



Pike County Conservation District

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PIKE COUNTY CONSERVATION DISTRICT BOARD OF DIRECTORS MEETING MINUTES Monday, June 16, 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, Kelly Stagen, Jay Morrow, Ken Coutts, JoAnn Rose

Associate Directors: Paul Ranello

Staff: Tara Burnham, Lisa Dolci, Rachael Marques, Allison McGee, Brandon Twomey

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

Guests: Jeffrey DiFrancesco, Peter Wulfhorst

Directors/Associate Directors Absent: Commissioner Ron Schmalzle, Carole Linkiewicz, John Milliken

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

PUBLIC COMMENTS / QUESTIONS AGENDA ITEMS: None

ACTION ON MINUTES of May 19, 2025: Ken Coutts made a motion to approve the May 19, 2025, Board Meeting minutes. JoAnn Rose seconded. Motion carried.

FINANCIAL REPORT: PACD is refunding Districts for hotel expenses for staff who attended the Ch. 102 Basic Training. We are waiting for the reimbursement to be received. A new Teams videoconference device was purchased for the meeting room. After all Envirothon expenses were paid for this year, we had additional sponsorship funds left over. The funds were sent to Delaware Valley school to help pay for the State Envirothon expenses. Report filed, subject to audit.

CORRESPONDENCE REPORT: The NACD updates on recent Congressional and Executive Actions are included for review. We received a thank you letter from the PA Dept of Transportation for our recent Road Clean up event on 402. Enclosed is a federal spending report for the Pike County ACAP program, an email from Carl Deluca regarding the SPEED program, and a thank you email from Delaware Valley school for the Envirothon funds. A letter from LWWMD to Ellen Enslin letting her know that the GG Grant for Environmentally Sensitive DGLVR Program for Community Associations has been close; included with the letter was the final report for the grant. The 2024 PCCD EE Grant recipient, Dave Koretz from Dingman-Delaware Middle School, completed his final report for the grant project. The report is included in correspondence, and Mr. Koretz and the students will attend our September board meeting to present the results of the project.

DISTRICT MANAGER REPORT: Rachael Marques attended the Groundwater Symposium. The Stream Keepers program was cancelled due to the weather. Rachael has been working on the Pocono Source Water Protection Collaborative and speaking to the members about the future of the organization. There have been no updates on the Open Space Plan, Rachael will continue to follow up. The final reporting to close out the DEP 2024 EE Grant, "Microplastics in Pike County Waters," and the Watershed Specialist Mini Grant, "From Source to Sink," are underway and getting ready to be sent.

Rachael completed the macro sampling for 2025 with the new chemistry sampling procedures added, took the samples to the consultant, and scheduled tentative fish sampling dates for the fall. Ellen Enslin has been working on the ACAP project timelines with Mike Mancino for Vanderbeek Farms. Ellen is working with NRCS for a potential ACAP Application with Stonehaven Farms. For DGLVR, Ellen attended a pre-construction meeting for Brooks Cabin Road and pre-application meetings for Old Shohola Road and Mozette Road potential projects. Ellen represented PCCD at the PennDOT fee discussion meeting, coordinated preparation for Chris' extended leave, and continues to assist technical staff on program implementation. Nick Kremp has accepted a position at another organization; his last day will be June 13. Allison McGee attended the DEP Chapter 102 Basic Training and assisted Brandon with learning the General Permit review process. She had her 6-month evaluation and received a compliment from a landowner that she worked with about potential property and construction requirements. Brandon Twomey also attended DEP Chapter 102 Basic Training and continues to work more independently and take on more responsibility. Brandon completed his 90-day evaluation. Chris Meszler had his 6-month evaluation and worked hard to complete as much of his workload before his two weeks of leave this month. Chris conducted 4 NPDES completeness reviews along with 2 technical reviews.

Lisa Dolci scheduled the 3rd company to complete an energy audit for the building; we are waiting for the cost estimate. Lisa started working on the annual audit process, posted advertisements for the Communications Coordinator position, coordinated receipt of applications, and assisted with first round interviews. Lisa has been working with Monroe County on the Engineers Workshop and has been planning the Legislative Breakfast, Municipal Lunch & Learn, and the Annual Dinner. Lisa also completed her 6-month evaluation and was able to have one item from the energy audit findings repaired right away. For my report, I submitted the draft Strategic Plan to PACD per grant requirements. I worked on hiring a new Communications Coordinator, and I have an offer letter submitted, pending background checks. The tentative start date is June 30. Staff evaluations were completed for five staff members, and I began the process to promote Allison McGee to a Grade 2 Resource Conservationist. I have been working on researching project management tools to help with staff efficiency and working with DEP to approve use of the PCCD flyer designed for the VSIR training. Penn State Extension asked us to provide data about our improvements to our hiring process so they can use it as an example for future training. We have a bunch of events coming up: Kelly and Rachael will be at a table for the River of the Year celebration at Minisink Park on June 18, the second hike for "Hikes in Pike" will take place on June 21 with Ellen at the Camp Speers Bog Trail, the Municipal Lunch and Learn will be held on September 12, and the Annual Dinner date has changed to September 26 at the Tom Quick Inn in Milford.

OLD BUSINESS/COMMITTEE REPORTS:

PCCD Environmental Education Grants 2025 update- Tara Burnham, District Manager. We received the requested maintenance plan from Lake Wallenpaupack North Primary School for their Butterfly Garden Project and are able to move forward with approving their grant application for funding.

NEW BUSINESS:

Fairview Lake PALMS Mini Grant Application Support (vote)- Rachael Marques, Watershed Specialist. This item has been removed from the agenda today.

LWWMD Growing Greener Grant Letter of Support (vote)- Rachael Marques, Watershed Specialist. LWWMD just closed out their grant for the pilot program to bring the DGLVR program to communities around the lake. The program went well and LWWMD would like to apply for another grant to continue the program. Staff have put together a letter of support, offering the same amount of staff time as the previous grant. Jay Morrow made a motion to approve the letter of support. Kelly Stagen seconded. Motion carried.

PCCD Fee Schedule (vote)- Tara Burnham, District Manager. From the recent SPEED meeting, DEP mentioned to districts that the wording in the fee schedule should allow for districts to collect fees for permits reviews as well as service fees

for all follow up inspections, reports, etc. Tara worked with Janet at DEP to update the wording on our fee schedule. Permit Service Fee/Plan Review Fee is the new wording that was decided on. I also removed the information regarding the e-permitting system since it is no longer being used by DEP. Jay Morrow made a motion to approve the updates to the fee schedule. Kelly Stagen seconded. Motion carried.

Comp Time Policy (vote)- Tara Burnham, District Manager. In the past month, I have been discussing adding a Comp Time Policy with Commissioner Schmalzle. Based on my research and information learned from the Employment Law Seminar, I was able to produce a policy outlining the guidelines for compensatory time off in lieu of overtime pay for eligible employees. I worked with the County to implement comp time into the online timesheet. This policy has also been submitted to the County solicitor for review. Kelly Stagen made a motion to approve the Comp Time Policy. Ken Coutts seconded. Motion carried.

Bailment Agreement (vote)- Rachael Marques, Watershed Specialist. We have received requests from municipalities to use our DGLVR tools/equipment and have loaned other equipment to other districts for watershed monitoring. I wanted to put a policy in place since we did not have a way to track who we are loaning PCCD property out to and for how long and want to make sure we receive those items back in the condition they were given. After comparing policies from other Districts, I was able to build one for PCCD. This policy has been submitted to the County solicitor for approval. JoAnn Rose made a motion to approve the Bailment Agreement. Kelly Stagen seconded. Motion carried.

Update PCCD Mission Statement (vote)- Tara Burnham, District Manager. After discussion during the Strategic Planning meetings, we have decided to update the wording for the mission statement to align more with the focus of our new Strategic Plan. The proposed mission statement is as follows: *Pike County Conservation District (PCCD) is committed to the long-tern stewardship and balanced use of Pike County's natural resources. We accomplish this through technical assistance, regulatory oversight, education, and partnership.* Kelly Stagen made a motion to approve the updates to the mission statement. Ken Coutts seconded. Motion carried.

2025 Strategic Plan (vote)- Tara Burnham, District Manager. The draft Strategic Plan has been completed. We worked very closely with the facilitator, and he did a great job of setting up the outline so we could create a full narrative of the plan. We feel that we have a solid plan to address the concerns that were raised during the staff and Board member individual interviews as well as the public survey for Pike County residents and the combined staff and Board member workgroup meeting. Ken Coutts made a motion to approve the 2025 Strategic Plan. JoAnn Rose seconded. Motion carried.

Project Management Tool (vote)- Tara Burnham, District Manager. During the Strategic Planning process, we discussed the possibility of purchasing a project management tool to help manage staff workload. We have been using Microsoft Planner, but it is limited in capabilities and does not meet our needs. After a significant amount of research and reaching out to other District managers to see what they are using, I found the site Monday.com and completed a trial run with Lisa to see if it has the capabilities we need. There is a Pro version of the software that includes a lot of different options that would fulfill the needs of staff to manage workloads in the office. I am estimating 2 months of training and setting up the system before all staff are integrated into the system. The total cost per year is \$2,280. Kelly Stagen made a motion to approve the purchase of the project management tool using the Pro version. JoAnn Rose seconded. Motion carried.

Cooperating Agency and Other Organization Reports:

PACD – Kelly Stagen- The PACD dues structure will slowly increase over the next three years: a \$300 increase in 2026, a \$200 increase in 2027, and a final \$200 increase in 2028. PACD will be bringing on a consultant who will be working on legislative outreach. They will also work to find and access new funding opportunities for districts. Kelly will be attending the PACD/SCC Joint Annual Conference which will be held July 15-17 at Seven Springs Mountain Resort. Due to the office

being understaffed, the decision has been made to have Tara not attend this year since we will be hiring and onboarding two new staff.

DEP – Janet Creegan wanted to remind us that the Growing Greener Grant and Mini Watershed Grant applications are open for a few more days. There is an upcoming “Basic Hydric Soils Workshop” in Raystown Lake that is free for staff to attend. Penn State is holding a virtual Solar Law Symposium, August 21; there is a \$69 registration fee to attend.

NRCS – Jen Matthews stated in her report that the EQIP Contracts are currently obligated. They are working on writing contracts and contract maintenance for CSP allocations.

EXECUTIVE SESSION: There was a brief Executive Session held to discuss personnel matters at 9:52 am; no decisions were made. The meeting resumed at 10:02 am.

PUBLIC/PRESS QUESTIONS: None

ADJOURN: Ken Coutts made a motion to adjourn the Board of Directors Meeting. Jay Morrow seconded. Motion carried. The meeting adjourned at 10:02 am.

Respectfully submitted,

Lisa Dolci, Board Secretary