



# Pike County Conservation District

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## PIKE COUNTY CONSERVATION DISTRICT BOARD OF DIRECTORS MEETING MINUTES

Tuesday, January 24, 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:** Commissioner Ron Schmalzle, Commissioner Tony Waldron, Scott Savini, Jay Morrow, Mike Spencer, John Milliken

**Associate Directors:** Paul Ranello

**Staff:** Michele Long, Ellen Enslin, Lisa Dolci, Rachael Marques, Chris Meszler, Marianna Quartararo

**Cooperating Agency Representatives:** Janet Creegan, DEP, Jen Matthews, NRCS, Patricia Dawson and Ralph Cozzolino of the Twin and Walker Creek Watershed Conservancy, Matt Deitrich, PA Fish and Boat Commission,

**Directors/Associate Directors Absent:** Carole Linkiewicz, Jo Ann Rose, Ken Coutts, Kelly Stagen

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

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

Oath of Office District Directors administered by Scott Savini: Scott Savini administered the oath of office to Mike Spencer as a District Public Director for a four-year term. Oath of office for Ken Coutts will be postponed until February.

Report of Nominating Committee Chair John Milliken: John Milliken provided the following report of the Nominating Committee which consisted of Kelly Stagen, JoAnn Rose, Paul Ranello and John Milliken.

Open Floor for additional nominations: None

Election of Officers: Chairman Scott Savini; Vice-Chair Kelly Stagen; Treasurer, Jay Morrow; Secretary, Lisa Dolci  
Mike Spencer made a motion to approve the Slate of Officers for 2023, Jay Morrow seconded. Motion carried.

Associate Directors: Carole Linkiewicz, Jo Ann Rose, Paul Ranello

Mike Spencer made a motion to approve the Associate Directors for 2023, John Milliken seconded. Motion carried.

### 2022 Standing Committees and Chairpersons

Executive Committee: Scott Savini, Kelly Stagen, Jay Morrow

Nominating Committee: Kelly Stagen

Finance/Planning: Scott Savini, Jay Morrow

Operations Committee was eliminated as the duties are performed by the Executive Director and there is considerable guidance and training provided by the State Conservation Commission Leadership Development Committee.

Mike Spencer made an omnibus motion to approve the Standing Committee Chairs and Chairpersons as presented. John Milliken seconded. Motion carried.

### 2023 Appointees/Representatives

Dirt & Gravel Road Quality Assurance Board: Paul Ranello, District Voting member; Kelly Stagen, Non-voting Member  
PA Association of Conservation Districts Executive Council: Kelly Stagen, Voting Member/Designee; Michele Long or Ellen Enslin, Alternates

Lake Wallenpaupack Watershed Management District: Rachael Marques, Representative; Commissioner Ron Schmalzle, Alternate

Pike County Marcellus Shale Task Force: Paul Ranello, Representative; Michele Long, Alternate

Pike County Agricultural Land Preservation Board Advisor from PCCD: Ellen Enslin, Program Manager, Representative

District Compliance and Enforcement Officer: Michele Long, Executive Director; Ellen Enslin, Program Manager

Mike Spencer made an omnibus motion to approve the Appointees/Representatives as presented. John Milliken seconded. Motion carried.

**ACTION ON MINUTES of December 12, 2022:** Mike Spencer made a motion to approve the December 12, 2022, Board Meeting minutes. Jay Morrow seconded. Motion carried.

**FINANCIAL REPORT:** This is the end of year report for 2022 and includes all the big items for the year. Report subject to audit.

**CORRESPONDENCE REPORT:** Correspondence included: A letter from the Department of Environmental Protection regarding the approval of Brodhead-McMichaels Creek Watershed Act 167 Stormwater Management Plan Update for Monroe and Pike Counties. According to Section 11(b) of Act 167, municipalities subject to the plan must enact or amend and implement such ordinances as necessary to regulate development in a manner consistent with the plan by May 2, 2023; An email from the SCC regarding the ACAP Delegation Agreement, that will be discussed in the Executive Director report; An email from Carl Deluca from the DEP Central Office welcoming new Watershed Manager for the Northeast Region, Sandra Insalaco to the Bureau of Watershed Restoration and Nonpoint Source Management; Brenda Shambaugh the Executive Director at PACD sent an email that Gov. Shapiro named Rich Negrin for Secretary of Department of Environmental Protection.

**EXECUTIVE DIRECTOR REPORT:** On the table are the Ethics forms for 2022 that must be completed by the Directors and returned to Lisa. We have our new pollinator supporting bookmarks and a small banner that were both created for our *On the Road* program this summer. Devan George resigned as Communications Coordinator at the end of December. We currently have 11 resumes for the position and plan to start interviewing in the second week of February. Watershed Specialist Rachael Marques has received a great response to the 10 Million Trees Program. She has placed an order for over 1000 trees that will be delivered in April and redistributed to the community. The Annual Report will be completed later than expected this year. Rachael is working with TLRC on a potential stream monitoring program for May. Ellen is working on a PACD Mini grant for a drinking water brochure that will be submitted at the end of the month. This brochure was identified as an initiative by the Pocono Sourcewater Collaborative. Michele met with Justin Challenger, SCC, and Jen Matthews, NRCS regarding the Agricultural Conservation Assistance Program and discussed how we might be able to implement the program. There are a couple of farmers in Pike County who have plans in place that could qualify for the program if we were to take on the delegation agreement. In the next couple of weeks, we will be reaching out to these farmers to see if they would be interested in participating in the program before we move forward and report back to the board in February.

**OLD BUSINESS/COMMITTEE REPORTS:** None

### **NEW BUSINESS:**

**Transfer of 2022 Net Revenue from Operating Account to Conservation Fund (vote)** – Based on our policy and annual review of the finances, any net revenue would be transferred to the Conservation fund. The estimate of funds as of January 11<sup>th</sup> is \$29,923 and the recommendation by the staff is to transfer \$27,000. Jay Morrow made a motion to approve the transfer to the Conservation Fund, Mike Spencer seconded. Motion carried.

**Chapter 102 Program Evaluation** – At the end of December, we submitted the letter of intent to take on the Post Construction Storm Water Management (PCSM) Delegation Agreement. At the beginning of January, we received notification that DEP requires an evaluation of the District and how we administer the Chapter 102 Program before proceeding with the PCSM delegation agreement. An evaluation is part of the Chapter 102 delegation agreement and has not been done at PCCD since 2012. We were given 5 business

days to compile the information due to the process being expedited. Last week Michele and Ellen met with Krista Brown from the Central office to discuss a section of the evaluation as well as our compliance and enforcement program concerns. Michele invited our DEP Field Rep, Janet Creegan to that meeting and her input was very helpful. Michele has requested a meeting with the person who is reviewing our project files to go over our programs and procedures. The meeting was not deemed necessary; however, they have agreed to a one-hour informal conversation but will not be able to discuss the evaluation. We will receive a copy of the evaluation and will be able to make comments on the record.

2022 Surface Water Quality Report – Watershed Specialist Rachael Marques reported on the water quality findings and discuss the report that she compiled. In the past the report was done by our consultant. The report and a one sheet summary are located on the District website. In 2023 we will be working with DEP to transition to new protocols that were established within the last year.

Appoint Executive Director Search Committee – Michele will be retiring from the District in August of this year. Scott Savini would like to appoint Kelly Stagen as committee chair and will speak with Kelly about who will be involved in that process. John Milliken and Jay Morrow have agreed to participate. Scott is proposing that Kelly, John, and Jay sit in on the initial interviews and Commissioner Ron Schmalzle be a part of the second interview process for the final two or three candidates. The official committee will be appointed at the next meeting.

Pike Wayne Trout Unlimited will be holding their annual fundraiser at Lukan’s Farm. For additional information please contact Paul Ranello.

**Cooperating Agency and Other Organization Reports:**

PACD – PACD Executive meeting is being held this week, Michele will be attending the meeting. They will be discussing the Salary Survey that was done by a consultant. With the new Legislators, the House, Senate, and Governor, PACD has had a concerted effort to reach out to them and explain to them what the Conservation Districts are, some of the funding hurdles that we have and how we work with our partners. They put together a “white paper” and a highlights page from each District that was distributed to Legislators.

NRCS – Jen Matthews stated the Environmental Quality Incentive Program (EQIP), and Agricultural Management Assistance (AMA) assessments and ranking were completed on Jan 20th and will begin next month.

DEP – Janet Creegan discussed the new Watershed Specialist reimbursement form that was revised for the Practice Keeper reporting obligations. Team Sheets should be submitted by the end of January. There is a Leadership Development Employment Law Seminar in Jim Thorpe on February 23<sup>rd</sup>. The ACAP program will be holding a roundtable meeting every month for District Managers. Janet is working on a newsletter that is distributed to legislators weekly and would like to highlight the work of the districts in her articles.

PA Fish and Boat Commission – Matt Deitrich informed us that the stocking schedules have just been finalized and they will start going over the schedules over the next couple of weeks. Matt has invited the District to accompany him on any of the Pike County stockings. The Commission has increased the cost of licenses and permits this year by \$2.50, there has not been an increase since 2005. This will increase the revenue for the Commission by 2.5 million dollars annually, which will go back into the fish fund, conservation of streams and trout fishing. The Commission is pushing the narrative of using life jackets regardless of age.

**EXECUTIVE SESSION:** None

**PUBLIC/PRESS QUESTIONS:** None

**ADJOURN:** Mike Spencer made a motion to adjourn the Board of Directors Meeting. John Milliken seconded. Motion carried. Meeting adjourned at 9:50 am.

Respectfully submitted,

Lisa Dolci, Board Secretary