



Pike County Conservation District

556 Route 402, Hawley, PA 18428

Phone (570) 226-8220 e-mail: pikecd@pikepa.org www.pikeconservation.org

PIKE COUNTY CONSERVATION DISTRICT BOARD OF DIRECTORS MEETING MINUTES

Monday, March 17, 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: Kelly Stagen, Jay Morrow, John Milliken, Ken Coutts, JoAnn Rose

Associate Directors: Paul Ranello, Carole Linkiewicz

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

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

Guests: Jeffrey DiFrancesco

Directors/Associate Directors Absent: Scott Savini, Commissioner Ron Schmalzle

Kelly Stagen called the meeting to order at 9:03 am

PUBLIC COMMENTS / QUESTIONS AGENDA ITEMS: None

ACTION ON MINUTES of February 24, 2025: Ken Coutts made a motion to approve the February 24, 2025, Board Meeting minutes. JoAnn Rose seconded. Motion carried.

FINANCIAL REPORT: Recent expenses include our first payment to the Strategic Grant Facilitator, test kits for the "From Source to Sink" grant program, and new computer equipment for some staff. As budgeted for, we purchased additional "What we do for you" brochures and had additional mascot designs produced for upcoming promotional use. Report filed, subject to audit.

CORRESPONDENCE REPORT: Included in the correspondence report is a letter from NACD with updates on recent Executive Actions. There is a Notice of Inspection from the PA Dept of Agriculture, who came to the office and went over protocols for our Spotted Lanternfly Permit.

DISTRICT MANAGER REPORT: Rachael completed the February well run and worked with Phil Bird on some equipment issues. The Pocono Source Water Protection Collaborative is scheduled to meet on March 27. Rachael submitted the Annual Pike Report to DEP and continues her work on the Open Space Plan Committee, reviewing content and providing feedback. She is heading the Research and Scientific Studies Committee with the Pike/Wayne Conservation Partnership and hosted the first meeting. Rachael and Emily went to the lab at Lacawac Sanctuary and filtered samples of Pike County water to compile the test results for the DEP 2024 EE grant, "A Study of Microplastics in Pike County Waters." A presentation of the results will be held on Saturday, April 5. We will be holding an additional program for the "From Source to Sink" Mini Grant to disperse the left-over kits. The program will also be held on Saturday, April 5. Rachael is coordinating another Stream Keepers program with Trout Unlimited to be held this year and has scheduled training and a retest of the chemistry audit with DEP for stream monitoring. Ellen assisted with coordinating the Contractor's Workshop with Wayne Conservation District. Ellen sent ACAP application information to an interested party and completed an ACAP request for assistance through CACAT. Ellen has provided Brooks Cabin Road with DSA guidance for their DGLVR project and requested notification from DSA supplier for

project testing. She has been assisting technical staff on compliance/enforcement for several projects, including the penalty matrix for one site and helping to transition Marianna's projects to the other technical staff. Nick is continuing his onboarding process and has shadowed on multiple complaints, inspections, and tech assists. Nick wrote his first article for our March newsletter. Allison has been working on the penalty matrix implementations and assisted with coordinating the workshop material with Wayne Conservation for the Contractor's Workshop. At the Contractor's Workshop, Allison gave a 45-minute presentation on Wetlands and Chapter 105 permitting. Brandon completed one complaint on his own, continues his onboarding process, shadowed multiple complaints, inspections, and tech assists. Brandon wrote and sent out his first inspection report. Chris has been receiving and working on new permit applications. He also prepared and delivered a presentation at the Contractor's Workshop about site inspections. Emily attended the February Education Committee meeting for the Pike/Wayne Partnership and was able to set up a Conservation District Week Hike with PEEC, as part of their Earth Day Festival. The Dingman Delaware Middle School sent an update on their PCCD 2024 EE Grant. The Service-Learning Club will be taking over the project from the Environmental Club to install a pollinator garden. Emily has scheduled the "Barrels & Breakfast" grant program for April 5; the registration is full for the event. Emily and Lisa met with Blooming Grove Hunting & Fishing Club to begin planning the removal of invasive species on the property. Emily has been preparing for this year's Envirothon and began planning the Municipal Lunch & Learn and coordinating speakers for it. Emily has also finished the draft of the Annual Report and coordinated a very successful Contractor's Workshop with Wayne Conservation District. Lisa attended the "Employment Law for Conservation Districts" in February and the first Admin RoundTable meeting hosted by PACD. Lisa was asked to help coordinate the next meeting. Lisa has been looking into companies to conduct an energy audit and is working on getting proposals. Lisa assisted with the Spotted Lanternfly Audit and will be moving forward to transition the permit to her name. For my report, I have been working with Jay to develop a plan regarding the District's financial accounts. We have been meeting with some of the local banks to go over the types of accounts and insurance coverage they can provide. The first committee meeting was held for the Strategic Planning Grant. We were able to develop the staff interview questions and set up scheduling the staff interviews. I have reached out to the Board members to schedule their interviews, which can be held in person or over the phone. The facilitator will gather all the information from the staff and board interviews, and it will be reviewed at our workgroup meeting. The meeting will be held at our office after the next scheduled board meeting on April 21. I have updated the ACAP Policy that we will discuss more in new business. I attended the PACD call with PennDOT representatives in Harrisburg and provided comment. Our next road cleanup is scheduled in May after the board meeting.

Kelly Stagen stated that she had received compliments from three different sources that our District Manager has been doing a great job.

OLD BUSINESS/COMMITTEE REPORTS:

PACD Voting Delegate Designation Form Updates (vote)- Tara Burnham, District Manager. We received notice from PACD that we needed to update our voting delegate form; they had old staff members listed on the form from previous years. We are adding Nick as an alternate voting delegate. Once Nick is up and running in his position, we can remove Ellen as an alternate voting delegate. Ken Coutts made a motion to approve Nick Kremp as an Alternate Voting Delegate. JoAnn Rose seconded. Motion carried.

NEW BUSINESS:

Agriculture Conservation Assistance Program Policy Updates (vote)- Tara Burnham, District Manager. With recommendations from the State Conservation Commission, we have been working on updating the ACAP policy. The policy updates were discussed with the Local Advisory Committee, and the SCC recommend having the updates be approved by the solicitor. The policy updates were approved by the County Solicitor. Ken Coutts made a motion to approve the ACAP Policy Updates. JoAnn Rose seconded. Motion carried.

Flexible Scheduling Policy and Procedure (vote)- Tara Burnham, District Manager. This policy was previously called the Telecommuting Policy; the name has been updated to reflect the combination of the employee work schedule acknowledgement form and telecommuting policy. The policy and procedures have been combined into one document. Ken Coutts made a motion to approve the Flexible Scheduling Policy and Procedure. John Milliken seconded. Motion carried.

Pennsylvania Environmental Council C2P2 Grant Application Letter of Support (vote)- Tara Burnham, District Manager. The PA Environmental Council reached out to us for a letter of support for their C2P2 grant to continue the Pocono Forests and Water Conservation Landscape initiative. Staff recommend approving the letter of support. Ken Coutts made a motion to approve the letter of support. John Milliken seconded. Motion carried.

Policy Manual (vote)- Tara Burnham, District Manager. Staff have developed a Policy Manual to better track and update District policies and procedures in one place. In the current manual, de minimis updates have been made to update staff titles, correct grammatical errors, and standardize formatting. Staff recommend approval of these de minimis changes. Any policy changes that require more substantial updates will be considered and voted on separately. The Board would like additional time to review the manual and moved the vote to the next meeting.

Cooperating Agency and Other Organization Reports:

PACD – Kelly Stagen is reporting a lot of changes have been happening, recently. Funding is uncertain at this time and has affected our partner, NRCS. The regional meeting will be coming up soon, and there will be a lot of discussion about the recent changes and funding concerns. The Executive Director of PACD is currently on a leave of absence; Amy Brown will be handling matters in her absence. The Joint Annual Conference will be coming up soon in the western part of the state.

DCNR – Austin Noguera informed us of one of their programs called “Invasive Replative.” You will need to take a photo of an invasive plant, then take a photo showing the removal of the plant, and you will receive 5 free trees. You will need to register on their website to be eligible, the pickup is in Scranton on May 18.

NRCS – Jen Matthews updated us on their programs. They have been assessing and ranking 66 EQIP and 5 CSP applications and should have a funding amount for the contracts at the next board meeting.

DEP – Janet Creegan wanted to remind us that the Statement of Financial Interest Forms are due May 1. The Growing Greener Grant application process will open next month.

EXECUTIVE SESSION: None

PUBLIC/PRESS QUESTIONS: None

ADJOURN: Ken Coutts made a motion to adjourn the Board of Directors Meeting. John Milliken seconded. Motion carried. The meeting adjourned at 9:41 am.

Respectfully submitted,

Lisa Dolci, Board Secretary