



# Pike County Conservation District

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## PIKE COUNTY CONSERVATION DISTRICT BOARD OF DIRECTORS MEETING MINUTES Monday, June 26, 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, Jay Morrow, John Milliken, Ken Coutts

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

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

**Cooperating Agency Representatives:** Jen Matthews - NRCS, Janet Creegan – DEP, Matt Deitrich – PA Fish and Boat Commission

**Directors/Associate Directors Absent:** Commissioner Ron Schmalzle, Mike Spencer, Kelly Stagen

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

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

**ACTION ON MINUTES of May 15, 2023:** Jay Morrow made a motion to approve the May 15, 2023, Board Meeting minutes. Scott Savini seconded. Motion carried. John Milliken abstained as he was not in attendance at the last meeting.

**FINANCIAL REPORT:** Two-line items under Income and Expenses have been added to the budget report to track funds for the ACAP program. We will be receiving the second allocation of funds within the next couple of months, and we are working on a contract for the program, to be approved at the July Board meeting. The advertising cost for the open positions at the District is about \$5700. The Country Contribution for May will be added to the financial report to reflect the current amount. Report filed, subject to audit.

**CORRESPONDENCE REPORT:** A letter to Representative Adams regarding the Senate Bill 350 – Third Party Review of DEP’s Chapter 102 and Chapter 105 Permits. The letter has also been sent to all our legislators, the governor’s office, and both chairs of the House and Senate Environmental Resources and Energy Committee. A letter from Pike County Community Planning & Mapping to the Milford Township Supervisors regarding the Zoning Ordinance Amendment. A resignation letter from Michele Long for her retirement at the end of July. The 2022 Annual Summary Report for the Dirt & Gravel Low Volume Road Program was sent to the board for review.

**EXECUTIVE DIRECTOR REPORT:** We are in correspondence with Blue Heron Woods Association to discuss the renewal of their permit. There is a lot of activity within the community association, and they are close to reaching their limit of disturbed acres within the permit. The Pine Hill Farms NPDES Permit had a number of violations that have been resolved. We are in discussion with DEP about setting up a conference with them to resolve cost recovery and several penalties related to the project. We received an updated amendment to the PCSM Delegation Agreement that was signed with DEP in February. Michele Long spoke with the legal department at DEP who informed her that there could potentially be a delay with the agreement at the governor’s office, so it was recommended to us to sign the amendment. The amendment includes the same language as the agreement, so Scott Savini and Lisa Dolci executed the amendment in order to move forward since the delegation agreement has not yet been implemented. Rachael Marques has been working with Wayne County and Palmyra Township on a new 10 Million Trees project for the fall, the orders are due by June 30<sup>th</sup> and will be received for distribution in September. There are some Dirt & Gravel Road projects in the works. Ellen is

working with the Township and the Center for Dirt and Gravel roads on resolving DSA placement issues. We met with a farmer and NRCS staff on an application to be submitted to the ACAP Committee and board consideration in July. There is another Homeowners Resource set for July. Emily Mansfield is coordinating with Brookfield and the Partnership on attendees. There are some On the Road Programs set up in the upcoming months. Ellen Enslin has been working with LWWMD and Wayne County Conservation for the Growing Greener DGLVR grant program. The Resource Conservationist position is currently vacant, and we are reviewing resumes. Ellen Enslin celebrated 20 years at the District. The Pike County Comprehensive plan survey has been distributed through our social media and Constant Contact platform. The top 3 Wildlife/Natural Resources priorities listed on the survey are Invasive Species, Community Education Natural Resource Wildlife, and Groundwater Quality.

#### **OLD BUSINESS/COMMITTEE REPORTS:**

Executive Director Search Committee, Scott Savini – We are still in the process of finding a new District Manager. Michele Long will be staying on a part time basis to help with the transition after her retirement.

#### **NEW BUSINESS:**

PCCD Staff Classification System Policy revision, Michele Long – The policy is reviewed on a regular basis by the Executive Committee. There have been updates made to the policy in regard to job descriptions, titles, and pay grades levels. Jay Morrow made a motion to approve the policy changes. Ken Coutts seconded. Motion carried.

PCCD Standard Operating Procedures for District Staff Policy, Michele Long – The current policy for District Staff has been in place since 2016. After recent review, there has been changes made to some of the job titles, a work from home policy and social media policy was added, updates regarding performance evaluations, board reports, and cell phone use policies, the examples of training sessions were removed since we now have a much larger and updated list. Jay Morrow made a motion to approve the policy changes. John Milliken seconded. Motion carried.

Watershed Specialist grant application for FY 2024-2029, Rachael Marques – The new 5-year grant is open for the 2024-2029 Watershed Specialist application. There has been an increase in funding for the position, that is reimbursed to the county for salary and benefits. We are asking the board to provide a letter of approval. Ken Coutts made a motion to approve a letter from the board to support the grant application. John Milliken seconded. Motion carried.

PCCD Environmental Education Grant Submission from Shohola Elementary, Michele Long – We received an Environmental Education Grant request from Shohola Elementary School to start an environmental group focused on establishing an orchard consisting of fruit and nut trees. Jay Morrow made a motion to approve the \$500 Education Grant for Shohola Elementary. Ken Coutts seconded. Motion carried.

#### **Cooperating Agency and Other Organization Reports:**

PACD – The PACD Joint Annual Conference will be held on July 19<sup>th</sup> and 20<sup>th</sup> this year in Harrisburg. Michele Long will be honored with an Employee of the Year Award. PACD has been responsive regarding the legislative concerns. Spring Leadership series is currently in progress and can be done virtually on the website.

DEP – Janet Creegan will be working with staff to complete the Agriculture Compliance Implementation Poll. The poll will gather information regarding each county's response to complaints, inspection procedures, and education and outreach regarding erosion and sediment control. There will be a webinar on June 28<sup>th</sup> regarding Applicable Laws for Conservation Districts that is recommended for board members to attend.

NRCS – Jen Matthews stated they are working on contracts for selected applications and will have a list of funded projects for the next board meeting.

PA Fish and Boat Commission – Matt Dietrich informed us that Kurt Tereschak has returned to the office. They have been very busy, but no concerns or issues at this time.

**EXECUTIVE SESSION:** Chairman Scott Savini adjourned the regular meeting at 9:33 am into Executive Session to discuss personnel matters and will be reconvened after the discussion.

The meeting was reconvened at 9:45 am. A plan was discussed for Michele to continue work up to 16 hours a week to help with the transition of her position. Ken Coutts made a motion to approve Michele's letter of resignation and to move forward with the compensation package for Michele through the county and the District to assist with the filling of the position and the transition and training. Jay Morrow seconded. Motion carried.

**PUBLIC/PRESS QUESTIONS:** None

**ADJOURN:** Jay Morrow made a motion to adjourn the Board of Directors Meeting. Ken Coutts seconded. Motion carried. The meeting adjourned at 9:48 am.

Respectfully submitted,

Lisa Dolci, Board Secretary

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