



Pike County Conservation District

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PIKE COUNTY CONSERVATION DISTRICT BOARD OF DIRECTORS MEETING MINUTES

Monday, November 24, 2025

The Board of Directors meeting was also held via Teams Video Conference call.
Information regarding the conference call was posted on the District website.

ATTENDANCE:

Directors: Scott Savini, Jay Morrow, John Milliken, JoAnn Rose, Kelly Stagen

Associate Directors: Al Kortze

Staff: Tara Burnham, Lisa Dolci, Ellen Enslin, Chris Meszler, Matthew Williams, Emily Granville, Madelyn Garcia, Jason Pollits

Cooperating Agency Representatives: Janet Creegan-DEP, Jen Matthews-NRCS, Curt Tereschak and Colton Dingus – PA Fish and Boat Commission

Guests: Tim Morey

Directors/Associate Directors Absent: Commissioner Ron Schmalzle, Ken Coutts, Paul Ranello, Carole Linkiewicz

Scott Savini called the meeting to order at 9:01 am.

PUBLIC COMMENTS/QUESTIONS AGENDA ITEMS: None

ACTION ON MINUTES of October 20, 2025: Kelly Stagen made a motion to approve the October 20, 2025, Board Meeting Minutes. Jay Morrow seconded. Motion carried.

FINANCIAL REPORT: An advance payment was made to Stonehaven Hill in the amount of \$88,286.50 for their ACAP project. Report filed, subject to audit.

CORRESPONDENCE REPORT: The first two pages are from PACD. These are the district papers that were developed for legislators to help with the request to increase next year's CDFAP budget by 13%. We received updates from Versant Strategies regarding the state budget and legislative matters. Twin Walker Creek Watershed Conservancy sent an email inviting PCCD to attend and table at their 25th Anniversary event next June; they will be providing more details closer to the date of the event. We have communication from the Commissioners about the 2026 budget. They thanked everyone for the work to reduce budget impacts to the County, and they asked the departments to cut an additional 3%. I confirmed with the Finance Manager that no further actions were needed from the District.

DISTRICT MANAGER REPORT: The staff were able to attend a lot of in person trainings this past month. Emily went with the technical staff and the Army Corps of Engineers into the field and completed wetland soils training. Emily has also been working on finalizing the annual education and outreach plan, which will be included in the December Board packet. She has also been participating in the PACD environmental educator training subcommittee. They are working on trying to develop more education and training for the non-technical staff so more of the administrative staff can learn about what the programs the technical staff work in. Emily ran her first hike for PCCD and had around 30

participants. Maddy has been doing her orientation and onboarding; her first day was in October. We are very excited with everything she has been working on so far while developing our new water quality monitoring program. Maddy wrote her first newsletter article and began organizing our watershed files and data. She started drafting our plan for our watershed sampling to align with our new strategic goals that were developed over the summer.

Ellen has been working on getting ready to close the first Egypt Valley Farm ACAP contract. We will be discussing a new application from Egypt Valley Farm today in new business. Ellen has also been working on the practice approval certification for grazing plans and will be starting the water systems certification in December. Ellen attended the ACAP Admin training and continues to work with the County on the Brooks Cabin Road DGLVR project. Ellen began onboarding our new Resource Conservationist and presented Ch. 102 and 105 information to over 55 people at the Lake Wallenpaupack Drawdown Workshop. Matt also participated in the wetland soils training with the Army Corps of Engineers and acknowledged his first general permit for Ch. 105. Brandon has been working on a lot of our compliance and enforcement cases right now. He completed a lot of work in two weeks to organize those and did a great job. Jason who started in October, has been working on his orientation and onboarding. Chris attended the Lehigh Valley Watershed Conference and did the technical track with them. He has been doing a lot of learning on that front and how to speak to different groups about the work we do and the best way to navigate conversations with people who may not understand or don't agree with what we are doing.

Lisa has been doing a lot with our building updates that we have been working on. The bathroom remodels are in progress. The painting is done, and we are working with County maintenance to schedule the flooring installation and to select the appropriate size sinks for the bathrooms. Lisa worked the maintenance to hang energy efficient curtains in the office to help with the draft that comes from the walls. She has been working on the quarterly reporting. This has been an ongoing process due to the budget impasse and government shutdown, so we had to wait to submit some of our reporting. She helped to coordinate the PACD Northeast region meeting that was hosted here at the District. The meeting was well attended and a good meeting overall. Lisa helped with Maddy's onboarding and getting her set up at the District. Lisa and Maddy also worked together to complete the records retention filing for a significant number of files that we were working on going through over the last year. All the files have been logged and brought to DEP for filing. Lisa completed the Spotted Lanternfly training so the District permit is listed in her name now. For my report, I have been doing a lot of work with PA Invest. The company was bought by a larger corporation, so our accounts have been transferred to a new website. I worked on learning the new protocols and changes associated with the change in ownership. I have been working on coordinating onboarding for our two new staff that started in October and continued to work with Emily on getting our 2026 annual education and outreach plan ready to go for 2026.

Board Reminder: Winter Hike for "Hikes in Pike" series will take place Saturday, December 6, 2025 at the Cornelia & Florence Bridge Nature Preserve. Anyone who attends all four hikes will receive a "Hikes in Pike" patch. Emily, Maddy, and Jason will be leading the hike.

OLD BUSINESS/COMMITTEE REPORTS: None

NEW BUSINESS:

Letter of Support for Lacawac Sanctuary (vote)- Craig Lukatch, President of Lacawac Sanctuary. Craig Lukatch was not present for the meeting, so Tara Burnham reviewed this agenda item. We received two requests for letters of support from Lacawac Sanctuary. The first letter is to support their WAVE Program: Watershed and Aquatic Vitality Education program. We met with Craig to discuss this and see how it would coordinate with our own education and outreach and if there were other ways that we could be able to assist with it. The program is very aquatic based and focused on water quality, so we told Craig that we would be interested in helping to run any of the education programs that are associated with this. The staff recommend supporting this letter of support for their grant application. Kelly Stagen

made a motion to approve letter of support for the WAVE Program grant application. John Milliken seconded. Motion carried.

Letter of Support for Lacawac Sanctuary (vote)- Craig Lukatch, President of Lacawac Sanctuary. Craig Lukatch was not present for the meeting, so Tara Burnham reviewed this agenda item. The second letter of support is for the Veterans Conservation Certification and Career Pathway Program. I did not meet with Craig for this one, but from the description he sent, it sounded like it coordinates very well with our mission. The program focuses on providing veterans with conservation training so they can be able to pursue career options in that field. There will be programs, workshops, field experiences that are all going to help teach different conservation practices. We can also help support this by co-hosting or helping to facilitate a workshop for them. The staff recommends supporting this letter of support as well. Kelly Stagen made a motion to approve letter of support for the Veterans Conservation Certification and Career Pathway Program. Jay Morrow seconded. Motion carried.

Fee Waiver Request from Dingman Township for Renewal Fee (vote)- Tara Burnham, District Manager. Dingman Township sent a permit renewal to the District and requested that we waive the District fee for the municipality. This is something we have done in the past for them, and staff recommend approving the fee waiver. JoAnn Rose made a motion to approve the fee waiver request from Dingman Township. Jay Morrow seconded. Motion carried.

Approve Lisa Dolci and Scott Savini as Additional Signatories for INVEST PA Accounts (vote)- Tara Burnham, District Manager. With the changes to the Invest company, they put out a new signatory sheet just to confirm who our signatories are. Currently, I am the only signatory on the Invest accounts. I wanted to recommend adding Lisa as just an inquiry only authorized signatory. That means she would just be able to access the account to see what the current balances are and wouldn't be able to approve any transfers or transactions. I also recommend Scott as an additional signatory with the same power as myself as an authorized trader. In case there's anything that needs to be done and I am unable to complete it, this would allow us to still have someone that would be capable to complete what needs to be done in the account. This would also match the setup we currently have for our Dime Bank accounts. John Milliken made a motion to approve Lisa Dolci and Scott Savini as Additional Signatories with Scott having authorization as an authorized trader and Lisa having authorization as inquiry only. Kelly Stagen seconded. Motion carried.

Zelenkofske Axelrod LLC Audit Contract Extension (vote)- Tara Burnham, District Manager. The company who completes our audit every year sent us a letter to extend our contract with them that ends this year. Everything seems to be laid out the same as we've had before with just an increase to the yearly cost, which is standard. The previous contract had an audit price of \$6,980 per year; the new contract price will be \$7,520 per year for the next four years. Jay Morrow made a motion to approve the audit contract extension. Kelly Stagen seconded. Motion carried.

Egypt Valley Farm ACAP Application (vote)- Ellen Enslin, Program Manager. The Local Advisory Committee met this morning with Patrick McCarthy from the State Conservation Commission and Jen Matthews from NRCS. Egypt Valley Farm currently has an agreement with us to do significant work on their operation along with their contract with NRCS. During the process of doing some of the work for their NRCS contract, it was discovered that a section of fencing was not covered by the NRCS contract and was not included in the previous ACAP contract. It is about 6,000 feet of fencing for an approximate cost of \$18,306. The Martin family has submitted an application for funding to provide the additional fencing needed. The Local Advisory Committee recommends funding the additional fencing to protect the stream in the amount of \$18,360 for the project. Kelly Stagen made a motion to approve the Egypt Valley Farm application. John Milliken seconded. Motion carried.

Cooperating Agency and Other Organization Reports:

PACD – Kelly Stagen reiterated that the budget has passed and that we are able to start doing more as things are ironed out. The chair of the PACD Legislative Committee has stepped down; she was in that seat for a long time. Kelly Stagen

will be taking her place, and in this role, she will be working with the new consultant Versant Strategies on legislative matters.

NRCS – Jen Matthews has been busy catching up and trying to get everything back on schedule since being back in the office after the government shutdown ended. The first round of EQIP deadlines have been moved to January 15, 2026.

DEP – Janet Creegan let us know that on Clean Water Academy, they updated the Chapter 105 section. It is now more organized, and they have updated some of the forms. There will be a virtual seminar on Hydric Soils given by NRCS on December 16, 2025; the link to sign up is in the talking points. The director nominations are due by December 31, 2025.

PA Fish and Boat Commission – Curt Tereschak is here to introduce Colton Dingus, who will be working in Western Pike, Southern Wayne, and Northwestern Monroe County. We stocked the lake and Promised Land Lower Lake on November 5, 2025 with very large brook and rainbows. Bushkill section 6 was stocked on October 6, 2025 with about 700 rainbows. There will be a new class graduating from the Police Academy and will be going to our Academy in July 2026.

PUBLIC/PRESS QUESTIONS: None

EXECUTIVE SESSION: There was an Executive Session held to discuss enforcement cases and personnel matters at 9:29 am; no decisions were made. The meeting resumed at 9:58 am.

ADJOURN: Kelly Stagen made a motion to adjourn the Board of Directors Meeting. John Milliken seconded. Motion carried. The meeting adjourned at 9:59 am.

Respectfully submitted,

Lisa Dolci, Board Secretary