



Pike County Conservation District

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PIKE COUNTY CONSERVATION DISTRICT BOARD OF DIRECTORS MEETING MINUTES Monday, September 18, 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, Commissioner Ron Schmalzle,

Associate Directors: Paul Ranello, Jo Ann Rose

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

Cooperating Agency Representatives: Janet Creegan – DEP

Directors/Associate Directors Absent: Mike Spencer, Carole Linkiewicz

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

A moment of silence was observed in honor of Rich Caridi who served as our Commissioner Director for many years. In the District office we have a poster of "This Earth is Precious" that Rich brought back with him from a trip out west years ago. We will be adding a plaque to it, in remembrance of Rich Caridi.

PUBLIC COMMENTS / QUESTIONS AGENDA ITEMS: None

ACTION ON MINUTES of August 21, 2023: Jay Morrow made a motion to approve the August 21, 2023, Board Meeting minutes. Commissioner Ron Schmalzle seconded. Motion carried.

FINANCIAL REPORT: We received the 2023-2024 Dirt, Gravel, and Low Volume Road allocations; \$50k for Dirt and Gravel and \$20k for Low Volume Road expenditures. Ellen Enslin will be meeting with the QAB to discuss the funds available. The funds will need to be used before the contract with the State Conservation Commission expires in 2024. Report filed, subject to audit.

CORRESPONDENCE REPORT: An email from the State Conservation Commission regarding the Conservation Districts' Delegation Agreements with a memo attached that clarifies the type of work that can be performed by the conservation districts under the Chapter 102 and Chapter 105 programs. Districts are not permitted to develop and approve plans under these programs or perform any duties that would be a conflict of interest.

CONSERVATION DISTRICT CONSULTANT REPORT: We received notice that the Watershed Specialist Grant contract will be ready for e-signatures in the upcoming weeks. Some of our larger projects are getting ready to close. The Pine Hill Farm enforcement meeting took place at the end of August; they are required to reply with the agreement and funds in hand by September 21st. If they do not reply by the set date, this matter will be referred to DEP. The cost recovery for this project is \$4k. The delivery date for the 10 Million Trees program is still to be determined. The final inspection has been completed for the Whittaker Farm Road project and final payment will be sent this week. The Resource Conservationist position has been filled and will go through final approval at the Commissioners meeting on September 20th. The new Resource Conservationist is Allison McGee, and her start date will be Monday, September 25th. Allison will be attending training with Ellen for the DGLVR program in Scranton that same week. We have a potential ACAP application from Mike Mancino that we are working on with NRCS to be submitted within the next couple of months. In the beginning of October we will be scheduling a meeting to discuss the 2024 Education and Outreach Plan. A letter was sent to each of the nominating organizations to inform them that the Chief

Clerk will be sending them each a letter for nominations to the Board for 2024. John Milliken's term will be up at the end of this year, and he has agreed to stay on for another term. There are several training opportunities in October that the staff will be attending. We are in the process of submitting the final CDFAP financial reports. The insurance paperwork has been finalized and the new policy has been in effect since September 8th. The Township Supervisors meeting will be held on October 6th, Chris and Ellen will be attending along with the new District Manager.

OLD BUSINESS/COMMITTEE REPORTS:

District Manager Search Committee, Kelly Stagen – We have filled the District Manager position, her name is Tara Mlodzienski, and her start date is September 25th, her position will be approved at the Commissioners Meeting this week. Michele has developed a transition schedule and will continue her consultant role while Tara is adjusting to her new position at the District.

NEW BUSINESS:

Removal of NEPA Audubon as a Nominating Organization – We received notification from NEPA Audubon that they are in the process of disbanding and will need to be removed as a Nominating Organization. Jay Morrow made a motion to approve the removal of NEPA Audubon from the list of Nominating Organizations. Kelly Stagen seconded. Motion carried. The appropriate paperwork will be sent to the State Conservation Commission with the request for approval.

Transfer of Conservation funds for advertising District positions – The current year to date cost for advertising is over \$16k, the budget was set at \$2,500. This cost includes advertising for the District Manager position, Resource Conservationist position, Communications Coordinator position, and Board meeting notices. Most of the cost incurred was from the District Manager search. At the beginning of the process, it was discussed that if needed, we would be able to transfer funds from the Conservation Fund into the Operating Account to cover any additional costs over the original budget. The current balance in the Conservation Fund is \$179,697.00 and we would like to transfer \$13,771 into the Operating Account. Jay Morrow made a motion to approve the transfer of funds. John Milliken seconded. Motion carried.

Cooperating Agency and Other Organization Reports:

PACD – The budget has not been determined. There are other factors that are holding up the process that do not involve the Conservation District funds. PACD is hopeful that the budget will remain the same as last year but has not been given that information yet. In the past the PACD Winter meeting was held virtually, but it has been requested by one of the regions to have the meeting in person. This topic will be discussed with the regions to determine whether the meeting will be virtual or in person.

DEP – The DEP/CCD Chapter 102 Fall Training will be held virtually for our region in November. A reminder to please take and submit ACAP project photos. The Verbal Judo training will take place in the last week of October along with The Art of Deception training sessions held the second week of October. Janet will be available to do training with the new District staff when they are ready.

EXECUTIVE SESSION: None

PUBLIC/PRESS QUESTIONS: None

ADJOURN: Commissioner Ron Schmalzle made a motion to adjourn the Board of Directors Meeting. John Milliken seconded. Motion carried. The meeting adjourned at 9:30 am.

Respectfully submitted, Lisa Dolci, Board Secretary