



# Pike County Conservation District

556 Route 402, Hawley, PA 18428

Phone (570) 226-8220 e-mail: [pikecd@pikepa.org](mailto:pikecd@pikepa.org) [www.pikeconservation.org](http://www.pikeconservation.org)

## PIKE COUNTY CONSERVATION DISTRICT BOARD OF DIRECTORS MEETING MINUTES Monday, April 17, 2023

The Board of Directors meeting was also held via Zoom Video Conference call.  
Information regarding the conference call was posted on the District website.

### **ATTENDANCE:**

**Directors:** Commissioner Ron Schmalzle, Scott Savini, Jay Morrow, John Milliken, Ken Coutts, Kelly Stagen

**Associate Directors:** Paul Ranello, Carole Linkiewicz

**Staff:** Michele Long, Ellen Enslin, Lisa Dolci, Rachael Marques, Chris Meszler, Marianna Quartararo, Jeremy Oettinger, Emily Mansfield

**Cooperating Agency Representatives:** Jen Matthews, NRCS, Janet Creegan, DEP, Ralph Cozzolino of the Twin and Walker Creek Watershed Conservancy

**Guests:** Jeffrey DiFrancesco

**Directors/Associate Directors Absent:** Mike Spencer, Jo Ann Rose

Scott Savini called the meeting to order at 9:00 am

**PUBLIC COMMENTS / QUESTIONS AGENDA ITEMS:** None

**ACTION ON MINUTES of March 20, 2023:** Kelly Stagen made a motion to approve the March 20, 2023, Board Meeting minutes. Commissioner Rob Schmalzle seconded. Motion carried.

**FINANCIAL REPORT:** The report is on track for this time of year. We upgraded our QuickBooks system to an online application. Report filed, subject to audit.

**CORRESPONDENCE REPORT:** None

**EXECUTIVE DIRECTOR REPORT:** Macroinvertebrate sampling has begun and should be completed this week. Ellen and Chris are working on updating the "Opportunities for Public Comment" brochure and language for our website to include the updated guidance on public comment for draft individual NPDES permits. Staff are reviewing and gathering comments on the DRAFT Chapter 102 Compliance/Enforcement Manual advisory group meetings. We met with the Commissioners last week to discuss the distribution of information regarding Spongy Moth to the community. We are in the process of updating our website and social media outlets with information on spongy moth resources and getting the information to the municipalities. With the help of staff, Rachael has been working on the 10 million trees program. Ken and JoAnn at Palmyra Township have been extremely helpful and have given us space to store the trees and supplies until they can be distributed. The Envirothon is scheduled for April 26<sup>th</sup> at the Brookfield Center. On June 28<sup>th</sup> we will be working with Penn State Extension on a Spotted Lanternfly program, the start time is to be determined. We are waiting for the new Dirt & Gravel Low Volume Road delegation agreement, our current agreement ends on June 30<sup>th</sup>. Emily Mansfield started her position as the Communications Coordinator on March 27<sup>th</sup>, welcome Emily. Work has begun on a handicapped ramp to the entrance of our Education Room. The accountant is coming the first week of May to start the audit for 2022. DEP has sent out a communication asking districts what their top 5 concerns for Chapter 102 Program. The technical staff met

with Michele to discuss and sent out the following: Lack of technical assistance for the enforcement and compliance issues, Lack of individual training; rely on Clean Water Academy too much for training, standardized release of updates to guidance letters and forms; letting districts know when there is a change and what has changed to include a suggestion to add those to the DEP monthly Talking points. Also included with this list was the ICIS reporting inconsistencies: we were given inconsistent guidance on violation reporting for NPDES sites and last, no fees for Penn Dot services for Districts. There will be a few districts along with Kelly Stagen, Brenda Shambaugh, Michele and Ellen who will be meeting with Ben Kirshner, the Chief Information Officer at the Governor's Office to discuss the Conservation Districts' approval process for NPDES Permit Approval. The Governor has talked about improving time frames for permitting issuance. The State Conservation Commission changed the process for Nutrient Management Plan Action for Districts who do not have a delegation agreement. To streamline and expedite the process, the approvals will now be approved by the Executive Director at the SCC who will send it out, instead of approvals going through the monthly meetings.

#### **OLD BUSINESS/COMMITTEE REPORTS:**

Executive Director Search Committee, Kelly Stagen – We have reviewed many applications and conducted several interviews. The deadline for applications has been extended to April 28<sup>th</sup>.

ACAP Delegation Agreement, Michele Long – The ACAP committee including Kelly Stagen, Ellen Enslin, Jen Matthews, and Ed Vinton met early in April to discuss the policy and the various documents. The ACAP policy presented to the board will provide guidance, and list qualifications and expectations for the applicants. Once the policy is approved and in place, we can begin to advertise the program. The SCC provided a sample application that other districts are using, we have updated it for Pike County use. Included in the policy is a Pre-Application site visit, Application Process, Project Ranking based on the submission, Contracting, Project work expectations, Notification of Project Work and Procedures for the Local Advisory Group. Additional information for Bidding Procedures was added as an Appendix. Prevailing wage will need to be used for the projects over 25k and will need to be Bid on due to the use of Federal Funds. Our District will work on the bidding process and work with the landowner on the bids that are submitted. The timeline for the program is to have a dedicated web page and updated social media by the end of April, announce the program in May and start accepting applications. The application deadline is proposed for June 30<sup>th</sup>. The first set of funding should be received by our office within the next 30 days. Ken Coutts made a motion to approve the ACAP policy and timeline for the first submission of applications. Commissioner Ron Schmalzle seconded. Motion carried.

**NEW BUSINESS:** None

#### **Cooperating Agency and Other Organization Reports:**

PACD – The ACAP program has been a big topic, all 66 Districts have signed up for the program across the state. The Governor's office has expressed interest in the Conservation Districts and what they do and how they can streamline and expedite the work being done. The upcoming summer meeting will be in July. Board Members are encouraged to attend. Doug Wolfgang recently spoke about Legislation at the SCC meeting. Conservation District funding is solid in the new Governor's budget.

Important Dates – Spring Leadership Webinars: May 31<sup>st</sup> there will be a Tech Roundtable. June 7<sup>th</sup> a virtual meeting will be held on Conservation District Law for Board members and personnel. A State Conservation Commission and DEP overview on June 21<sup>st</sup> for newly appointed board members and new district staff. Applicable law for Conservation Districts will be held on June 28<sup>th</sup>. Conservation District week is April 24<sup>th</sup> to 28<sup>th</sup>, we will be posting a lot on our social media. We will also be attending a meeting at the Commissioner's office on the 19<sup>th</sup> at 9:00 am for a Conservation District Week Proclamation, all are welcome to join.

NRCS – Jen Matthews stated they started working on a contract that has received pre-approval for the EQIP Program. They are working on the Growing Greener Grant, 23 Conservation Plans have been completed and 7 are in the works.

DEP – Janet Creegan reported the 2023 Growing Greener Grants will open on April 21<sup>st</sup> and go through June 24<sup>th</sup> that will include Technical Assistance projects featuring public-private partnerships and focus projects on multiple regions to expedite on the ground BMP implementation. Applicants may apply for Stormwater Management Planning (ACT 167) grants under the Storm Water Management Act. The Section 319 Grant will also be available from April 21<sup>st</sup> to June 24<sup>th</sup>, this grant will focus on Pennsylvania's

Environmental Justice areas for threatened or impaired waters. The Watershed Restoration FAQ Document intended for the general public can be found on the DEP website. Model My Watershed Virtual Training webinars will take place on various dates based on the region. Penn State Extension just released an update on the Avian Flu and Vaccine that is available on their website. They also have a grant writing forum webinar on April 28<sup>th</sup>.

**EXECUTIVE SESSION:** None

**PUBLIC/PRESS QUESTIONS:** None

**ADJOURN:** Kelly Stagen made a motion to adjourn the Board of Directors Meeting. Commissioner Ron Schmalzle seconded. Motion carried. The meeting adjourned at 9:31 am.

Respectfully submitted,

Lisa Dolci, Board Secretary

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