kelly Stagen provided a PACD update. It is a primary concern of PACD that Districts and the Department are minimally funded through the Governor's proposed budget. Stagen stated she will be sending a template letter to each board member that expresses the importance of maintaining adequate funding for the Department and Conservation Districts in the State Budget. The letter can be used by each board member, if they so choose, to send to legislators.

COOPERATING AGENCY AND OTHER ORGANIZATION REPORTS:

Shane Kleiner (DEP): Shane reviewed the DEP talking points provided to the board. Reorganization of DEP will be ongoing with Conservation District Support Section at the Department as many positions need to be filled. The NE Regional Office continues to participate in bi-monthly meetings with Conservation District managers and staff. Video timber harvest trainings being worked on currently and will be posted on the Clean Water Academy website when completed.

Emily Borger (WCO): Emily Borger introduced herself as a new PA Fish and Boat Commission Waterways Conservation Officer serving in Pike County.

EXECUTIVE SESSION: There was no need for an Executive Session.

PUBLIC/PRESS QUESTIONS: None.

ADJOURN: Kelly Stagen made a motion to adjourn the September 21, 2020 Board of Directors Meeting. John Milliken seconded. Motion carried. Meeting adjourned at 9:49 am. Respectfully submitted, Chris Ingulli, Board Secretary.

Pike County Conservation District
Michele Long, Executive Director (ED) Report for October 2020

Board Agenda

- **DGLVR – Porter Township, Whittaker Farm Road Contract Extension Request** – Chris Ingulli will review the request from Porter Township to extend the contract due to potential logging activity on the roadway.
- **DGLVR – DCNR, Ranch Road Contract Extension Request** – Chris Ingulli will review the request from DCNR regarding the contract extension due to changes with the contract and distribution of funds.
- **State Conservation Commission Draft Drone Policy and Policy on Former Employees as Directors** – The State Conservation Commission have developed these two policies and are looking for District comments before approving them at the SCC meeting in November. As a member of the Conservation District Advisory Committee I have submitted my comments to Karl Brown of the SCC. Please review and if you have comments we can discuss at the meeting and submit them for consideration.
- **Homeowner’s Checklist for a Watershed Friendly Home** -Devan George will present the rack card/brochure that was developed using a PACD Mini-grant. Devan is developing a webpage to correspond with the rack card and will be distributed

NATURAL RESOURCE CONSERVATION

Provide advocacy for Pike County’s natural resource assets – protecting sensitive natural environments, conserving the quality and quantity of soil and groundwater resources and Pike County’s special protection surface water resources.

Surface Water Quality Monitoring

- Watershed Specialist(WS) working on updating the manual. All data submitted to consultant for analysis.

Groundwater Monitoring

- WS Completed monthly Well run with no issues. Quarterly reporting completed as well.

102/105 Delegated Programs

- See attached Technical staff report for specifics on Projects/permitting activity.
- Downtown Baseball technical deficiencies still being resolved; Pocono Lakefront in Palmyra Township was sent the PACT tool available through DEP for permit coordination at the NERO; SR 84, Section 494 is currently being reviewed with a number of technical deficiencies; Fawn Lake Water System construction began; 84 Section 450 inspections continued; Discussion with Engineers on Kahr Firearms site regarding upcoming projects and permitting; We have a number of NPDES projects which may be able to be closed out late this fall.
- Continue to work with Dollar General’s in Greentown, Dingman’s, Shohola and Milford to resolve compliance issues. DG Shohola compliance meeting held to resolve CAP plan submission. DG Greentown CAP approved and waiting for implementation.
- Chapter 102 E-Permitting is now slated for potentially January 2021.

Forest Stewardship/ Gypsy Moth Program/Spotted Lanternfly

- The program “*What’s wrong with my Trees*” had to be rescheduled as the Pike Service Forester got called away on forest fire assignment out west.

Dirt Gravel Low Volume Roads

- Flagstone road project in Shohola and Old Greentown Road in Palmyra township have been completed with payments distributed.
- The PCCD QAB will be meeting immediately after the October Board meeting to review applications submitted, changes in the program and additional updates. Recommendations will be provided at the November Board meeting.
- CC and AM are working with the Center for Dirt, Gravel and Low Volume Roads and some vendors to put together an online version of a road maintenance workshop which will be made available October 28th.

Lake Communities water quality/Invasive Species

- A letter to the Governor's office was distributed in regard to the PA HABS State Task Force. The letter was distributed to the Board for review prior to distribution.

CONSERVATION EDUCATION AND COMMUNITY OUTREACH

Expand conservation education, integrating it as a component of all District conservation programs. Market the District as a recognized leader in natural resource protection in Pike County by utilizing branding techniques in promotion of the District to all audiences.

102/105 education

- RC Marianna Quartararo is working with CC on a draft online presentation explaining the general permitting and dredging process for use with lake associations and during the Lake Wallenpaupack drawdown process. We will be reviewing it in October and discussing distribution.

Annual Education Campaign Development

- Staff will be meeting in October to start development of our annual education and outreach campaign for 2021. The draft plan will be presented to the Board in November.

Pike/Wayne Conservation Partnership

- CC did a few interviews/filming for the development of virtual programming to be made available to students and teachers throughout the school year. The filming is being coordinated between Wayne and Pike County to film twelve slots of different Partners. This will be made available on our website and promoted on the Partnership FaceBook page and District social media platforms.
- CC distributed the monthly *Connections Magazine* article.
- The virtual River Sojourn video is complete and can be viewed by [clicking here](#). CC worked with the WS from Wayne County on this project which was a grant through the PA Organization for Watersheds and Rivers (POWR) with funding support through PA Department of Conservation and Natural Resources (PA DCNR).

Relationship building

- October E-Newsletter –October is Recycling month! [Recycling Leaves – by Marianna Quartararo](#); Interview with a Board Member: Mike Spencer; [Notes from the Field : Dam Safety- by Marianna Quartararo](#); Announcement of Virtual Road Maintenance Workshop
- CC and WS are working on updating the Watershed Resources page to include information from the Stroud Resource Center

Watershed group support

- WS has been communicating with Twin and Walker Creek Conservancy on next steps and attended a Lackawaxen River Conservancy meeting.

GOVERNANCE, MANAGEMENT and FINANCIAL SUPPORT

Support the District's Mission through responsible governance, financial management, capital resource management and continued professional development of staff and board.

Grant activities

- PACD Mini-grant Land Use Workshop — *"Growing a Stronger Pike County"* webinar. This two-part webinar series was completed with 8 townships in attendance. Surveys distributed and follow-up information provided to attendees. Final bill submitted from Natural Lands for their time in the program development.
- PACD Mini-grant *"Checklist for a Watershed Friendly Home"* – A copy of the rack card was sent to all the Board. CC will review at the Board meeting. Received the bill and will be promoted through various avenues throughout November.
- Staff are working on a few ideas for the DEP EE Grant round. We are hoping to have proposals ready for the November board meeting for review.
- Communications with DEP NERO and Pike Planning on potential projects for funding with PEMA/FEMA BRIC funding for Skyview Lake Dam and Kintz Dam which are priorities for the County. Followed up with Planning to provide assistance if needed.

Board Committees/Development

- Nominations for Directors are due to the County Commissioners by November 1st. ED sent out a reminder email to nominating organizations the beginning of October.

Staff Training

- Leadership Development Program had a number of trainings throughout September that Chris, Ellen, and myself attended. The information can be found on the [Leadership Development website](#).

Personnel

- Two staff evaluations will be completed in October.
- Chris has been with the District for 5 years!

Operations/Building

- Paperwork completed on changing the District status from a public water supplier based on DEP criteria.
- Building HVAC work repairs completed in October. Fall outside cleanup scheduled for building.
- County installed touchless faucets and towel dispensers in the Kitchen and bathrooms. Much thanks to the County for these upgrades.

Financial

- 2019 Audit- finalized after the Board meeting and distributed to the SCC, County, Accountant, and County Auditor.
- Draft 2021 Budget will be completed for the November Board meeting.
- Quarterly reporting completed for CDFAP, 102/105, WS report, county appropriation request, and SRCP grant.

LAND USE MANAGEMENT AND CONSERVATION

Provide leadership by promoting conservation of natural resources for land use and sustainable development in accord with the integrity of our natural resource base. Promote a collaborative relationship with stakeholders involved with economic development and resource management for sustainable growth.

Stakeholder Collaborations – Economic Development and Resource Management

- The surveys distributed from the municipal workshop series “*Growing a Stronger Pike County*” will be reviewed for potential opportunities to bring other resources to municipal officials.

102/105 Communications

- A meeting with the DEP Deputy Secretary Aneka Atkinson will be held October 28th for the NE region of Conservation Districts. We are hopeful this meeting will open the lines of communication with the DEP Central Office. We will be discussing the reorganization of some of the positions within DEP, Chapter 102 and 105 E-Permitting concerns and roll out dates and when the release of the PAG-01 permit.
- Technical staff continue to reach out to municipal officials, zoning officers and SEO’s to improve communications between the CD and their offices.

Legislation

- Bi-monthly meetings with PACD continued with the budget discussions.
- Sent letters to Representative’s Peifer and Brown and Senator Baker regarding the upcoming 2020-2021 Budget discussions to happen in November. ED will be following up with all of them in the next few weeks to discuss the District programs and their important to the economic recovery and to the constituents of Pike County.
- Sent an email to Representative Brown and Peifer regarding SB 619, which is currently being discussed in the House Environmental Resources and Energy Committee. This legislation redefines the word “pollution.” Under current PA law, 25 Pa. Code § 91.33(a), PA DEP requires a discharger to notify the department of all unauthorized spills of any substance. The legislation allows for accidental discharges that do not cause a violation of a numeric water quality criteria to be exempt from current law, and consequently, would not need to be reported to DEP. Additionally, the discharge would not be considered to be a violation subject to penalties.

PCCD Chapter 102 and Chapter 105 Delegated Program Report for Sept. 2020

Inspections					
Date	Project Name	Municipality	Program	Tech	Site Status
9/3/2020	Pecks Pond	Porter	102	MQ	Final/Closed
9/8/2020	Pike Global Foods	Blooming Grove	102	EE	Initial
9/8/2020	SR 84, Section 449	Multiple	102-State	EE	Routine
9/9/2020	SR 84, Section 450	Multiple	102-State	EE	Routine
9/10/2020	Sawkill Ave GP11 (Aerial crossing)	Milford Twp.	105	MQ	Final/Closed
9/10/2020	Cummins Hill Slide repair	Milford Twp.	102	MQ	Routine
9/14/2020	PennDOT Maintenance Garage	Blooming Grove	102-State	JO	Routine
9/14/2020	Westfall Senior Center	Westfall	102	MQ	Routine
9/15/2020	SR 2001, Section 402	Multiple	102-State	EE	Routine
9/17/2020	Masthope-Top of the Mountain	Lackawaxen	102	EE	Routine
9/17/2020	Paddlers Point	Westfall	102	MQ	Routine
9/17/2020	Rivers Edge	Westfall	102	MQ	Routine
9/21/2020	Lehmans Lake Dam	Lehman	102	MQ	Initial
9/21/2020	Dollar General Dingmans Ferry	Delaware	102	MQ	Non-compliance
9/22/2020	Aikolia, Lot 4	Blooming Grove	102	EE	Routine
9/23/2020	Dollar General Shohola	Shohola	102	MQ	Non-compliance
9/24/2020	Dollar General Milford	Milford Twp.	102	MQ	Non-compliance
9/24/2020	SR006 Sec 408	Westfall	102-State	MQ	Routine
9/30/2020	Delaware Plaza	Delaware	102	JO	Routine
9/30/2020	Raymondskill Creek Estates	Dingman	102	JO	Routine
Plan & Permit Reviews					
Date	Project Name	Municipality	Program	Tech	Project Status
9/10/2020	GP3 Bluestone Blvd.	Westfall	105	MQ	Adequate
9/17/2020	SR0084 Section 494 Reconstruction	Milford Twp. & Dingman	102	JO	Complete Application
9/21/2020	PPL Newfoundland/Blooming Grove	Greene	102	EE	Complete Application
9/22/2020	Downtown Baseball	Westfall	102	MQ	Follow-Up Technical Plan Review
9/25/2020	Pike Global Foods Parking Lot	Blooming Grove	102	EE	Adequate
9/28/2020	PWL Dam No.2 Spillway Reconstruction	Dingman	102	JO	Adequate
Complaints					
Date	Complaint #	Municipality	Program	Tech	Action
9/2/2020	Tanglwood	Palmyra	Non-delegated	EE	Initial
9/3/2020	20-29 (Odendahl)	Lackawaxen	102	EE	Initial
9/3/2020	20-30 (PennDOT-Rt. 434)	Lackawaxen	102-State	EE	Initial
9/9/2020	20-27	Porter	105	JO	Final/Closed
9/17/2020	20-34(Connors)	Lackawaxen	105	EE	Initial
Technical Assistance					

Date	Name/Project	Municipality	Program	Tech	Type/Topic of Assistance
9/1/2020	John Odendahl	Lackawaxen	102	EE	E&S plan requirements for house construction
9/1/2020	Gene Cervini	Lackawaxen	102	EE	BHW
9/1/2020	James Duva	Shohola	105	MQ	Permits needed for wetland crossings
9/2/2020	Steve Grandinali/C. Karelus	Westfall	102	MQ	Potential NPDES permit for project
9/2/2020	Brian Canary	Dingman	102	JO	Discussed I84-494 resubmittal
9/2/2020	Ron Tussel	Lackawaxen	102	EE	Odendahl complaint discussion
9/2/2020	David Deckinger	Blooming Grove	102	EE	E&S plan requirements for driveway project
9/2/2020	Kai Wicksnes	Dingman	105	JO	Non-jurisdictional pond dredging
9/2/2020	Anna Chryssikos	Delaware	105	JO	GP2 registration and PNDI walkthrough
9/3/2020	Aqua PA	Lackawaxen	102	EE	Aqua PA Fawn Lake Pre-Construction Mtg.
9/3/2020	Kevin Thomas	Delaware	102	JO	Discussed Delaware Plaza inspection report
9/3/2020	James Duva	Shohola	105	MQ	Response to wetland ?'s
9/3/2020	SR 84, Section 450	Greene	102-State	EE	Progress Meeting
9/4/2020	David Deckinger	Blooming Grove	102	EE	Pike Global Foods, clean fill information
9/4/2020	Joe Bell	Lackawaxen	102	EE	Aqua PA Fawn Lake potential wetland fill
9/4/2020	David Hanes	Greene	102	JO	Discussed DG Greentown CAP deficiencies
9/4/2020	Will Kratz	Palmyra	105	EE	Colony Cove boat ramp questions
9/4/2020	Joe Lynch	Palmyra	105	EE	GP-3 on Lake Wallenpaupack
9/4/2020	Denise Trezza	Porter	105	JO	Discussed wetland crossings
9/4/2020	Ken Coutts	Palmyra	Non-delegated	JO	Provided agricultural grant information
9/8/2020	Barbara Odendahl	Lackawaxen	102	EE	Provided soil survey information
9/8/2020	Justin Hoffman	Palmyra	102	EE	Pocono Lakefront pre-application meeting info.
9/8/2020	John Pivovarnik	Greene	102-State	EE	SR 84, Section 450 dewatering detail
9/8/2020	Charlie Tipper	Blooming Grove	Non-delegated	EE	Stormwater questions in Tanglwood North
9/9/2020	John Fuller	Westfall	102	MQ	PNDI letter
9/9/2020	Will Whitehead	Palmyra	102	EE	Run to the Mountains, LLC property
9/9/2020	David Deckinger	Blooming Grove	102	EE	E&S and wetland delineation
9/10/2020	Dan Balmer	Palmyra	102	EE	GP-3 on Lake Wallenpaupack
9/10/2020	Nick Mazza	Blooming Grove	102	EE	Discussing projects in township
9/10/2020	Dwayne Hillard	Greene	102	EE	Complaint 20-28, E&S plan follow-up
9/10/2020	Ed Cykosky	Greene	102	EE	Fill site off Route 507
9/10/2020	David Deckinger	Blooming Grove	102	EE	Spring/wetland and E&S plan limits

9/10/2020	Jeff Camarino	Westfall	105	MQ	Fence in floodway of Delaware River
9/10/2020	Joe Lynch	Palmyra	105	EE	GP-3 on Lk. Wall. PNDI and permitting questions
9/10/2020	Ken Connors	Lackawaxen	105	EE	Complaint 20-34, site conditions/regs.
9/10/2020	Brian Ferkel	Greene	102-State	EE	SR 84, Section 450 site violations
9/10/2020	Al Kinney	Dingman	102-State	EE	SR 84, Section 449 inspection
9/10/2020	Keith Billigs	Dingman	102-State	EE	SR 84, Section 449 inspection
9/11/2020	John Odendahl	Lackawaxen	102	EE	violation resolution on house site
9/11/2020	Greene Twp. Resident	Greene	102	EE	Complaint on Valley View Rd. regulations
9/11/2020	David Deckinger	Blooming Grove	102	EE	spring and E&S plans via email
9/11/2020	Charlie Tipper	Palmyra	102	EE	follow up email re: stormwater and E&S
9/11/2020	Doug Lutz	Dingman	105	JO	Non-jurisdictional pond dredging
9/11/2020	Bob Santoski	Lehman	102-State	EE	SR 2001, Section 402 landscape restoration seed
9/14/2020	John Fuller	Westfall	102	MQ	PNDI search for Downtown Baseball
9/14/2020	Joe Lynch	Palmyra	105	EE	GP-3 submittal and PNDI
9/14/2020	Kevin Kozain	Dingman	102-State	EE	pump water filter bag detail on PennDOT plans
9/15/2020	Dollar General Greeley	Blooming Grove	102	MQ	Review of areas needed to stabilize etc.
9/16/2020	Milford Highlands	Milford Twp.	102	MQ	Discussion w/Dep re permit transfer options
9/16/2020	Lori Smith	Greene	102	EE	Gilpin site violations, E&S information
9/16/2020	Dominic Truelove	Palmyra	102	EE	Run to the Mountains, LLC property E&S req.
9/16/2020	Bob Gill	Palmyra	105	EE	Stone stairs on Lake Wallenpaupack GP-2
9/16/2020	George Barcia	Delaware	105	JO	Discussed wetland culvert replacement
9/16/2020	SR 84, Section 450	Greene	102-State	EE	Progress Meeting
9/17/2020	Lou Cozza	Milford Twp.	102	MQ	Permit transfers/Milford Highlands
9/17/2020	Kai Wicksnes	Blooming Grove	102	EE	Site conditions at Aikolia site
9/17/2020	Brian Snyder	Shohola	Non-delegated	EE	Flood Hazard Mapping Needs survey
9/18/2020	Joe Lynch	Palmyra	105	EE	PNDI Search
9/18/2020	Dan Balmer	Palmyra	105	EE	GP-3 on Lk. Wall. PNDI and permitting questions
9/21/2020	Gene Ruzanski	Dingman	105	JO	Discussed permitting for culvert replacement in Gold Key Lakes
9/22/2020	Dan Balmer	Palmyra	105	EE	PNDI search and GP-3 questions
9/23/2020	David Deckinger	Blooming Grove	102	EE	E&S plan for driveway, timeframes

9/23/2020	WCO Borger	Blooming Grove	105	EE	iron oxidizing bacteria questions
9/23/2020	Rob Gill	Palmyra	105	EE	GP-2 on Lk. Wall., permitting questions
9/23/2020	Dan Balmer	Palmyra	105	EE	GP-3 on Lk. Wall. Permitting questions
9/23/2020	Chris Wallace	Dingman	Non-delegated	JO	Discussed septic systems
9/24/2020	Kai Wicksnes	Blooming Grove	102	EE	seed mixes for Aikolia site
9/24/2020	Linda Loner	Palmyra	Non-delegated	EE	Wallenpaupack teacher, project for kids
9/25/2020	Larry Laubach	Dingman	105	JO	Wetland construction setbacks
9/25/2020	Bob Santoski	Lehman	102-State	EE	SR 2001, Section 402 project meeting set
9/28/2020	Chris Holt	Lackawaxen	102	EE	E&S plan for timber harvest and pole barn construction
9/28/2020	Lou Cozza	Dingman	105	JO	Discussed E&S plan deficiencies
9/28/2020	Dan Balmer	Palmyra	105	EE	GP-3, assisted with completion
9/29/2020	Ralph Graf	Palmyra	102	EE	Answered questions re: new development



PACD Rewind

Monthly Report 09/01/20 – 09/30/20

Greetings everyone! Below is a recap of what's happening with your state association. The information is also available at www.pacd.org or you can always reach out to any member of our staff. Enjoy this month's 'Rewind!'



PACD STAFF REPORT

PACD Membership Activities

Communications

- Updated and managed the PACD listserves
- Updated www.pacd.org
- Sent three *Front Page* e-newsletters; reformatted for improved mobile viewing
- Submitted nineteen posts on social media channels
- Compiled and distributed monthly rewind report to membership

Executive Board Meetings

- Completed October staff report (covering September activities)
- Prepared for October board meeting

PACD Strategic Planning

- Continued implementing strategic plan

PACD Human Resources and Office Management

- Processed two payrolls
- Held staff web meetings to review projects and facilitate working remotely
- Met with Merrill Lynch concerning 401K program
- Finalized Unemployment Compensation program application
- Completed exit protocol for Ana Turosky

PACD Region Meetings

- Sent out registration reminders for all six meetings
- Gathered handouts and merged and distributed packets to registrants
- Prepared for and hosted North West and South Central meetings via Zoom
- Took, approved, and posted minutes for North West and South Central meetings

Meetings and Events Attended

PACD staff attended/participated in the following events:

- PA Soil Health Coalition zoom meeting
- 401K Meeting with Merrill Lynch
- PACD/DEP CREP meeting
- Held follow-up meeting for districts interested in UC program
- Held meeting with DEP Deputy Secretary Aneca Atkinson and the PACD SW Region
- Sponsored DEP Phase 3 WIP meeting
- Attended SCC Director Nomination Process Review meeting
- Held PRISM meeting with PDA Secretary Redding
- Attended PRISM Workgroup meeting
- Held monthly managers zoom meeting
- Provided note to Kelly Stagen for SCC meeting

Legislative Activities

- Worked with Sen. Yaw's office on several pieces of legislation
- Monitored House/Senate session activities
- Provided information and templates for districts and district directors concerning CD activities and budget requests
- Worked with PA Farm Bureau and Chesapeake Bay Foundation on SB 1272

Grants and Special Projects

102/105 Technical Training Grant

- Submitted Draft budget to DEP for additional 2020/2021 funding
- 102/105 Technical Training Sessions
 - Began scheduling topic-based webinars
 - Coordinated with DEP on status and next steps for basic sessions
- Clean Water Academy (CWA)
 - Courses started/in-progress:
 - Riprap Apron Design/Review
 - Channel Design/Review
 - Chapter 105 ePermitting
 - Timber Harvest E&S Inspections

Agricultural Conservation Technical Training

- 2020 Basic & Level II Boot Camp
 - Ordered lunches for Basic
 - Sent final reminders to Basic participants
 - Made copies of handouts and packed materials
 - Held Basic & Level II training
 - Collected hotel reimbursement forms for both trainings
 - Sent thank you letters to farms
- 2021 Basic & Level II Boot Camp
 - Sent Doodle Poll and set up 2021 boot camp planning meeting via Zoom
 - Secured overnight room block for both levels
- Intro to Conservation Planning
 - Sent applications to NRCS for review

- Contacted several locations looking for a larger venue
- Changed hotel room block location
- Finalized and submitted 2020-2021 agreement

CD-Umbrella Agreement with NRCS (Includes TAG and ACT)

- Started preparation of forms for next quarter reporting
- Received, signed, and submitted amendment to add funding to current agreement
- Completed quarterly TAG time reporting form

CD-Umbrella Match Agreement with DEP

- Followed up with DEP and revised agreement for 2020/2021 agreement

CREP Cost Share

- Prepared and submitted cost share reimbursement request to DEP
- Received and processed CREP cost share payments
- Compiled, verified, prepared, and mailed replacement contracts to eligible landowners

CREP Outreach Program Office (COPO)

- Corresponded with DEP regarding current grant budget balance
- Corresponded with NRCS concerning final match amount needed for current grant
- Worked with districts that have not completed their mini grants

DEP Environmental Education Grant

- Spoke to DEP about status
- Started drafts of the template signage and sent to Franklin CD's watershed specialist for review
- Sent files for first sign to graphic designer

DCNR Riparian Forest Buffer Program

- Prepared and sent two mid-term reimbursements
- Prepared and sent one approval letter with first 45% payment
- Received new grant, received approval, and prepared letter

Fluvial Geomorphology Training

- Opened registration for additional participants
- Worked with DEP, DCNR and NRCS on agencies participating

Engineering Technical Assistance Program Grant (TAG)

- Prepared and submitted August invoice to DEP for reimbursement
- Began final report preparation for current Growing Greener grant (new grant is in place)
- Compiled monthly time reporting forms
- Compiled and posted reimbursement in QuickBooks
- Processed travel for TAG employees
- Completed exit procedures for two employees
- Conducted interviews for the Clarion TAG position and hired candidate

Leadership Development Program

- Received final 2020/2021 budget

- Held Management Summit webinar series (x5 sessions)
- Held Manager and Director Training Sub-committee meetings
- Developed and marketed Fall Leadership Webinar Series
- Developed draft agendas for 2021 Virtual Staff Conference & 2021 Director Leadership webinar series

PA Nonpoint Source Pollution Education Office

- 2020-21 NPS Mini-grant Round
- Began planning process to apply for new grant
 - Reviewed changes to 1 grant including updated budget
 - Reviewed 10 grant materials
 - Reviewed 1 final report; issued reimbursement
 - Reviewed 1 mid-term report
- Watershed Specialist Meeting
 - Coordinated with presenters
 - Requested and gathered presentations and handouts
 - Set up Zoom dry-run sessions as needed
 - Coordinated logistics three half-day Zoom meetings with multiple presenters and six regional breakout sessions
 - Managed registration, including ensuring all presenters and attendees were registered, assigning breakout rooms based on registration, etc.
 - Updated agenda as needed and distributed to all participants



DATES TO REMEMBER

PACD South East Region Web Meeting

- October 1, 2020 | 10:00 a.m. to Noon

PACD North East Region Web Meeting

- October 2, 2020 | 10:00 a.m. to Noon

PACD South West Region Web Meeting

- October 5, 2020 | 10:00 a.m. to Noon

Conservation District Watershed Specialist Webinar Series

- October 6-8, 2020

PACD North Central Region Web Meeting

- October 22, 2020 | 10:00 a.m. to Noon

Intro to Conservation Planning

- November 4-6, 2020 (*tentative*), Lebanon Valley Expo Center, Lebanon, PA

Fluvial Geomorphology Training

- November 9, 10, 12, 13, 2020 (*will be held virtually*), 10am-2:30pm

Agricultural Conservation Technical “Boot Camp” Training – Basic Level

- April 12-16, 2021 (*tentative*), Keystone Conference Center, Ft. Indiantown Gap, Annville, PA (Lebanon County)

Agricultural Conservation Technical “Boot Camp” Training – Level II

- April 26-30, 2021 (*tentative*), Keystone Conference Center, Ft. Indiantown Gap, Annville, PA (Lebanon County)

STAFF CONTACT INFORMATION			
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- DRAFT -
October 2020 DEP Conservation District
Field Rep Talking Points

Guidance and Support for Conservation Districts Under COVID-19 – The State Conservation Commission, DEP, PDA, and PACD staff continue to provide support and guidance to conservation districts as they transition their daily operations under COVID-19. The following is a brief summary of some of the guidance and support being offered to the districts.

- DEP Tracking of Conservation Continuity of Operations Plans (COOP plans): Shared bi-weekly with all districts.
- DEP “Alerts” Webpage: <https://www.dep.pa.gov/Pages/AlertDetails.aspx>
- PDA Bulletin: Twice a week email communication.
- Leadership Development Program’s Managers COVID-19 Forum.
- Guidance on Site Inspection and Compliance During COVID-19:
 - a. DEP Guidance on Site Inspection During COVID-19 (5-12-20).
 - b. COVID-19 Chesapeake Bay Ag Inspection Program Interim Procedure (4-2-20).
 - c. NM Program Alternative Approach to On-Site Status Review (3-19-20).
 - d. Temporary Certification Procedures for Manure Haulers and Brokers during the COVID 19 Shutdown (4-1-20).
- PACD COVID-19 Website Portal: https://pacd.org/?page_id=20452

2021 Conservation District Director Nominations – Information packets for 2021 Conservation District Director nominations and appointments were sent out to county chief clerks and copies went to district managers. District managers are encouraged to contact chief clerks to discuss the 2021 nomination process and to answer questions regarding upcoming vacancies on their board. Conservation District Field Representatives and the State Conservation Commission are available to answer questions concerning the director nomination process.

DEP Reorganization – DEP has reorganized several sections of DEP Central office and Regional Offices that work directly with county conservation districts. Conservation District Field Reps(CDFRs) are now reporting to the Conservation District Support Section in DEP Central Office. (CDFRs will continue to be physically located in the DEP Regional Offices. The Conservation District Support, Watershed Support and Agricultural Compliance Sections will now report to the DEP Chesapeake Bay Office. All the affected sections will continue to operate on a state-wide bases to provide support to conservation districts.

Chapter 102 Program Staff Changes – Due to staff recently leaving the Chapter 102 Program in DEP Central Office, districts are asked to utilize their Conservation District Field Reps and Regional DEP Waterways & Wetlands Program Staff for questions. Sean Furjanic sent out an email the week of September 28th that detailed what questions may be directed to Central Office Bureau of Clean Water and what should be directed to CDFRs and Regional Office Staff.

2019 District Audit, Due December 31 – FY 2019 audits are due December 31, 2020. Make sure your auditor knows the audit due date. Extensions are only granted due to extenuating circumstances. If your auditor has any questions you may direct them to Karen Books at kbooks@pa.gov. Final audits may be mailed or emailed to Karen Books, DEP, Conservation District Support Section, PO Box 8555, Harrisburg, PA 17105-8555 or emailed to kbooks@pa.gov.

‘Draft’ Conservation District Drone Utilization Policy - The use of drones for natural resource management and conservation programs is growing across the country. Several Pennsylvania conservation districts have purchased drones and currently utilize them for various purposes within their counties. A number of districts have asked the Commission and other state agencies if these drones can be used for state delegated or contracted duties. In order to provide guidance and direction to districts regarding the use of drones for various state and local programs, Commission staff has drafted a policy regarding when drones may be used and for what purpose. This draft policy has been reviewed with the Conservation District Advisory Committee (CDAC) and has been forwarded to conservation districts and other interested parties for a 45-day comment period.

‘Draft’ Policy - Appointing Former Conservation District Employees as Conservation District Directors - The last three years has seen a significant number of retirements of conservation district managers and other conservation district staff across Pennsylvania. In a number of counties, consideration has been given to appointing former conservation district employees to director positions on county conservation districts. Commission staff have seen instances where the immediate appointment of a former employee to a conservation district board has the potential to hinder the smooth transition of management and disrupt the operations of a district. Commission staff has developed a propose policy to define a former conservation district employee as “ineligible” for appointment as a district director for three (3) years after the end of their employment. This draft policy has been reviewed with the Conservation District Advisory Committee (CDAC) and has been forwarded to conservation districts and other interested parties for a 45-day comment period.

Building for Tomorrow Fall Leadership Webinar Series – Registration is now open for this webinar series, scheduled for 1pm on Wednesday afternoon on October 14 and Tuesday afternoons from October 20 through November 17. This year’s program features topics including the Environmental Rights Amendment, and its significance to the work of Pennsylvania’s Conservation Districts, in addition to three sessions on adaptive strategies & contingency planning for Conservation Districts.

Chesapeake Bay Update – DEP Chesapeake Bay Office staff is working with PACD to set up a call with Bay watershed Conservation District Managers, Board Directors, and staff to discuss the approach to Phase 3 WIP outreach to the Tier 3 and 4 counties that will include regional DEP office teams.

The Ag Plan Reimbursement Program is in its fourth year of a four-year contract. There is 870,000 available to cost-share privately developed Ag E&S, Conservation, Nutrient Management, and Manure Management Plans. More information can be found here: <https://www.dep.pa.gov/Business/Water/Pennsylvania%E2%80%99s%20Chesapeake%20Bay%20Program%20Office/agriculture/Pages/Funding-Programs.aspx>

Please subscribe to the DEP *Phase 3 WIP Pennsylvania. Partnership. Progress* monthly e-newsletter for up to date information relating to work being achieved within the Chesapeake Bay watershed. You can sign-up to receive the newsletter and find previous newsletters here: <https://www.dep.pa.gov/Business/Water/Pennsylvania%E2%80%99s%20Chesapeake%20Bay%20Program%20Office/WIP3/Pages/Newsletter.aspx>

Dates to Remember:

PACD Regional Meetings (Virtual)

September 25 (10:00 am -12:00 pm)	NW Region
September 29 (10:00 am -12:00 pm)	SC Region
October 1 (10:00 am -12:00 pm)	SE Region
October 2 (10:00 am -12:00 pm)	NE Region
October 5 (10:00 am -12:00 pm)	SW Region
October 22 (10:00 am -12:00 pm)	NC Region

SCC Meetings

November 10	Virtual
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SCC Conference Calls

October 13	8:30am – 10am
December 8	8:30am – 10am

Conservation District Watershed Specialist Webinar Series

Oct. 6-8	Virtual
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Building for Tomorrow Fall Leadership – Webinar Series

October 14 (1-2:00pm)	Pa Environmental Rights Amendment & Responsibility for Natural Resources
October 20 (1-2:30pm)	Adaptive Strategies & Contingency Planning for Conservation Districts (Session 1)
October 27 (1-2:30pm)	Adaptive Strategies & Contingency Planning for Conservation Districts (Session 2)
November 17 (1-2:30pm)	Adaptive Strategies & Contingency Planning for Conservation Districts (Session 3)

Pennsylvania Envirothon Coordinator Meetings (Virtual)

October 28 (10 am – 12pm)	PA Envirothon North West Region
October 29 (10 am – 12pm)	PA Envirothon North East Region
November 3 (10 am – 12pm)	PA Envirothon South West Region
November 4 (10 am – 12pm)	PA Envirothon South East Region

Intro to Conservation Planning

Nov. 4-6 (tentative)	Pennsylvania NRCS State Office, Harrisburg
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Fluvial Geomorphology Webinar Series

Nov. 9, 10, 12 & 13	4 Part Webinar Series
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Also, check the Conservation District Training/Special Events Calendar at, www.PACD.org
Select the "Events" tab and then the "Training Calendar" tab.