



Pike County Conservation District

AGENDA

Reorganization and Regular Monthly Meeting

Monday, January 25, 2021 – 9:00 AM

Pike County Conservation District Office, Route 402, Blooming Grove

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

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

Meeting will be done VIA ZOOM – see email and website

- I Call to order – Pledge of Allegiance – Introductions
- II Public Comment on Agenda Items
- III 2021 Board Reorganization
 - Oath of Office District Directors administered by Commissioner Schmalzle
 - Report of Nominating Committee Chair John Milliken
 - Open Floor for additional nominations
 - Election of Officers – *(vote)*
 - Appoint Associate Directors for 2021 - *(vote)*
 - Name Standing Committee Chairpersons – Board Chairman
 - Name representative(s) and alternate(s) *(vote)*
 - Dirt, Gravel and Low Volume Road Quality Assurance Board
 - PA Association of Conservation Districts Executive Council
 - Lake Wallenpaupack Watershed Management District
 - Pike County Marcellus Shale Task Force
 - Pike County Agricultural Land Preservation Program Board Advisor
 - District Compliance and Enforcement Officer
- REGULAR MONTHLY MEETING**
- IV Action on Minutes of December 21, 2020 meeting *(vote)*
- V Financial Report (review/file subject to audit)
 - Transfer of 2020 Net Revenue from Operating Account to Conservation Fund *(vote)*
- VI Correspondence Report
- VII Executive Director Report
- VIII OLD BUSINESS
- IX NEW BUSINESS
 - 2021 Education and Outreach Plan – Communications Coordinator, Devan George
 - 2021 Action Plan – Executive Director, Michele Long
- X PACD Update

556 Route 402, Hawley, PA 18428

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- XI Cooperating Agency and Other Organization Reports
- XII Public/Press Questions
- XIII Executive Session
- XIV Adjourn

For your information, the following were **2020 Standing Committee Chairs and Representatives to Organizations**. The Nominating committee will present the **2021 nominations at the January Meeting**.

SLATE OF OFFICERS:

Chairman Scott Savini
Vice-Chair John Milliken
Treasurer Jay Morrow
Secretary Chris Ingulli

2020 Associate Directors

Carole Linkiewicz
Jo Ann Rose
Paul Ranello

2020 Standing Committees and Chairpersons

Executive Committee: Scott Savini, John Milliken, Ron Schmalzle

Nominating Committee: John Milliken

Finance/Planning: Scott Savini, Jay Morrow

Operations: Kelly Stagen

2020 Appointees

Dirt & Gravel Road Quality Assurance Board:

Paul Ranello, District Voting member; Kelly Stagen, Non-voting Member

PA Association of Conservation Districts Executive Council:

Kelly Stagen, Voting Member/Designee; Michele Long or Chris Ingulli, Alternates

Lake Wallenpaupack Watershed Management District:

Ken Coutts, Representative; Commissioner Ron Schmalzle, Alternate

Pike County Marcellus Shale Task Force:

Bob Engvaldsen, Representative; Paul Ranello, Alternate

Pike County Agricultural Land Preservation Board Advisor from PCCD:

Ellen Enslin, Senior Resource Conservationist, Representative

District Compliance and Enforcement Officer

Michele Long, Executive Director; Ellen Enslin, Senior Resource Conservationist



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

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

ATTENDANCE – Directors: Scott Savini, Commissioner Ronald Schmalzle, Jay Morrow, John Milliken, Kelly Stagen, and Kenneth Coutts. **Associate Directors:** Paul Ranello and JoAnn Rose. **Staff:** Michele Long, Rachel Posavetz, Ellen Enslin, Chris Ingulli and Jeremy Oettinger. **Cooperating Agency Representatives:** Jen Matthews (NRCS), Emily Borger (Waterways Conservation Officer) and Matt Dietrich (PA Fish & Boat) **Directors/Associate Directors Absent:** Mike Spencer and Carole Linkiewicz **Guests:** Gregory Lawless and Pat Dawson (Twin & Walker Creeks Watershed Conservancy).

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

ACTION ON MINUTES OF November 2020: Kelly Stagen made a motion to approve the November 2020 Board Meeting minutes. Jay Morrow seconded. Motion carried.

EXECUTIVE SESSION - Scott Savini stated the District Board will adjourn briefly for an Executive Session to discuss personnel matters and resume the regular meeting immediately following. Michele Long put other attendees in a Zoom waiting room for this session. The Board adjourned at 9:02. The regular meeting resumed at 9:30.

PUBLIC COMMENTS / QUESTIONS AGENDA ITEMS: None

FINANCIAL REPORT: Financial notes are included in the report. There were no questions from the board. Financials filed subject to audit.

CORRESPONDENCE REPORT: The following correspondence was distributed to the Board; PACD Committee and Council Registration Information, state budget update email, NACD 2021 Annual Meeting Registration, PCCD 2020 Highlights page, NPS Final Visitor Use Management Plan.

EXECUTIVE DIRECTOR REPORT: Michele provided an update to the Board on her report. The Chapter 105 Dam Safety and Waterway Management regulations have been revised and are currently open for public comment until February 3, 2021. A draft of the SPGP6 has also been revised. Senior Resource Conservationist Ellen Enslin has been on the statewide Chapter 105 committee in which Districts provided initial comment. We will be reviewing the documents and providing comments if applicable. Chapter 102 E-Permitting roll out for General NPDES permit NOIs is *tentatively* anticipated for January 20, 2021. DEP is planning a phased approach to transition applicants to the ePermit system where both electronic and paper submissions will continue to be accepted for an undetermined period. Training for CD staff is slated for the beginning of January. Most NPDES permits in Pike County are Individual permits and that ePermitting option is tentatively scheduled for March. ED sent some guidance to municipal officials regarding Timber harvest plan submission requirements to them and ordinances they may have in place. The guidance does NOT change any regulatory requirements for District submissions. We are currently working on the Annual Report and expect to have it completed in February. District staff and the Executive Committee have been working on

the 2021 Annual Work plan which will be presented at the January Board meeting. The State Conservation Commission draft of the Former District Staff as District Directors policy has had many comments submitted so they are going to work on and distribute another draft policy. The County has upgraded to Office 365. The District made some computer upgrades that were needed to run the program efficiently. Michele Long thanked the County for the upgrade and the IT department and Chris Ingulli for their help in getting the system up and running. A thank you email was sent to all the legislators for keeping District budget line items constant from last year.

OLD BUSINESS/COMMITTEE REPORTS:

Operations Committee: Jay Morrow made a motion to approve replacing the current *Guidelines for New Board Orientation* policy with the *Collaborative Board Members Responsibilities* policy. John Milliken approved. The motion carried.

NEW BUSINESS:

- **Updated Continuity of Operations Plan – COVID-19 – December 14th** – Michele Long updated the Board on the current COOP which was approved by the Executive Committee.
- **Appoint Nominating Committee** – Board Chairman Scott Savini asked John Milliken to Chair the Nominating Committee and work with other Directors on nominations for the January reorganization meeting.
- **Aquatic Resource Consulting 2021 Working Agreement (vote)** –Watershed Specialist Rachel Posavetz discussed the 2021 sampling schedule which includes macroinvertebrate sites from 2020 which were not completed due to COVID-19. There are 19 sites for Spring macroinvertebrates and 4 for Summer fish sampling. Kelly Stagen made a motion to approve the contract for 2021 with Aquatic Resource Consulting. Jay Morrow seconded. The motion carried.
- **2021 Board Meeting Schedule (vote)** –Michele Long requested approval of the draft 2021 Board Meeting Schedule. John Milliken made motion to approve the 2021 Board meeting schedule. Kelly Stagen seconded. The motion carried.
- **2021 Budget (vote)** - Michele Long reviewed the 2021 Budget that was developed with input from the District Treasurer and Executive Committee. Jay Morrow made a motion to approve the 2021 Budget. John Milliken seconded. The motion carried.
- **Unconventional Gas Well (UGW) Fund Transfer (vote)** - Michele Long stated the transfer of \$27,500 from the Unconventional Gas Well (UGW) Fund for the 2020 staff retention expenses is a budgeted item but needs to be voted on for transfer to the Operating Account. Jay Morrow made motion to approve the transfer of \$27,500 from the UGW Fund to the District Operating Account. Kelly Stagen seconded. The motion carried.
- **2021 Education and Outreach Plan** –Scott Savini stated it would be moved to the January 2021 Board meeting.
- **County request for waiver of District Fees for Services for Kintz Creek Dam project (vote)**- Senior Resource Conservationist Ellen Enslin discussed the Kintz Creek Dam project and reviewed the request from the Pike County Commissioners to waive the District Fees for Services. Kelly Stagen made motion to waive the District Fees for Services for the Kintz Creek Dam Project. John Milliken seconded. The motion carried.

PACD Update -Kelly Stagen announced that PACD virtual training for Directors will be available in February. Michele Long will send additional information. NACD virtual meeting is scheduled and Kelly will provide an update on committees at the January Board meeting.

Cooperating Agency and Other Organization Reports - Jen Matthews from NRCS stated they are working on contract ranking. NRCS is rotating time in the office and is available by telephone and email.

Pat Dawson of Twin and Walker Creeks Watershed Conservancy provided an update on some of the topics they have been discussing with Watershed Specialist Rachel Posavetz and requested an update on the stormwater management plan. Michele requested that Pat share the link she is referencing, and she would answer the question.

PUBLIC/PRESS QUESTIONS: None.

ADJOURN: Kelly Stagen made a motion to adjourn the December 21, 2020 Board of Directors Meeting. Jay Morrow seconded. Motion carried. Meeting adjourned at 9:52 am.

Respectfully submitted, Michele Long, Executive Director.

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

Board Agenda

- 2021 Board Reorganization (vote)– The back of the agenda has the list of Committees and Slate of Officers from 2020. Vice-Chairman John Milliken will present the 2021 list of nominations to the Board at the January meeting for consideration.
- Transfer of 2020 Net Revenue from Operating Account to the Conservation Fund (vote) – The net revenue for 2020 is \$32847.43 with staff recommending a transfer of \$32,500 from the Operating Account to the Conservation Fund. The District Fund Analysis completed this past fall stated any 2020 revenue will be transferred to the Conservation Fund at the end of the year. This action will be considered and need action by the Board.
- 2021 Education and Outreach Plan – District staff and Director Kelly Stagen participated in an annual meeting to discuss the 2021 education plan. The ED and Communications Coordinator (CC) Devan George developed a plan for 2021 based on those discussions, Strategic planning goals and objectives and staff workload. Devan will briefly discuss the plan at the meeting, but it is attached for your review.
- 2021 Action Plan – Attached is the 2021 Action Plan for the District. This plan was developed by staff and reviewed by the Executive Committee. The plan is based on goals and objectives outlined in our 2020 Strategic Plan. Please review prior to the Board meeting for discussion.

NATURAL RESOURCE CONSERVATION

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

Surface Water Quality Monitoring

- Watershed Specialist (WS) provided an article for the January E-Newsletter to discuss the 2020 Surface Water Quality report. Finalized contract from December meeting was sent to Contractor. Permission letters for the 2021 season have been distributed.

Groundwater Monitoring

- WS Completed monthly Well run with no issues.

102/105 Delegated Programs

- See attached Technical staff report for specifics on Projects/permitting activity.
- Staff are developing comments for the Chapter 105 Dam Safety and Waterway Management regulation update which is up for public comment until February 3, 2021. We will also be reviewing a draft SPGP6 update.
- Pocono Lakefront in Palmyra Township completed the PACT tool and a meeting with the NE DEP Regional office program coordinators and the District is scheduled for the end of January; SR 84, Section 494 is currently being reviewed with several technical deficiencies; Aikolai site in Blooming Grove township will be submitting an NPDES permit in the next month; Met with Hemlock Farms Community Association on their NPDES permit renewal- renewal is not necessary as the scope of work for the project has changed and no longer meets the regulatory requirements but there will continue to be maintenance activities completed based on the already submitted plan.
- Dollar General Greentown continues to work with DEP NERO on a Corrective Action Plan (CAP) to resolve E&S and PCSM issues on the site which will be reevaluated in the spring.
- Assignments for review for the Chapter 102 E-permitting were submitted to DEP. Additional training for staff and the regulated community will continue the end of January. This current version is ONLY for General NPDES permit NOIs and is **tentatively** anticipated for January 25, 2021. DEP is planning a phased approach to transition applicants to the ePermit system where both electronic and paper submissions will continue to be accepted for an undetermined period. PCCD sent out a notification to consultants and engineers on the upcoming trainings to make them aware.
- Program Specialist Chris Ingulli will be taking on Chapter 102 E&S plans and Chapter 105 General permit review, technical assistance and complaint investigation in portions of the county previously done by Program Manager Ellen Enslin. Marianna Quartararo and Jeremy Oettinger will be taking over many of Ellen's NPDES projects. These project contacts have been notified of the change.

Forest Stewardship/ Gypsy Moth Program/Spotted Lanternfly

- Met with DCNR representative and based on their survey done in the fall of 2020 there has been an increase in egg masses in the lower southwest portion of the County. ED will be contacting the county to discuss options when we have had time to evaluate need from the public and outreach is done this spring.

Dirt Gravel Low Volume Roads

- Program Specialist Chris Ingulli completed Dirt and Gravel road assessments in Lackawaxen township before snow fell in December. Assessments will be paused until spring due to snow cover.
- Received executed contract back from Westfall Township for Bluestone Blvd contract. 50% advancement was distributed to the township per the contract.

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

- Meeting with Monroe CD on an Engineers/Consultants and a Contractors workshop for 2021. Both will be virtual and most likely in March. Chris is working with the Monroe CD staff on the Contractor's workshop based on already developed materials. Ellen is working with the MCCD staff on the format and content for the Engineers workshop.

Annual Education Campaign Development

- A social media calendar is being developed by Devan to schedule topics of interest throughout the year that promote not only District activities but other important events on our social media platforms.
- Virtual PA Envirothon in 2021 – Teachers in Pike and Wayne County have expressed interest in participating in a 2021 virtual version of the Pike/Wayne Envirothon. Devan and Watershed Specialist Colleen Campion in Wayne County are coordinating ways to make that happen through online platforms.

Pike/Wayne Conservation Partnership

- Devan continued to work with the Wayne County Watershed Specialist on virtual programming to be made available to students and teachers throughout the school year. These videos will be made available in the District monthly E-newsletter.
- Devan distributed the monthly *Connections Magazine* article.

Relationship building

- Devan will be coordinating with Krista Gromalski from the Commissioner's office on ways we can cross promote education and outreach activities in 2021.
- January E-Newsletter –January is Stormwater month. Happy New Year note from PCCD; 2020 Pike County Streams Environmental Quality Report by Watershed Specialist Rachel Posavetz; and an article from Penn State on the Importance of Snow and Forests to PA Streams and Groundwater.
- Ellen and I met with Delaware Highlands Conservancy on how to better coordinate Conservation Easement activities in the county with landowners, municipal officials, and the planning office. We will be sending out a joint letter to municipal officials on what a conservation easement is and how to direct landowners' questions on land use issues.

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

- 2021 Annual work plan was reviewed with staff and discussed with the Executive Committee. It will be presented at the Board meeting for consideration.

Grant activities

- PACD Mini-grant Land Use Workshop -- "*Growing a Stronger Pike County*" webinar. Reimbursement request received.
- PACD Mini-grant "*Checklist for a Watershed Friendly Home*" – Reimbursement request received.
- LWWMD received a Growing Greener(GG) grant for \$500,000 for a Community Association Dirt and Gravel Road

project. The Pike and Wayne Conservation District staff will be participating in the project to assist in assessments, education, outreach, and technical assistance.

- Wayne Conservation District received a Growing Greener grant for \$242,000 for the Northeast Region Nutrient Management Plan Reimbursement Program. PCCD will be working with them and other Districts in the region to complete nutrient management plans for landowners for this NRCS program.

Board Committees/Development

- Farmer Director Scott Savini and Public Director Kelly Stagen will be sworn in at the January Board meeting for 4-year terms.
- ED participated in the Conservation District Advisory Committee meeting to discuss SCC policy development.
- Met with District Operations Committee Chair Kelly Stagen to discuss policy and board training for 2021.

Staff Training

- Chapter 102 E-Permitting training began in January.

Personnel

- Ellen Enslin has been promoted to Program Manager and Chris Ingulli has been reassigned as Program Specialist. These changes were approved at the County level and presented to the Board at the December Board meeting. Both Ellen and Chris's positions will involve a shift in responsibilities to implement our programs and move forward our Strategic plan goals and objectives more effectively. Kelly Rodemich has also had a shift in some job responsibilities necessitated by the shift to electronic permitting. These changes were discussed with staff and the transition began January 4, 2021.
- Completed 2 staff evaluations in December.
- Bi-weekly meetings with each staff member to review projects, workloads, etc.
- Held a Staff holiday meeting via Zoom. 😊

Operations/Building

- Maintenance agreement for the generator has been submitted and maintenance scheduled for February. Vehicles were detailed and some inspections will need to be completed in January/February.
- Updated COOP initiated on December 14th due to COVID-19 Pandemic.

Financial

- 2021 Budget was approved at the December Board meeting. A 2021 budget and final income/expenses report must be submitted to the SCC per our delegation agreement. This will be completed after the January Board meeting.
- End of year and Quarterly reporting is being completed by staff including the CDFAP reporting, Chapter 102/105 reports, SRCP Well level monitoring grant, DGLVR and the Watershed Specialist report,

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

- An email was sent in early January to municipal officials regarding the change in coverage areas of District staff and the upcoming implementation of Chapter 102 E-permitting.
- Staff continue to participate in Bi-weekly meetings with the DEP NE Region Staff and Districts.

Legislation

- Once the PACD Legislative pages are distributed to legislators I would like to set up a conference call/video chat with our legislators to provide them an update on District activities and make ourselves available for questions about District programs. If any Board member would like to be a part of those discussions, please let me know.
- A new legislative term has already seen a re-submission of bills introduced in the House and the Senate that may impact District programs. They were discussed at the PACD Legislative Committee. HB 139 was introduced which is a reintroduction of the third party review initiative included with a permit transparency bill.

PCCD Chapter 102 and Chapter 105 Delegated Program Report for December 2020

Inspections

Date	Project Name	Municipality	Program	Inspector	Site Status
12/1/2020	SR 2001, Section 402	Multiple	102-State	EE	Routine
12/1/2020	SR 84, Section 448	Multiple	102-State	EE	Routine
12/3/2020	Rivers Edge	Westfall	102	MQ	Routine
12/11/2020	SR 2001, Section 402	Multiple	102-State	EE	Routine
12/11/2020	SR 84, Section 449	Multiple	102-State	EE	Routine
12/11/2020	SR 84, Section 448	Multiple	102-State	EE	Final/NOT Ackn.
12/11/2020	SR 84, Section 450	Multiple	102-State	EE	Routine

Plan & Permit Reviews

Date	Project Name	Municipality	Program	Tech	Project Status
12/2/2020	Downtown Baseball	Westfall	102	MQ	Adequate
12/3/2020	Forcemain relocation GP5	Westfall	105	MQ	Initial Technical Plan Review
12/4/2020	Westfall Senior Apts	Westfall	102	MQ	Complete Application
12/14/2020	Westfall Senior Apts	Westfall	102	MQ	Initial Technical Plan Review
12/21/2020	Rosetown Creek Forcemain Repl.	Westfall	105	MQ	GP Acknowledged
12/30/2020	Fawn Lake Water System, Minor Amendment #3	Lackawaxen	102	EE	Complete Application
12/30/2020	Fawn Lake Water System, Minor Amendment #3	Lackawaxen	102	EE	Adequate
12/30/2020	Westfall Senior Apts	Westfall	102	MQ	Adequate

Complaints

Date	Complaint #	Municipality	Program	Tech	Action
12/4/2020	Complaint # 20-40	Blooming Grove	102	MQ	Initial
12/4/2020	Complaint # 20-41	Lackawaxen	102	MQ	Initial
12/11/2020	Complaint #20-44 (Schafer)	Palmyra	105	EE	Routine
12/11/2020	Complaint #20-48 Johnson Commercial	Palmyra	102	EE	Initial
12/14/2020	Complaint #20-49	Milford Twp.	102	MQ	Final/Closed
12/14/2020	Complaint #20-43 and 20-45	Dingman	102	JO	Initial
12/18/2020	Complaint #20-43 and 20-45	Dingman	102	JO	Final/Closed

Technical Assistance

Date	Name/Project	Municipality	Program	Tech	Type/Topic of Assistance
12/2/2020	Beth Spanos	Palmyra	105	EE	153 Indian Drive, Tanglwood,
12/2/2020	Riverview Acres Resident	Lackawaxen	102	EE	Provided Act 167 stormwater
12/2/2020	Carmen Sollar	Greene	102	EE	Kintz Dam Rehab follow up

12/3/2020	Rick LTS Homes	Milford Twp.	102	MQ	Plans for Lot 59 Milford
12/3/2020	Beth Spanos	Palmyra	105	EE	Tanglwood Lakes, Wetland
12/3/2020	Complainant	Lehman	102-State	EE	SR 2001, Section 402
12/4/2020	Richard Strauss	Westfall	102	MQ	Timber harves/NPDES permit
12/4/2020	PennDot	Westfall	105-State	MQ	Stream crossing Rosetown
12/4/2020	Kevin Kozain	Multiple	102-State	EE	SR 84, Section 449 SW basin
12/4/2020	Bill Spiezia	Lackawaxen	102	EE	BHW, Lot 109 information
12/7/2020	Grant Weber (Gold Key Estates)	Milford Twp.	102	MQ	Stormwater runoff
12/9/2020	Robert Schafer	Lackawaxen	105	EE	Complaint resolution, wetlands
12/9/2020	Dollar General Greentown	Greene	102	EE	CAP follow up meeting
12/10/2020	LWWMD	Multiple	102	EE	Keating reimbursement
12/11/2020	Joe Caccavalle	Lackawaxen	105	JO	Discuss GP2 registraiton and wetland crossings
12/11/2020	Robert Schafer	Lackawaxen	105	EE	Wetland questions, follow up w/DEP & ACOE
12/14/2020	Jon Marks	Lehman	102	EE	Spoils area E&S plan revisions
12/14/2020	Ryan Calhoun	Palmyra	102	EE	E&S Plan for Tanglwood
12/15/2020	Dawn Dayawon (SR 739 WID)	Blooming Grove	102-State	JO	NPDES completeness deficiencies
12/15/2020	Steve Vitaly	Delaware	102	JO	Non-NPDES timber harvesting
12/15/2020	Brian Ferkel	Multiple	102-State	EE	SR 84, Section 450 violation
12/15/2020	Bill Martinelli	Multiple	102-State	EE	SR 84, Section 450 violation
12/16/2020	Dave Weaver	Multiple	102	EE	PPL Newf./B.G. resubmittal,
12/16/2020	Carmen Sollar	Greene	102	EE	Kintz Dam Rehab. Meeting
12/21/2020	PennDOT	Multiple	105-State	EE	ROW fencing issue along
12/21/2020	Carmen Sollar	Greene	102	EE	Kintz Dam Rehab. Fee waiver
12/22/2020	Jack Szczepanski	Palmyra	102	EE	Tanglwood Lakes dredging
12/22/2020	Justin Hoffman	Palmyra	102	EE	Response to PACT tool question-Poc. Lakefront
12/23/2020	Josh Johnson	Palmyra	102	EE	Johnson Commerical Building
12/23/2020	Palmyra Township	Palmyra	102	EE	Retreat at Millbrook
12/28/2020	Warren Lewis	Multiple	102-State	EE	SR 84, Section 449 inspection
12/29/2020	Dave Weaver	Multiple	102	EE	PPL Newf./B.G. resubmittal



PACD Rewind

Monthly Report 12/01/20 – 12/31/20

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



PACD STAFF REPORT

PACD Membership Activities

Communications

- Updated and managed the PACD listserves
- Updated www.pacd.org
- Sent three *Front Page* e-newsletters
- Submitted twenty-four posts on social media channels
- Compiled and distributed monthly rewind report to membership
- Created Christmas message for membership and partners

PACD Executive Board

- Completed January staff report
- Prepared financial reports
- Met with Sonia regarding month-end financials
- Distributed materials to board

PACD Strategic Planning

- Continued implementing strategic plan

PACD Human Resources and Office Management

- Processed three payrolls
- Managed accounts receivable and accounts payable
- Began training Diane Young in administrative assistant duties
- Held individual meetings with staff, Brenda, and Diane

Meetings and Events Attended

PACD staff attended/participated in the following events:

- SCC meeting
- SCC CD Advisory Committee meeting

- Leopold Award meeting
- PSCFO meeting and sub-committee meetings
- Mary Ann Bower retirement celebration
- Natural and Environmental Recovery meeting
- Meetings with PISC and various sub-committees
- Region meetings with Dep. Secretary Aneca Atkinson
- Hosted monthly manager meeting

Legislative Activities

- Worked on district highlights pages
- Finalized draft email to legislators concerning highlights pages

Grants and Special Projects

102/105 Technical Training Grant

- 102/105 Technical Training Sessions
 - Held planning workgroup meeting
 - Provided update for PACD training opportunities handout
- Clean Water Academy (CWA)
 - Worked with DEP to potentially contract a Chapter 102 Soils Course
 - Courses under development:
 - Introduction to Chapter 105
 - Timber Harvest E&S BMP Inspections
 - Held CWA workgroup meeting
- Bay Meeting
 - Held planning workgroup meeting
 - Set up follow-up meeting in mid-January

Agricultural Conservation Technical Training

- 2021 Basic & Level II Boot Camp
 - Held planning meeting
 - Changed format to virtual with in-person to summer
 - Updated dates online and notified districts of new dates and format
 - Changed dates for hotel, Keystone Conference Center, and catering for 2021 training

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

- Updated TAG time reporting form
- Submitted quarterly accrual estimate

CREP Cost Share

- Processed CREP Cost Share and prepared invoices
- CREP Annual Report
 - Sent report to DEP for review and submission
 - Sent call for photos and success stories out to partners and ag technicians
 - Prepared photos for submission and sent to DEP
 - Followed up with DEP to confirm any last-minute needs prior to holiday

CREP Outreach Program Office (COPO)

- Participated in work sessions on internal and external discovery and focus group materials
- Notified districts of the focus group project and that materials were coming in January
- Amy and Molly met to review projects and set timelines
- Determined date and set meeting for partner training planning session in January
- Obtained quote for postcard mailing and followed up with printer

DEP Environmental Education Grant

- Ordered two additional buffer illustrations
- Laid out buffer sign
- Sent three draft signs to watershed specialists and DEP for feedback
- Uploaded sign components to Google Drive

DCNR Riparian Forest Buffer Program

- Received and reviewed materials

Engineering Technical Assistance Program Grant (TAG)

- Completed and submitted November invoice and report to DEP
- Prepared and submitted TAG staff monthly report

Leadership Development Program

- Worked to develop and promote 2021 Virtual Staff Conference
- Worked to develop and promote 2021 Board Leadership Series
- Started planning for 2021 New Manager Training and Management Summit
- Held Managers Sub-committee meeting

PA Nonpoint Source Pollution Education Office

- 2020-21 NPS Mini-grant Round
 - Reviewed 13 grant materials
 - Reviewed 4 final reports and made reimbursements
 - Rolled two mini-grants to new round
- 2021-22 NPS Mini-grant Round
 - Updated online and MS Word application
 - Compiled summary of 2020-21 projects as examples to send with 2021-22 application
 - Drafted a PowerPoint and two examples of good applications
 - Held Zoom meeting for NPS mini-grant overview and questions webinar
 - Sent email to listserves with mini-grant guidelines, application, past projects, timeline with notice that new round opens January 4
- Watershed Specialist Meeting
 - Held 2020 meeting wrap-up
 - Set dates for virtual meeting in 2021 and in-person meeting for 2022
 - Cancelled 2021 contract with Toftrees and requested contract for 2022



DATES TO REMEMBER

PACD Conservation Committee Video Conference

- January 8, 2021 | 10-11 a.m.

PACD Legislative Committee Video Conference

- January 11, 2021 | 10-11 a.m.

PACD District Employees Committee Video Conference

- January 12, 2021 | 10-11 a.m.

PACD Education and Outreach Committee Video Conference

- January 14, 2021 | 10-11 a.m.

PACD Ways and Means Committee Video Conference

- January 19, 2021 | 10-11 a.m.

PACD Operations Committee Video Conference

- January 21, 2021 | 10-11 a.m.

PACD Executive Council Video Conference

- January 28, 2021

Virtual Staff Conference Workshop & Forum Sessions

- February 8-12, 2021

Building for Tomorrow's 2021 Board Leadership Webinar Series

- February 15, 2021
- February 16, 2021
- February 17, 2021
- February 23, 2021
- February 24, 2021

Native Plants and Pollinators Technical Training for Conservation Districts

- February 18, 2021 | 10:00-11:30 a.m.

PACD South Central Region Video Conference

- March 16, 2021 | 10:00 a.m. to Noon

PACD North Central Region Video Conference

- March 18, 2021 | 10:00 a.m. to Noon

PACD South East Region Video Conference

- March 25, 2021 | 10:00 a.m. to Noon

PACD South West Region Video Conference

- March 30, 2021 | 10:00 a.m. to Noon

PACD North West Region Video Conference

- April 8, 2021 | 10:00 a.m. to Noon

Agricultural Conservation Technical "Boot Camp" Training – Basic Level

- April 12-15, 2021 (*online portion*)

PACD North East Region Video Conference

- April 16, 2021 | 10:00 a.m. to Noon

Agricultural Conservation Technical "Boot Camp" Training – Basic Level

- August 2-4, 2021 (*in-person field days*), Keystone Conference Center, Ft. Indiantown Gap, Annville, PA (Lebanon County). *Both online and in-person portions must be attended to complete the course.*

Agricultural Conservation Technical "Boot Camp" Training – Level II

- August 23-27, 2021, Keystone Conference Center, Ft. Indiantown Gap, Annville, PA (Lebanon County) and Holiday Inn Harrisburg

STAFF CONTACT INFORMATION			
NAME	TITLE	PHONE #	E-MAIL
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SOMERSET OFFICE			
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January 2021 DEP Conservation District Field Rep Talking Points

Growing Greener Grants Announced - The Pennsylvania Department of Environmental Protection (DEP) announced more than \$34 Million has been awarded to fund 149 projects to clean up waters through the Growing Greener Program. Thirty-one (31) County Conservation Districts across the state were awarded a total of fifty-two (52) grants totaling over \$10.2 million.

Growing Greener is the largest single investment of state funds in Pennsylvania's history to address Pennsylvania's critical environmental concerns of the 21st century. Growing Greener has helped to slash the backlog of farmland-preservation projects statewide, protect open space, eliminate the maintenance backlog in state parks, clean up abandoned mines and restore watersheds, provide funds for recreational trails and local parks, help communities address land use, and provide new and upgraded water and sewer systems.

The following link will take you to the DEP Newsroom where you can view the Press Releases for Growing Greener Grants in each region.

<https://www.ahs.dep.pa.gov/NewsRoomPublic/NewsReleases.aspx>

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

Welcoming New Directors – As new directors join your board in January, remember to welcome them into your team. Have your Field Rep, County Commissioner, Chairman or District Manager swear them in using the “Conservation District Director Oath of Office.” Take time to introduce them board members, staff and agency partners. Assign an experienced director to “check in” with the new director over the next several months to answer any questions they may have. Encourage the new directors to participate in Leadership Development Director Trainings scheduled for February and to check out the Leadership Development Website www.paleadership.org. In the next month or so arrange for the new directors to have an orientation with your DEP Field Rep. All these things will help new directors feel welcome and build a stronger board.

102 ePermitting – In advance of the 102 ePermit System *tentatively* going live on January 25 20, 2021 for PAG-02 General NPDES NOIs and Amendments, DEP will be providing two rounds of internal trainings: **January 5-6, 2021; and January 19-20, 2021**. Each round will cover similar material. Feel free to attend one, portions of each, or both if would like to hear the information again. We also plan to record the trainings and post them onto the Clean Water Academy shortly afterwards. The virtual training will occur each day from 8:30 am – 11:00 am and 1:00 pm- 3:00 pm. Here is a summary of what will be covered each day: **Day 1** (January 5 & 19): Overview of DEP Clean Water Chapter 102 e-Permit System by the ePermitting Information Technology (IT) team. **Day 2** (January 6 & 20): Walk through an example of a PAG-02 General NPDES NOI submission and review by Bureau of Clean Water (BCW). Tiffany Landis sent an email on December 14th that included the Webex Links for these training events. If you have questions you may contact Tiffany at tilandis@pa.gov

NOTE: All of the CCD Managers need to be registered for the ePermit system prior to it going live to ensure the routing of applications work properly.

Clean Water Academy – New courses are being added to the Clean Water Academy on a regular basis. Fourteen new courses have been added to the Clean Water Academy in the past month alone. New courses fall into the following categories: Agriculture, Chapter 102 Construction Stormwater, Chapter 102 Dam Safety & Waterway Management, MS4 and Water Quality and Water Resources. The account request feature has been disabled on the CWA due to an influx of account requests from the public. Currently the CWA is only offering accounts to internal staff (DEP and conservation districts). The public can still view select courses without an account. If you or a new staff need an account, email Nick Yeagy at nyeaagy@pacd.org and he will set one up manually. If you already have an account login and see all the new training available.

REMINDER: CAFO Annual Report and Annual NOI Installment Fee – Deadline Administratively Extended

In recognition of the need to file an NOI by January 1, 2021 and the impact COVID-19 has on how business is done, the Department will be administratively extending the upcoming CAFO Annual Report and annual NOI installment fee deadline from January 1, 2021 to February 15, 2021. We have notified our Regional Office staff of the extended deadlines. A memo was circulated to the Agricultural and Nutrient Management Advisory Boards and will be published to the Department’s website. The official extension will be published in the PA Bulletin.

REMINDER: CAFO Winter Manure Application Form

CAFOs that will apply manure in the winter must submit the “Winter Period Application of Manure Notification” form (3830-FM-BCW0532). This form must be submitted within seven days prior to the anticipated manure application to the Bureau of Clean Water in DEP’s Central Office.

Chesapeake Bay Update

New Clean Water Academy Course: CBP-23 - Chesapeake Bay Financial Assistance Funding Program Quarterly Activity Report

A new course has been developed for the DEP Clean Water Academy which offers a description of the activities reported on the CBP-23 - Chesapeake Bay Financial Assistance Funding Program Quarterly Activity Report, a step-by-step guide of how to report these activities in the PracticeKeeper Database, a demonstration of how to download the report from the PracticeKeeper Database, a discussion of how to interpret and where to sign the report, and resources to help troubleshoot many common errors. The course is designed for Chesapeake Bay Technicians and Conservation District Managers from participating CCDs and allows for on-demand, user-paced learning.

After completion of the course and the linked learning materials, the learner should understand and be able to replicate the program-required procedures for recording all activities reported on the CBP-23 in the PracticeKeeper Database, download the completed report from the database, and sign and date the report in the proper location prior to submission to DEP for quarterly reporting.

The course can be found at the link: <https://pacleanwateracademy.remote-learner.net/course/view.php?id=464>

The Ag Plan Reimbursement Program is in its fourth year of a four-year contract. There have been more than 233 plans registered and more than 31,343 acres registered for this round. There is over \$750,000 remaining this year to cost-share privately developed Ag E&S, Conservation, Nutrient Management, and Manure Management Plans. More information can be found here: <https://www.dep.pa.gov/Business/Water/Pennsylvania%E2%80%99s%20Chesapeake%20Bay%20Program%20Office/agriculture/Pages/Funding-Programs.aspx>

PracticeKeeper -Agriculture Inspections Module Standard Operating Procedure (SOP) (CBO-DATA-002) Release and Webinar

The SOP describing the data collection standards for the PracticeKeeper Agriculture Inspection Module has been provided to the Chesapeake Bay Conservation Districts via the email list-serve.

Complementary web-based training materials have been developed to support the SOP and have been posted to the Clean Water Academy for on-demand learning. These data standards and training materials will improve data consistency and streamline program reporting for all Chesapeake Bay Agriculture Inspections resulting in previously undocumented nutrient and sediment reductions.

Please contact your CDFR and/or Regional Office with any further questions.

The Nature Conservancy (TNC) and American Farmland Trust (AFT), and Trust in Food (TIF) offers webinar entitled Challenges and Opportunities to Increasing Conservation on Leased Farmland in the Chesapeake: Farmer & Landowner Insights - Nearly 40% of U.S. farmland is rented or leased from agricultural landowners, the majority of whom are non-operating landowners (NOLs). The Nature Conservancy (TNC) and American Farmland Trust (AFT), and Trust in Food (TIF) have each been conducting research to understand the demographics, relationships, and interests of non-operating landowners and leasing farmers. We will present the finding of surveys of NOLs and farmers who lease agricultural lands in Pennsylvania and Maryland about their interests, how they partner, and barriers and opportunities for them to implement conservation practices.

Please register at the link below to join us for a webinar on Monday, **January 11, 2021, at 3:30pm ET**, where we will share the findings and welcome your input and feedback. We will be recording the webinar, so if you are unable to join live, please also register to receive the recording after.

Follow-up will include an interactive workshop on **February 3, 2021, from 9:00am – 12:00pm ET (calendar hold attached)**, for stakeholders working with NOLs and leasing farmers to explore strategies and solutions to support landowner/ farmer partnerships and expand conservation opportunities and outcomes.

Registration Link: https://cbuilding.zoom.us/webinar/register/WN_4O6eI2_IRPmTbDU9JyDmlA

National Fish and Wildlife Foundation’s 2021 watershed-wide “All-Bay Agriculture Network Forum.” - The National Fish and Wildlife Foundation has opened registration for the 2021 watershed-wide “All-Bay Agriculture Network Forum.” The Forum brings together NGO, local, state, and federal ag conservation leaders and partners to share best practices, network together, discuss collaborative implementation strategies and opportunities for accelerating and scaling up nutrient and sediment load reductions.

With the current public health challenges, NFWF is hosting the Forum virtually in early 2021. Six topic-specific tracks, featuring roughly a half-day of programming each, will be delivered from February through early March. Each track will be offered a la carte, so participants can opt into the most relevant content for your work.

The Forum aims to offer participants a high-level, technical discussion about agriculture conservation practice and policy. Traditional audiences have included ag conservation leaders from conservation districts, research and higher education institutions, farmers, state agencies, non-profit organizations, private sector and other agencies and organizations. While typically an invite-only event, the virtual format of the 2021 Forum allows NFWF to open the invitation to all those interested!

Sessions include:

Session 1: From Managing Risk to Building Resilience: Farms, Communities, and Conservation (Wednesday, February 3, 2021 1pm-4pm)

Session 2: Best Practices in Outreach and Behavior Change: Nudge Theory (Wednesday, February 10, 2021 1pm-4pm)

Session 3: Beyond the Bay: Collaborative Approaches to Water Quality Improvements (Wednesday, February 17, 2021 1pm-4pm)

Session 4: Supply Chain Sustainability: Insights, Trends, and Operating Models (Monday, February 22, 2021 1pm-4pm)

Session 5: It Starts with a Plan: Making Nutrient and Manure Management Work (Wednesday, February 24, 2021 1pm-4pm)

Session 6: Why and What For: Stream and Riparian Restoration in Agricultural Landscapes (Wednesday, March 3, 2021 1pm-4pm)

Find more information and register for one or more of the Forum sessions at:

<https://sites.google.com/view/the-2021-all-bay-anf/home>

Dates to Remember:

SCC Meetings

January 19

Virtual

March 9

Harrisburg or Virtual

SCC Conference Calls

February 9

8:30am – 10am

April 13

8:30 am – 10am

PACD Executive Council Meeting

January 28

Virtual

Building for Tomorrow Leadership Development Program

2021 Virtual Staff conference

February 8 – 12

Registration Link

<https://www.paleadership.org/register-now-for-2021-virtual-staff-conference/>

2021 Board Leadership – Webinar Series

February 15,16,17, 23, 24

Registration Link

<https://www.paleadership.org/register-now-for-the-2021-board-leadership-webinar-series/>

Native Plants and Pollinators Technical Training for CDs

February 18

Virtual

Agricultural Technician Training

Boot Camp I – ‘Basic’

April 12 – 16, 2021

Boot Camp II – ‘Advanced’

April 26 – 30, 2021

Also, check the Conservation District Training/Special Events Calendar at, 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

January 12, 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)

We have received 66 EQIP applications. We are beginning to screen, assess, and rank these applications.

Conservation Stewardship Program (CSP)

We currently have the following applications:

- 1 CSP-GCI
- 5 FY 2021 CSP

Agricultural Management Assistance (AMA) Program

We have 7 AMA applications. We are beginning to screen, assess, and rank these applications.

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 new 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

- 5 landowners in Monroe County
- 2 landowners in Lackawanna County
- 7 landowners in Wayne County
- 2 landowners in Pike County

Sincerely,

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

