



# 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—Tuesday, November 13, 2018

**ATTENDANCE – Directors:** Scott Savini, Kelly Stagen, John Milliken, Commissioner Ronald Schmalzle and Kenneth Coutts. **Associate Directors:** Jay Morrow, JoAnn Rose, Paul Ranello and Bob Engvaldsen. **Staff:** Michele Long, Krista Gromalski, Ellen Enslin, Jeremy Oettinger and Chris Ingulli. **Cooperating Agency Representatives:** None. **Directors/Associate Directors Absent:** Alan Sweetman, Carole Linkiewicz, John Sivick, Pete Helms. **Guests:** None.

Board Chairman Scott Savini called the meeting to order at 9:00 am at the District Office, Route 402.

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

**ACTION ON MINUTES OF October 15, 2018:** Kelly Stagen made a motion to approve the October 15, 2018 Board Meeting minutes. John Milliken seconded. Motion Carried.

**FINANCIAL REPORT:** Long provided the following update: Notes have been added to financial report to help explain end of year totals. The end of year income and expenses are skewed, in terms of actual revenue earned, due to Dirt, Gravel and Low Volume Road funds and expenses. A more accurate picture of actual revenue for the year will be available in the December financials. Financials filed subject to audit.

**CORRESPONDENCE REPORT:** The following correspondence was circulated to the board: Our Pocono Waters, Clean Streams, the Poconos, and You: A Panel Discussion about Exceptional Value Streams in the Poconos pamphlet; Letter from the State Conservation Commission regarding upcoming strategic planning; Email from Michael Bedrin (DEP) regarding Pam Kania's promotion to Northeast Region Waterways & Wetlands Program Manager; Letter from the Legislative Budget and Finance Committee requesting information from the District for a Performance Audit of the DEP E&S Pollution Control Program and Water Obstruction & Encroachment Program; Letter and donation request from Pennsylvania Envirothon; 28<sup>th</sup> Annual Evenings for Northeast Pennsylvania's Environment brochure; PA Environment Digest article "Fish & Boat Commission Names Tim Schaeffer Executive Director"; PA Environment Digest article "Op-Ed: Power of Collaboration for Clean Water in Delaware River Watershed"; and NACD letter regarding 2018 accomplishments and membership dues.

**EXECUTIVE DIRECTOR REPORT:** Long provided the following update on her Executive Director Report: The nominations for the new District Board directors have been submitted to the County Commissioners. Two terms will be expired come the end of December, one Farmer Director and one Public Director. Ken Coutts, who holds the Farmer Director position, has expressed interest in completing another term. Pete Helms, who holds the Public Director position, has stated he is not interested in continuing as a District Board Director. Appointments need to be sent to the State Conservation Commission by December 1<sup>st</sup>. The Watershed Specialist position

interviews have been scheduled for this week. Long and Ingulli completed the well run last week with USGS's Phil Bird. Long stated the District's well water tested positive for total coliform, which resulted in a follow up test that also showed total coliform in the well water. As a result, a level 2 assessment of the well water system was completed by Sekula Environmental Inc. The result of the assessment revealed no major issues and the District is working with DEP to resolve any issues. Long thanked Krista Gromalski and other District staff for coordinating and helping with the Annual Dinner. Stagen and Long attended the Our Pocono Waters Panel discussion. Long stated the speakers were very informative and the discussion was productive. The Legislative Budget and Finance Committee submitted a letter to the District requesting a wide range of information regarding the Chapter 102 and 105 programs. Long thanked staff for helping to provide the request information within such a short timeframe. The committee will be meeting with various conservation districts throughout the state to help explain the information provided. Comments submitted by the District to DEP regarding draft guidance on Common Plan of Development. Long explained that several projects within Pike County may be impacted by the aforementioned guidance. The District will continue to communicate with DEP and the regulated public regarding any program or guidance changes. Staff attended a training in October at the DEP Northeast Regional office, which covered programmatic changes and updates as well as discussed work to be done on the Clean Water Academy online training website. The academy will be available to District staff for training on various topics.

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

- **Strategic Planning Committee – 2018 Accomplishments:** Bob Engvaldsen provided an update on 2018 accomplishments. The 2019 action plan will be provided to the board with the December board meeting packet and will be voted on at the December meeting.
- **Resolution Accepting the Multi-Municipal Groundwater Level Monitoring Project under the Pike County Scenic Rural Character Preservation Program – Resolution Number 2018-02:** The resolution states that the board accepts the presentation that USGS provided regarding the Groundwater Level Monitoring Project and that all expenditures have been made. Long will be providing a presentation, similar to that provided to the District Board by Lisa Senior, at the SRCP Board Meeting. Ken Coutts made a motion to accept the resolution number 2018-02. Kelly Stagen seconded. Motion carried.

#### **NEW BUSINESS**

- **Long-Range Financial Plan Recommendations:** The Long-Range Financial plan defines the Conservation Fund, Capital Reserve Expenditures, and Act 13 Unconventional Gas Well Impact Fee Funds. This plan is reviewed each year prior to development of next year's budget. Long provided an explanation of the items listed on the Long-Range Financial plan document, which was provided to the Board. The Conservation Fund consists of money set aside for the purpose of funding future District conservation efforts, including, but not limited to, matching grant funds, facility and equipment needs above and beyond annual county appropriations and cooperative efforts with other conservation organizations; current balance \$165,038.53. Capital Reserve Expenditures for 2019 includes \$45,635 for paving at the District Office. The average UGW Impact Fee funds received is \$57,481, which is used for employment costs; current balance \$186,746.33. Kelly Stagen made a motion to accept the Long-Range Financial Plan Recommendations. Ronald Schmalzle seconded. Motion carried.

- **2019 Draft Budget:** To be distributed at December 2018 District Board Meeting. Long will meet with District Treasurer, Jay Morrow, and the Executive Committee to discuss prior to the December Board meeting.
- **Zelenkofske Axelrod LLC audit contract for 2018-2020:** Current contract with Zelenkofske Axelrod LLC ended with the 2017 audit. New contract provided to the District for the next 3 years of audits with a cost of \$6,775 per year. Motion made by Kelly Stagen to approve the 2018-2020 audit contract. Seconded by John Milliken. Motion carried.
- **Lackawaxen Township Dirt and Gravel Road Project Extensions:** Lackawaxen Township Supervisors requested a project completion date extension for Williams Road and Glen Eyre Road Dirt and Gravel Road projects from November 30, 2018 to May 20, 2019. Projects could not be completed due to poor weather conditions. Motion made by Kelly Stagen to approve request for project completed date extension. Seconded by Ken Coutts. Motion carried.
- **Greene Township Sawmill Road Dirt and Gravel Road Project Contract Amendment:** Greene Township Supervisors requested a contract amendment to the Sawmill Road Dirt and Gravel Road project to increase the grant total by \$3,462 in order to account for project cost overruns. Motion made by Kelly Stagen to approve contract amendment. Seconded by John Milliken. Motion carried.

**PACD UPDATE:** Kelly Stagen provided a PACD update. PACD Staff have moved into their new building. Working with District Staff and DEP on Chapter 102 E-permitting system design. The PACD Northeast Regional meeting was held in October. PACD will combine the legislative and conservation committees for an interim period based on feedback from regional meetings.

**COOPERATING AGENCY AND OTHER ORGANIZATION REPORTS:** Long clarified DEPs monthly report which stated the District did not submit their audit report. The District did submit their 2017 audit report.

**PUBLIC/PRESS QUESTIONS:** There were no public or press questions.

**EXECUTIVE SESSION:** Board Chairman Scott Savini stated the Board would be going into an Executive Session to discuss personnel matters and no actions would be taken. The Board resumed their regular November District Board meeting at 9:50 am.

**ADJOURN:** Motion made by Kelly Stagen to adjourn the November 13, 2018 meeting. Seconded by Ken Coutts. Motion carried, meeting adjourned at 9:51 am.

Respectfully submitted, Chris Ingulli, Board Secretary.