



Pike County Conservation District

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PIKE COUNTY CONSERVATION DISTRICT BOARD OF DIRECTORS MEETING MINUTES Monday, September 20, 2021

As a result of the COVID-19 Pandemic 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, Commissioner Ron Schmalzle, John Milliken, Kelly Stagen, Ken Coutts

Associate Directors: Paul Ranello, Joann Rose, Jim Andre

Staff: Michele Long, Devan George, Ellen Enslin, Marianna Quartararo, Jeremy Oettinger, Rachael Marques

Cooperating Agency Representatives: Jen Matthews, NRCS, Emily Borger and Matt Dietrich, Waterways Conservation Officers, PA Fish and Boat Commission

Directors/Associate Directors Absent: Jay Morrow, Mike Spencer, Carole Linkiewicz

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

PUBLIC COMMENTS / QUESTIONS AGENDA ITEMS: None

ACTION ON MINUTES OF August 16, 2021: Kelly Stagen made a motion to approve the August 16, 2021, Board Meeting minutes. Ken Coutts seconded. Motion carried.

FINANCIAL REPORT: Report filed subject to audit.

CORRESPONDENCE REPORT: There was no correspondence distributed.

EXECUTIVE DIRECTOR REPORT: Michele introduced Rachael Marques as the new Watershed Specialist and congratulated Devan George on her two-year anniversary with the District. Scott Savini welcomed Rachael to the team!

The 102/105 programs are extremely busy including the Millrift dredging project which was called in as a complaint and many local, state and federal agencies have been out to assess the situation. We are also working with NRCS on a slide from Hurricane Ida along Sawkill Power.

The Pocono Sourcewater Collaborative meeting will be held September 27, 2021.

Michele stated she and Program Manager, Ellen Enslin, just returned from the 2021 Management Summit which was well done and very informative. There was a graduation for the Management summit participants and Ellen received a certificate for her completion.

We are still waiting for the County Solicitor to communicate with the Auditor to get the audit completed.

Staff are working on the 2021 budget and have submitted a number of reports to the State Conservation Commission for the Conservation District Fund allocation program.

Legislators are back in session this week as well.

OLD BUSINESS/COMMITTEE REPORTS: None

NEW BUSINESS:

Financial Accounts, Policies & Procedures Policy Update – Michele stated the changes to the Financial policy hinged mostly around adding language regarding cost recovery money distribution, updated State Conservation Commission language, the inclusion of “Municipal” for customers to submit electronic payments to the District and some updates to staff title changes. Scott Savini stated that PCCD Treasurer Jay Morrow had reviewed the policy and had no changes or updates to the policy update. Kelly Stagen made a motion to approve the updated Financial Accounts, Policies and Procedures Policy. John Milliken seconded. Motion carried.

QAB meeting updates/Bartleson Road Low Volume Road contract –

Michele also provided a description of the Bartleson Road Low Volume Road Contract submitted by Palmyra Township. The project includes the installation of concrete drop inlets, culvert pipe addition and replacements with headwalls and endwalls, as well as ditch grading and stabilization over approximately 400 feet of road. The township will be providing \$4,340 for in kind contribution to the project. Kelly Stagen made a motion to approve the Bartleson Road Low Volume Road contract for \$35,282.13. John Milliken seconded. Motion carried. Ken Coutts abstained from the vote as he is a Palmyra Township Supervisor.

Michele provided a summary of the Dirt, Gravel and Low Volume Road Quality Assurance Board meeting minutes with assistance from Kelly Stagen and Paul Ranello which were distributed to the Board.

Bluestone Blvd Low Volume Road Contract Extension Request – Michele stated Westfall township was requesting an extension on the contract as they had not received easement permissions from the Department of Conservation and Natural Resources to complete the project. Kelly Stagen made a motion to approve the extension Bluestone Boulevard Low Volume Road extension request until November 2022. Ken Coutts seconded. Motion carried.

LWWMD Representative – The Lake Wallenpaupack Watershed Management District Board has requested the District revisit the District representative on their Board of Directors. LWWMD Palmyra Township representative Eric Ehrhardt stepped down from the Board this past spring. With limited options to who can fill that position, the LWWMD has requested that PCCD replace Ken Coutts with another representative to fill the PCCD seat on the LWWMD board as Ken is a Palmyra Township Supervisor. There was some discussion and a request made to the Directors to fill the position and there were no volunteers. Michele recommended Watershed Specialist Rachael Marques to fill the position. As the Watershed Specialist position it is her job to assist Watershed groups in Pike County, has a knowledge of the lake as she is originally from Honesdale and has some experience with statewide agricultural programs with her work at the Wyoming County Conservation District. Michele also stated that she has a position on the LWWMD as an At-Large position but would not like to step down from the At-Large position. Kelly Stagen made a motion to nominate Rachael Marques as the new LWWMD representative for the District. John Milliken seconded. Motion carried.

PACD Update: Kelly Stagen stated there is a new subcommittee developed with PACD to work on legislative issues and working with legislators. Their first meeting was later that morning. Kelly also mentioned the Fall Director trainings on Succession planning and management and conservation leadership and environmental justice which will be held virtually. The PACD Fall Region meeting will be held on October 8, 2021.

Cooperating Agency and Other Organization Reports:

NRCS – Jen Matthews stated they are finishing up contracting for the EQUIP program and Conservation Stewardship Program in Monroe County.

Matt Dietrich from the PA Fish and Boat Commission had no updates.

EXECUTIVE SESSION: No session was held.

PUBLIC/PRESS QUESTIONS: None.

ADJOURN: Ken Coutts made a motion to adjourn the Board of Directors Meeting. Kelly Stagen seconded. Motion carried. Meeting adjourned at 9:27 am.

Respectfully submitted,

Michele Long, Executive Director

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