

# Pike County Conservation District

## AGENDA

Monday, DECEMBER 20, 2021– 11:00am

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.*

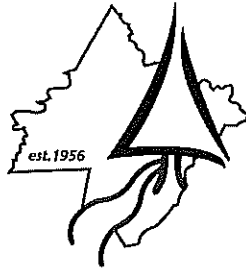
**Meeting will be available via Zoom – link is available on the website.**

- I Call to order – Pledge of Allegiance – Introductions
- II Public Comment on Agenda Items
- III Action on Minutes of November 15, 2021 meeting (*vote*)
- IV Financial Report (review/file subject to audit)
- V Correspondence Report
- VI Executive Director Report
- VII OLD BUSINESS/Committee Reports
- VIII NEW BUSINESS
  - Appoint Nominating Committee – Board Chairman Scott Savini
  - 2022 Board Meeting Schedule (*vote*) – Executive Director, Michele Long
  - Removal of Christopher Ingulli from Financial Accounts – Michele Long
  - Unconventional Gas Well (UGW) Fund Transfer for Staff Retention(*vote*) – Michele Long
  - Conservation Fund transfer for YSI meter(*vote*) – Michele Long
  - Clean water fund transfer to operating account (*vote*)- Michele Long
  - Draft 2022 Budget (*vote*)– Michele Long
  - Milford Township Wellhead/Watershed Zoning Amendment – Michele Long
- IX PACD Update
- X Cooperating Agency and Other Organization Reports
- XI Public/Press Questions
- XII Executive Session
- XIII Adjourn

**NEXT MEETING: *Tentatively* - MONDAY, January 25, 2021 at 9:00am.**

556 Route 402, Hawley, PA 18428

Phone (570) 226-8220 Fax (570) 226-8222 e-mail: [pikecd@pikepa.org](mailto:pikecd@pikepa.org) [www.pikeconservation.org](http://www.pikeconservation.org)



# Pike County Conservation District

556 Route 402, Hawley, PA 18428

Phone (570) 226-8220 Fax (570) 226-8222 e-mail: [pikecd@pikepa.org](mailto:pikecd@pikepa.org) [www.pikeconservation.org](http://www.pikeconservation.org)

## 2022 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

January 24 – (4<sup>th</sup> Monday due to Jan. 17<sup>th</sup> holiday) Reorganization and Regular Meeting

February 28 – (4<sup>th</sup> Monday due to Feb. 21<sup>st</sup> holiday)

March 21

April 18

May 16

June 27

July 18

August 15

September 19

October 17

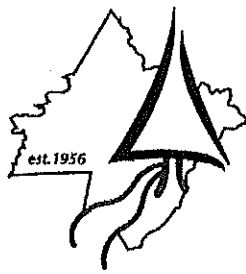
November 14<sup>th</sup> (2<sup>nd</sup> Monday due to Hunting season)

December 19

**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 Fax (570) 226-8222 e-mail: [pikecd@pikepa.org](mailto:pikecd@pikepa.org) [www.pikeconservation.org](http://www.pikeconservation.org)



# Pike County Conservation District

556 Route 402, Hawley, PA 18428  
Phone (570) 226-8220 Fax (570) 226-8222 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, November 15, 2021

As a result of the COVID-19 Pandemic 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, John Milliken, Kelly Stagen, Ken Coutts, Jay Morrow

**Associate Directors:** Paul Ranello, Joann Rose, Jim Andre

**Staff:** Michele Long, Devan George, Ellen Enslin, Jeremy Oettinger, Chris Ingulli, Lisa Dolci

**Cooperating Agency Representatives:** Emily Berger, Waterways Conservation Officers, PA Fish and Boat Commission, Shane Kleiner, DEP

**Directors/Associate Directors Absent:** Scott Savini, Mike Spencer, Carole Linkiewicz

John Milliken called the meeting to order at 9:00 am via Zoom.

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

**ACTION ON MINUTES OF October 18, 2021:** Ken Coutts made a motion to approve the October 18, 2021, Board Meeting minutes. Kelly Stagen seconded. Motion carried.

**FINANCIAL REPORT:** Michele stated the plumbing repairs were completed and the total came to \$10,280, and there will be an adjustment to the Staff Retention Funds for this year. The original budget is \$30,125 which will be adjusted to \$27,250. which will be adjusted for the 4<sup>th</sup> quarter to the county. Report subject to audit.

**CORRESPONDENCE REPORT:** The following were distributed correspondence: 2020 Annual Summary report, Letter to Agricultural Land Preservation Board with comments from Ellen Enslin regarding the revisions to their program manual.

**EXECUTIVE DIRECTOR REPORT:** Michele stated the Surface Water Quality Monitoring has been completed. We are working with Aquatic Resource Consultants on a new contract for 2022 and finalizing the report for 2021. One of our consultants, Ken Erbak, who was former board member, will be retiring at the end of the year. We will be speaking with a consultant regarding how that will affect future reporting and their services. There was a lot of discussion at the NE Regional Virtual training for the Chapter 102 Program, about updates on E-permitting and the PAG-01 General Permit for stormwater discharge from small construction activities under 5 acres of disturbance. We received a draft, and it will not apply to EV and HQ Watersheds. There will be a small projects companion that will go with that, anticipated for March 2022. They are updating the standard operating procedures for the delegation agreements with Districts. We received our first reimbursement for Spotted Lanternfly agreement. We applied for partnership to work with 10 Million Trees Program, that would allow us to work with landowners to install trees on their property or other properties. Spoke with Tim Dugan from DCNR about the Pecks Pond Project. There has been a lot of miscommunications regarding this project, Michele asked how we could help. DCNR is developing a survey that will go out to the public and will put together an article to go out in our newsletter to explain the next steps for revegetation in that area. The Pike County Hazard

Mitigation update had a meeting last week with the planning office and municipal officials and they are updating the mitigation plan for the county. We have requested the Source Water Protection be added as an issue of concern in the mitigation plan. The DEP Environmental Education Grant needs to be submitted by December 10<sup>th</sup>. Ellen is working on a grant submission with one of the townships on a pollinator project. We are looking into resubmitting the Leaf Pack Project that we received but not able to do in 2020. Rachael is looking into potentially re-partnering with Stroud Research for 2022 on this project. Devan is looking into a couple of PACD mini grants. There have been several issues with our vehicles since they haven't been run as much, they need repairs, and the Escape is listed to be replaced next year. There was a discussion at the SCC Meeting regarding a fee schedule survey. The State Conservation Commission has provided a draft of the survey and there were a lot of comments on updating that. The survey was just looking at fees collected not operational costs, so Michele requested that be taken into consideration and they agreed to take it to the SCC Conservation District Advisory Counsel in December for their input. The bond insurance has been increased from \$250,000 to \$500,000 and will increase the cost per year from \$660 to \$894 and the new contract will be in effect December 1<sup>st</sup>.

**OLD BUSINESS/COMMITTEE REPORTS:** None

**NEW BUSINESS:**

**Staff Classification Policy** A Policy put in place for professional development of our team, started in 2014. Based on the policy, it needs to be reviewed annually by the executive committee to look at salary ranges and any other changes that may need to be done. The executive committee has reviewed it and there were no changes in salary ranges and some updates to job descriptions and job titles for 2021. Kelly Stagen motioned to accept the changes; Jay Morrow seconded. Motion carried.

**2022 Education and Outreach Plan** Devan reviewed the distributed Education and outreach plan for 2022 which was developed by staff for board review.

**Cooperating Agency and Other Organization Reports:**

**PACD** –Kelly Stagen reported they have had all their region meetings. All the regions have agreed they oppose HB591. PACD has reconsidered having an in person meeting for the January Winter meeting, it will now be virtual to help keep everyone safe and allow for more districts to participate. The region meetings for the spring have been selected and are on the calendar. The Legislative budget committee met with the governor's office. The governor's office was very receptive to the request of conservation districts for additional funding.

**DEP** – Shane Kleiner reviewed the attached DEP monthly report. He also mentioned there are 2 Field Rep Positions in the Northeast Regional Office, that have been posted for applications. The application submission has been closed and we are hoping to have 2 new Field Reps within the next couple of months with the same job title and responsibilities. Shane has been working with Monroe County on 167 Planning and the state for Timber Harvest. He is also working with the central office to get a program onto the Cleanwater Academy for Watershed Specialists and should be announced soon.

**EXECUTIVE SESSION:** Kelly Stagen made a motion to adjourn to an Executive Session to discuss district business that would lead to disclosure of confidential information including investigations of possible violations of law. John Milliken seconded. Motion carried

Kelly Stagen made a motion to return to the regularly scheduled meeting. Jay Morrow seconded. Motion carried. There was no report regarding the executive session.

**PUBLIC/PRESS QUESTIONS:** None.

**ADJOURN:** Kelly Stagen made a motion to adjourn the Board of Directors Meeting. Ken Coutts seconded. Motion carried. Meeting adjourned at 10:05 am.

Respectfully submitted,

Lisa Dolci, Administrative Assistant

**Pike County Conservation District  
Profit & Loss Budget vs. Actual  
January through November 2021**

	Jan - Nov 21	Jan - Nov 20	Budget	\$ Over Budget	% of Budget
<b>Income</b>					
4255 · Low Volume Road Allocation	21,464.89	40,000.00	40,000.00	-18,535.11	53.66%
4000 · Other Grant Income	2,535.83	4,817.02	12,000.00	-9,464.17	21.13%
4100 · State Cost Share Funds	42,649.00	27,052.00	65,343.00	-22,694.00	65.27%
4107 · County Contribution	371,056.62	353,387.87	444,111.00	-73,054.38	83.55%
4125 · UGW Income	61,921.62	59,827.65	56,818.00	5,103.62	108.98%
4150 · Watershed Specialist Grant	26,458.72	28,848.49	45,250.00	-18,791.28	58.47%
4200 · County Appropriation	22,500.00	22,500.00	30,000.00	-7,500.00	75.0%
4250 · D&G Rd Allocation	122,019.27	123,144.12	100,000.00	22,019.27	122.02%
4300 · Fees Collected	61,755.00	65,411.00	30,000.00	31,755.00	205.85%
4400 · Program Income	2,178.30	10,700.00	500.00	1,678.30	435.66%
4500 · Misc Income	0.00	1,500.00	100.00	-100.00	0.0%
4700 · Interest Income	136.86	3,591.89	3,500.00	-3,363.14	3.91%
Transfer from Conservation Fund	10,280.00	6,336.95	8,629.00	-8,629.00	119.13%
Transfer from Low Volume Road Fund	0.00	25,894.72	0.00	0.00	0.0%
<b>Total Income</b>	<b>744,956.11</b>	<b>773,011.71</b>	<b>836,251.00</b>	<b>-101,574.89</b>	<b>89.08%</b>
<b>Gross Profit</b>	<b>744,956.11</b>	<b>773,011.71</b>	<b>836,251.00</b>	<b>-91,294.89</b>	<b>89.08%</b>
<b>Expense</b>					
1 5255 · Low Volume Road Expenditures	18,503.31	80,217.81	36,000.00	-17,496.69	51.4%
5000 · Other Grant Expenditures	5,950.81	9,248.53	13,000.00	-7,049.19	45.78%
5100 · Salary/Benefits to County	94,460.72	86,474.50	126,950.00	-32,489.28	74.41%
Transfer to UGW Funds	34,671.62	32,327.65	26,693.00	-26,693.00	129.89%
2 5250 · D&G Rd Expenditures	168,972.18	93,561.76	91,000.00	77,972.18	185.68%
5505 · Telephone	2,188.37	2,246.98	3,000.00	-811.63	72.95%
5510 · Postage	0.00	60.75	800.00	-800.00	0.0%
5520 · Supplies/Equipment	5,434.08	10,451.64	11,000.00	-5,565.92	49.4%
5531 · Leased Equipment	9,869.37	10,051.69	11,200.00	-1,330.63	88.12%
5535 · Advertising	953.72	170.45	650.00	303.72	146.73%
5540 · Professional Services	6,842.37	7,367.15	7,575.00	-732.63	90.33%
5550 · Personnel Expenses	371,056.62	353,387.87	444,111.00	-73,054.38	83.55%
5608 · Programs	2,994.51	11,899.91	7,000.00	-4,005.49	42.78%
5700 · Water Monitoring-Chem/Lab	10,200.00	7,590.00	10,700.00	-500.00	95.33%
5805 · Travel/Meals	850.98	1,236.52	2,000.00	-1,149.02	42.55%
5815 · Training/Conferences	1,309.85	1,121.33	3,773.00	-2,463.15	34.72%
5820 · Dues & Subscriptions	3,729.89	3,742.42	4,500.00	-770.11	82.89%
5870 · Repairs & Maintenance	13,873.13	15,415.14	15,220.00	-1,346.87	91.15%
5880 · Heat & Electric	5,833.14	3,507.21	7,000.00	-1,166.86	83.33%
5900 · Vehicle Expense	5,602.74	1,221.96	4,650.00	952.74	120.49%
5940 · Capital Improvements	10,280.00	0.00	8,629.00	1,651.00	119.13%
5950 · Misc Expense	687.76	2,175.00	800.00	-112.24	85.97%
<b>Total Expense</b>	<b>774,265.17</b>	<b>733,476.27</b>	<b>836,251.00</b>	<b>-61,985.83</b>	<b>92.59%</b>
	<b>-29,309.06</b>	<b>39,535.44</b>	<b>0.00</b>	<b>-29,309.06</b>	<b>100.0%</b>
	<b>-29,309.06</b>	<b>39,535.44</b>	<b>0.00</b>	<b>-29,309.06</b>	<b>100.0%</b>

1 Bartleson Road 50% advancement total of \$17,641.07 was distributed in November

2 Old Greentown Road 50% advancement total of \$45,131.40 was distributed in November

**Pike County Conservation District**  
**Account Balances**  
As of November 30, 2021

	Nov 30, 21	Oct 31, 21	Nov 30, 20
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
007 · UGW Fund	289,924.78	289,922.32	253,948.69
006 · Low Volume Road Fund	8,674.91	26,315.83	1,521.33
005 · Clean Water Fund	18,184.90	16,258.44	15,514.65
002 · Conservation Fund	158,930.11	158,928.76	136,675.42
003 · Dirt & Gravel Municipal Fund	122,676.31	120,556.07	161,297.57
004 · Operating Account	132,320.70	151,607.83	118,914.68
<b>Total Checking/Savings</b>	<b>730,711.71</b>	<b>763,589.25</b>	<b>687,872.34</b>
Accounts Receivable	28,768.83	87,924.60	59,966.04
<b>Total Current Assets</b>	<b>759,480.54</b>	<b>851,513.85</b>	<b>747,838.38</b>
Fixed Assets	167,576.37	167,576.37	188,013.58
<b>TOTAL ASSETS</b>	<b>927,056.91</b>	<b>1,019,090.22</b>	<b>935,851.96</b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable	28,594.75	44,981.76	17,632.74
Other Current Liabilities	152,581.24	152,581.24	174,890.30
<b>Total Current Liabilities</b>	<b>181,175.99</b>	<b>197,563.00</b>	<b>192,523.04</b>
<b>Total Liabilities</b>	<b>181,175.99</b>	<b>197,563.00</b>	<b>192,523.04</b>
Equity	745,880.92	821,527.22	743,328.92
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>927,056.91</b>	<b>1,019,090.22</b>	<b>935,851.96</b>

# PIKE COUNTY COMMISSIONERS

PIKE COUNTY ADMINISTRATION BUILDING  
506 BROAD STREET  
MILFORD, PA 18337  
570-296-7613  
FAX: 570-296-6055

MATTHEW M. OSTERBERG  
RONALD R. SCHMALZLE  
STEVEN R. GUCCINI

} COMMISSIONERS



GARY R. ORBEN  
CHIEF CLERK

THOMAS F. FARLEY, ESQUIRE  
COUNTY SOLICITOR

December 1, 2021

Karl G. Brown, Executive Secretary  
Commonwealth of Pennsylvania  
State Conservation Commission  
2301 North Cameron Street, Rm. 310  
Harrisburg, PA 17110-9408

Dear Mr. Brown:

Enclosed please find the Pike County Conservation District Director Appointment Submission Form. The Pike County Board of Commissioners have selected Jay Morrow as Public Director on the Pike County Conservation District Board for a four-year term ending December 31, 2025. The Commissioners have appointed Commissioner Ronald R. Schmalzle as Commissioner Director for a one year term ending December 31, 2022.

If you have any questions or concerns, please do not hesitate to contact me.

Truly yours,



Gary R. Orben  
Chief Clerk

GRO:dp

Enc.

cc: Shane Kleiner, Field Representative  
Michele Long, PC Conservation District Director ✓  
Commissioner Ronald R. Schmalzle  
Scott Savini  
Jay Morrow







## Conservation District Director Appointment Submissions Form

(Due: December 1st)

**Full Term Appointments:** Pennsylvania's Conservation District Law, Act 217 as amended, requires that "Successors [conservation district directors] to fill full terms shall be appointed by the county governing body [county commissioners or home rule county councils] from a list containing at least one eligible nominee for each director to be appointed, and such list shall be composed of eligible nominations submitted in writing by a qualified officer of each of the organizations designated by the commission."

Please list all of the nominees submitted by your county's approved nominating organizations in the space provided below. Additionally, list those individuals selected to fill conservation district directors vacancies for the upcoming year on the reverse side of this form.

**Alternative Process for "Unexpired (Mid) Term" Appointments:** Pennsylvania's Conservation District Law allows the county governing body to choose to use an alternative process for filling unexpired, mid-term vacancies for conservation district directors. Unexpired, mid-term appointments may be made from a list of associate directors who have two or more years of active service with the district and who meet the commission's eligibility criteria (e.g., "farmer" or "public" director) for the unexpired term.

---

### Conservation District Director Nominations Received by Pike County

Nominating Organization	Nominee	Farmer or Public Director
Penn State Extension	Jay Morrow	Public
Wayne/Pike County Farm Bureau	Jay Morrow	Public
Pike County Federation of Sportsmen Club	Jay Morrow	Public
Hemlock Farms Conservancy	Jay Morrow	Public

PIKE COUNTY CONSERVATION DISTRICT DIRECTOR APPOINTMENTS FOR THE FOUR-YEAR TERM  
OF JANUARY 1, 2022 TO DECEMBER 31, 2025.

FARMER DIRECTOR APPOINTEE: \_\_\_\_\_ to replace \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

PUBLIC DIRECTOR APPOINTEE: \_\_\_\_\_ to replace \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

PUBLIC DIRECTOR APPOINTEE: Jay Morrow to replace (reappointment)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

COUNTY COMMISSIONER DIRECTOR APPOINTEE FOR THE ONE-YEAR TERM OF  
JANUARY 1, 2022 TO DECEMBER 31, 2023.

Name: Commissioner Ronald R. Schmalzle

Address: 506 Broad Street, Milford, PA 18337

Phone: 570-296-3569

Email: rschmalzle@pikepa.org

PLEASE PROVIDE ALL CONTACT INFORMATION BELOW:

Chief Clerk's Signature: Gary R. Orben

Date: 12/1/2021

Chief Clerk Name: Gary R. Orben

Chief Clerk Email: gorben@pikepa.org

Chief Clerk Phone: 570-296-3569

*This form should be completed and submitted to the State Conservation Commission by December 15. If within 15 days after notifying the Commission of your appointments, you do not receive notification that a prospective director does not qualify, the appointments indicated above shall become final.*

# Pike County Conservation District

## District Celebrates 65th Anniversary in 2021

### Event Summary

June 2021 marked the 65th anniversary of the Pike County Conservation District. To highlight the occasion the monthly meeting of the PCCD board was held at the Grey Towers National Forest and Historic Site in Milford, PA. In addition to normal business, the meeting included a lunch and tour of the grounds. Historic photos of the District, and appreciations were shared for everyone who serves on the District Board and staff. The Pike County Commissioners and state representatives recognized this milestone with official proclamations, thanking the District for 65 years of conservation work.



### Legislative Breakfast –

In July, PCCD presented an update of work of the Pocono Source Water Collaborative to local legislators at the annual Legislators Breakfast. Posters by the members of the Pike/Wayne Conservation Partnership, were also displayed. Ellen Enslin, PCCD Program Manager spoke one on one with those in attendance, advocating for the protection of Pike County's source water resources.



Ellen Enslin, Program Manager (right) and Paul Ranello, PCCD Board Member (left) at the Legislative Breakfast

### **Contact Information**

Michele Long  
Executive Director

556 Route 402  
Hawley, PA 18428  
570-226-8220

[www.pikeconservation.org](http://www.pikeconservation.org)

### **Other Accomplishments**

On the Road Program – This summer, the PCCD Communications Coordinator Devan George, toured the county with an Enviroscope. Teaching audiences at fairs, community groups, and gatherings about non-point source pollution.

#### Locations visited:

- St. Vincent's Church
- Pike County Area Agency on Aging
- Matamoras Senior Center
- Lackawaxen Senior Center
- Wallenpaupack Wally Lake Fest
- Hemlock Farms Fair
- Hawley Public Library
- Milford Public Library
- Newfoundland Public Library
- GDS Fair
- Science on Tap – Wallenpaupack Brewery





**Pike County Conservation District**  
**Michele Long, Executive Director (ED) Report for December 2021**

**Board Agenda**

- **Appoint Nominating Committee** – The January 2022 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.
- **2022 Board Meeting Schedule (vote)** – Attached to the December agenda is the proposed 2022 Board Meeting schedule. This schedule needs to be reviewed and approved for advertising for next years Board meetings per the Sunshine law.
- **Removal of Christopher Ingulli from Financial Accounts** – Banking accounts have been notified that Chris Ingulli is no longer with the District as of December 10<sup>th</sup> and has been removed from access. We need a formal action on this in the minutes for one of the accounts.
- **Unconventional Gas Well (UGW) Fund Transfer for Staff Retention(vote)** – 2021 Budget for staff retention was \$30,125. This estimate included Jeremy Oettinger anticipated training and promotion to RC3 and also included \$5000 for Kelly Rodemich. Jeremy's training was completed later in the year, which was in effect in June and not March, so this number was reduced to \$750 for the year. Kelly passed the first week in July so her actual cost was only \$2500. With these updates the new amount for Staff retention for 2021 is \$27,250. We need a formal motion to move \$27,250 from the UGW fund to the Operating Account per our financial policy.
- **Conservation Fund transfer for YSI meter(vote)**- In the 2021 Capital Reserve expenditures a YSI Water Sampling Meter was estimated at \$3,629 for purchase in 2021. We were able to purchase a replacement for \$3,002. It has been ordered and should arrive in January 2022. We need a formal motion to move \$3,002 from the Conservation Fund to the Operating account for this capital expenditure purchase.
- **Clean water fund transfer to operating account (vote)**- 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 \$15,683.05. No formal action is needed per our financial policy.
- **Draft 2022 Budget (vote)**– The 2022 Budget includes projections for December 2021. The Budget has been reviewed by District Treasurer Jay Morrow and the Executive Committee. At the January meeting staff will present a final revenue number for board consideration and action. We need a formal motion to approve the 2022 Budget.
- **Milford Township Wellhead/Watershed Zoning Amendment** – There has been a request that the District Board or the Planning Commission send a letter to Milford Township in support of the Milford Water Authority and Milford Borough efforts to have the Sourcewater Protection Plan legally appended to the Milford Township Wellhead/Watershed Zoning Amendment. I will provide additional information at the meeting.

**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**

- Rachael and I both reviewed the 2021 Water quality report and it is being finalized now. Thank you letters to landowners are being prepared to mail out to those who provided permissions for the District to conduct the sampling. Have not heard back from the Consultant on the new contract for 2022.

**Groundwater Monitoring**

- Well run was completed in November by the Watershed Specialist. Reached out to the USGS to see if they would like to extend the contract past 2022.
- Rachael received Saltwatch program information and we are looking for spots to set up the testing to monitor salt from roadways which could potentially get into the waterways.

**102/105 Delegated Programs**

- See attached Technical staff November reports for specifics on Projects/permitting activity.
- We are working with the DEP NE Region office, PennDOT and their contractors on compliance issues on the 84/450 site.
- Lisa worked with the staff and the DEP NERO staff on delegated program retention files and transporting them to Wilkes Barre. This is a big job completed as it has been on hold prior to COVID.
- Ellen and I met with other Conservation Districts that hold a Level 3 enforcement delegation to discuss protocols on handling enforcement, fees incurred for corrective action plans and other tips in dealing with compliance.

- Still working on resolving issues at Delaware Plaza and Raymondskill Creek Estates with their basins; working with the landowners and their engineer on an NPDES permit for sites on the Aikolai LLC properties; The Mill rift Dam dredging project has been submitted to DEP for Chapter 105 enforcement due to pollution events.

#### Forest Stewardship/ Gypsy Moth Program/Spotted Lanternfly

- Rachael and Devan have been looking through the materials we received from 10 Million trees organization. There are lots of promotional and educational materials. More information will be available after the staff have had time to review the information provided but we are on our way!

#### Dirt Gravel Low Volume Roads

- Old Greentown road Part 3 –Palmyra Township - contract amendment received, and 50% allocation sent out. This project will be completed in 2022.
- Bartleson Road – Palmyra Township - contract amendment received, and 50% allocation sent out. This project will be completed in 2022.
- The Center for Dirt and Gravel Roads and the State Conservation Commission will be releasing a new Stream Crossing Policy for District review in the next few weeks. From discussions with other Districts there are components that will make the stream crossing projects out of our reach financially because they will need to be designed by engineers. There is real concern as it will limit the number of projects done statewide and takes a step backward in making this program less desirable to municipal officials.

### 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.

#### Relationship building

- December E-Newsletter – Article on “Volunteering for a District Board” with a chart on volunteering by the numbers; Shop local – 2021 local farms guide ; Happy holidays greeting; Spotted Lanternfly Tips for landowners on how to report, identify and manage the SLF.
- Staff are working on articles and information for the development of our 2021 Annual report.

#### Pike/Wayne Conservation Partnership

- 2022 Envirothon- Planning is underway for the 2022 Envirothon which will be held at individual schools in the spring.

#### Source Water Protection/Water Quality

- Program Manager Ellen Enslin provided comments to the entities working on the Matamoras Sourcewater Collaborative Plan and the Saw Creek Sourcewater Protection Plan.
- The next meeting of the Pocono Sourcewater Collaborative will be in January.

#### Watershed group support

- Rachael and Devan participated in the LWWMD Strategic Planning sessions to provide feedback.
- Chris attended the LWWMD BMP committee to review applications and rank projects for their cost share program.
- The Lackawaxen River Conservancy is looking into changing the Lackawaxen River to a Wild and Scenic River designation status. Rachael is looking into the process.

### 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.

#### Annual Work Plan development

- The Annual work plan meeting was held, and the new plan will be presented to the Board at the January Board meeting. Thanks to all the Board members that attended. It was productive and helpful to have their insight as we move forward into 2022.

#### Grant activities

- PACD Stormwater Training Video mini-grants – Devan is developing the draft budget and timeline for the grant project which will be due in May 2022.
- DEP EE Grant – Ellen has been working with the Dingman Township Supervisors and the Milford Master Gardeners on a grant to be submitted for a Pollinator garden at their Dingman Township park. The grant submission is due 12/10.
- DEP EE Grant – Rachael is working on resubmitting the Leaf Pack Project grant that was originally awarded but we had to

turn down due to COVID restrictions. We will be working with Stroud Research Center and Wallenpaupack School students. The grant submission is due 12/10.

- PACD Mini-grant – Rack card for new homeowners – what they need to know moving into the area – Devan will be working on this for submission the end of December. This will go along with a webpage that will be developed as well.
- We received additional funds from PACD 2020 mini grants for salaries and benefits as there were funds left from that grant round at PACD. Those expenses were originally in-kind contributions. These funds of \$2500 were sent to the county for reimbursement of salary/benefits for the Executive Director and Communications Coordinator.

#### **Board Committees/Development**

- Met with an individual interested in participating on the Board, Mr. John Hahn. He will be attending the December Board meeting.

#### **Staff Training**

- There have been a number of grant trainings ongoing in November and December that staff attended which has assisted in the development of the above grant submissions.
- Devan and Rachael attended the PA Statewide meeting for Watershed Organizations in November. They brought back a host of great project ideas.
- Rachael has been completed a DCNR riparian buffer webinar series which could be helpful with the 10 million trees project.

#### **Personnel**

- Chris Ingulli's last day was 12/10. I will be reviewing job descriptions and making recommendations to the Executive committee in January.
- Rachael Marques reached her 90-day mark on 12/6/2021.
- Monthly staff meeting and two weekly morning check-ins were held in November.
- Weekly Technical Staff meeting/ Bi-weekly meetings with each staff member to review projects, workloads, etc.

#### **Operations/Building**

- Additional repairs were done on the Jeep – rotors and brakes.
- Looking into getting quotes for paving and sealcoating the parking area and driveway for 2022.

#### **Financial**

- Began the end of year financial reporting.
- Will be dividing some of the Program Specialist financial responsibilities between myself, Lisa, and Ellen to keep in line with segregation of duties as much as possible.
- Reviewed the draft Fees for Services with the Executive Committee who provided comments. We are looking to present this to the Board at the January meeting.
- After the new Fees for Services is approved by the Board, we will move forward with the Municipay program on the website.
- Limit adjustments were made for the positions identified in the Bond insurance increasing the coverage from \$250,000 to \$500,000 based on our current bank balances. There will be a slight increase in the annual cost.
- The State Conservation Commission (SCC) will be reviewing district fees for services in the next few months. The draft survey to review District fees was discussed at the last SCC meeting. It was requested that it be brought to the Conservation District Advisory Committee for review before it is sent to Districts. I will be participating in that discussion.
- Met with representatives of the SCC and DEP to discuss financial reporting requirements to expedite the process and avoid duplication.

#### **LAND USE MANAGEMENT AND CONSERVATION**

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

#### **Stakeholder Collaborations – Economic Development and Resource Management**

- Numerous conversations with the Pike County Commissioners, Pike County Planning Commission, Milford Water Authority, and the Milford Township solicitor regarding the proposed Wellhead ordinance amendment. Also touched base with DEP Safe Drinking water and DEP NERO regarding stormwater regulations.

#### **102/105 Communications**

- Staff continue to participate in Bi-weekly meetings with the DEP NE Region Staff and Districts.
- Comments submitted to DEP on an updated draft Common Plan of Development FAQ sheet, and Standard Operating Procedures for the new PAG-01 NPDES permit.

#### **Legislation**

- Submitting the one-page PACD Legislative Summary page which will then be distributed to legislators. A copy is included with your board correspondence.





**PCCD Chapter 102 and Chapter 105 Delegated Program Report for November 2021**

**Inspections**

Date	Project Name	Municipality	Program	Inspector	Site Status
11/1/2021	Sandyston Construction	Milford Twp.	102	MQ	Routine
11/2/2021	Orion Project	Lackawaxen	102	CI	Final/NOT Ackn.
11/2/2021	SR 84, Section 450	Multiple	102-State	JO/EE	Non-compliance
11/3/2021	PPL Bl.Gr.-Newfoundland	Multiple	102	MQ	Routine
11/5/2021	SR 84, Section 449	Multiple	102-State	EE	Routine
11/24/2021	SR006 Sec 408	Westfall	102	MQ	Routine
11/30/2021	Raymondskill Creek	Dingman	102	JO	Non-compliance

**Plan & Permit Reviews**

Date	Project Name	Municipality	Program	Tech	Project Status
11/1/2021	Bossi GP-2	Palmyra	105	CI	GP Acknowledged
11/1/2021	Bossi GP-2	Palmyra	102	CI	Follow-Up Technical Plan Review
11/4/2021	Silver Birches Boat Launch	Palmyra	102	CI	Initial Technical Plan Review
11/15/2021	Westfall Site (Brewery)	Westfall	102	MQ	Follow-Up Technical Plan Review
11/16/2021	On The Road Store	Matamoras Boro.	102	MQ	Initial Technical Plan Review
11/17/2021	Pine Hill Farm(permit amendment)	Westfall	102	MQ	Initial Technical Plan Review
11/19/2021	Hartzog GP-3	Palmyra	105	CI	GP Acknowledged
11/19/2021	Hartzog GP-3	Palmyra	102	CI	Initial Technical Plan Review
11/22/2021	Rifle Range	Blooming Grove	102	JO	Incomplete Application

**Complaints**

Date	Complaint #	Municipality	Program	Tech	Action
11/5/2021	21-52	Greene	102	CI	Final/Closed
11/5/2021	21-63	Palmyra	102	JO	Final/Closed
11/19/2021	21-65	Porter	105	JO	Final/Closed

**Technical Assistance**

Date	Name/Project	Municipality	Program	Tech	Type/Topic of Assistance
11/1/2021	Pete Williams (MHE)	Lehman	105	JO	Brisco Mountain Road culvert
11/1/2021	Chris Baugher	Lackawaxen	105	JO	Gravel bar removal
11/2/2021	D. Jablonski	Lackawaxen	102	MQ	E&S plan
11/2/2021	SR 84, Section 450 Project	Multiple	102-State	EE	Progress Meeting
11/2/2021	Frank Tedeschi	Delaware	102	EE	E&S plan development, driveway work
11/2/2021	Al Kinney (SR 0084 Section Carl Schimmel (PennDOT Maintenance Garage)	Multiple	102-State	JO	Sediment basin removal
11/2/2021	Maintenance Garage)	Blooming Grove	102-State	JO	NOT record drawings
11/3/2021	Pride Homes	Lackawaxen	102	MQ	E&S plan
11/4/2021	Pine Hill Preserve	Westfall	102	MQ	Multiple calls re; permit transfer and lots sold with no permit amendment
11/4/2021	Sheyenne Bahar	Shohola	105	MQ	Wetland delineation
11/4/2021	Elaine Santiago	Shohola	105	MQ	Re-populating pond with frogs
11/4/2021	Nick Spinelli	Greene	105	EE	Reviewed sign for LWWMD stream work
11/4/2021	Gene Ruzanski (Aikolai Lots 1 & 6)	Blooming Grove	102	JO	Lots 1 & 6 resubmission
11/5/2021	Sheyenne Bahar	Shohola	105	MQ	Wetlands and stream on property-Permits?
11/5/2021	Ken B	Dingman	105	JO	Roadway drainage
11/8/2021	Steve (Lot 1 Arcadia)	Dingman	102	MQ	Permit requirements for Lot 1 Arcadia
11/8/2021	Chris 130 Westcolang Rd	Lackawaxen	105	MQ	GP3 information
11/8/2021	George Kise (Shooting Range)	Blooming Grove	102	JO	NPDES submission fees
11/9/2021	Bill Goodwin (Raymondskill Creek	Multiple	102	JO	NPDES permit requirements

11/9/2021	Missy Prugar (Delaware Plaza)	Delaware	102	JO	Overview of compliance issues on project site
11/10/2021	Heslop (Lot 131 BHW)	Blooming Grove	102	MQ	Copermitte & lot information
11/10/2021	Riverside on the Delaware	Westfall	102	MQ	Pre-construction meeting
11/10/2021	Westfall Site (Brewery)	Westfall	102	MQ	Pre-construction meeting
11/10/2021	Lindsey Bryant (SR 0084 Section 450)	Multiple	102-State	JO	Inspection report signatures
11/10/2021	Amy St. Clair	Delaware	102	JO	Small projects E&S submission
11/12/2021	Dru Whitacre	Milford Twp.	105	JO	PNDI search for GP3
11/12/2021	Gene Ruzanski (Shooting Range)	Blooming Grove	102	JO	PNDI search for NPDES
11/15/2021	Mike Toth	Westfall	102	MQ	Stabilization of Millrift Pond Dredge
11/15/2021	Chris 130 Westcolang Rd	Lackawaxen	105	MQ	Further discussion of flooding issues
11/15/2021	Art Schmidt	Lackawaxen	105	MQ	Westcolang Creek flooding
11/15/2021	Carmen Dipietro	Multiple	102-State	EE	Signatures on Inspection Reports
11/15/2021	Richard McClellan	Dingman	Non-delegated	JO	Carbon credits
11/16/2021	BHW Lot 131	Blooming Grove	102	MQ	Acknowledged co-permittee form and plans
11/16/2021	Gary Spector	Dingman	102	MQ	DEP Records retention
11/16/2021	Jim Andre	Delaware	102	JO	E&S plan overview for Luhrs True Value
11/19/2021	Jeff Bonacci (SR 0084 450)	Multiple	102-State	JO	Visual site inspections
11/19/2021	Ms. Hartzog	Palmyra	105	JO	General permit approvals
11/19/2021	Amy St. Clair	Delaware	102	JO	WALPOA north lake dam E&S fee
11/22/2021	Rich Spector	Delaware	105	JO	Wetland delineations
11/23/2021	Joe Hudak (Delaware Plaza)	Delaware	102	JO	Corrective action plan implementation timeframes
11/29/2021	Paul Ledco	Palmyra	102	CI	Building near Lake Wallenpaupack E&S requirements
11/29/2021	Jason Lang (DG)	Greene	102	JO	NOT submissions
11/29/2021	Amy St. Clair	Delaware	102	JO	E&S plan review fees
11/29/2021	Douglas Dow	Delaware	105	JO	GP2 for small boat ramp
11/22/2021	C. Braugh	Lackawaxen	105	MQ	Assesment of flooding issues

Note	DRAFT	2021 Budget	2021 Projections	2022 Budget	2021 revenue Projections w/o DGLVR	
	<b>Income</b>					
1	4000 · Other Grant Income	\$ 12,000.00	\$ 12,622.50	\$ 25,140.00	\$ 12,622.50	
2	4100 · State Cost Share Funds	\$ 65,343.00	\$ 81,365.00	\$ 66,449.00	\$ 81,365.00	
	4107 · County Contribution	\$ 444,111.00	\$ 448,289.88	\$ 439,234.00	\$ 448,289.88	
3	4125 · UGW Income	\$ 56,818.00	\$ 61,921.62	\$ 56,818.00		
4	4150 · Watershed Specialist Grant	\$ 45,250.00	\$ 42,927.12	\$ 45,250.00	\$ 42,927.00	
	4200 · County Appropriation	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	
5	4250 · D&G Rd Allocation	\$ 100,000.00	\$ 122,019.27	\$ 100,000.00		
5	4255 LV Rd Allocation	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00		
	4300 · Fees Collected	\$ 30,000.00	\$ 62,000.00	\$ 35,000.00	\$ 62,000.00	
	4400 · Program Income	\$ 500.00	\$ 2,178.30	\$ 3,000.00	\$ 2,178.00	
	4500 · Misc Income	\$ 100.00	\$ -	\$ 100.00		
	4700 · Interest Income	\$ 3,500.00	\$ 145.00	\$ 150.00	\$ 145.00	
6	Transfer from Conservation Fund	\$ 8,629.00	\$ 31,282.00	\$ 21,500.00		
8	<b>Total Income</b>	<b>\$ 836,251.00</b>	<b>\$ 934,750.69</b>	<b>\$ 862,641.00</b>	<b>\$ 679,527.38</b>	<b>\$ 59,662.38</b>
	<b>Expense</b>					
1	5000 · Other Grant Expenditures	\$ 13,000.00	\$ 8,150.00	\$ 20,485.00	\$ 8,150.00	
7	5100 · Salary/Benefits to County	\$ 126,825.00	\$ 131,365.12	\$ 125,925.00	\$ 83,102.00	\$46,763 - DGLVR and Staff retention
3	Transfer to UGW Funds	\$ 26,818.00	\$ 34,671.62	\$ 31,318.00		
5	5250 · D&G Rd Expenditures	\$ 91,000.00	\$ 169,472.18	\$ 91,000.00		
5	5275 LV Road Expenditures	\$ 36,000.00	\$ 18,790.72	\$ 36,000.00		
	5505 · Telephone	\$ 3,000.00	\$ 2,450.12	\$ 2,900.00	\$ 2,450.00	
	5510 · Postage	\$ 800.00	\$ -	\$ 500.00	\$ -	
	5520 · Supplies/Equipment	\$ 11,000.00	\$ 9,003.18	\$ 13,020.00	\$ 9,003.00	
	5531 · Leased Equipment	\$ 11,200.00	\$ 10,620.72	\$ 11,000.00	\$ 10,620.00	
	5535 · Advertising	\$ 650.00	\$ 966.26	\$ 600.00	\$ 966.00	
	5540 · Professional Services	\$ 7,575.00	\$ 6,842.37	\$ 7,580.00	\$ 6,842.00	
	5550 Personnel Expenses	\$ 444,111.00	\$ 448,289.88	\$ 439,234.00	\$ 448,289.00	
	5608 · Programs	\$ 7,000.00	\$ 3,657.07	\$ 6,500.00	\$ 3,657.00	
	5700 · Water Monitoring	\$ 10,700.00	\$ 10,550.00	\$ 12,450.00	\$ 10,550.00	
	5805 · Travel/Meals	\$ 2,000.00	\$ 850.98	\$ 2,900.00	\$ 841.00	
	5815 · Training/Conferences	\$ 3,773.00	\$ 1,579.85	\$ 3,750.00	\$ 1,580.00	
	5820 · Dues & Subscriptions	\$ 4,500.00	\$ 3,953.29	\$ 4,149.00	\$ 3,953.00	
	5870 · Repairs & Maintenance	\$ 15,220.00	\$ 16,236.62	\$ 17,830.00	\$ 16,237.00	
	5880 · Heat & Electric	\$ 7,000.00	\$ 6,161.52	\$ 7,000.00	\$ 6,162.00	
	5900 · Vehicle Expense	\$ 4,650.00	\$ 6,820.51	\$ 4,400.00	\$ 6,821.00	
6	5940 · Capital Improvements	\$ 8,629.00	\$ 13,280.00	\$ 21,500.00		
9	5950 · Misc Expense	\$ 800.00	\$ 18,792.97	\$ 600.00	\$ 642.00	
	<b>Total Expense</b>	<b>\$ 836,251.00</b>	<b>\$ 922,504.98</b>	<b>\$ 860,641.00</b>	<b>\$ 619,865.00</b>	
1	2021 projected includes SRCP GW Level 4 (\$8,322), 2021 Envirothon Mini-Grant (\$800), Spotted Lanternfly(SLF) (2,000); 2022 includes SRCP GW Level 4 (\$10,340), 21-22 DEP EE Grant (\$3,000), 2022 PACD Mini-Grants (\$6,000), 2021 Envirothon Mini-Grant (\$800) & 21-22 SLF grants (\$5,000)					
2	2021 projected includes Admin. Assistance (\$41,684- \$14,916 is the balance of the 2020 Administrative assistance), Manager Cost Share (\$22,350), and 1st Technician Cost Share (\$16,225) FY20/21 state budget CDFAP line items; 2022 budget based on FY 20/21 state budget -Assistance (\$27,874), Manager Cost Share (\$22,350), and 1st Technician Cost Share (\$16,225)					
3	Funds distributed through the PUC currently deposited in UGW fund for Staff Retention. 2021 received \$61,921 UGW total - \$27,250 will be submitted to the county for 2021 Staff retention and \$34,671 deposited into UGW Fund for future use; 2022 Budget estimated to receive \$56,818 UGW total - \$25,500 is budgeted for 2022 Staff retention and \$31,318 deposited into UGW Fund for future use.					
4	2021 \$42,927 projected; 2022 budget maximum allowed through Watershed Specialist Grant (\$45,250).					
5	2021 Income Projections reflect LV & D&G FY 21-20 allocations received 3 QTR 2021 & reimbursements for 2021 expenses; 2022 budget based on FY 21-22 allocations from the SCC					
6	2021 includes \$3,000 for a new YSI meter, \$18,000 for settlement case with Finan's, and \$10,280 for plumbing repairs from the Conservation Fund; 2022 includes \$16,500 budgeted to replace the Ford Escape and \$5,000 for the sealing and repairs of the asphalt.					
7	2021 includes CDFAP, WS, D&G Road & misc. grant sal/ben and \$27,250 sal/ben for staff retention; 2022 includes CDFAP, WS, D&G Road & misc. grant sal/ben and \$25,500 sal/ben for staff retention					
8	2021 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. 2021 Net Income will be approx. \$59,956					
9	2021 Misc. Expense includes \$18,000 for the settlement case with the Finan's. Conservation Funds will be used for payment of this expense per Board approval.					





## **PACD Rewind**

*Monthly Report 11/01/21 – 11/30/21*

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



## **PACD STAFF REPORT**

---

### **PACD & Membership Activities**

#### **Communications**

- Updated and managed the PACD listserves
- Updated [www.pacd.org](http://www.pacd.org)
- Sent four *Front Page* e-newsletters
- Submitted thirty-eight posts on social media channels
- Created social media messages for December shared district messaging
- Compiled and distributed monthly rewind report to membership

#### **Executive Board**

- Met with Sonia Wasco to review financials
- Held November board meeting
- Took, edited, and approved minutes
- Updated monthly staff report
- Updated and distributed 2022 board meeting schedule
- Created and sent calendar invitations for 2022 board meetings
- Updated board contact sheet
- Prepared financial reports for board meeting
- Prepared and sent out December board meeting information

#### **Human Resources and Office Management**

- Processed two payrolls
- Managed accounts receivable and accounts payable
- Worked with SEK to complete the 2020-2021 audit
- Scheduled a meeting with the audit committee
- Sent new employee packet to new TAG employee

- Completed onboarding new employee on Bernie Portal for benefits
- Completed ADP portal for Payroll for new employee
- Completed Account Payable through ACH, check and Bank Bill Pay

#### **Legislative Activities**

- Monitored legislative activities
- Participated and spoke on SB 832 and SB 465 at PennFuture webinar

#### **Meetings and Events Attended**

PACD staff attended/participated in the following events:

- Invasive species PRISM meetings
- SCC new managers meeting
- Condo association meeting
- Riparian Forest Buffer Advisory Committee Meeting
- Held meeting with Carbon Forest and reviewed proposal with PACD members
- Held November managers meeting
- Met with NFWF to discuss possible district training on NFWF grant applications

#### **PACD/SCC Winter Meeting**

- Finished recruiting committee members for all vacancies
- Updated draft committee membership rosters for 2022
- Reviewed menu, drafted registration charges, and updated the budget for in-person event
- Met with A/V companies about livestreaming the in-person event
- Set up initial in-person event in Constant Contact
- Negotiated contract with the Wyndham for in-person event; contacted to cancel
- Began contacting presenters for in-person event; contacted to cancel
- Wrote and distributed *Save the Date* for virtual event in Front Page
- Sent *Save the Date* for virtual event to partners
- Created committee and council meetings in Zoom
- Sent virtual event registration out to partners and members
- Updated task list for virtual event and reviewed with staff

#### **Partner Activities**

- Hosted partnership meeting
- Participated in South Central region's meeting with DEP Deputy Secretary Atkinson

#### **Region Meetings**

- Cleaned up/reviewed minutes as needed and placed on region letterhead
- Prepared and distributed region meeting report to membership

#### **Strategic Planning**

- Continued implementing strategic plan

#### **Grants and Special Projects**

##### **102/105 Technical Training Grant**

- Clean Water Academy (CWA)

- Provided website administration and technical support
- Hosted Stabilization webinar
- Courses under development
  - Introduction to Hydrology
  - PAG-01
- Recorded Webinars Added
  - Stabilization
- 102/105 Technical Training
  - Updated basic and topic-based agendas
  - Prepared for and hosted workgroup meeting via Zoom
  - Coordinated contracts for basic and topic-based training
  - Signed and returned contracts for basic and topic-based training
  - Determined dates for January workgroup meeting
  - Began gathering transportation rates/quotes for basic field training
- Ag Meeting (formerly All Bay Meeting)
  - Developed a topic of interest survey and sent to conservation district staff
  - Met with the planning workgroup to review survey results, draft agenda, and timeline

#### **Agricultural Conservation Technical Training**

- Ag Boot Camp Basic and Level II
  - Held second planning meeting
  - Looked at possible locations for Level II
  - Selected locations and dates for 2022 with NRCS and SCC
  - Created two applications for Level II 2022 and opened applications for Level II
- Intro to Conservation Planning
  - Collected evaluation responses
  - Paid invoices

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

- Met with NRCS on federal COVID-19 requirements
- Completed reimbursements to districts for July-September quarter

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

- CREP Cost-share
  - Processed new cost-share
  - Sent replacement contracts
  - Made cost-share payments
  - Processed partial termination/acreage withdrawal per FSA
- CREP Outreach Program Office (COPO)
  - Reviewed eight CREP mini-grant applications and issued agreements
  - Met with Water Words that Work to review top ten counties for successful CREP outreach
  - Distributed the Fall 2021 CREP newsletter
- CREP Annual Report
  - Followed up with partners to submit their information
  - Reviewed and updated templates for Chesapeake, Ohio, and Delaware CREP
  - Reviewed and incorporated partner updates and submitted templates to DEP

### **DCNR Riparian Forest Buffer Program**

- Processed one final report
- Received and deposited working capital from DCNR

### **CPESC Training for Conservation Districts**

- Reviewed survey results from conservation districts—virtual or in-person
- Met with EnviroCert International, Inc. to discuss training

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

- Prepared and submitted monthly grant reimbursement
- Advertised for Clarion TAG position, interviewed candidates, and hired new employee
- Met with NRCS and DEP on TAG program and future organization

### **Leadership Development Program**

- Held Fall Leadership webinar series
- Event planning for 2022 Staff Conference & Director Training workshops
- Launched 2021 Conservation District Video Awards

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

- Provided on-going human resources and administrative support for position

### **PA Nonpoint Source Pollution Education Office**

- 2021-22 NPS Mini-grant Round
  - Reviewed three mid-term reports
  - Reviewed five final reports; issued reimbursements
  - Reviewed six mini-grant materials
  - Created documents for bonus 2021-22 round
  - Advertised new bonus round of \$40,000 for projects
  - Sent additional payments to previous mini-grants that were eligible
  - Collected quotes for additional projects for 319 grant
  - Reviewed applications for bonus round and issued agreements
  - Booked three series of communications webinars for January and February for districts
- 2021 Virtual Watershed Specialist Meeting
  - Finished editing recordings and uploaded to the Clean Water Academy
  - Distributed link for meeting recordings/materials on CWA to participants
  - Sent Save the Date for 2022 meeting
  - Scheduled wrap-up for 2021 event
  - Trimmed and shared EnviroDIY session videos with Stroud
- 2022 Virtual 319 Meeting
  - Participated in planning meeting
  - Updated planning notes
  - Set up next planning meeting in December





## **DATES TO REMEMBER**

---

### **PACD Conservation Committee Video Conference**

- January 5, 2022 | 10-11 a.m.

### **PACD District Employees Committee Video Conference**

- January 7, 2022 | 10-11 a.m.

### **PACD Education and Outreach Committee Video Conference**

- January 11, 2022 | 10-11 a.m.

### **PACD Legislative Committee Video Conference**

- January 14, 2022 | 10-11 a.m.

### **PACD Ways and Means Committee Video Conference**

- January 18, 2022 | 10-11 a.m.

### **PACD Operations Committee Video Conference**

- January 19, 2022 | 10-11 a.m.

### **PACD Executive Council Video Conference**

- January 27, 2022 | 10:00 a.m. to Noon

### **2022 Hybrid Leadership Development Staff Conference**

- February 16-17, 2022

### **PACD South East Region Meeting**

- March 24, 2022 | 9:30-11:30a.m., Location TBA (*virtual option is also available*)

### **PACD North East Region Meeting**

- March 25, 2022 | 10:00 am – Noon, Schuylkill Conservation District, Pottsville, PA  
(*virtual option is also available*)

### **PACD North Central Region Meeting**

- March 31, 2022 | 10:00 am – Noon, Clinton County Conservation District, Mill Hall, PA  
(*virtual option is also available*)

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

- April 4-8, 2022, Keystone Conference Center, Ft. Indiantown Gap, Annville, PA  
(Lebanon County)

### **PACD South Central Region Meeting**

- April 8, 2022 | 10:00 am – Noon, Cumberland County Conservation District, Carlisle, PA  
(*virtual option is also available*)

### **PACD South West Region Meeting**

- April 21, 2022 | 10:00 am – Noon, Westmoreland Conservation District, Greensburg, PA  
(*virtual option is also available*)

### **Agricultural Conservation Technical “Boot Camp” Training – Level II (for those taking Level II the first time)**

- April 25-29, 2022, Keystone Conference Center, Ft. Indiantown Gap, Annville, PA  
(Lebanon County) and the USDA NRCS State Office, Harrisburg, PA (*Tentative*)  
*Note: There is an online pre-requisite for this course. Information will be sent to those that are accepted into the course.*

### **PACD North West Region Meeting**

- April 27, 2022 | 10:00 am – Noon, Tionesta Church of God, Tionesta, PA (Forest County) *(virtual option is also available)*

**Agricultural Conservation Technical “Boot Camp” Training – Level II (for those who are returning to Level II for a second year to take the alternative track only)**

- May 2-4, 2022, Lebanon Valley Chamber of Commerce, Lebanon, PA *(Tentative)*

**Spring 102/105 Basic Technical Training**

- May 3-6, 2022, Red Lion Hotel, Harrisburg, PA

**Conservation District Watershed Specialist Meeting**

- October 5-7, 2022, Toftrees Golf Resort, State College, PA *(Tentative)*

<b>STAFF CONTACT INFORMATION</b>			
<b>NAME</b>	<b>TITLE</b>	<b>PHONE #</b>	<b>E-MAIL</b>
<b>HARRISBURG OFFICE</b>			
Brenda Shambaugh	Executive Director	717-794-6103	bshambaugh@pacd.org
Amy Brown	Director of Operations	717-794-6104	abrown@pacd.org
Shannon Wehinger	Director of Communications & Education	717-794-6112	swehinger@pacd.org
Molly Burns	Project & Event Specialist	717-794-6110	mburns@pacd.org
Holly Miller	Program Manager	717-794-6105	hmiller@pacd.org
Matt Miller	Leadership Development Coordinator	717-794-6111	mmiller@pacd.org
Nick Yeagy	Software Specialist	717-794-6106	nyeagy@pacd.org
Diane Young	Administrative & Program Assistant	717-794-6109	dyoung@pacd.org
<b>BLOOMSBURG OFFICE</b>			
W. Andrew Wodehouse	Conservation Technician	570-317-9473	awodehouse@pacd.org
Dakota Welkom	Conservation Technician	570-784-4722 x9481	dwelkom@pacd.org
<b>CLARION OFFICE</b>			
Danielle Kalp, PE	Conservation Engineer	814-297-5261	dkalp@pacd.org
Cassie Daniels	Conservation Technician	814-297-5260	cdaniels@pacd.org
<b>LEBANON OFFICE</b>			
Jeff Sholly, PE	Conservation Engineer	717-376-3484	jsholly@pacd.org
Lauren Brodbar	Conservation Technician	717-376-3510	lbrodbar@pacd.org
<b>SOMERSET OFFICE</b>			
Phillip Wilson	Conservation Technician	814-445-8979 x4254	pwilson@pacd.org

**December 2021 DEP Conservation District  
Field Rep Talking Points**

**Grant Programs**

**National Fish and Wildlife Foundation Announces Most Effective Basin Funding in Pennsylvania**

The National Fish and Wildlife Foundation (NFWF) and U.S. Environmental Protection Agency (EPA) announced \$2.5 million in new grants for 10 Pennsylvania-based projects that will protect and restore the Chesapeake Bay and its surrounding watershed. The \$2.5 million grants, when combined with the \$8.5 million in grants announced earlier this year, will together generate \$20 million in grantee match. When combined, these funds will have a conservation impact of more than \$31 million in Pennsylvania.

The awards mark the inaugural grants from the Pennsylvania Most Effective Basins (PA-MEB) Grants program and will support and enhance prior investments in Pennsylvania conservation efforts made throughout the calendar year. The PA-MEB Grants program funds projects that accelerate implementation of cost-effective agricultural best management practices in selected regions of the Chesapeake Bay watershed of Pennsylvania. NFWF works with the DEP Chesapeake Bay Office and State Conservation Commission leadership to ensure that the PA-MEB program effectively aligns with the priority initiatives in Pennsylvania's Phase 3 WIP. A complete list of the 2021 Pennsylvania Chesapeake Bay Stewardship Fund recipients is available here

**DEP to host "DEP Grants 101" webinar**

If you have an idea for an environmental improvement for your community or business, let DEP help you make it happen with grant funding. Join Michele Devaney, Director, DEP Grants Office, and John Brakeall, Regional Coordinator, DEP Environmental Justice Office, for this free live webinar on how to apply for DEP grant funding. Geared for first-time applicants and based on survey feedback, this webinar will cover the essentials of applying, helping you to submit your best application possible. We'll also look at seven grant programs and answer your questions.

Topics that will be covered:

- Who can apply for environmental grants, and types of projects supported
- How to apply: an overview of the essential basics
- Debunking a few misconceptions about applying for funding
- Common application pitfalls and how to avoid them
- A look at seven grant programs and what they support

The live webinar will be held Thursday, December 2, from 11:00 am - 12:30 pm. **Register here**

## Policies and Procedures

**District Director Nomination Process** – The SCC has sent two emails to county chief clerks with information detailing the Director Nomination Process. 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 and ensure they have current mailing addresses for nominating organizations. Director Nominations are due to the State Conservation Commission by December 1, 2021. As of November 23, we have received and processed the following director nominations: Bedford, Bradford, Fulton, Lebanon, Mifflin, Monroe, Sullivan and Warren. Questions may be directed to your Conservation District Field Rep or Barb Buckingham [bbuckingha@pa.gov](mailto:bbuckingha@pa.gov)

**District Audit Requirement** - Conservation districts' calendar year 2020 Annual Financial Audit Reports are due no later than December 31, 2021. Please be sure that your auditor is working on your audit and knows the deadline. If your auditor requires documentation of Commonwealth payments or has any questions, please email those requests to [kbooks@pa.gov](mailto:kbooks@pa.gov) .

**Sunshine Act Amendments** –Senate Bill 554 of 2021 amends the Pennsylvania Sunshine Act to include an agenda requirement. This amendment requires all agencies to post an agenda of issues to be deliberated or planned official action at least 24 hours prior to any regular or special public meetings of the agency. The agenda must be posted to Websites\*, agency offices, and meeting sites, and available at the meeting itself \*(including other social media platforms, such asFacebook). These changes took effect on August 29. The SCC sent an email on August 5 to all conservation districts with details of the changes and how districts need to comply. Additional information and training calendar may be found at the Office of Open Records Website: <https://www.openrecords.pa.gov/index.cfm>

**Retaining Virtual Participation Options for District Board Meetings** – As conservation district boards begin to hold in person meetings again, the SCC recommends conservation districts continue to offer a way for board members, cooperating agencies, and the public to participate in meetings either through conference call or video conference. Cooperating agency staff may not be allowed to attend in person meetings during this time and board members and the public may not feel comfortable attending. Providing a virtual option will allow greater participation in conservation district board meetings.

## Chapter 102 Program

**PAG-01 General Permit** - The Final PAG-01 General Permit for Stormwater Discharges from Small Construction Activities was published in the *Pennsylvania Bulletin* on November 13, 2021. PAG-01 will serve as an alternative means for NPDES coverage for earth disturbance activities with less than 5 acres of disturbance. The primary benefit of PAG-01 is that a site-specific stormwater analysis for post-construction stormwater management (PCSM) is not required, which is one of the costliest parts of completing a Chapter 102 permit application. DEP has conducted a general stormwater analysis that will serve as the applicant's analysis. However, in order to qualify for PAG-01 coverage, applicants will need to, among other things, 1) select from a suite of PCSM BMPs that are prescribed in the general permit; 2) ensure that impervious surface does not exceed 30,000 square feet; and 3) ensure that impervious surface does not exceed 12% of the project site area. DEP is establishing an effective date for PAG-01 of March 1, 2022 so that DEP can provide training to the regulated community and conservation districts, who will be processing PAG-01 Notices of Intent (NOIs).

## **Chapter 102 ePermitting Updates**

- ESCGP-3 release is now tentatively planned for February 16, 2022;
- Refer to [102 ePermitting webpage](#) for links to the external training and resources. You should direct applicants/to consultants to here.
- Refer to Clean Water Academy for internal trainings.

## **Nutrient and Odor Management Updates**

**NM and OM Update Webinar Materials Available On-line** - The following NM and OM update webinars and PowerPoints are available on-line for reference:

- Nutrient Management Planning Spreadsheet Version 8.0 and Nutrient Balance Sheet Version 6.0 Updates
- Nutrient Management Technical Manual Version 12 Updates
- Nutrient Management and Manure Management Administrative Manual Version 6 Update
- Odor Management Program Guidance and Technical Manual Version 4 Update

The PowerPoints are available on the program website at:

<https://extension.psu.edu/programs/nutrient-management/educational>

The recording webinars can be found on the DEP Clean Water Academy at:

<https://pacleanwateracademy.remote-learner.net/>

Questions may be directed to Frank Schneider at [fschneider@pa.gov](mailto:fschneider@pa.gov)

**Supplemental On-Site Status Review Report** - On September 14, 2021 the State Conservation Commission approved Version 6 of the Nutrient Management and Manure Management Administrative Manual. Several changes and updates were made to the manual. One notable addition is the Supplemental On-Site Status Review Report. The goal of this Supplemental Report is to better capture Supplemental Nutrient Management Best Management Practices (Supplemental NM BMPs). These Supplemental NM BMPs focus on concepts similar to the “4R” practices when placing nutrients on fields. This Supplemental Report is required to be completed along with the existing Status Review Report and the information is to be entered into the PracticeKeeper database. A webinar training for this Supplemental Report is scheduled for December 10, 2021 from 11:00 – 12:30 (<https://psu.zoom.us/j/91520441740>) and the recording will also be posted on the Clean Water Academy. State Conservation Commission sponsored Nutrient Management continuing education credits will be offered. For any questions, please contact your SCC Regional Coordinator.

## **Clean Water Academy**

A new course just opened up in Clean Water Academy. This course was developed with assistance from one of our partners, Soil Hub. The course provides soil-focused information relevant to stormwater management planning and design. Topics include water flow in soils, redoximorphic features, measuring hydraulic conductivity, and understanding the role soils play in stormwater control measure performance.

This module also includes a completion certificate. This will be a great foundational topic for when the new stormwater manual is released.

Course: Soils Considerations in Stormwater Management (remote-learner.net)

## **Funding Opportunities**

### **SRBC announces consumptive use mitigation grants for drought resilience**

The Susquehanna River Basin Commission (SRBC) announced a new grant program for projects focused on improving water availability and water quality during droughts. The grant program is based on SRBC's 2020 Consumptive Use Mitigation Policy. Consumptive use (CU) refers to water that is used but not returned to the river basin. The program is intended to attract the following projects that will improve the watershed's resiliency or ability to better withstand drought situations:

- Water storage and release projects that can enhance supply reliability or resiliency during drought (e.g., impoundments, inactive quarries, and underground mine pools);
- Projects that modify current operations or implement new practices that increase instream flows or improve flow resilience during drought (e.g., reservoir conservation releases, aquifer storage and recovery, and coordinated use of surface water and groundwater);
- Demand modification projects (e.g. projects that achieve water conservation, reuse and/or recycling); and,
- Environmental and water quality improvement projects that support the resiliency of water resources (both in terms of water quality and quantity) during drought conditions (e.g., groundwater recharge, restoring wetlands/streams/floodplains, improving stormwater management, and treating abandoned mine drainage).

Eligible applicants include SRBC's permit holders; local, state, and federal government agencies; colleges and universities; and non-profit organizations. Grant funds may be used to cover a variety of project costs, including but not limited to the acquisition of land and construction of new or expansion of existing consumptive use mitigation projects. A minimum 10% cash match of the requested funds is required.

Applications will be accepted until January 28, 2022. Funding announcements will be made after April 1, 2022. Awarded projects may begin on July 1, 2022. SRBC will host a webinar on the Consumptive Use Mitigation Grants Program on December 8 at 10:00 a.m. Anyone interested in submitting an application should attend the webinar! [For more information about the grants and to register for the webinar, click here.](#)

### **“Bonus Round” Nonpoint Source Pollution Prevention Educational Mini-grant Program**

The Pennsylvania Association of Conservation Districts (PACD) opened a “bonus” round of Nonpoint Source (NPS) Pollution Prevention Educational mini-grants! Grants up to \$2,500 will be awarded on a first-come, first-served basis to conservation districts for adult educational projects that offer strategies for reducing and preventing NPS Pollution. Notifications will be made on a rolling basis so projects can start as soon as possible. Projects will need to be completed in time to submit a final report by May 6, 2022. Projects should stimulate a local awareness of water quality issues, promote the theme “We All Live Downstream,” and encourage citizen participation in activities to improve water quality in local watersheds.

The deadline for NPS mini-grant applications is December 31, 2021, or until funds are allocated. [Click here for the online application and more information.](#)

### **DCNR 2022 Community Conservation Partnership Program save the date announcement**

The 2022 grant application period for the Community Conservation Partnerships Program has been announced. Applications will be accepted starting January 18, 2022. The deadline to apply is 4:00 PM on Wednesday, April 6, 2022. All applications should be submitted through the DCNR Grants Customer Service Portal.

Even though the application period is a few months away, it's never too early to contact your regional advisor to discuss your project idea and ways to make it more competitive for state grants.

Virtual workshops were held in early November for potential applicants. Anyone interested in applying for Community Conservation Partnerships Program grants in 2022 is strongly encouraged to view the recorded virtual workshops on the website.

### **DEP's 2022 Environmental Education Grant**

The 2022 DEP Environmental Education (EE) Grants Program is open and applications are due December 10, 2021. The Environmental Education Grants (pa.gov) program provides funds to support a wide range of environmental education projects including meaningful, hands-on programs for students, teacher training workshops, and community conservation projects for adults.

#### **Award Types**

- Mini-Grants up to \$3,000 for local (school, county, municipality, or other defined area) environmental education projects.
- General Grants (Level I): up to \$20,000 for large-scale, regional, and/or statewide environmental education projects.
- General Grants (Level II): up to \$85,000 for non-formal environmental education programs designed to widely\* engage teachers and youth at the county, state, and national levels. (\*Teachers and students from at least 60 Pennsylvania counties must directly participate in the project). Projects must demonstrate that at least 30% of the EE program participants live and/or work within an Environmental Justice Area.

There was a webinar on the grant program on October 5<sup>th</sup> from 12:30 p.m.–2:00 p.m. The webinar has been posted on the EE Grants Homepage: Environmental Education Grants (pa.gov)

### **Chesapeake Bay Watershed**

#### **Chesapeake Bay Engineer Coverage Map**

Program staff have had multiple requests in recent weeks regarding the coverage areas of the Chesapeake Bay Engineers. In response to these inquiries, attached to the Talking Points is a map to offer clarity and inform all relevant staff of the counties covered by each engineer as defined in the Chesapeake Bay Engineer Contracts

#### **BMP Verification Update and Funding Webinar**

The Chesapeake Bay Office (CBO) will be holding a follow-up session to the initial two BMP Verification sessions on December 1, 2021 from 10:00 AM to 11:30 AM as part of the “Webinar Wednesday” sessions. After reviewing the new and existing Countywide Action Plans and identifying needs documented and presented by all counties throughout the watershed to better inventory and assess historic BMP implementation, the CBO has additional funds available to every county that has developed a CAP, to be spent by September 30, 2022.

This webinar will discuss opportunities to leverage partners, pool resources for verification strategies like remote sensing, and expand staffing temporarily through internships, student mentorship programs, and existing volunteer networks. The webinar will also provide examples of where counties may want to focus, such as narrowing the scope to a group of priority BMPs, as well as the types of training that would be available to ensure that documentation of BMPs follows the required quality assurance protocols.

This funding opportunity is being provided through the EPA Chesapeake Bay Regulatory Accountability Program (CBRAP) grant, and is meant to be a step forward in ensuring that every BMP that has been implemented is being documented and reported for nutrient and sediment reductions in the Chesapeake Bay Watershed Model.

### **Pennsylvania's Phase 3 Watershed Implementation Plan – Monthly e-newsletter**

The Department of Environmental Protection Chesapeake Bay Office (CBO) produces a monthly newsletter to showcase progress and updates on the statewide Phase 3 Watershed Implementation Plan and our local partners' Countywide Action Plans. Our newsletter will highlight activities from the CBO and our partnering counties, agencies, and action team leaders; reporting and data tools; funding and grant opportunities; and major announcements.

<https://www.dep.pa.gov/Business/Water/Pennsylvania%E2%80%99s%20Chesapeake%20Bay%20Program%20Office/WIP3/Pages/Newsletter.aspx>

### **Pilot and Tier 2 Counties Prepare CAP Milestones and Annual Progress Reports**

The Pilot counties—Adams, Franklin, Lancaster, and York—finalized and submitted their Annual Progress and Two-Year Milestone reports to DEP's Chesapeake Bay Office (CBO) in October. The Tier 2 counties—Bedford, Centre, Cumberland, and Lebanon—completed their first Annual Progress reports. CBO staff will be providing each county's CAP updates to the Bay website in the coming weeks.

### **Tier 3-4 CAPs are Complete**

All 26 of the Tier 3 and 4 counties have completed and submitted their CAPs and are finalizing their CAP narratives. CBO staff will be providing each county's CAP updates to the Bay website in the coming weeks. County Coordinators and CAP team members will attend a Transitioning to Implementation Webinar this fall, as well as regional implementation workshops. DEP Region CAP Support Teams will continue to assist Tier 3 and 4 county partners in implementing their CAPs.

### **Dates to Remember**

#### **SCC Meetings – 1:00 PM**

Hybrid Meeting

January 18

Hybrid Meeting

March 15

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

Conference Call

December 14

Conference Call

February 15

#### **Leadership Development Staff Conference**

Hybrid – State College and Virtual

February 16-17

**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**



Natural Resources Conservation Service  
1300 Old Plank Road  
Mayfield, PA 18433

570-280-3337  
855-822-1795 fax

---

December 8, 2021

Dear District Directors:

This report highlights our staff's assistance to cooperators and communities in Lackawanna, Monroe, Wayne, and Pike Counties last month. In addition, I will use it to try to keep you informed of any significant conservation activity that is ongoing or upcoming and which may affect our mutual clients. If you have any questions concerning the report or would like to have more specific information, please let me know.

**CONSERVATION PROGRAMS**

**Environmental Quality Incentives Program (EQIP)**

Round 1 application cutoff was November 1, 2021. Round 2 applications will be collected through January 1, 2022. We are awaiting ranking and assessment materials to start ranking round 1 applications.

**Conservation Stewardship Program (CSP)**

Renewal Applications are being assessed now

**CREP- Conservation Reserve Enhancement Program**

**Wayne County CREP Application Status:** No new applications  
**Lackawanna County CREP Application Status:** No new applications  
**Monroe County CREP Application Status:** No new applications  
**Pike County CREP Application Status:** No new applications

**CONSERVATION PLANNING/TECHNICAL ASSISTANCE**

**Conservation Plans Completed:**

No plans this month

**Landowner Assistance**

(In addition to our program work, conservation technical assistance is a very important aspect to our job)

My staff has provided technical assistance to

12 landowners in Monroe County  
14 landowners in Lackawanna County  
16 landowners in Wayne County  
11 landowners in Pike County

**My staff and I would like to wish everyone a happy and safe holiday season and a very happy and healthy New Year!**

Sincerely,

Jennifer M. Matthews  
District Conservationist  
Mayfield Field Office  
USDA-NRCS

