



# Pike County Conservation District

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## PIKE COUNTY CONSERVATION DISTRICT BOARD OF DIRECTORS MEETING MINUTES

Monday, April 21, 2025

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:** Scott Savini, Commissioner Ron Schmalzle, Kelly Stagen, John Milliken, JoAnn Rose

**Associate Directors:** Paul Ranello

**Staff:** Tara Burnham, Ellen Enslin, Lisa Dolci, Chris Meszler, Rachael Marques, Emily Mansfield, Ally McGee, Nick Kremp, Brandon Twomey

**Cooperating Agency Representatives:** Janet Creegan-DEP, Jen Matthews-NRCS

**Guests:** Jeffrey DiFrancesco

**Directors/Associate Directors Absent:** Jay Morrow, Ken Coutts, Carole Linkiewicz

Scott Savini called the meeting to order at 9:08 am

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

**ACTION ON MINUTES of March 17, 2025:** Kelly Stagen made a motion to approve the March 17, 2025, Board Meeting minutes. JoAnn Rose seconded. Motion carried.

**FINANCIAL REPORT:** Gains were received from the Jeep sale. A portion of the gains were set aside for the remaining lease payments on the truck, and the remaining balance was transferred to the Conservation Fund. We sent a check to Wayne County Conservation for the split of expenses incurred for the Contractors Workshop. Staff attended multiple training sessions and conferences with travel costs associated. Report filed, subject to audit.

**CORRESPONDENCE REPORT:** Included in the correspondence report is a letter from NACD with updates on recent Executive Actions. The midterm report for our 2025 Leadership Development Strategic Planning Grant is included. The upcoming PACD/SCC Joint Annual Conference sent sponsorship opportunities. We received an email from DEP commending the quality of reports from the staff at PCCD. PACD sent an email to Tara thanking her for her efforts to meet with PennDOT about the costs incurred by the Districts through work associated with PennDOT permitted sites. Emily received commendation from DEP for her 2024 Annual Report.

**DISTRICT MANAGER REPORT:** Rachael Marques attended the Annual PA Lake Management Society Conference by PALMS and "Inspiring Action with Public Speaking" by PACD. The March well run was completed with no issues. Rachael has been working with Phil Bird on some equipment issues. She sent out the annual report to DEP for the Pike County Complex Source Water Protection Plan as required and coordinated and hosted the 1<sup>st</sup> meeting of the year for the Pocono Source Water Protection Collaborative. Rachael is working on completing the DEP EE Grant, "Microplastics in Pike County Waters." There were 3 programs already held for the WS Mini Grant, "From Source to Sink," with an additional program scheduled on April 5, 2025. Rachael was interviewed by BRC13 for her grant program. Ellen Enslin continues her work with Egypt Valley Farm on ACAP

implementation and is discussing the potential for a second application. Ellen has discussed the ACAP program and its requirements with a potential applicant in Greene Township. The DGLVR Project for Brooks Cabin Road has submitted a request for construction assistance for June construction. A potential DGLVR project has been discussed with Porter Township. Ellen has also assisted with completing the transition plan for oversight of the technical programs from the Program Manager to the Head Resource Conservationist. She assisted technical staff with setting up the inspection scheduled for NPDES permitted sites for the next few months. Nick Kremp is continuing the onboarding process and shadowing on complaints, inspections, and tech assists. Nick is continuing to develop the Technical Manual. Allison McGee attended several training sessions, including, "Inspiring Action with Public Speaking." She has been working on transitioning some of her projects to Nick, preparing site synopses and follow-up explanations as part of Nick and Brandon's shadowing and training process. She has also been assisting Nick and Brandon with permit reviews and tech assists. Brandon Twomey is continuing his onboarding process and shadowing on complaints, inspections, and tech assists. Brandon completed a very accurate inspection report for a difficult site. Chris Meszler completed 28 Chapter 102 Tech Assists and was able to work with township staff and their engineer to help them accomplish designing a specific construction project without requiring an NPDES permit while still meeting regulation requirements. DEP continues accepting questions from CD staff regarding the new SPEED program, the last meeting was held on April 1, 2025.

Emily Mansfield coordinated the Spring quarterly partnership meeting for Pike/Wayne Conservation Partnership, with 24 attendees. The first Science on Tap program of 2025, "Fur-tastic Trivia," was held on March 19, 2025 and had 27 people in attendance. We received two applications for the 2025 PACD EE Grant. Last year we had 2 approved applications for the grant; one of the projects is near completion, and the other has withdrawn their project and refunded the district for the grant money. Emily has completed her PACD Grant, "Barrels and Breakfast." She assisted Rachael with the well run and attended the Pocono Forests & Waters Landscape Annual Stakeholders Meeting with Tara. Emily was interviewed by BRC13 along with Rachael for the "From Source to Sink" Grant Program. Lisa Dolci attended the "Spotted Lanternfly Summit," the PACD "Follow-up Employment Law Webinar," and the "PACD Budgeting RoundTable." Lisa has been working on setting up dates and locations for the events in 2025 and booked an energy audit for the building in April. She also attended the Pike/Wayne Conservation Partnership quarterly meeting, attended the Pocono Source Water Protection Collaborative meeting, and attended the Lake Wallenpaupack Drawdown meeting. Lisa has been working on processing the Records Retention documents that need to be sent to DEP; she is about halfway complete. I, Tara, have been working on the Strategic Planning Grant, conducted Board interviews and provided data to the facilitator, coordinated scheduling committee workgroup meeting, and worked with Lisa to plan logistics and food for the workgroup meeting. I began working on staff evaluations for this month. I attended the Pocono Forests & Waters Landscape Annual Stakeholders meeting with Emily, attended the Pike/Wayne Conservation Partnership quarterly meeting, attended the Lake Wallenpaupack Drawdown meeting, and attended the second PACD call with PennDOT representatives in Harrisburg to provide comments. Managers from other Districts have requested copies of our draft Policy Manual so they may use it as a template for their own manual development. For Conservation District Week, we will be hosting a hike on Saturday at PEEC. We have over 70 people signed up and several staff who will be attending. After our next Board meeting in May, we will be doing our Road Clean up along 402, lunch will be served.

**OLD BUSINESS/COMMITTEE REPORTS:** None

**NEW BUSINESS:**

Policy Manual (vote)- Tara Burnham, District Manager. Staff developed a Policy Manual to better track District policies and procedures. De minimis updates have been completed for most policies in the manual, which include updating staff titles, correcting grammatical errors, and standardizing formatting. Staff recommend the approval of the updates. Any policies requiring more substantial updates will be considered and voted on separately. Internal protocols will not need to be voted on since they are not official District policies. Kelly Stagen made a motion to approve the de minimis updates to policies in the Policy Manual. JoAnn Rose seconded. Motion carried.

Memorialize Letter of Support for Pennsylvania Association of Conservation Districts C2P2 Grant Application (vote)- Tara Burnham, District Manager. The Pennsylvania Association of Conservation Districts requested a letter of support for their C2P2 grant application for continuing to offer lawn conversion and riparian forest buffer sub-grant programs to conservation districts statewide. The letter of support was approved by the Executive Committee prior to this meeting because the deadline for submission was March 27, 2025. Staff recommend the Board vote to memorialize this action. JoAnn Rose made a motion to memorialize the letter of support. John Milliken seconded. Motion carried.

Pennsylvania Association of Conservation Districts 2025-30 Strategic Planning Membership Survey- Tara Burnham, District Manager. Wide participation in this survey is crucial in helping PACD assess and set strategic priorities for the next five years and beyond. The survey is open through May 9, 2025, is completely anonymous, and should take 12-15 minutes to complete. Board members are strongly encouraged to complete the survey. Here is the link to the survey:  
<https://www.surveymonkey.com/r/VDZMYLQ>

**Cooperating Agency and Other Organization Reports:**

PACD – Kelly Stagen is reporting the restructuring of staff for cost savings at PACD. The Executive Director of PACD, Brenda Shambaugh has resigned from her position. There is a possibility that the yearly dues will go up an additional \$300 a year.

DEP – Janet Creegan wanted to remind us that the Statement of Financial Interest Forms are due May 1. The Growing Greener Grant and Watershed Specialist Mini Grant application process will open June 21, 2025.

NRCS – Jen Matthews updated us on their programs. They are currently writing contracts for all EQIP allocations and have funds obligated for EQIP ACT NOW IRA and CSP Renewal Contracts. The staff have provided technical assistance to 7 landowners in Pike County. The NRCS office has moved to 1444 E Lackawanna Ave, Ste 200, Olyphant, PA 18447.

**EXECUTIVE SESSION:** None

**PUBLIC/PRESS QUESTIONS:** None

**ADJOURN:** Kelly Stagen made a motion to adjourn the Board of Directors Meeting. John Milliken seconded. Motion carried. The meeting adjourned at 9:40 am.

Respectfully submitted,

Lisa Dolci, Board Secretary