



# Pike County Conservation District

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## PIKE COUNTY CONSERVATION DISTRICT BOARD OF DIRECTORS MEETING MINUTES Monday, August 21, 2023

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, John Milliken, Ken Coutts

**Associate Directors:** Paul Ranello

**Staff:** Michele Long, Lisa Dolci, Rachael Marques, Chris Meszler, Emily Mansfield

**Cooperating Agency Representatives:** Janet Creegan – DEP, Patricia Dawson – Twin and Walker Creek Watershed Conservancy, Kurt Tereschak – PA Fish & Boat Commission

**Directors/Associate Directors Absent:** Commissioner Ron Schmalzle, Mike Spencer, Carole Linkiewicz, Jo Ann Rose

**Guests:** Stephen Rock – Zelenkofske Axelrod LLC, Doreen Bove – Hemlock Farms Conservancy

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

**PUBLIC COMMENTS / QUESTIONS AGENDA ITEMS:** None

**ACTION ON MINUTES of July 17, 2023:** Kelly Stagen made a motion to approve the July 17, 2023, Board Meeting minutes. Jay Morrow seconded. Motion carried.

**FINANCIAL REPORT:** We received the \$50,000 allocation from the state for the ACAP FY 23-24. The payment to Egypt Farms LLC for \$100,000 per the agreement has been sent. Report filed, subject to audit.

**CORRESPONDENCE REPORT:** We received a thank you card from a woman who came with her family to visit the school her mother went to; they were given a tour and some history about the school and building. A letter from DEP was received with the fully executed PCSM delegation agreement. A letter was sent from the board to Senator Baker thanking her for her help in expediting the process. The Township Supervisors sent an invitation to attend their October 6<sup>th</sup> meeting. Michele received letters of recognition from Secretary Redding from the PA Dept of Agriculture and Doug Wolfgang from the State Conservation Commission.

**CONSERVATION DISTRICT CONSULTANT REPORT:** The new District website has been published as of August 21<sup>st</sup>. We met with Blue Heron Woods, they have submitted their permit renewal and the fees. The enforcement meeting with Pine Hill Farms has been postponed until the end of the month, we are working with DEP on this matter. A fee waiver has been approved for Shohola Township for the Chauncy Thomas Road DGLVR project. Mr. Martin with Egypt Farms LLC has received his first payment for the ACAP project; he has received four estimates for his agricultural BMP installations. Emily Mansfield, Communications Coordinator has been doing several *On the Road* programs, the events are highlighted on our social media. The new drinking water brochure is being finalized. We are still in the process of hiring a new Resource Conservationist, interviews were conducted last week and will proceed as we continue to receive resumes. The State Conservation Commission approved allocations for fiscal year 23/24 that were about \$9,000 higher than originally budgeted for. The recommendation from staff, approved by the Executive Committee, is to redistribute those funds to the 2<sup>nd</sup> Technician position. The funds will go back to the county towards salary and benefits. Jay Morrow made a motion to approve the additional allocation of funds. Kelly Stagen seconded. Motion carried.

**OLD BUSINESS/COMMITTEE REPORTS:**

District Manager Search Committee, Kelly Stagen – We are interviewing more potential candidates and will continue to advertise the position.

**NEW BUSINESS:**

2022 District Audit – The Management Discussion was put together at the end of July, reviewed by our Treasurer, Jay Morrow and submitted to the auditor for completion. We received the completed audit last week. Included in the Management Discussion was the update to our fees of services policy and the closed civil case with Finan. The fraud issue that happened last year was also discussed, including the need to close the NBT bank account and open a new one with Dime Bank. Our auditor Steven Rock stated that the Conservation District is in a good financial position. Jay Morrow made a motion to approve the 2022 District Audit. Kelly Stagen seconded. Motion carried.

2023 Fund Analysis – Each year before we begin the budgeting process, we look over our long-range financial plan, analyze the Conservation Fund balances and make recommendations regarding expenses and capital expenditures. The UGW funds are reviewed as well. The current financial information was updated into the plan and was sent to Jay for review and the Executive Committee. The recommendation for the 2023 Conservation Fund is to replace the flooring in the Education Room and in 2024 trade in and replace the District Jeep. The Public Utility Commission (PUC) UGW Block Grant Funds have increased the last couple of years and the current balance is \$390,648.44. Jay Morrow made a motion to approve the 2023 Fund Analysis. Kelly Stagen seconded. Motion carried.

Fees for Services Policy – The fees for services were updated in 2022 and before that in 2016. The current fee schedule has been updated to remove the word E&S from the Plan Review Fee since our District Engineer is reviewing all E&S and PCSM plans per the delegation agreement. The review fee for 1+ disturbed acres has increased from \$250 to \$500 per disturbed acre for an NPDES permit review. The fees include the plan review, inspections, complaint investigations, closing the permit and more. The new approved fee schedule will be effective today and notifications will go out with these changes. Kelly Stagen made a motion to approve the Fees for Services Policy. Jay Morrow seconded. Motion carried.

District Insurance Coverage – After reviewing our insurance coverage from the County, it was discovered that there was a change in coverage offered to the County and therefore there may be a lapse in coverage needed. We applied and were approved to join PCoRP to receive the additional liability coverage needed; the cost will be covered by the County. Jay Morrow made a motion to approve the additional insurance coverage. Kelly Stagen seconded. Motion carried.

**Cooperating Agency and Other Organization Reports:**

PACD – There was no meeting held last month and there are no updates to report.

DEP – Janet Creegan went sampling with Rachael and Ellen recently, it was a great help to the District. Janet reiterated documenting ACAP Projects with before and after photos, to show how the funds are being used and to help with dedicating funds for the program in the future. The first round of Environmental Education Grants is now open through November 15<sup>th</sup>. In December the Board of Director nominations are due. Penn State will be holding a webinar titled "Communicating with Farmers Under Stress". It is recommended to attend the webinar to help understand farmers better participating in the ACAP program.

Twin and Walker Creek Watershed Conservancy – Patricia Dawson talked about an Education Series started by Ralph Cozzolino. Emily Mansfield, Communications Coordinator at PCCD attended one of the programs and gave a presentation on pollinators.

PA Fish & Boat Commission – Kurt Tereschak provided a brief update on local wildlife activities.

**EXECUTIVE SESSION:** None

**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 9:36 am.

Respectfully submitted, Lisa Dolci, Board Secretary