



# Pike County Conservation District

## AGENDA

Monday, December 12, 2022 – 9:00am

**Pike County Conservation District office, Route 402, Hawley, PA**

*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 held via Zoom & in person – see email and website**

- I Call to order – Pledge of Allegiance – Introductions
- II Public Comment on Agenda Items
- III Action on Minutes of November 14, 2022 meeting (*vote*)
- IV Financial Report (review/file subject to audit)
- V Correspondence Report
- VI Executive Director Report
- VII OLD BUSINESS/Committee Reports
  - Communication and Outreach Committee meeting
  - 2023 Budget (*vote*)– Michele Long
  - Agriculture Conservation Assistance Program updates – Michele Long
- VIII NEW BUSINESS
  - Appoint Nominating Committee – Board Chairman Scott Savini
  - 2023 Board Meeting Schedule (*vote*) – Executive Director, Michele Long
  - Unconventional Gas Well (UGW) Fund Transfer for Staff Retention(*vote*) – Michele Long
  - Clean water fund transfer to operating account - Michele Long
  - 2023 District Action Plan – 2022 updates (*vote*)– Michele Long
  - Water Quality Contract with Mike Bilger for 2023 (*vote*)– Rachael Marques
  - Post Construction Stormwater Management Delegation Agreement (*vote*)– Michele Long
- IX PACD Update
- X Cooperating Agency and Other Organization Reports
- XI Public/Press Questions
- XII Executive Session
- XIII Adjourn

**NEXT MEETING: TENTATIVE MONDAY, January 23, 2023 at 9:00am**

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## PIKE COUNTY CONSERVATION DISTRICT BOARD OF DIRECTORS MEETING MINUTES

Monday, November 14, 2022

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, Ken Coutts, Kelly Stagen

**Associate Directors:** Paul Ranello, Jo Ann Rose

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

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

**Directors/Associate Directors Absent:** Mike Spencer, Carole Linkiewicz, John Milliken

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

### PUBLIC COMMENTS / QUESTIONS AGENDA ITEMS: None

**ACTION ON MINUTES of October 17, 2022:** Kelly Stagen made a motion to approve the October 17, 2022, Board Meeting minutes. Commissioner Ron Schmalzle seconded. Motion carried.

**FINANCIAL REPORT:** We have submitted for reimbursement from the SCC for CDFAP funds. This past July the Board agreed to allocate additional funds received from the State budget to reimburse the County for additional salary/benefits costs. Report subject to audit.

**CORRESPONDENCE REPORT:** Correspondence included: a request for funding from PA Envirothon to go towards educational scholarships; Carl Deluca from DEP sent out an email regarding staff changes, that has been updated, as he has since been promoted to the Division Chief for the Watershed Restoration and Nonpoint Source Management in the Central office; We received a communication from the Pike County Chamber of Commerce for the State of the County Dinner to be held on November 17<sup>th</sup>; An invitation to the Karl Brown Retirement Open House to be held on December 16<sup>th</sup> at the PA Department of Agriculture Building.

**EXECUTIVE DIRECTOR REPORT:** Last week we received our first NPDES permit through E-Permitting for the PPL EU Kimbels Tap 69k Line Project. Chapter 102 regional training was held a couple weeks ago, that provided a number of updates on projects that DEP is working on that will impact operations. The Compliance Manual is in the process of being updated, Ellen is on the committee. The PCSM Manual is 700 pages, and we will be providing comments when the draft is circulated. They are also looking to revise the Chapter 102 regulations, as recommendations were distributed to the EQB this past July that deal with potential increases in fees based on DEP's analysis. The delegation agreements are also in the process of being updated with attorneys. A work group will be developed with PACD to review the draft delegation agreements. The Household Hazardous Waste program was completed and participants were sent a follow up survey after the event. We received responses from half of the participants who were thankful for the program and hope to see it again in the future. Rachael is working on submitting the grant reimbursement request for the event. Once we receive the reimbursement, we will have the final cost of the event that will be funded through the County.



**OLD BUSINESS/COMMITTEE REPORTS:**

Communications and Outreach Committee- Staff are working on the last of the Conservation Minute videos to be distributed in January and February.

**NEW BUSINESS:**

USGS Presentation on the Groundwater Well Level Monitoring program – Lisa Senior, from the USGS presented her findings for the Groundwater Well Level Monitoring grant program. The current water level report shows the data from 2018 to 2022. There is a county wide network of wells to monitor the groundwater levels, PCCD measures the levels monthly, and the data is reviewed by USGS and entered into their database for public viewing. The USGS has modernized the way they are displaying the information to the public on their website. We have another agreement between USGS and PCCD to 2026 to continue the water level monitoring.

Resolution 2022-01 – Approval of the Groundwater Well Level Monitoring Report – Kelly Stagen made a motion to approve the Resolution Number 2022-01 in which the Board agrees to accept the Groundwater Well Level Monitoring report presented by USGS and that the funding for the grant project has been completed. Commissioner Ron Schmalzle seconded. Motion carried.

2023 Education and Outreach Plan – Devan George, Communications Coordinator reviewed the distributed Education and Outreach plan for 2023. The Education and Outreach plan highlights a dedicated theme each month as well as details which article, event, and activity will be presented monthly, along with the audience and staff assignments. It was developed with Board and staff input.

PCCD Draft 2023 Budget – Executive Director Michele Long and Treasurer Jay Morrow presented the draft budget for 2023 that has been sent to the Board of Directors for review. The final draft will be considered at the December Board Meeting for approval.

Agriculture Conservation Assistance Program – Michele Long reviewed some highlights of the summary page of the program which was provided to the board for their review. The program will be modeled on the Dirt & Gravel, Low Volume Road Program, including how funds are allocated to districts and how districts would provide funding for Best Management Practices installations. Pike County will potentially receive up to \$300,000 of those funds. The delegation agreements, program guidelines and required output measures will go before the State Conservation Commission on 11/15/2022. Michele has been in contact with Jen Matthews at NRCS, the State Conservation Commission, and the Wayne County District Manager, to discuss a multi-county agreement to share the responsibilities to carry out the program requirements, based on staffing between the counties.

Palmyra Township Low Volume Road Contract Amendment – Bartleson Road – Program Manager Ellen Enslin stated the Low Volume Road project on Bartleson Road was recently completed. The bid came in twice the amount that was anticipated due to increase in costs for materials and fuel and changes made to the original plan to include the replacement of two inlets. Palmyra Township is requesting an additional \$5,000.00 to cover the additional costs. Kelly Stagen made a motion to approve additional funding of \$5,000.00 and amend the contract to a new total of \$40,282.13. Commissioner Ron Schmalzle seconded. Motion carried. Ken Coutts abstained as he is a Palmyra Township Supervisor.

Post Construction Stormwater Management (PCSM) Delegation Agreement – Next month we hope to be presenting to the board the Post Construction Stormwater Management Delegation Agreement. District Engineer Chris Meszler has been training with DEP NERO staff, training on the Clean Water Academy website provided by DEP, and meeting with other District engineers. He is picking up on things quickly and has started reviewing the application completion portions of NPDES permits. In discussions with the Central and Regional office we will bring before the Board the recommendation to move forward with the PCSM Delegation Agreement after staff review.

**Cooperating Agency and Other Organization Reports:**

PACD – PACD is focused on retaining the funding we have received in the 22-23 State budget. They are working on the annual District highlights page as well as a white paper to give to Legislators to help educate them on Conservation Districts. PACD is waiting for approval at the next Executive Council, to hire a consultant to conduct a salary survey within each District. The consultant will then be able to provide an average salary within similar positions and class for each county as well as similar industry positions. This will

provide another tool for them to provide Legislators on how the money is used this year for increase in salaries for staff and the importance of retaining staff.

NRCS – Jen Matthews stated that they are currently working on the Growing Greener Comprehensive Nutrient Management Plan, Conservation Plans and Engineering Inventory & Evaluations with hopes to have them completed by the end of the year.

Twin and Walker Creek Watershed Conservancy – Patricia Dawson thanked Rachael for providing the preliminary results of the Microplastics Survey.

Department Environmental Protection – Janet Creegan stated that the application deadline for 2023 DEP Environmental Education Grants is December 9<sup>th</sup>. Penn State is offering a free Grant Writing Forum on December 16<sup>th</sup> virtually from 1:00 pm to 2:15 pm. There have been a lot of position changes at DEP, therefore, please contact Janet if you are not able to contact a specific person or department. Please be aware of restrictions regarding sites with poultry as we are still dealing with Avian Influenza.

**EXECUTIVE SESSION:** None

**PUBLIC/PRESS QUESTIONS:** None

**ADJOURN:** Ken Coutts made a motion to adjourn the Board of Directors Meeting. Kelly Stagen seconded. Motion carried. Meeting adjourned at 10:03 am.

Respectfully submitted,

Lisa Dolci, Administrative Assistant

DRAFT



**Pike County Conservation District**  
**Profit & Loss Budget vs. Actual**  
 January through November 2022

	Jan - Nov 22	Jan - Nov 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
4255 · Low Volume Road Allocation	20,000.00	21,464.89	40,000.00	-20,000.00	50.0%
4000 · Other Grant Income	14,381.81	2,535.83	25,140.00	-10,758.19	57.21%
4100 · State Cost Share Funds	54,841.50	42,649.00	66,449.00	-11,607.50	82.53%
4107 · County Contribution	406,756.13	371,056.62	443,734.00	-36,977.87	91.67%
4125 · UGW Income	67,123.03	61,921.62	56,818.00	10,305.03	118.14%
4150 · Watershed Specialist Grant	38,543.92	26,458.72	45,250.00	-6,706.08	85.18%
4200 · County Appropriation	22,500.00	22,500.00	30,000.00	-7,500.00	75.0%
4250 · D&G Rd Allocation	50,000.00	122,019.27	100,000.00	-50,000.00	50.0%
4300 · Fees Collected	57,095.00	61,755.00	35,000.00	22,095.00	163.13%
4400 · Program Income	1,902.50	2,178.30	3,000.00	-1,097.50	63.42%
4500 · Misc Income	3,886.72	0.00	100.00	3,786.72	3,886.72%
4700 · Interest Income	5,706.41	136.86	150.00	5,556.41	3,804.27%
Transfer from Conservation Fund	61,633.00	10,280.00	0.00	61,633.00	100.0%
<b>Total Income</b>	<b>742,737.02</b>	<b>744,956.11</b>	<b>845,641.00</b>	<b>-102,903.98</b>	<b>87.83%</b>
<b>Gross Profit</b>	<b>742,737.02</b>	<b>744,956.11</b>	<b>845,641.00</b>	<b>-102,903.98</b>	<b>87.83%</b>
<b>Expense</b>					
5255 · Low Volume Road Expenditures	27,629.35	18,503.31	36,000.00	-8,370.65	76.75%
5000 · Other Grant Expenditures	16,619.27	5,950.81	20,485.00	-3,865.73	81.13%
5100 · Salary/Benefits to County	123,475.64	94,460.72	121,925.00	1,550.64	101.27%
5250 · D&G Rd Expenditures	70,762.62	168,972.18	91,000.00	-20,237.38	77.76%
5505 · Telephone	1,310.73	2,188.37	2,900.00	-1,589.27	45.2%
5510 · Postage	224.99	0.00	500.00	-275.01	45.0%
5520 · Supplies/Equipment	5,683.45	5,434.08	13,020.00	-7,336.55	43.65%
5531 · Leased Equipment	10,751.22	9,869.37	11,500.00	-748.78	93.49%
5535 · Advertising	2,218.33	953.72	600.00	1,618.33	369.72%
5540 · Professional Services	7,166.25	6,842.37	7,580.00	-413.75	94.54%
5550 · Personnel Expenses	406,756.13	371,056.62	443,734.00	-36,977.87	91.67%
5608 · Programs	2,539.03	2,994.51	7,000.00	-4,460.97	36.27%
5700 · Water Monitoring-Chem/Lab	10,036.00	10,200.00	12,450.00	-2,414.00	80.61%
5805 · Travel/Meals	865.27	850.98	2,900.00	-2,034.73	29.84%
5815 · Training/Conferences	1,382.86	1,309.85	3,750.00	-2,367.14	36.88%
5820 · Dues & Subscriptions	4,174.15	3,729.89	4,149.00	25.15	100.61%
5870 · Repairs & Maintenance	26,563.43	13,873.13	17,830.00	8,733.43	148.98%
5880 · Heat & Electric	6,452.78	5,833.14	8,000.00	-1,547.22	80.66%
5900 · Vehicle Expense	4,493.98	5,602.74	4,400.00	93.98	102.14%
5940 · Capital Improvements	40,260.00	10,280.00	28,250.00	12,010.00	142.51%
5950 · Misc Expense	18,525.47	687.76	600.00	17,925.47	3,087.58%
<b>Total Expense</b>	<b>787,890.95</b>	<b>774,265.17</b>	<b>838,573.00</b>	<b>-50,682.05</b>	<b>93.96%</b>
<b>Net Ordinary Income</b>	<b>-45,153.93</b>	<b>-29,309.06</b>	<b>7,068.00</b>	<b>-52,221.93</b>	<b>-638.85%</b>
	<b>-45,153.93</b>	<b>-29,309.06</b>	<b>7,068.00</b>	<b>-52,221.93</b>	<b>-638.85%</b>

## Summary Balance Sheet 11/30/2022

	<u>Nov 30, 22</u>	<u>Oct 31, 22</u>	<u>Nov 30, 21</u>
<b>ASSETS</b>			
Current Assets			
Checking/Savings	723,773.99	733,935.47	730,711.71
Accounts Receivable	79,239.06	86,739.06	28,768.83
Total Current Assets	<u>803,013.05</u>	<u>820,674.53</u>	<u>759,480.54</u>
Fixed Assets	<u>158,364.78</u>	<u>158,364.78</u>	<u>167,576.37</u>
<b>TOTAL ASSETS</b>	<u><u>961,377.83</u></u>	<u><u>979,039.31</u></u>	<u><u>927,056.91</u></u>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable	75,405.80	75,961.83	29,191.77
Other Current Liabilities	107,692.75	107,692.75	152,581.24
Total Current Liabilities	<u>183,098.55</u>	<u>183,654.58</u>	<u>181,773.01</u>
Total Liabilities	<u>183,098.55</u>	<u>183,654.58</u>	<u>181,773.01</u>
Equity	<u>778,279.28</u>	<u>795,384.73</u>	<u>745,283.90</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>961,377.83</u></u>	<u><u>979,039.31</u></u>	<u><u>927,056.91</u></u>

## Account Balances 11/30/2022

	<u>Nov 30, 22</u>	<u>Oct 31, 22</u>	<u>Nov 30, 21</u>
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
008 · Dime Operating Account	89,933.92	81,054.64	0.00
007 · UGW Fund	332,468.71	332,468.71	289,924.78
006 · Low Volume Road Fund	21,987.11	44,628.17	8,674.91
005 · Clean Water Fund	32,005.04	28,405.04	18,184.90
002 · Conservation Fund	149,819.64	149,819.64	158,930.11
003 · Dirt & Gravel Municipal Fund	97,559.57	97,559.57	122,676.31
Total Checking/Savings	<u>723,773.99</u>	<u>733,935.77</u>	<u>733,935.77</u>
Total Current Assets	<u>723,773.99</u>	<u>733,935.77</u>	<u>733,935.77</u>
<b>TOTAL ASSETS</b>	<u><u>723,773.99</u></u>	<u><u>733,935.77</u></u>	<u><u>733,935.77</u></u>
<b>LIABILITIES &amp; EQUITY</b>	0.00	0.00	0.00



# Pike County Conservation District

Michele Long, Executive Director (ED) Report for December 2022

## Board Agenda

- **PCCD Draft 2023 Budget (vote)** – The Draft 2023 Budget for PCCD is attached. It was also distributed in November for review. There are minor updates to projections. At the January 2023 meeting staff will present a final revenue number for board consideration and action. We need a formal motion to approve the 2023 Budget.
- **Agriculture Conservation Assistance Program** – Executive Director has met with neighboring Districts and is looking into a potential MOU with them to provide technical assistance. There are updates on this program on a weekly basis. ED will provide an update at the meeting. It will provide \$300,000 of funding for Agriculture Best Management Practices installations in Pike County. The final documents for the program were approved at the November SCC meeting.
- **Appoint Nominating Committee** – The January 2023 Board meeting will also be our reorganization meeting. Each December a Nominating Committee is appointed to develop a list of nominations for the Reorganization meeting held in January.
- **2023 Board Meeting Schedule (vote)** – Attached to the December agenda is the proposed 2023 Board Meeting schedule. This schedule needs to be reviewed and approved for advertising for next year's Board meetings per the Sunshine law.
- **Unconventional Gas Well (UGW) Fund Transfer for Staff Retention(vote)** – 2022 Budget for staff retention was \$21,500. These funds were budgeted, and staff request a formal motion from the Board to transfer these funds from the UGW Fund to the Operating account per our Financial Accounts, Policies and Procedures policy.
- **Clean Water Fund transfer to operating account** - The Clean Water Fund Account consists of permit application fees collected from the administration of the delegated programs, Chapter 102 and Chapter 105. Expenditures from this fund are to be used to support the delegated programs. Each December funds in excess of \$2,500 are transferred from the Clean Water Fund to the Operating Account to cover expenditures that support the delegated programs including administrative expenses, travel for site inspections, etc. This year the amount to be transferred is \$29,500. No formal action is needed per our financial policy.
- **2023 District Action Plan – 2022 updates** – The attached 2023 PCCD Action Plan was developed by staff for Board review and approval. It is based on identified goals in the 2020 Strategic Plan. I will also provide a brief overview of what was completed in the 2022 Action Plan.
- **Water Quality Contract with Mike Bilger for 2023** – The current consultant we have has changed services over the past few years and we reached out to other contractors to see what they can provide. There were two proposals submitted but one of the proposals did not have the comparable services we would need. The proposal brought before the Board is recommended by staff. We will need board action on this item. See attached contract proposal.
- **Post Construction Stormwater Management Delegation Agreement** – With the addition of the District Engineer and training that has been provided, staff are recommending we proceed with the request to add the PCSM Delegation services. Enclosed is a letter of intent and the ED has been gathering information for the Central office for the justification which has been requested. We will need action by the board to move forward in sending along the letter of intent as well as the documentation.

## 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 Rachael Marques and Communications Coordinator Devan George are working on the 2022 Water quality report which will be presented to the Board in January.
- Rachael is also working with DEP on Quality Assurance and Quality Control protocol development for our surface water monitoring program. This will assist us in submitting our data to DEP for consideration.
- Rachael ordered more kits for the *Saltwatch* program which we did last year. Looking for additional sites and getting the word out to landowners or groups who may be interested in participating. This is a great citizen science initiative which we hope to expand.

### Groundwater Monitoring

- Well run was completed in November. Rachael presented the USGS report to the SRCP Board in November and the final reimbursement was submitted. Once the funds are received the grant can be closed out. The report has been posted on the District website. USGS Staff will be here in December for their annual audit of the sampling per our contract.

### 102/105 Delegated Programs

- See attached November Technical staff report for specifics on projects/permitting activity.

- Hopping Eagle Brewery Individual NPDES permit submitted; Matamoros Gas line preconstruction meeting; PPL EU Kimble's Tap 69kV Line Project E-permit submitted; PADOT projects - 84/450 - 84/494 - 84/495 all inspections; staff attended a pre-application for the Rt. 6 Section 472 Bridge project.
- Pine Hill Farms NPDES permit has numerous violations. An enforcement conference will be rescheduled due to conflicts with DEP schedule. Held an Administrative Conference with Delaware Plaza and Sandyston Construction were held to discuss voluntary compliance.
- Reviewed the York CD PCSM delegation and provided comments to DEP and requested clarifications.
- Program Manager Ellen Enslin and staff are developing comments for the update of the DEP Compliance manual workgroup.

#### **Forest Stewardship/ Spongy Moth Program/Spotted Lanternfly**

- Spongy Moth – A few calls came in November from the Planning office with community associations looking for additional information- forwarded along to the County Commissioners these requests as well.
- Rachael is working with landowners and a teacher at Wallenpaupack about getting trees in the Spring through the 10 Million Trees program. We hope to have a good order by January 6<sup>th</sup>, the date we can start ordering. Staff are working on promotional materials to go out in December.

#### **Dirt Gravel and Low Volume Roads**

- Still waiting for finalized paperwork from Westfall township to get final reimbursement sent off to them for the Bluestone Boulevard project.
- Ellen worked with Palmyra Township on the Bartleson Road DG project installation. Final completion report submitted, and final payment sent.

#### **Agriculture Conservation Assistance Program**

- The delegation agreement, required output measures, and guidelines were approved at the November State Conservation Commission meeting. They are discussing a technical assistance center that can help with the verification of the BMP's that would be installed as part of the program. Prevailing wage will most likely apply. There are a number of templates and guidance documents being developed in the ACAP Committee.

#### **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**

- Program Manager Ellen Enslin and District Engineer Chris Meszler reviewed plans by Wallenpaupack Students on a stormwater/E&S issue on Wallenpaupack School property for the potential submission of a LWWMD cost share grant application.
- Executive Director Michele Long attended an Environmental Science class at Wallenpaupack to discuss state regulations and how they relate to the legislative process.
- Staff updated the "Before you Grade" brochure to make it more user-friendly and go along with our branding goals.
- Staff provided technical assistance to Brookfield on a Monarch butterfly garden/pollinator project on their property.

##### **Annual Education Campaign Development**

- Devan developed a seed bookmark and will be ordering for 2023 educational events.
- Devan completed a tabletop banner which will be used for our on the road programs where the larger banners are not appropriate. This is a great addition to our outreach tools.

##### **Relationship building**

- December E-Newsletter- December's topic focuses on Microplastics- Article on "Microplastics in Pike County Water" by Watershed Specialist Rachael Marques; Information on signing up for the 10 Million Trees program; Save the date for the Pike County Well Report Webinar on January 18<sup>th</sup> via Zoom; PCCD Holiday Card; Article by Devan George on Microplastics and Climate Change.
- Devan and the Wayne CD Watershed Specialist have begun planning for the 2023 Envirothon which will be late April and hopefully in person this year.
- Staff have started the development of material for the 2022 Annual report.

#### **Source Water Protection/Water Quality**

- HHW program –Rachael has been working with Planning staff on finalizing the final grant reports and reimbursements.
- Ellen spoke at the PACD sponsored Building Blocks workshop to discuss the Pocono Sourcewater Collaborative and working with municipal officials and partners.



## **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**

- DEP EE Grant – Pollinator Project with Dingman Township –no updates at this time.
- DEP EE Grant – LeafPack Network – WS Rachael Marques contacted Wallenpaupack teachers about doing a program in the spring.

### **Board Committees/Development**

- Nominating Organizations have submitted their nominations for the Public Director and Farmer Director positions that will become open in December. Both Directors Mike Spencer and Ken Coutts have stated they would like to still participate on the board. The Commissioners sent their recommendations to the State Conservation Commission and the DEP Field Rep.

### **Staff Training**

- District Engineer Chris Meszler, P.E. continues to work through modules within the Clean Water Academy and met with District Engineers from Northampton and Monroe counties for additional training.
- Ellen signed up for another year of LinkedIn trainings with her annual allocation. This is a great resource for professional development staff have used over the years.
- At our November staff meeting we reviewed our Clifton Strengths assessments and viewed a few Ted Talks that were provided by Leadership Development. Discussed how our strengths can assist each other.

### **Personnel**

- Monthly staff meeting and meet with staff on an individual basis regarding workload, training, etc.
- Biweekly Technical Staff meetings
- Biweekly Education and outreach meetings

### **Operations/Building**

- Working on getting the cars detailed in December.
- Annual Uniform order for staff received.

### **Financial**

- Updated the 2023 Draft budget with new projections.

## **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.

### **102/105 Communications**

- Provided feedback to DEP Central and NERO office staff on recent changes to the Chapter 102 Inspection report and enforcement protocols.

**PCCD Chapter 102 and Chapter 105 Delegated Program Report for November 2022**

**Inspections**

Date	Project Name	Municipality	Program	Inspector	Site Status
11/3/2022	Pine Hill Farm	Westfall	102	MQ	Non-compliance
11/9/2022	Westfall Brewery	Westfall	102	MQ	Routine
11/9/2022	Paddlers Point	Westfall	102	MQ	Routine
11/9/2022	Riverside on the	Westfall	102	MQ	Routine
11/9/2022	SR06Sec 4008	Westfall	102-State	MQ	Routine
11/10/2022	Aikolai Lots 1 & 6	Blooming Grove	102	JO/EE	Routine
11/10/2022	Wild Acres Sewage	Delaware	102	JO	Routine
11/15/2022	SR 84, Section 450	Multiple	102-State	JO/EE	Routine
11/17/2022	Pocono Lakefront	Palmyra	102	JO	Routine
11/18/2022	Westfall Sr. Apts.	Westfall	102	MQ	Routine
11/21/2022	Blue Heron Woods Lots 148 & 126 Blue	Lackawaxen	102	MQ	Final/NOT Ackn.
11/22/2022	SR 0084 Section 495	Multiple	102-State	JO	Routine
11/30/2022	Rivers Edge	Westfall	102	MQ	Routine
11/30/2022	Rt6/209	Westfall	102-State	MQ	Final/NOT Ackn.

**Plan & Permit Reviews**

Date	Project Name	Municipality	Program	Tech	Project Status
11/1/2022	Schmalzle Construction	Blooming Grove	102	JO	Initial Technical Plan Review
11/16/2022	Hopping Eagle Brewing Company Brewery & Taproom	Palmyra	102	JO/CM	Incomplete Application
11/18/2022	148 Pellet Road	Palmyra	105	JO	GP Acknowledged
11/23/2022	Lands of Alexander	Milford Twp.	102	MQ/CM	Complete Application
11/23/2022	Lot 30 Milford	Milford Twp.	102	MQ	Complete Application
11/28/2022	Structure Removal Lien Property	Porter	102-State	JO	Initial Technical Plan Review
11/29/2022	Fawn Lake Water Main Replacement-Major	Lackawaxen	102	MQ	Initial Technical Plan Review
11/29/2022	Dollar General Dingman 2	Dingman	102	JO	Follow-Up Technical Plan Review
11/30/2022	Kimbles Tap 69kV Line Project	Multiple	102	CM	Incomplete Application
11/30/2022	Lehman Township Park - Renewal	Lehman	102	JO	Initial Technical Plan Review

**Complaints**

Date	Complaint #	Municipality	Program	Tech	Action
11/9/2022	22-24	Dingman	105	JO	Final/Closed

**Technical Assistance**

Date	Name/Project	Municipality	Program	Tech	Type/Topic of Assistance
11/1/2022	Sandyston	Milford Twp.	102	MQ	Mtg to bring site into compliance
11/1/2022	Jeff Bonacci (SR 0084 Section 450)	Multiple	102-State	JO	Visual site inspections
11/1/2022	Melody Goodwin (Lehman's Pointe)	Lehman	102	JO	Co-permittee liability release
11/1/2022	Joe Sinsabaugh	Dingman	105	JO	E&S for water obstructions
11/3/2022	SR 0084 Section 450	Multiple	102-State	JO	Progress meeting
11/4/2022	Elliot Smith	Lackawaxen	105	MQ	Site visit-Banks stabilization, conservation measures



11/4/2022	Jane Olsen (Lafe Rd)	Lackawaxen	105	MQ	Flooding issues, culvert replacement
11/4/2022	Karen Mertz	Palmyra	105	JO	PNDI walkthrough
11/4/2022	Missy Hutchinson	Blooming Grove	102	JO	Common plan of development
11/4/2022	Ron Glaussenger	Palmyra	105	JO	E&S for water obstructions
11/7/2022	WAHS Cost Share	Palmyra	102	CM	Reviewed LWWMD application package & sent comments to Nick
11/7/2022	Christy Zulli (Dollar General Dingman 2)	Dingman	102	JO	NPDES resubmission guidance
11/7/2022	Dennis McKenzie	Dingman	105	JO	Stream maintenance
11/7/2022	Craig Fetterhoff	Porter	102-State	JO	Small projects E&S
11/8/2022	Tom Opeka (DCNR Resource Center)	Porter	102-State	JO	NPDES permit conditions
11/8/2022	Dominic Truelove	Palmyra	102	JO	Chapter 102 definitions
11/8/2022	Scott Raser	Dingman	Non-delegated	JO	Site visit to determine jurisdiction
11/9/2022	Chris Paquay	Milford Twp.	102	MQ	Milford Highlands Lot 38 NPDES info
11/9/2022	Chris Karelus	Matamoras Boro.	102	MQ	Schedule Pre-construction mtg & minor amendment
11/9/2022	Jared Handler	Delaware	102	JO	Delaware Plaza site status
11/9/2022	Tom Opeka (DCNR Resource Center)	Porter	102-State	JO	NPDES co-permittees
11/14/2022	Karen Mertz	Palmyra	105	JO	GP2 walkthrough
11/14/2022	Tom Opeka (DCNR Resource Center)	Porter	102-State	JO	How to fill out co-permittee registration
11/15/2022	Craig Olver	Dingman	105	JO	GP8 registration
11/16/2022	Community Self Storage	Westfall	102	CM	Had phone call with Engineer to discuss off-site discharge analysis. Emailed the off-site FAQ document to Engineer.
11/16/2022	Gene Ruzanski	Dingman	105	JO	Legacy permit records
11/16/2022	Karen Mertz	Palmyra	105	JO	GP review timeframes
11/17/2022	Pine Hill Farms	Westfall	102	CM	Phone call with Engineer to discuss revised channel calcs.
11/17/2022	Pine Hill Farm (J. Cultri-Twp. Bldg insp.)	Milford Twp.	102	MQ	RE: Pine Hill Farm violations
11/17/2022	Shawn (Milford Boro)	Milford Boro.	105	MQ	CH 105 Permits for UGI on Vantine Creek
11/17/2022	Matt Schwartz	Dingman	102	MQ	NPDES ?'s for PennDot contract requirements
11/17/2022	Dominic Truelove	Palmyra	102	JO	Site visit to determine extent of earth disturbance
11/18/2022	Tink Wig community	Lackawaxen	Non-delegated	MQ	? 's re: dead trees and fire hazard
11/18/2022	Archie Allen	Multiple	102	EE	minor amendment questions-Berks Co.
11/18/2022	Matt Schwartz (SR 739 WID)	Blooming Grove	102-State	JO	Approved spoils areas
11/21/2022	Dominic Truelove	Palmyra	102	JO	Regulatory earth disturbance guidance and NPDES permit thresholds
11/22/2022	Briars Ct	Lackawaxen	105	MQ	Site visit- wetland fill?
11/22/2022	George Kise (Aikolai Lot 4)	Blooming Grove	102	JO	Notice of termination info
11/22/2022	SR 6 Section 472	Palmyra	102-State	JO/CM	Riparian buffer conference call
11/22/2022	SR 739 WID	Blooming Grove	102-State	JO	Utility coordination meeting
11/23/2022	Matamoras Gasline	Westfall	102	MQ	Pre-construction mtg

11/23/2022	Amy Sinclair RKR Hess	Delaware	105	MQ	Floodway determination of lake
11/23/2022	Gene Ruzanski	Dingman	102	EE	Arcadia Lots 8 and 9
11/23/2022	Matt Schwartz	Delaware	102-State	EE	Wilson Hill Road slide project email
11/28/2022	Matt Schwarz (SR 739 WID)	Blooming Grove	102-State	JO	VSIR requirements
11/28/2022	Sam Healey (SR 739 WID)	Blooming Grove	102-State	JO	Site inspection scheduling guidance
11/29/2022	Craig Olver	Dingman	105	JO	PNDI search



**2023 DRAFT Budget  
Pike County Conservation District**

Notes	Approved	2022 Budget	2022 Projections	2023 Budget	2022 revenue Projections w/o DGLVR	
	<b>Income</b>					
1	4000 · Other Grant Income	\$ 25,140.00	\$ 14,381.81	\$ 20,170.00	\$ -	
2	4100 · State Cost Share Funds	\$ 66,449.00	\$ 138,303.00	\$ 167,145.00	\$138,303.00	
	4107 County Contribution	\$ 443,734.00	\$ 343,137.00	\$ 435,996.00	\$343,137.00	
3	4125 · UGW Income	\$ 56,818.00	\$ 67,123.03	\$ 56,818.00		
	4150 · Watershed Specialist Grant	\$ 45,250.00	\$ 45,250.00	\$ 45,250.00	\$ 45,250.00	
	4200 · County Appropriation	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	
4	4250 · D&G Rd Allocation	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00		
4	4255 LV Rd Allocation	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00		
	4300 · Fees Collected	\$ 35,000.00	\$ 58,000.00	\$ 35,000.00	\$ 58,000.00	
	4400 · Program Income	\$ 3,000.00	\$ 1,920.00	\$ 1,500.00	\$ 1,920.00	
	4500 · Misc Income	\$ 100.00	\$ 3,886.72	\$ 200.00		
	4700 · Interest Income	\$ 150.00	\$ 6,000.00	\$ 4,000.00	\$ 6,000.00	
5	Transfer from Conservation Fund	\$ 28,250.00	\$ 61,633.00	\$ 6,000.00		
9	<b>Total Income</b>	<b>\$ 873,891.00</b>	<b>\$ 909,634.56</b>	<b>\$ 942,079.00</b>	<b>\$ 622,610.00</b>	
	<b>Expense</b>					
1	5000 · Other Grant Expenditures	\$ 20,485.00	\$ 16,708.84	\$ 17,300.00	\$ 16,708.84	
6	5100 · Salary/Benefits to County	\$ 121,925.00	\$ 167,878.00	\$ 203,395.00	\$137,378.00	30500- DGLVR and Staff retention
3	Transfer to UGW Funds	\$ 35,318.00	\$ 45,623.03	\$ 29,818.00		
4	5250 · D&G Rd Expenditures	\$ 91,000.00	\$ 70,762.62	\$ 93,000.00		
4	5275 LV Road Expenditures	\$ 36,000.00	\$ 29,000.00	\$ 36,000.00		
	5505 · Telephone	\$ 2,900.00	\$ 1,600.00	\$ 2,000.00	\$ 1,600.00	
	5510 · Postage	\$ 500.00	\$ 400.00	\$ 500.00	\$ 400.00	
	5520 · Supplies/Equipment	\$ 13,020.00	\$ 6,000.00	\$ 14,000.00	\$ 6,000.00	
	5531 · Leased Equipment	\$ 11,500.00	\$ 11,256.28	\$ 12,000.00	\$ 11,256.28	
	5535 · Advertising	\$ 600.00	\$ 2,300.00	\$ 3,000.00	\$ 2,300.00	
	5540 · Professional Services	\$ 7,580.00	\$ 7,312.50	\$ 8,000.00	\$ 7,312.50	
	5550 Personnel Expenses	\$ 443,734.00	\$ 343,137.00	\$ 435,996.00	\$343,137.00	
	5608 · Programs	\$ 7,000.00	\$ 3,200.00	\$ 7,000.00	\$ 3,200.00	
	5700 · Water Monitoring	\$ 12,450.00	\$ 10,036.00	\$ 6,250.00	\$ 10,036.00	
	5805 · Travel/Meals	\$ 2,900.00	\$ 865.00	\$ 2,650.00	\$ 865.00	
	5815 · Training/Conferences	\$ 3,750.00	\$ 1,666.42	\$ 3,900.00	\$ 1,666.42	
	5820 · Dues & Subscriptions	\$ 4,149.00	\$ 4,174.00	\$ 5,000.00	\$ 4,174.00	
5	5870 · Repairs & Maintenance	\$ 17,830.00	\$ 28,500.00	\$ 20,430.00	\$ 28,500.00	
	5880 · Heat & Electric	\$ 8,000.00	\$ 8,500.00	\$ 10,000.00	\$ 8,500.00	
	5900 · Vehicle Expense	\$ 4,400.00	\$ 4,500.00	\$ 4,300.00	\$ 4,500.00	
5	5940 · Capital Improvements	\$ 28,250.00	\$ 40,260.00	\$ 6,000.00		
7	Transfer to the Conservation fund	\$ -	\$ -	\$ 20,840.00		\$ 34,550.96
8	5950 · Misc Expense	\$ 600.00	\$ 18,525.00	\$ 700.00	\$ 525.00	
	<b>Total Expense</b>	<b>\$ 873,891.00</b>	<b>\$ 822,204.69</b>	<b>\$ 942,079.00</b>	<b>\$ 588,059.04</b>	
1	2022 projected includes SRCP GW Level 4 (\$7,755), 2022 PACD minigrants (\$3,640)2022 Envirothon Mini-Grant (\$400), Spotted Lanternfly(SLF) (\$2,586); 2023 includes SRCP GW Level 5 (\$8,300), 22-23 DEP EE Grant (\$5,470), 2023 PACD Mini-Grants (\$3,000), 2023 Envirothon Mini-Grant (\$400) & PA american water grant (\$3,000)					
2	2022 projected includes Admin. Assistance (\$50,000), Manager Cost Share (\$27,165), 1st Technician Cost Share (\$30,000)and 2nd Technician cost share (\$37,145) FY21/22 state budget CDFAP line items; 2023 budget based on FY 21/22 state budget-Assistance (\$50,000), Manager Cost Share (\$50,000), 1st Technician Cost Share (\$30,000)and 2nd Technician cost share (\$37,145)					
3	Funds distributed through the PUC currently deposited in UGW fund for Staff Retention. 2022 received \$67,123 UGW total - \$21,500 will be submitted to the county for 2022 Staff retention and \$45,623 deposited into UGW Fund for future use; 2023 Budget estimated to receive \$56,818 UGW total - \$27,000 is budgeted for 2023 Staff retention and \$29,818 deposited into UGW Fund for future use.					
4	2022 Income Projections reflect LV & D&G FY 22-23 allocations received 3 QTR 2022 & reimbursements for 2022 expenses; 2023 budget based on FY 22-23 allocations from the SCC					
5	2022 includes (\$18,000-Finan case; \$3,675 - remediation; \$6,750- painting; \$14,968 - heating system; \$17,890-Escape; \$350 - training); 2023 inclues \$6,000 budgeted to replace the flooring in the Education room					
6	2022 includes CDFAP, WS, D&G Road & misc. grant sal/ben; enforcement \$2,915 and \$21,500 sal/ben for staff retention; 2023 includes CDFAP, WS, grants, D&G Road & misc. grant sal/ben and \$27,000 sal/ben for staff retention					
7	2023 Projected income to replenish Conservation fund expenditures from 2022					
8	2022 Misc. Expense includes \$18,000 for the settlement case with the Finan's. Conservation Funds were used for payment of this expense per Board approval. 2022 Projected revenue is calculated by taking out the DGLVR income & expenses, Staff retention expense and UGW funds, as well as the transfer from Conservation fund and capital expenses. 2022 Net Income will be approx. \$34,550					



# Pike County Conservation District

## 2023 BOARD MEETING SCHEDULE

All meetings start on Monday morning at 9 am and/or via Zoom unless otherwise stated  
Location: District Office, 556 Route 402, Blooming Grove

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January 23 – 4<sup>th</sup> Monday due to Jan 16<sup>th</sup> holiday – Reorganization and Regular Meeting

February 27 – 4<sup>th</sup> Monday due to Feb 20<sup>th</sup> holiday

March 20

April 17

May 15

June 26 – 4<sup>th</sup> Monday due to June 19<sup>th</sup> holiday

July 17

August 21

September 18

October 16

November 13 - 2<sup>nd</sup> Monday due to Hunting season

December 18

**In the event of meeting cancellation due to severe weather, meetings may be held the day immediately following the scheduled meeting date.**

556 Route 402, Hawley, PA 18428

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





## Pike County Conservation District

### 2022 Action Plan Accomplishments

The Pike County Conservation District Board of Directors, at its January 2022 meeting, adopted the 2022 Action Plan, in line with the following four (4) long range goals outlined in the District's 2020 Strategic Plan, which incorporates input received from Pike County residents and District stakeholders in their evaluation of the critical natural resource issues of Pike County. Below is a summary of the some of the accomplishments of the 2022 Action Plan.

**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.*

- Watershed Specialist is currently working with Communications Coordinator on a more user-friendly Surface Water Quality report which will be presented to the public in January 2023
- Watershed Specialist is working DEP on protocols and information to make it more consistent with DEP reporting for future use in uploading data to DEP portals for potential stream designation upgrades
- Program Manager currently sits on the DEP Compliance and Enforcement Manual committee to review and update the current standard operating procedures and guidance
- Worked with the Monroe County Conservation District to provide updates to contractors and engineers updates to the Chapter 102 and Chapter 105 programs at the annual workshop
- Provided educational materials throughout the month of June on social media and our E-newsletter on invasive species
- Worked with County officials and Department of Conservation and Natural Resources on assessing the spongy moth defoliation. Provided guidance to landowners on assessing their properties for potential spray program in 2023 as well as a list of aerial sprayers to contact
- Developed a one-page worksheet on "How to make grass grow in Pike County" for educational and technical assistance to landowners and contractors
- Pocono Sourcewater Collaborative worked on a survey to water operators to gauge interest in educational opportunities for them and users
- Secured funding from the County Commissioners utilizing Act 13 monies to continue the Groundwater Level Monitoring network
- Worked with DEP and NRCS staff to assess a stream restoration project in Milford. Engineering completed but funding has not been found

**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.*

- Board designated a Communications and Outreach Committee which developed a number of initiatives to reach targeted audiences and provide the necessary resources for the community to recognize the District as a leader in natural resource protection in Pike County. These include an assessment of our

branding, development of conservation minute videos on District programming, development of an elevator speech, and expanding outreach to schools

- Developed an education and outreach plan for 2022 which was implemented
- Pocono Sourcewater Collaborative worked with the Planning office and the County Commissioners office on a Household Hazardous Waste program. This included a number of grants submitted for funding

**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*

- Developed an annual work plan for 2022 which was implemented
- Pursued a number of grant opportunities including a DEP Environmental Education (EE) Grant for a Leafpack program, a DEP EE grant for a Pollinator project in partnership with Dingman Township, a PACD mini grant to secure funding for video equipment for education and outreach, and a PACD new homeowners webpage and brochure which developed a new annual "Welcome to the Neighborhood" Event
- Reviewed the District financial plan to assess progress and operating needs
- District Board members attended a number of online trainings provided by Leadership development

**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.*

- During rebranding discussions identified the development of a municipal resource guide to improve communications between the District, the Pike County Office of Community Planning, the Pike County Economic Development Authority, and the Pike County Commissioners and Municipal officials. This tool can also be used for distribution to residents.
- Distributed a municipal survey to gauge how the District can communicate more effectively with municipal officials
- Executive Director sends out quarterly emails to municipal officials on District programming updates
- Executive Director sits on the Pike County Comprehensive Plan Steering Committee and will be participating into 2023
- Executive Director and Program Manager provided input to the Pike County Hazard Mitigation Plan
- Program Manager participated in the development of the Pike County Trail Feasibility Study



# Pike County Conservation District

## 2023 Action Plan

**(Board accepted Plan on December 2022 )**

The District's Goals set forth in the 2020 Strategic Plan are listed as well as identified key actions for the District Board and Staff in 2023. Please note this list of actions does not include the on-going work of the District such as Chapter 102 and Chapter 105 delegations, surface and ground water monitoring, education programs and similar on-going programs.

### Natural Resource Conservation

<b>Goal:</b> 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.	Continue to implement, refine, and strengthen the District's Surface Water Quality Monitoring Program producing and disseminating scientific data on County surface water resources; Work with partners to make District water quality data more accessible and user friendly
	Review and comment on guidance/procedures/policy regarding delegated programs
	Work with DEP to accept the Post Construction Stormwater Management Delegation as part of the Chapter 102 Erosion and Sediment Control regulations
	Work with state and local partners to provide education and technical assistance on invasive species
	Develop outreach education specific to groundwater protection and soil health to water operators in the Pocono Sourcewater Collaborative

### Conservation Education and Community Outreach

<b>Goal:</b> 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.	Work with municipal officials and partners to develop a Municipal Resource guide as identified by the Board Communications and Outreach Committee
	Develop a specific and focused education and outreach plan for 2023 that includes identified tasks in Strategic Plan through various platforms with targeted audiences identified
	Identify and meet with organizations outside the environmental realm to expand working relationships to promote the District's mission

### Governance, Management and Financial Support

<b>Goal:</b> Support the District's Mission through responsible governance, financial management, capital resource management and continued professional development of staff and board.	Develop an annual work plan to implement identified priorities in the Strategic Plan
	Pursue grant funding opportunities to support District program priorities
	Develop and implement a Succession Plan for the Executive Director position
	Continue to survey the public and partners for input on critical natural resource issues
	Review and update District policies as needed
Review District Financial Plan annually to ascertain progress of implementation	



**Land Use Management & Conservation**

**Goal:** 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.

Discuss and implement land use tools that promote natural resource conservation, green building technologies and conservation design while accommodating growth

Work to improve communication and coordination of the permitting & review process with municipalities, Department of Environmental Protection and other cooperating agencies

Monitor legislative actions and participate in an annual legislative meeting

Develop a natural resource guide for community associations and lake communities which highlight the connections between land use, soil conservation and health, groundwater and surface water protection, and an understanding of watersheds

## CONTRACT AGREEMENT

This agreement is between Michael D. Bilger at 100 Rabbit Hill Road, Mifflinburg, PA 17844, i.e. contractor, and the Pike County Conservation District (PCCD) at 556 Route 402, Suite 1, Hawley, PA 18428, i.e. client, to conduct aquatic macroinvertebrate laboratory sub-sampling, counts, and report identifications at ten sites and fish collection, counts, and report identifications at seven sites chosen by the PCCD in April and September 2023 (planned) respectively.

The charges from contractor for requested services of laboratory sub-sampling, counts, and identifications for aquatic macroinvertebrates from wadeable freestone riffle-run streams following most recent PADEP methods will be **\$325.00/sample**. The PCCD will be responsible for the collection of physical (habitat) and water chemistry data and aquatic macroinvertebrates (under their own PFBC Scientific Collectors Permit Type 2/and National Park Service) and all metric calculations and report writing following the most recent PADEP methods. Fish sampling, counts, and identifications to levels required by PADEP and habitat and chemical data will be the responsibility of the contractor under their PFBC Scientific Collectors Permit and PCCD National Park Service Permit at a cost of **\$425.00/sample**. PCCD will calculate metrics and perform report writing.

Additional costs to pick up ten aquatic macroinvertebrate samples from PCCD will be 280 miles x \$0.625/mile= \$175.00 + 4 hours travel from Mifflinburg, PA to Hawley, PA and back = \$50.00/hour x 4 hours = \$200.00. **Total \$375.00**. Other arrangements are possible. Mileage rates may also change at time of delivery of aquatic macroinvertebrate samples.

### TOTAL COSTS:

**Aquatic Macroinvertebrates = \$325.00/sample X 10 Samples = \$3,250.00**

**Fish = \$425.00/sample X 7 Samples = \$2,975.00**

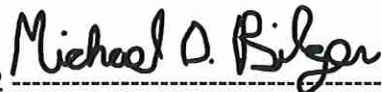
**Sample Pick-up = \$375.00 (pending mileage rates)**

**TOTAL= \$6,600.00**

Payment is expected within 30 days of completion of project.

Thank you.

Michael D. Bilger, Aquatic Biologist 11/30/2022



Pike County Conservation District



## Pike County Conservation District

December 12, 2022

Mr. Sean M. Furjanic, P.E.  
Environmental Program Manager  
PA Department of Environmental Protection  
Rachel Carson State Office Building  
Bureau of Clean Water – NPDES Permitting Division  
PO Box 8774  
Harrisburg, PA 17105-8774

RE: Pike County Conservation District PCSM Delegation Agreement

Dear Mr. Furjanic:

We are writing on behalf of the Pike County Conservation District (PCCD) Board of Directors to express our desire to enter into the Chapter 102 Delegation Agreement for *“Administration Responsibilities in the Erosion and Sediment Pollution Control (E&S) Program and National Pollutant Discharge Elimination System (NPDES) Permitting Program for the Discharge of Stormwater Associated with Construction Activities for Advanced Review Levels for Post Construction Stormwater Management Plans(PCSM).”* The PCCD currently operates under the Level III Chapter 102 E&S and NPDES Delegation Agreement.

Please note that as of September 26, 2022, Chris Meszler, P.E. has been employed as our full-time District Engineer. With Chris’s hiring, we hope to provide more thorough and timely technical reviews of PCSM plans that meet Chapter 102 regulatory requirements. Attachment B of our existing delegation agreement, which provides our current staff resources available to administer the PCSM delegation agreement, is located on the Clean Water Academy.

Attached you will find additional documents to support the request for this change in delegation responsibilities. We believe we have more than adequate experienced staff resources to assume the PCSM Delegation Agreement’s Required Output Measures.

Thank you for your consideration of this matter and we look forward to our continued and expanded partnership in protecting our county’s natural resources. Please feel free to contact Michele Long, Executive Director, if you have any questions and/or need any additional information.

Respectfully submitted,

Scott Savini  
Board Chairman

Michele Long  
Executive Director

Enclosures





*A monthly report highlighting November 2022 activities as they relate to the 2018-2023 PACD Strategic Plan.*



## **PACD STAFF REPORT**

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**PACD will promote and advocate for conservation districts to elected officials, partners, and the general public.**

### PACD: Legislative Activities

- Monitored Senate ERE Committee
- Attended House ERE Committee

### PACD: Salary Survey Project

- Discussed project at region meeting

**PACD will help districts with the recruitment, training, and development of directors, managers, and staff.**

### 102/105 Technical Training Grant

- Completed and submitted quarterly reimbursement report
- Clean Water Academy (CWA)
  - Site Administration – created accounts, addressed glitches, etc.
  - E&S Manual Chapter 10: Stabilization
- 102/105 Technical Training | Basic and Topic-based sessions
  - Met with Jay about potential Spring 2023 Verbal Judo sessions
  - Distributed *Save the Date* for Basic

### CPESC Review Course

- Met with instructor and hotel to finalize course details
- Sent email to registrants with course details
- Coordinated menu, set-ups, and other logistics with facility

### Agricultural Conservation Technical (ACT) Training



- Completed and submitted quarterly reimbursement report
- Reviewed and submitted signed 2022-23 ACT Agreement to SCC
  - Intro to Conservation Planning
    - Ordered port-a-potty
    - Completed BEOs with the hotel
    - Packed for the training
    - Created emergency contact list
    - Created sign-in sheets
    - Created certificates of completion
    - Merged and prepared name tags
  - Boot Camp Basic and Level II
    - Requested room block rate for 2023 boot camps (4 weeks)
    - Advertised 4 weeks of boot camp (instead of the normal 2)

#### Leadership Development Program

- Completed and submitted quarterly reimbursement
- Held Director Training Subcommittee meeting
- Developed and promoted Fall Leadership Webinar series
- Continued planning for 2023 Staff Initiative and Manager programming

#### **PACD will help districts attain sustainable, diverse funding.**

#### Ag Plan Reimbursement Program

- Completed and submitted quarterly reimbursement
- Reviewed and approved 19 applications

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

- Completed and submitted quarterly reimbursement

#### Conservation Reserve Enhancement Program (CREP) Grant

- Completed and submitted quarterly reimbursement
- CREP Cost-share
  - Processed new cost-share
  - Made cost-share payments
- CREP Outreach Program Office (COPO)
  - Met with WWTW to discuss final report for the CREP marketing campaign
  - Set up registration and advertised 2022 CREP Partner Training
  - Sent email reminder for CREP mini grants

#### DCNR Riparian Forest Buffer Program

- Submitted 2018 grant project data into DCNR's grant portal to close out 2018 grant



#### PA Nonpoint Source Pollution Education Office

- Rescheduled 319 Grant meeting, sent agenda, and hosted meeting
- 2022-23 NPS Mini-grant Round
  - Reviewed one final report and issued reimbursement
  - Reviewed one mid-term report
  - Reviewed six mini-grant materials
- 2022 Virtual Watershed Specialist Webinar Series
  - Managed final registrations
  - Updated and distributed final agenda
  - Completed host documents and morning PowerPoint slideshows
  - Prepared online evaluation for each day
  - Coordinated photo contest
  - Hosted three-day event
  - Sent follow-up emails each day
  - Thanked all presenters
  - Coordinated with DEP about recordings on Clean Water Academy
  - Sent unanswered questions out to presenters for completion
  - Wrote and published wrap-up piece in Front Page
  - Sent reminder, downloaded and distributed evaluation results
  - Scheduled and held wrap-up meeting
  - Continued planning training for new CDWS

#### **PACD will strengthen relationships and agreements with state and federal agencies.**

##### Partnership Activities

- Please see PACD: Meetings and Events Attended

##### NRCS Employee of Record (Funded by NACD)

- Completed and submitted quarterly reimbursement
- Provided on-going human resources and administrative support for position

#### **PACD will strive to be adequately staffed and funded.**

Note: All of PACD's grants and special projects contribute to this goal.

##### Engineering Technical Assistance Program Grant (TAG)

- Prepared and submitted monthly reimbursement request
- Provided on-going human resources and administrative support
- Discussed TAG program expansion at region meetings

#### **PACD will foster communication between conservation districts.**





#### PACD: Communications

- Updated and managed the PACD listserves
- Updated [www.pacd.org](http://www.pacd.org)
- Sent five Front Page e-newsletters
- Submitted forty-five posts on social media channels
- Created social media messages for November for shared district messaging

#### **Other association activities that support conservation districts and PACD.**

##### PACD Committees

- Prepared 2023 committee member lists
- Committee leads contacted committee members with expiring terms
- Started recruitment of new committee members for December EB meeting review and approval

##### PACD: Executive Board

- Prepared materials for October board meeting
  - Meeting agenda and attachments
  - Monthly staff report
  - Monthly financial reports

##### PACD: Human Resources and Office Management

- Processed two payrolls
- Managed accounts receivable and accounts payable
- Reconciled all bank accounts and credit card accounts
- Participated in account review with Stratix

##### PACD: PACD Fall Region Meetings

- Updated, merged, and distributed packets for NC and NE
- Held SC, NC, NE hybrid region meetings
- Reviewed, finalized, and posted NW, SW, SE, SC, NC minutes
- Reserved Henning's Market for Spring SE RM

##### PACD: PACD/SCC Joint Annual Conference (JAC)

- Held discussion on 2022 logistics and asked for recommendations for 2023 event
- Updated RFP and sent to Holiday Inn Grantville, Sheraton Harrisburg-Hershey, Toftrees, and Best Western Premier/Central Hotel & Conference Center
- Reviewed and compared proposals

##### PACD: PACD Winter Meeting

- Set dates and staff assignments for committees and council
- Created seven zoom events



PACD: Meetings and Events Attended

PACD staff attended/participated in the following events:

- NACD Executive Director conference
- SCC conference call
- ACAP planning meetings
- PA Invasive Species Council (PISC) meeting
- Chester CD 75<sup>th</sup> Anniversary celebration
- DEP Ag Advisory Committee meeting
- NRCS Technical Committee meeting
- PA in the Balance planning committee
- SC region managers meeting
- Met with partners on STAC report
- Met with DCNR regarding lawn conversion grant
- Held managers meeting
- Met with NFWF and Headwaters, LLC
- Met with FFCP



**DATES TO REMEMBER**

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**PACD Conservation Committee Video Conference**

January 6, 2023 | 10:00-11:00 a.m.

**PACD District Employees Committee Video Conference**

January 11, 2023 | 11:00 a.m.-Noon **NEW TIME**

**PACD Education and Outreach Committee Video Conference**

January 12, 2023 | 10:00-11:00 a.m.

**PACD Legislative Committee Video Conference**

January 17, 2023 | 10:00-11:00 a.m.

**PACD Ways and Means Committee Video Conference**

January 19, 2023 | 10:00-11:00 a.m.

**PACD Operations Committee Video Conference**

January 20, 2023 | 10:00-11:00 a.m.

**PACD Executive Council Video Conference**

January 26, 2023, 10am – 12pm



**PACD South Central Region Meeting**

March 21, 2023 | 10:00 a.m.

Cumberland County Conservation District, Carlisle, PA

**PACD South East Region Meeting**

March 23, 2023 | 9:30 a.m.

Henning's Market, Harleysville, PA

**Agricultural Conservation Technical “Boot Camp” Training – Basic Level *(Tentative)***

March 27-31, 2023 | Keystone Conference Center, Ft. Indiantown Gap, Annville, PA (Lebanon County)

**PACD North East Region Meeting**

March 30, 2023 | 10:00 a.m.

Schuylkill Conservation District, Pottsville, PA

**PACD North Central Region Meeting**

April 4, 2023 | 10:00 a.m. **NEW DATE**

Clinton County Conservation District, Mill Hall, PA

**PACD North West Region Meeting**

April 12, 2023 | 10:00 a.m.

(TBA) Clarion, PA

**Agricultural Conservation Technical “Boot Camp” Training – Level II *(Tentative)***

April 17-21, 2023 | Keystone Conference Center, Ft. Indiantown Gap, Annville, PA (Lebanon County) and the USDA NRCS State Office, Harrisburg, PA

**PACD South West Region Meeting**

April 19, 2023 | 10:00 a.m.

Westmoreland Conservation District, Greensburg, PA

**Agricultural Conservation Technical “Boot Camp” Training – Basic Level**

May 1-5, 2023 *(Tentative)*

Keystone Conference Center, Ft. Indiantown Gap, Annville, PA (Lebanon County)

**Agricultural Conservation Technical Training – Level II**

May 15-19, 2023 *(Tentative)*

Keystone Conference Center, Ft. Indiantown Gap, Annville, PA (Lebanon County) and the USDA NRCS State Office, Harrisburg, PA

**102/105 Basic Technical Training**

May 23-26, 2023 | Red Lion Hotel Harrisburg-Hershey, Harrisburg







## STAFF CONTACT INFORMATION

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## **2022 Fall PACD Region Meetings Summary**

Following is a summary of the actions taken by the membership during the 2022 Fall PACD Region Meetings.

Conservation districts are asked to send their voting delegates to the Virtual Executive Council Meeting ready to vote on the Salary Study Project. The council meeting will take place from 10:00 a.m. to Noon on January 26, 2023.

### **Salary Study Project**

All six PACD regions voted unanimously to support the motion from Cambria County Conservation District requesting PACD hire a consultant to undertake a salary comparison study to justify the continuation of increased funding for conservation districts in the state budget.

The PACD North East Region added the word “voluntary” to stress that district participation is voluntary, and the PACD South West Region added a maximum of \$500.00 per district. The following motion incorporates Cambria’s request and the additions of both regions:

*PACD will ask the districts to provide voluntary funding, with a maximum of \$500 per district, to hire a consultant to undertake a salary comparison study in order to provide valuable data to justify the continuation of increased funding for conservation districts in the state budget.*

### **New PACD North East Region Director**

The PACD North East Region elected Thomas Herbert with Luzerne Conservation District to serve as PACD North East Region Director.





**December 2022 DEP Conservation District  
Field Rep Talking Points**

**Funding Opportunities:**

**DEP is accepting applications for \$103.4 million in Abandoned Mine Reclamation Grants**

United States Department of Interior’s Office of Surface Mining Reclamation and Enforcement has authorized DEP’s Bureau of Abandoned Mine Reclamation (BAMR) to accept applications for abandoned mine reclamation and mine drainage treatment project grants. The deadline for applications is **January 13, 2023**. DEP's Bureau of Abandoned Mine Reclamation has a total of \$103.4 million in federal Bipartisan Infrastructure Law funding available in this first grant round in four categories: Abandoned Mine Land reclamation projects; Acid Mine Drainage operation and maintenance or replacement of existing AMD facilities; new Acid Mine Drainage Treatment Facility projects; and Abandoned Mine Land Economic Revitalization Program projects. Eligible applicants include county or municipal governments; county conservation districts; councils of government; municipal authorities; and nonprofit organizations.

**Policies and Procedures**

**District Audit Requirement** - Conservation Districts’ calendar year 2021 Annual Financial Audit Reports are due no later than **December 31, 2022**. Please be sure that your auditor is working on your audit and knows the deadline. If your auditor requires documentation of Commonwealth payments, please email those requests to [jackerstet@pa.gov](mailto:jackerstet@pa.gov) . If there are extenuating circumstances and your district needs an extension, an extension request **MUST** be received no later than December 1, 2022. You may contact Jaci Kerstetter, [jackerstet@pa.gov](mailto:jackerstet@pa.gov) if you have any questions.

**District Director Nomination Process** -. In August, the SCC sent an email to chief clerks and copied district managers, asking them to begin the formal process soliciting nominations for upcoming vacancies on the county conservation district board. This email also included the “Director Position Description”, Procedures for “Nominating Conservation District Directors”, “Sample Letter”, “Nominee Questionnaire”, and “New Director Appointment Submission Form.” Conservation District managers should confirm with chief clerks that they have reached out to nominating organizations and provide them information as to which director terms need to be filled. In addition, the chief clerks should ensure they have current mailing addresses for nominating organizations. Districts and chief clerks may reach out to your conservation district field rep or Barb Buckingham ([bbuckingha@pa.gov](mailto:bbuckingha@pa.gov) ) with questions or assistance with the director nomination process. Director Appointments should be submitted to the State Conservation Commission by December 1, 2022.

**State Conservation Commission Meeting Dates for 2023**

At its November meeting the State Conservation Commission approved meeting and conference call dates for 2023.

<b>Meeting Dates</b>	<b>Conference Call Dates</b>
January 24	February 14
March 14	April 11
May 9	June 13
July 19	August 15
September 12	October 10
November 14	December 12



## **Nutrient Management /Manure Management**

**CAFO Winter Letters sent to all Permittees October 18 and October 25, 2022** - Agricultural operations meeting the definition of a Concentrated Animal Feeding Operation (CAFO) in Pennsylvania are required to obtain National Pollutant Discharge Elimination System (NPDES) permit coverage. There are two types of CAFO permits, a General Permit (PAG-12) and an Individual Permit. PAG-12 permits require annual payment of a \$500 Notice of Intent (NOI) fee. This fee is due by January 1st following the first year of permit coverage. For permittees who received initial PAG-12 coverage in 2022, their first NOI fee will be due by January 1, 2024. Additionally, both permit types require the submission of an Annual Report, which covers the activities of the CAFO for the previous year. Depending on the date the permit was issued, the Annual Reports are due on January 1, 2022, February 15, 2023, or, for PAG-12 permittees who received initial coverage in 2022, January 1, 2024. The Department sends a courtesy “Winter Manure Storage, Reporting, and Fee Reminder” letter to all CAFO permittees to reiterate these obligations. The letter also discusses the requirement for submission of a “Winter Period Application of Manure Notification” form for all operations that apply manure of their fields in the winter, as defined by Pennsylvania’s nutrient management regulations. This effort has been successful in past years to ensure CAFO permittees are not only aware of these requirements, but they maintain compliance with their NPDES CAFO permit conditions. These letters were sent on October 18 and October 25, 2022.

## **PA Agricultural Conservation Assistance Program (ACAP)**

The State Conservation Commission (Commission) continues to develop the newly authorized Agricultural Conservation Assistance Program or ACAP. Seventy percent (70%) or \$154 million of the CSF is dedicated to ACAP. This initial allocation of funds must be committed by December 31, 2024 and spent by December 31, 2026.

The Commission anticipates allocating a total of \$141.68 million to county conservation districts over the next 3 fiscal years. Participating districts will receive an equal allocation once a year for the next three years. As required by law, districts will have 2 years from the time of receipt to spend these funds.

On November 15, 2022 the Commission approved draft Guidelines, Delegation Agreement and ROMs, and an Apportionment Funding Amounts Spreadsheet. These draft ACAP documents must go through a final legal and policy review before being released as final approved program documents. Minimal changes were made to these draft documents based on comments received from districts and other interested parties. SCC opened a 30-day review period on these documents and closed October 21, 2022. SCC received comments from 19 conservation districts and 2 cooperating agencies compiling more than 60 questions and over 40 comments.

## **ACAP Workgroups Continue**

SCC has formed two Advisory Workgroups for the ACAP. The ACAP Advisory Workgroup reviews draft documents and provides input on new policies in the program. The ACAP Technical Assistance Workgroup has been formed to advise on the task of Trainings for Technical Assistance as well as technical support across the state. SCC continues to hold these workgroups every two weeks to discuss ongoing issues and implementation of ACAP.

SCC held two Introduction to ACAP for Conservation District webinars on September 22<sup>nd</sup> and 27<sup>th</sup>, reaching 156 participants. An additional webinar was held on November 22<sup>nd</sup> for district managers and other interested individuals. These webinars were recorded and are available on the Clean Water Academy. Course: Introduction to ACAP for Conservation Districts (remote-learner.net)

Additional ACAP information is available from the Commission Office.

## **102 and 105 Programs**

**102 and 105 Attachment B on the Clean Water Academy** – It is essential that Districts update the Attachment B on the Clean Water Academy for the Chapter 102 and 105 Programs anytime there are staff changes at the district. **The 102 and 105 Programs use the Attachment B online forms to enable e-permitting permissions for new staff** and to disable them for former staff. The Attachment B can be found under the Data Portal. To update Attachment B, you need to search for your county and then select the Gear icon to edit. You can then change employment status to Former and choose an Employment End Date. This helps DEP to maintain all the data systems we need to maintain and enable. Course: Data Portal (remote-learner.net)

### **PA Clean Water Academy**

**NOTE:** Microsoft Edge was recently upgraded. This upgraded version may cause visibility conflicts with Clean Water Academy. This is usually solved by clearing cache in MS Edge or switching to another browser.

**New Introduction to Soils Training is now available on Clean Water Academy** - The Bureau of Waterways Engineering and Wetlands and Bureau of Clean Water have been working on a four-part introduction to soils series on the Clean Water Academy to be used by both 105 and 102 program staff, and others engaged in activities where a building and maintaining a knowledge-base in soil science is beneficial. The first two parts were recently made available and announced to Chapter 105 staff, including the county conservation districts. The series is being developed under contract with Soil Hub, who went well beyond expectations with this fully-engaging and interactive series. The other two parts are in development and are anticipated to be completed this Summer in 2023. You can view the first two lessons on the PA Clean Water Academy here: Course: Foundations of Pennsylvania Soils (2022) (remote-learner.net)

### **Here are a few more courses you may be interested in:**

Course: 2023 Chapter 102 New Hire Small Group Training Webinars (remote-learner.net)

Course: DEP Draft Stormwater Manual Update - Fall 2022 (remote-learner.net)

Course: PCSM Spreadsheet Basics for Reviewers (remote-learner.net)

Course: Introduction to Act 167 (remote-learner.net)

Course: Terminating NPDES Permits - Trials, Tribulations and Success Stories! (remote-learner.net)

Course: Foundations of Pennsylvania Soils (2022) (remote-learner.net)

### **Chesapeake Bay**

Bureau of Watershed Restoration and Nonpoint Source Management's (IBWRNSM) Watershed Accountability and Administration Section (WAAS) staff completed reviews of the draft Annual Progress Reports from the 34 counties that have developed Countywide Action Plans (CAPs). Counties submitted their draft reports at the end of August. During September and October, (WAAS) staff and Region CAP Support Team members reviewed and provided feedback in one-on-one meetings with counties on the progress identified, including lessons learned and future opportunities. These meetings yielded positive discussions and next steps for the coming year, frequently yielding additional progress updates that the counties will add to their final reports, due on December 1.

WAAS staff have reviewed the 34 county CAP Implementation block grant applications that were due on October 31. Early staff feedback noted that the applications look good and the projects are solidly supporting county CAPs. Staff finalized grant reviews by November 9, final review occurred on November 15, and grant award letters will be sent by December 1, as scheduled.

## Dates to Remember

### SCC Meetings – 1:00 PM

Hybrid Meeting

Jan 24

Hybrid Meeting

Mar 14

### SCC Conference Calls – 8:30 – 10:00 AM

Conference Call

Dec 13

Conference Call

Feb 14

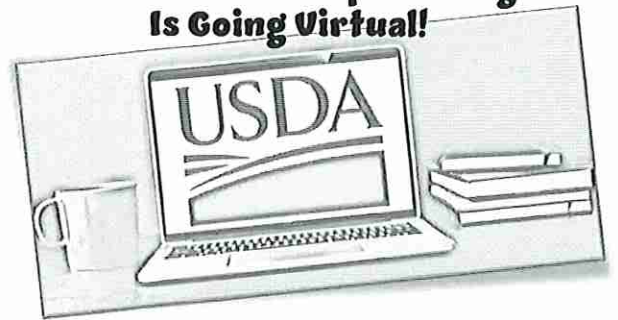
Also, check the Conservation District Training/Special Events Calendar at, [www.PACD.org](http://www.PACD.org) Select the "Events" tab and then the "Training Calendar" tab.





United States Department of Agriculture

**Our Next  
Local Work Group Meeting  
Is Going Virtual!**



November 16, 2022

**FROM:** Jennifer Matthews  
USDA-NRCS Supervisory District Conservationist

**RE: DECEMBER/ 2022 VIRTUAL LOCAL WORK GROUP MEETING**

**This December, the Local Work Group is going Virtual!!**

As a community leader with an interest in our natural resources, you are invited to participate in our virtual Multi-County Local Work Group Meeting to share your ideas and make recommendations on programs and services offered by USDA-NRCS. We hope you can join us on:

**Date:** December 20, 2022

**Time:** 1:00pm

**Location:** Virtual via Zoom or Telephone!

It is the mission of the **Local Work Group** to evaluate the current conditions of Lackawanna, Monroe, Pike, Susquehanna and Wayne Counties' natural resources and dominant land uses, identify natural resource concerns and goals, and prioritize areas where our conservation efforts are most needed. We want to hear your recommendations on where the natural resource concerns are and how we can work together to solve them.

Please join us and help us plan for the protection and proper management of our natural resources.

For further information or to register please reply to this email address: [deborah.basalyga@usda.gov](mailto:deborah.basalyga@usda.gov) or by calling the USDA, Mayfield Service Center at 570-280-3337 to speak with any staff member. After you RSVP, we will provide you with the Meeting ID and Passcode as well as an Audio Only number to call in. You will receive this information closer to the meeting date.

**Please RSVP no later than end of business on Friday, December 16, 2022.**

If you are unable to attend the meeting this year, please review and complete the included survey as your input is greatly valued and should be counted. When completed, please send it back via email to [deborah.basalyga@usda.gov](mailto:deborah.basalyga@usda.gov) by December 20, 2022. If more convenient, you are welcome to mail it to our service center address: USDA-NRCS 1300 Old Plank Rd., Mayfield PA 18433, no later than December 20, 2022.

We look forward to your participation at the December 2022 Local Work Group Meeting!

Sincerely,

*Jennifer Matthews*

Natural Resources Conservation Service  
1300 Old Plank Road  
Mayfield, PA 18433  
Phone: 570-280-3337 | Fax: 855-822-1795

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