



Pike County Conservation District

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PIKE COUNTY CONSERVATION DISTRICT BOARD OF DIRECTORS MEETING MINUTES Monday, September 15, 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, Jay Morrow, John Milliken, JoAnn Rose, Kelly Stagen, Commissioner Ron Schmalzle

Associate Directors: Paul Ranello

Staff: Tara Burnham, Lisa Dolci, Chris Meszler, Ellen Enslin, Brandon Twomey, Matthew Williams

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

Guests: Al Kortze, Kelly Gallo- PA Game Commission, Dave Koretz and students

Directors/Associate Directors Absent: Ken Coutts, Carole Linkiewicz

Scott Savini called the meeting to order at 9:03 am

PUBLIC COMMENTS / QUESTIONS AGENDA ITEMS: None

ACTION ON MINUTES of August 11, 2025: Kelly Stagen made a motion to approve the August 11, 2025 Board Meeting minutes. Jay Morrow seconded. Motion carried.

FINANCIAL REPORT: The grant reimbursement is pending for the "DEP WS Mini Grant: From Source to Sink." The cost recovery funds were received for the recent enforcement case. The UGW funds that were received for FY 2025/2026 have been transferred to the UGW Fund account. The invoice for the fall fish sampling was received and paid. Payment for the 2025/ 2026 PACD dues was sent. Report filed, subject to audit.

CORRESPONDENCE REPORT: In correspondence, there is an email from Jill Whitcomb at DEP regarding the SPEED program that was launched on June 30, 2025. A letter from Governor Josh Shapiro about the current budget impasse for fiscal year 2025/2026. NACD updates on recent congressional and executive action are included.

DISTRICT MANAGER REPORT: Emily worked with staff to design great presentations for the Engineer's Workshop. Rachael completed the fall fish sampling, lake sampling with LWWMD, and ran the PSWPC meeting. Rachael terminated her employment with PCCD; her last day was September 12, 2025. Ellen worked with Stonehaven Hill to execute the signed contract for ACAP. She also reviewed bid documents and worked on a project schedule with Vanderbeek Farm, another ACAP project. Matt started his first GP completeness and technical review and sent out an Eligibility Deficiency letter. Allison terminated her employment at PCCD; her last day was September 9, 2025. Brandon began taking on more work from Allison's territories. He did a fantastic job working with staff to develop and give a presentation about Ch. 105 at the Engineer's workshop. Chris worked with staff to put together an informative presentation that he gave at the Engineer's workshop on MRC. Lisa is working on a Director term renewal for Jay Morrow, replacement of attic stairs, and the 2026 PCCD budget. Tara developed a new Board packet format to meet the request of the Executive Committee,

hired new Resource Conservationist Matt Williams, and continued onboarding Emily Granville, Communications Coordinator. Tara worked on financial planning with Lisa for the District.

Board Reminder: The annual Education and Outreach planning meeting will take place immediately following the Board meeting on October 20, 2025.

OLD BUSINESS/COMMITTEE REPORTS:

2024 District Audit (vote)- Stephen Rock. The 2024 District Audit was completed and sent to the board for review and approval at the September meeting. Jay Morrow made a motion to approve the audit. Kelly Stagen seconded. Motion carried.

Financial Accounts, Policies, & Procedures Updates (vote)- Tara Burnham, District Manager. This policy has been updated to correct any outdated information and to add the Agriculture Conservation Assistance Program account which had not yet been listed. Staff recommend approving the updates. Jay Morrow made a motion to approve the updates. John Milliken seconded. Motion carried.

Project Management Tool Update- Tara Burnham, District Manager. The tech staff have been fully integrated into the new project management tool and have been working on transferring their workload into the system. It has been going well for the education/ outreach staff who have been using it.

NEW BUSINESS:

2024 PCCD Environmental Education Grant Recipient Presentation- Dave Koretz, Dingman Delaware Middle School. Dave Koretz and his students provided a presentation of how they used their funds from the 2024 grant project. They gave a PowerPoint presentation that showed photos of the project and the animals that came to the food plot they created.

Transfer from Conservation Fund (vote)- Tara Burnham, District Manager. Staff recommend transferring \$6,663.62 from the Conservation Fund to the Operating Account to reimburse costs for job advertisements for the Resource Conservationists, Watershed Specialist, and Communications Coordinator positions; for the renewal of Ellen Enslin's CPESC certification; for the Wildlife Leadership Academy scholarship; and for the new attic stairs. Jay Morrow made a motion to approve the transfer. Kelly Stagen seconded. Motion carried.

Fee Waiver Request from DCNR/Commonwealth of PA for Renewal Fee (vote)- Tara Burnham, District Manager. DCNR has requested a waiver of fees for the renewal fee for the Delaware State Forest Resource Center project. The staff recommend supporting the fee waiver. Kelly Stagen made a motion to approve the fee waiver request. JoAnn Rose seconded. Motion carried.

Fee Waiver Request from Milford Water Authority for E&S Plan (vote)- Tara Burnham, District Manager. Milford Water Authority has requested a waiver of fees for the E&S plan review for the Reservoir #2 project. The staff recommend supporting the fee waiver. Kelly Stagen made a motion to approve the fee waiver request. JoAnn Rose seconded. Motion carried.

EXECUTIVE SESSION: There was a brief Executive Session held to discuss personnel matters at 9:28 am; no decisions were made. The meeting resumed at 9:51 am.

Draft 2026 Budget (vote)- Tara Burnham, District Manager. The Draft 2026 Budget for PCCD is attached. The District will not be requesting County Appropriations in 2026. Jay Morrow made a motion to approve the 2026 District Budget. Kelly Stagen seconded. Motion carried.

Dirt and Gravel Road Project Contract- Panther Brook Road, Phase 2, Shohola Township (vote)- Program Manager, Ellen Enslin provided a brief presentation updating the District Board on the results of the September 4, 2025 DGLVR Quality Assurance Board (QAB) meeting. Ellen discussed the completion of Panther Brook Road-Phase 1 in Shohola Township and the on-going work on Pike County's Brooks Cabin Road project. Ellen explained the State budget has not been passed so Districts have not received the FY 25-26 allocation. The remaining allocation for FY 24-25 is \$66,223.10 for Dirt & Gravel Road and \$66,215.64 for Low Volume Road. Ellen explained the Panther Brook Road-Phase 2 Dirt and Gravel Road project which was designed by the Center for Dirt & Gravel Roads staff and includes, in part, the installation of underdrain and five culverts. This Dirt and Gravel Road project was reviewed by the QAB on September 4, 2025. The QAB recommended approving the Panther Brook T-458, Phase 2 contract for \$58,775.00. Kelly Stagen made a motion to approve the Panther Brook T-458, Phase 2 contract for \$58,775.00. JoAnn Rose seconded. Motion carried.

Low Volume Road Project Contract- Old Shohola Road, Shohola Township (vote)- Ellen explained the Old Shohola Road Low Volume Road project, which was designed by the Center for Dirt and Gravel Roads staff and includes, in part, the installation of two new culverts and paving the roadway to improve drainage. This Low Volume Road project was reviewed by the QAB on September 4, 2025. The QAB recommends approving a contract for Old Shohola Road T-450 contract for \$79,564.26, pending approval of the State Budget and the District receiving the FY 25-26 allocation to cover the contract amount. Kelly Stagen made a motion to approve the Old Shohola Road T-450 for \$79,564.26, pending approval of the State Budget and the District receiving the FY 25-26 allocation to cover the contract amount. JoAnn Rose seconded. Discussion: Jay Marrow asked if the Board wanted to approve a contract up to the amount currently available from the FY 24-25 allocation and then amend the contract once the FY 25-26 allocation is received. Ellen and Kelly Stagen explained the QAB members had considered this option but recommend waiting until the full amount for the contract is available. After discussion, Motion carried.

Time Amendment Request for Brooks Cabin Road, Dirt & Gravel Road Project (vote)- The County has requested a Time Amendment for their Dirt & Gravel Road project at Brooks Cabin Road due to delays in project completion. The amendment will extend the contract through June 30, 2026, to complete drainage work and place the Driving Surface Aggregate. Staff recommend approving the Time Amendment. Kelly Stagen made a motion to approve the time amendment for the Brooks Cabin Road project to June 30, 2026. Jay Morrow seconded. Motion carried.

Cooperating Agency and Other Organization Reports:

PACD – Kelly Stagen gave an update on the consultant who is working on legislative outreach. They have been working on making more connections to create better relationships with legislators and coming up with new strategies for better outreach.

DEP – Janet Creegan informed us that the SOP for Agriculture Routine Inspections, Complaint Investigation and Follow-up, and Training has been finalized and is now released for use. The Clean Water Academy course supporting the SOP is live. The 2026 PA Aquatic Resource Restoration Conference registration is open. The theme is Past, Present, and Future of Restoration. The purpose of the conference is to facilitate knowledge with professionals involved in aquatic resource restoration work on a systems basis. The environmental education grants will be open on November 14, 2025.

NRCS – Jen Matthews stated that they will be working on contract maintenance in October. The NRCS office has recently moved to 1444 E Lackawanna Ave, Suite 200, Olyphant, PA 18447.

DCNR – Austin Noguera could not attend the meeting today but sent information regarding a new program launching on September 18, 2025. The program is called PWREN and is available to landowners as a cost share for different forest management projects. If anyone from the District is interacting with forest landowners, this could be a good program to

let the public know about. If anyone has any questions on the program, feel free to reach out to DCNR at anoguera@pa.gov or 570-875-8455. The new DCNR building is open. Interactive displays will be installed towards the end of the year. The address is 2391 Resica Falls Rd, East Stroudsburg, PA 18302. The building is down the road from the District office, off Route 402.

PUBLIC/PRESS QUESTIONS: None

ADJOURN: Kelly Stagen made a motion to adjourn the Board of Directors Meeting. Jay Morrow seconded. Motion carried. The meeting adjourned at 10:12 am.

Respectfully submitted,

Lisa Dolci, Board Secretary

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