



# Pike County Conservation District

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## PIKE COUNTY CONSERVATION DISTRICT BOARD OF DIRECTORS MEETING MINUTES Monday, November 25, 2024

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, Kelly Stagen, Jay Morrow, Commissioner Ron Schmalzle, John Milliken, Jo Ann Rose

**Associate Directors:** Paul Ranello

**Staff:** Tara Burnham, Ellen Enslin, Lisa Dolci, Ally McGee, Emily Mansfield, Rachael Marques, Chris Meszler, Marianna Quartararo

**Cooperating Agency Representatives:** Janet Creegan – DEP, Jennifer Matthews – NRCS, Kurt Tereschak – PA Fish & Boat Commission

**Guests:** Jeffrey DiFrancesco – Stewards of Twin Lakes

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

Scott Savini called the meeting to order at 9:00 am.

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

**ACTION ON MINUTES of October 21, 2024:** Kelly Stagen made a motion to approve the Board Meeting minutes from October 21, 2024. Commissioner Ron Schmalzle seconded. Motion carried.

**FINANCIAL REPORT:** We received reimbursement for the Rain Barrel Grant and the grant has now been closed. Third quarter reporting is being processed, and we are waiting for reimbursement funds to be received. The Watershed Specialist third quarter reimbursement was received, and funds were sent to the County. Report filed, subject to audit.

**CORRESPONDENCE REPORT:** A letter to the Commissioner's office from the Mike Mrozinski at the Planning office supporting the recommendations for Kelly Stagen and Scott Savini to continue their director positions for another term. A letter from Adopt a Highway thanking us for our participation in the road clean-up efforts. An email from Brenda Shambaugh at PACD thanking us for supporting PACD and paying our annual dues. Chris Meszler received a thank you card from the Wallenpaupack high school for his participation in their Engineering Competition. A copy of the 2023 Dirt, Gravel, and Low Volume Road Annual Summary Report.

**DISTRICT MANAGER REPORT:** The format for the monthly report has been updated to highlight each staff member. Rachael Marques attended the Watershed Specialist Conference that was held virtually this year by DEP. She also completed her 3-year mark with the District and successfully completed the inaugural run of the Stream Keepers program. Ellen Enslin has been working on developing the ACAP program and looking at upcoming training opportunities. Ellen attended the Wayne/Pike Farm Bureau Dinner and was able to connect with the members and discuss the ACAP program. Ellen attended the Brooks Cabin Road pre-bid meeting with County representatives. Marianna Quartararo had her 6-month evaluation and continues to

work on the technical programs. Ally McGee has been participating in DEP's KEES pilot program for PennDOT Chapter 102 applications. Ally completed one year at the District and is working more independently on her projects, completing two complex GP-3s mostly on her own while providing technical assistance to the applicants. Chris Meszler wrote an article for our monthly newsletter, "Stormwater Management for Residential Properties." Chris participated in the KEES pilot program along with Ally, completed 2 years at the District, and participated in the Wallenpaupack High School engineering competition. The PAG-02 permit will expire on December 7, and staff have been working with permittees that do not have a Notice of Termination to submit a renewal NOI. Emily Mansfield attended the Verbal Judo by PACD/DEP and Sustainable Timber Harvesting by NTHA and coordinated the Fall Route 402 Clean Up. Before the event, Emily was interviewed by Blue Ridge Channel 13 to speak about the road clean up. We collected a total of 10 bags of trash, after a clean-up was conducted through another organization two weeks prior. The final Science of Tap for 2024 was completed with 19 people in attendance; the presentation was given by SEEDS titled, "Glow Up with Household Solar!" Emily also shadowed Chris and Marianna on a tech assist to gain a better understanding of the technical programs for our education/outreach efforts. Lisa Dolci attended the DGLVR Financial Training given by the SCC for a better understanding of the financial reporting. She has also been working to get the office tested for mold and scheduling remediation to be completed. Lisa finished reporting for the third quarter and has completed three years with the District. For myself, I attended the new manager training "Employee Management/Management Leadership," started working on the 2025 budget with Lisa, attended the Annual Convention of Township Officials, participated in the Open Space Plan Land Management and Stewardship Focus Group meeting.

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

Bank of America credit card – Tara Burnham, District Manager. The Bank of America account will now be closed since the reward points have been applied to the account and the remaining balance has been paid off. The new Dime Bank credit cards have been received and activated.

Streamlining Permit for Economic Expansion and Development (SPEED) program updates – Tara Burnham, District Manager. DEP reached out to Districts and asked that they share "Invitations to Bid" on their social media accounts. A lot of managers throughout the districts were uncomfortable with posting that information and felt it was something DEP should be responsible for. Due to the uncertainty, we did not move forward with posting any information. More meetings will be held, and any updates will be brought to the board as we receive them.

Letter of Support for Lackawaxen River Conservancy (vote) – Tara Burnham, District Manager. Rachael Marques reached out to the Lackawaxen River Conservancy for more information. After speaking with the members of the group and learning that a lot of details are up in the air and still need to be worked out, Rachael recommends that we do not send a letter of support at this time until the group is able to gather additional information and develop a plan, then we have more information to make a decision.

Letter of Support to the PA General Assembly for Dirt, Gravel, and Low Volume Road Funding (vote) – Tara Burnham, District Manager. At last month's meeting we voted to send a letter of support, however, after the meeting it was discovered that there was not a bill on the floor for funding increase. While trying to find answers regarding the request for a letter of support we missed the deadline, and the letter was not sent.

### **NEW BUSINESS:**

Agricultural Conservation Assistance Program (ACAP)-Local Advisory Committee Name Change (vote) – Ellen Enslin, Program Manager. Based on the new changes within the ACAP Program, we have been asked to change the name of the "Local Advisory Workgroup" to "Local Advisory Committee." Kelly Stagen made a motion to approve the name change. Commissioner Ron Schmalzle seconded. Motion carried.

2024-2025 Strategic Planning Grant for Conservation Districts (vote) – Tara Burnham, District Manager. At the last board meeting we discussed sending a letter of intent for the Strategic Planning Grant. Kelly and I met with Matt Miller to discuss this further, and Matt was able to provide us with a lot of information and suggestions. At this time, I would like to recommend a

committee consisting of Kelly Stagen and JoAnn Rose, along with District staff, who will provide the letter to be submitted for consideration. Commissioner Ron Schmalzle made a motion to approve moving forward with the committee and applying for the grant. John Milliken seconded. Motion carried.

Policy on Continuing Education and Training Updates (vote) – Tara Burnham, District Manager. While reviewing the policy on Continuing Education and Training, it was found that there was not a place for the employee to sign the agreement or to list the training information. There has been an area added to the policy for the training information to be filled in and a place for the employee and supervisor to sign. Commissioner Ron Schmalzle made a motion to approve the updates. Kelly Stagen seconded. Motion carried.

Staff Classification System Updates (vote) – Tara Burnham, District Manager. The updates for the Staff Classification System will be discussed in Executive Session.

**Cooperating Agency and Other Organization Reports:**

PACD – Kelly Stagen presented a document that the PACD Executive Council will vote on in January. The proposed policies supporting education and incentives for voluntary installation of BMPs. The PACD Executive Council will vote on the original policy proposed by the PACD Legislative Committee. If it passes, this policy will be adopted, if it does not then the policy proposed by the PACD Northeast Region will be put to the vote. It is recommended that we vote “Yes” to the original policy proposed. Commissioner Ron Schmalzle made a motion to approve. John Milliken seconded. Motion carried. Kelly spoke about the SPEED program, reiterating that we need to be involved in the process to make sure there are qualified people who will be reviewing the plans.

NRCS – Jen Matthews reviewed her report. They are currently in the process of ranking for the EQIP and AMA programs, the deadline for submission was November 1. They have begun to assess and rank renewal applications for the Conservation Stewardship Program, the deadline to sign up is January 1, 2025.

DEP – Janet Creegan gave us information regarding upcoming training sessions. There will be a seminar for Employment Law for Conservation Districts in Allentown February 20, in person; the cost is \$35. PACD and DEP are working together to develop a series of mini videos for Districts, 5 to 10 minutes, that can be shown before a board meeting.

PA Fish & Boat Commission – Kurt Tereschak informed us that Bushkill was stocked with over 700 trout. Lackawaxen was stocked with 110 rainbow trout. Promised Land was stocked with over 900. Tobyhanna Lake was not stocked this season. There was a class of 23 recruits that started and will be graduating in 2025.

**EXECUTIVE SESSION:** Chairman Scott Savini adjourned the regular meeting at 9:28 am into Executive Session to discuss personnel matters and will be reconvened after the discussion. No formal action will be taken at this discussion.

The meeting was reconvened at 10:05 am. During the executive session the updates to the Staff Classification System were reviewed. Commissioner Ron Schmalzle made a motion to approve the updates. Kelly Stagen seconded. Motion carried.

**PUBLIC/PRESS QUESTIONS:** None

**ADJOURN:** Kelly Stagen made a motion to adjourn the Board of Directors meeting. Commissioner Ron Schmalzle seconded. The meeting was adjourned at 10:07 am.

Respectfully submitted,

Lisa Dolci, Board Secretary