



Pike County Conservation District

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PIKE COUNTY CONSERVATION DISTRICT BOARD OF DIRECTORS MEETING MINUTES

Monday, October 20, 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, Commissioner Ron Schmalzle, Ken Coutts

Associate Directors: Paul Ranello

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

Cooperating Agency Representatives: Janet Creegan-DEP, Austin Noguera-DCNR, Kelly Gallo- PA Game Commission

Guests: Al Kortze

Directors/Associate Directors Absent: Carole Linkiewicz

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

New staff were introduced- Jason Pollits, Resource Conservationist, and Madelyn Garcia, Watershed Specialist

PUBLIC COMMENTS / QUESTIONS AGENDA ITEMS: None

ACTION ON MINUTES of September 15, 2025: Ken Coutts made a motion to approve the September 15, 2025 Board Meeting Minutes. Jay Morrow seconded. Motion carried.

FINANCIAL REPORT: Program income was received for the Annual Dinner and PACD NE Region Meeting. The Board approved transfer of funds from the Conservation Fund to the Operating Account was completed. Program expenses are included for the Municipal Lunch & Learn, Annual Dinner, and Route 402 Road Clean Up. Report filed, subject to audit.

CORRESPONDENCE REPORT: We received a thank you email from PACD for submitting our dues payment. Wildlife Leadership Academy sent a thank you letter for our scholarship donation. We received an update from Versant Strategies, the legal consultants hired by PACD to handle legislation outreach for Conservation Districts. We received a letter from the auditor summarizing and closing out the audit for 2024. The Adopt-a-Highway program sent a thank you letter for our recent road clean up that was done in September. The Princeton Community Action group sent an email thanking Emily and Rachael for the programs they did at PEEC for their group of college students. A member of the community emailed PCCD thanking us for the work we do for Pike County. Lastly, we have updates from NACD on recent Congressional and Executive Actions.

DISTRICT MANAGER REPORT: Emily created an education and outreach plan for the Pike/Wayne Conservation Partnership to help get more engagement from the partnership. Emily also wrote her first article for the October newsletter and created a PowerPoint presentation for the Municipal Lunch & Learn. Ellen has been working with Vanderbeek Farm for their pre-construction meeting and check presentation. Ellen continues to work on the DGLVR project for Brooks Cabin Road, and the site inspection was completed. She attended the FEMA Flood Insurance/Rate Map & Floodplain updates meeting and helped make revisions to mapping, assisted with Resource Conservationist interviews, and coordinated Ch. 105 training for Northeast Region Ch. 105 delegated Districts. Matt has been jumping right in with taking on projects and going out on inspections; he completed his first solo inspection this month. Brandon has been helping with training Matt and is now working independently on all of his projects. Chris has been working on having discussions with DEP on how to handle residential subdivision Notice of Terminations for closing out individual lots. Chris presented at the Municipal Lunch & Learn which led to Milford Borough reaching out about a potential future project. Lisa has been working with setting up our applicant for the associate director that we will be voting on today. She coordinated the installation of the new attic stairs and HVAC repairs and started getting quotes for bathroom painting. Lisa worked on closing out the 2024 audit for the District and completed fiscal year reports for the cost share program. She also helped to conduct interviews for the open positions and to coordinate multiple events that were held in September. For my report, I have been working with the education and outreach staff to develop the Annual Education/Outreach Plan for 2026, attended the Management Summit, and made job offers to two great candidates to fill our vacant positions.

Board Reminder: Our “Stream Keepers” program will be held on Saturday, October 25 at Carlton Drake Memorial Park.

OLD BUSINESS/COMMITTEE REPORTS: None

NEW BUSINESS:

Approve Madelyn Garcia as PCCD Representative to LWWMD (vote)- Tara Burnham, District Manager. The Watershed Specialist position serves as the PCCD representative on the Lake Wallenpaupack Watershed Management District board of directors. Since Madelyn is new, she must be approved by the PCCD Board to include this function in her role. Then Madelyn can be approved by the LWWMD board to serve as our representative. After that, final approval must be made by the Commissioners. JoAnn Rose made a motion to approve Madelyn as the PCCD representative. Jay Morrow seconded. Motion carried.

Application from Albert R. Kortze to become an Associate Director (vote)- Tara Burnham, District Manager. We have the completed questionnaire for Associate Director included in the Board packet. Staff recommend approving Albert Kortze as an Associate Director for our Board. Ken Coutts made a motion to approve Albert R. Kortze as an Associate Director. John Milliken seconded. Motion carried. Scott Savini stated the purpose of our board is policy review, personnel concerns, and financial oversight.

Photographic Release Form (vote)- Tara Burnham, District Manager. The standard Liability Release Form was adapted to create a version specifically granting permission to take and use photographs (and related media), in cases where liability is not a concern. The Photographic Release Form was reviewed and approved by the County Solicitor. Jay Morrow made a motion to approve the Photographic Release Form. JoAnn Rose seconded. Motion carried.

Cooperating Agency and Other Organization Reports:

PACD – Tara provided the PACD update. There is no state budget yet. The federal shutdown continues and is creating multiple stressors for Conservation Districts and other organizations. The PACD Northeast Region meeting was held here at the District office, and it was very well attended.

DEP – Janet Creegan thanked the District for inviting her to the Municipal Lunch & Learn and the Annual Dinner. Janet welcomed the new staff and will be setting up training sessions with them once the travel ban for DEP staff has been lifted. The DEP EE Grant application period is open now through November 14, 2025. Penn State Extension will be conducting a water cooler talk on data centers and water resources on November 19, 2025 at 12 pm, a free to attend webinar.

DCNR – Austin Noguera stated that the new DCNR building is open. Interactive displays will be installed towards the end of the year. There are a lot of hunting roads open now. Timber sales are being completed, and he reminded everyone to be aware of wildfire season.

PUBLIC/PRESS QUESTIONS: None

EXECUTIVE SESSION: None

ADJOURN: Ken Coutts made a motion to adjourn the Board of Directors Meeting. John Milliken seconded. Motion carried. The meeting adjourned at 9:22 am.

Respectfully submitted,

Lisa Dolci, Board Secretary

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