



Pike County Conservation District

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PIKE COUNTY CONSERVATION DISTRICT BOARD OF DIRECTORS MEETING MINUTES Monday, August 19, 2024

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: Kelly Stagen, Jay Morrow, Ken Coutts, Commissioner Ron Schmalzle

Associate Directors: Jo Ann Rose, Paul Ranello

Staff: Tara Burnham, Ellen Enslin, Lisa Dolci, Chris Meszler, Ally McGee, Marianna Quartararo, Emily Mansfield, Rachael Marques

Cooperating Agency Representatives: Janet Creegan – DEP, Jennifer Matthews – NRCS

Guests: None

Directors/Associate Directors Absent: Scott Savini, John Milliken, Carole Linkiewicz

Kelly Stagen called the meeting to order at 9:05 am

PUBLIC COMMENTS / QUESTIONS AGENDA ITEMS: None

ACTION ON MINUTES of July 15, 2024: Ken Coutts made a motion to approve the July 15, 2024, Board Meeting minutes. Jay Morrow seconded. Motion carried.

FINANCIAL REPORT: Materials were purchased for the PACD Mini Grant Rain Barrel Program and the DEP EE Microplastics Grant. The PUC Act 13 Funds were received and deposited on July 1, then transferred to the UGW account. The ACAP advancement was received last week in the amount of \$50,000. Report filed, subject to audit.

CORRESPONDENCE REPORT: A thank you card was received thanking Ellen for her participation in the 2024 Virtual Conservation District and PA Agency Ag Meeting.

DISTRICT MANAGER REPORT: The fall Surface Water Monitoring has been completed this month. Emily created a video of the sampling, and the video will be entered in the Annual PACD Video contest later this year. Rachael and Emily participated in the National Park Service National Dragonfly Mercury Project in July, where they were able to assist with sampling at one of the sites. The Tech staff have been very busy with tech assists, completing over 50 last month. We conducted several compliance meetings, and the Tech staff are continuing to work with the permittees to bring the sites into compliance. We are waiting for the results of the DGLVR QA/QC that should be received later in August or September. After the Commissioner's meeting this month, we will be receiving the signed contract for the Brooks Cabin Road DGLVR project. The Legislative Breakfast was held on July 26. There were 14 Legislators/Representatives, 7 staff members from State agencies, and 9 partnership organizations in attendance. Emily held several programs for the On the Road series including the Wetlands program and Pollinator program throughout the County. Our next Road Clean Up will be held after our October Board meeting, more details will be given as the

date gets closer. The Nominating Organization Breakfast will be held this Friday at Grey Towers. All Board members are encouraged to attend. The board Nominating process will begin in August with the Chief Clerk sending letters to the Nominating Organizations. The State Conservation Commission has approved allocations for the Fiscal Year 2024-2025 Conservation District Fund Allocation Program (CDFAP). The SCC maintained the cost share rates as follows: Manager: \$30,000; E&S Tech 1: \$20,000; ACT: \$20,000.

OLD BUSINESS/COMMITTEE REPORTS: None

NEW BUSINESS:

Fee waiver request from Lehman Township for E&S Plan (vote) – Tara Burnham, District Manager. We were sent a request from Scott Quinn the Engineer for the Lehman Township Spoils Site renewal. The request is to waive the review fee for the NPDES Individual Permit renewal. The cost of the renewal is \$262.50. Jay Morrow made a motion to approve the fee waiver. Ken Coutts seconded. Motion carried.

New Dime Bank credit card to replace current Bank of America credit card (vote) – Tara Burnham, District Manager. Due to several issues with Bank of America, I have looked into switching to a new account with Dime Bank. Each staff member would be able to get individual cards to use for travel, training, and purchases. It will be easier to track spending, and we would have better fraud protection with individual cards versus all staff using the same card. There is no fee or additional costs for the extra cards, and there are no annual fees for the account. Jay Morrow made a motion to approve closing the card from Bank of America and opening a new card at The Dime Bank. Ken Coutts seconded. Motion carried.

2024 Fund Analysis (vote) – Tara Burnham, District Manager. Lisa and I worked on the Fund Analysis to include any additional items that we will need to financially plan for in the upcoming years. Next year we would like to have the bathrooms updated due to ongoing plumbing/well issues. We are currently working with a well company for a resolution. Ken Coutts made a motion to approve the Fund Analysis subject to Jay Morrow's review. Jay Morrow seconded. Motion carried.

2023 District Audit (vote) – Tara Burnham, District Manager. Steven Rock from Zelenkofske Axelrod LLC joined us on Zoom to present the 2023 District Audit. The Audit went very well, and everything is in good standing. Ken Coutts made a motion to approve the 2023 District Audit. Jay Morrow seconded. Motion carried. We received a letter from the County Auditor that they have completed their audit for the District. The only discrepancy was one check that was not cashed in December. The check was lost in the mail and had to be re-issued in the beginning of 2024. Jay Morrow made a motion to approve the 2023 County Audit. Ken Coutts seconded. Motion carried.

Jeep replacement options (vote) – Tara Burnham, District Manager. We have been looking into different options for the Jeep replacement and have decided on a pick-up truck. Through this process we have found that the County leases their vehicles and has road-side assistance included with those vehicles. We would like to follow the same protocol and switch to a leasing option that has road-side assistance included. We will work with the same company the County leases their vehicles from. Jay Morrow made a motion to approve the switch from purchasing a new vehicle to leasing a new vehicle. Ken Coutts seconded. Motion carried.

2024 Conservation Achievement Awards (vote) – Emily Mansfield, Communications Coordinator. After last month's Board meeting the Award Committee met to discuss the nominations and provide recommendations to the Board. We received two nominations for the General Award and two for the Educator Award. There was one nomination for the Youth Award. The committee used a ranking form, approved by the Board, to score each nomination. Based on the ranking scores, the committee was able to present their recommendations to the Board for each category. For the general award, the Keep Hawley-Honesdale Beautiful organization was recommended for the award. For the Educator award, two nominees were recommended, Linda Lohner and Bernadine Salak. The Youth award recommendation was Riley Smith. Commissioner Ron

Schmalzle made a motion to approve the committee's recommendations for the Conservation Achievement Awards. Ken Coutts seconded. Motion carried.

Cooperating Agency and Other Organization Reports:

PACD – Kelly Stagen and Tara Burnham attended the PACD/SCC Joint Annual Conference that was held last month.

DEP – Janet Creegan stated that the Office of Open Records recorded a webinar regarding the Sunshine Act and recommends that all Board members watch the video. There will be a training held on October 2 for Right to Know. The State Conservation Commission will be holding a webinar on August 27, discussing the Nomination Process. Janet thanked us for inviting her to the Legislative Breakfast and thanked Emily for her role in planning it. Janet thanked Ellen for participating in the Ag Agency Meeting, representing Pike County in the partnership for the Nutrient Management Program plan development.

NRCS – Jen Matthews submitted her report with the breakdown of funds for the Environmental Quality Incentives Program (EQIP) and Agricultural Management Assistance (AMA) programs. There is one EQIP contract in Pike County for Terrestrial Wildlife totaling \$3,539.00 addressing Resource Concerns on 3 acres.

EXECUTIVE SESSION: There was a brief Executive Session held at 9:48 am to discuss the current enforcement cases and a personnel matter. No formal action will be taken at this discussion.

PUBLIC/PRESS QUESTIONS: None

ADJOURN: Ken Coutts made a motion to return to Open Session and adjourn the Board of Directors Meeting. Jay Morrow seconded. Motion carried. The meeting adjourned at 10:10 am.

Respectfully submitted,

Lisa Dolci, Board Secretary