



SULLIVAN COUNTY CONSERVATION DISTRICT AGENDA

Tuesday, February 13, 2024

12:30 PM – Call to Order
Pledge of Allegiance
Public Comment Period
Introductions

Oath of Office for Wylie Norton, Andy Trostle and Commissioner Member Brian Hoffman
Election of Officers- *Chairman, Vice-Chairman, Treasurer, Secretary*

Consent Agenda for the following:

Minutes of January 9, 2024 Meeting; Financial Statements to be filed for Audit; Approval of Expenditures in the Packet; Written Staff & Agency Reports **Action Needed**

Other Reports (not written reports) Staff and Agency:

*Staff- Manager, E&S Technician, Watershed Specialist, Admin
DEP
NRCS
DCNR
Penn State Extension
Fish & Boat Commission
Commissioners*

PROGRAMS/BUSINESS:

- **Chapter 102:** Review of the Sullivan County Conservation District Fee Schedule
- **Approve Associate Directors:** Betty Reibson, Jackie Rouse, Kevin Rohe and Dave Engle. **Action Needed**
- **QAB Recommendations** – If needed
- **State Ethics Forms:** Need to be returned by May 1st to Carrie.
- **Seedling Sale:** 16 orders as of 2/9/24
- **PS Bank 2 CD's:** Renew automatically on 2/23/24 – rates won't be available until then. **Action Needed**
- **Probation Letter for Jolie Coates to Commissioners** – Her probation is up before the next board meeting- Letter sent after March 2: **Action Needed**

Other Unfinished Business:

- **Conservation Resource Technician Position:** County has created the position and set starting pay. **Action Needed**
- **Fair Barn Project:** 3 phone bids received – Chris Insinger \$14,700, Chet Evans \$7,900 and Cuz Excavating \$7,790. **Action Needed**

New Business:

- **PACD Strategic Board Development Workshop:** February 21 at Clinton County Conservation District – Free but RSVP is needed for lunch and handouts.
- **PACD North Central Regional Meeting** – March 19 at Clinton County Conservation District
- **Local Envirothon** – April 23 at Lycoming Sportsmen: FYI

Other New Business:

NEXT BOARD MEETING - March 12, 2024 at 12:30 PM.
ADJOURNMENT



SULLIVAN COUNTY CONSERVATION DISTRICT MEETING
Tuesday January 9, 2024

Attendance:

Directors – Wylie Norton (call in), Brian Hoffman (call in), Joanne Day, Rick Ryan (call in), Barb Warburton (call in). Andy Trostle, and Carl Vough were absent.

Associate Directors – Jackie Rouse (call in), Kevin Rohe (call in) Betty Reibson (call in) and Dave Engel (call in).

Staff: Carrie Richmond, Lynn Broschart, Stephani Geffken, and Jolie Coates.

Agency Reps: Jeremy Yohe, Fish and Boat. Chad Spencer, NRCS and Racheal Fish DEP, CDFR were absent.

Guests: Scott Myers, Commissioner.

Call to Order: Wylie called the meeting to order at 12:32PM.

Pledge of Allegiance was performed.

Public Comment Period:

Consent Agenda for the following: Minutes of November 14, 2023, Meeting; Financial Statements to be filed for Audit; Approval of Expenditures in the packet; Written Staff and Agency Reports- The motion was made by Joanne and seconded by Rick. It was a unanimous vote.

Other Reports (not written reports) Staff and Agency:

PROGRAMS/BUSINESS:

- **Watershed Specialist:** – Jolie Coates
- **Chapter 102:** - Tabled to February 13, 2024
- **Dues /Financial Donations for 2024:** - Sullivan County Chamber of Commerce \$58.50, Northern Tier Hardwood Association \$30.00, PACD \$2,090.00, NACD \$250.00, EPCAMR \$50.00, PA Envirothon \$500.00. The motion was made by Rick and seconded by Barb. It was a unanimous vote.
- **Director and Staff Nominations for Attending Meetings:** - PACD – Carrie; NTHA- Lynn; EPCAMR- Jolie, Carrie; LCWA & MCWA- Jolie. The motion was made by Joanne and seconded by Rick to allow them to attend the meetings. It was a unanimous vote.
- **Approve Associate Directors:** - Tabled to February 13, 2024.
- **QAB Recommendations:** - Lynn- need an amendment for North Street for \$51,125.04. The Motion was made by Rick and seconded by Brian to approve the amendment.
- **New APC Battery Backup for server and critical equipment-** This is in the server room for this building. Share the cost with Children and Youth- \$1,939.45. The motion was made by Joanne and seconded by Rick to pay our share of the new APC Battery Backup.
- **State Ethics Forms:** - Need to be returned by May 1st to Carrie.

Other Unfinished Business:

- **Conservation Resource Technician Position:** -County has created the position and set starting pay. Tabled to February 13, 2024.
- **Seedling Sale:** Seedling sale is moving ahead.
- **Office walls and floors:** About halfway done as of 12/28/23.

New Business:

Adjournment –Motion was made by Rick and seconded by Barb to adjourn the meeting at 12:41PM. It was a unanimous vote.



Sullivan County Conservation District
9219 Route 487 | Dushore PA, 18614
570-928-7057 | www.sullcon.com

Respectfully submitted,

A handwritten signature in black ink that reads "Stephani Geffken".

Stephani Geffken
Administrative Assistant

The next meeting will take place on Tuesday, February 13, 2024. Budget meeting at 11AM, Lunch is at 12:00 Noon with 12:30 PM Business Meeting.

Sullivan County Conservation District

Profit & Loss Budget vs. Actual

January 2024

	Jan 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
30150 · ACAP	0.00	205,675.54	-205,675.54	0.0%
30000 · Act 13 Income	0.00	70,278.00	-70,278.00	0.0%
30100 · ACT Grant	0.00	20,000.00	-20,000.00	0.0%
30200 · CDFAP Grant	14,799.91	203,893.00	-189,093.09	7.3%
30300 · Chesapeake Bay Grant	2,438.79	40,000.00	-37,561.21	6.1%
30400 · Dirt and Gravel Roads	0.00	325,007.00	-325,007.00	0.0%
30500 · E&S Service Fees	0.00	1,000.00	-1,000.00	0.0%
30600 · Education Programs	1,946.92	1,700.00	246.92	114.5%
30700 · Grants Income	0.00	67,000.00	-67,000.00	0.0%
30800 · Interest	4,436.16	41,000.00	-36,563.84	10.8%
30900 · Low Volume Roads	0.00	40,000.00	-40,000.00	0.0%
31000 · Misc. Income	0.00	200.00	-200.00	0.0%
31100 · Nutrient Management	7,098.16	20,000.00	-12,901.84	35.5%
31200 · Rebates/ Rewards	0.00	100.00	-100.00	0.0%
31400 · Sales	265.00	23,550.00	-23,285.00	1.1%
31500 · Special Events Income	0.00	1,000.00	-1,000.00	0.0%
31700 · Watershed Spec. Grant	0.00	29,555.30	-29,555.30	0.0%
31800 · Workshops Income	0.00	200.00	-200.00	0.0%
Total Income	30,984.94	1,090,158.84	-1,059,173.90	2.8%
Expense				
40000 · Advertising and Publications	0.00	1,700.00	-1,700.00	0.0%
40100 · Audit	0.00	12,000.00	-12,000.00	0.0%
40200 · Board Expense	651.89	4,425.00	-3,773.11	14.7%
40300 · Dirt & Gravel Roads	84.23	321,823.00	-321,738.77	0.0%
40400 · Dues	2,870.00	3,200.00	-330.00	89.7%
40500 · Education Program Expense	16.66	5,625.00	-5,608.34	0.3%
40600 · Equipment	2,816.05	18,900.00	-16,083.95	14.9%
40700 · Grants Expense	0.00	67,000.00	-67,000.00	0.0%
40800 · Insurance	0.00	3,200.00	-3,200.00	0.0%
40900 · Low Vol Roads	0.00	40,000.00	-40,000.00	0.0%
41000 · Misc. Expense	28.10	50,000.00	-49,971.90	0.1%
41100 · Office Supplies	212.19	2,400.00	-2,187.81	8.8%
41400 · Retirement	0.00	37,146.31	-37,146.31	0.0%
41500 · Salary and Benefits	17,825.04	269,542.47	-251,717.43	6.6%
41600 · Sales Expense	567.00	17,520.00	-16,953.00	3.2%
41700 · Special Events Expense	0.00	1,500.00	-1,500.00	0.0%
41800 · Travel	279.03	9,220.00	-8,940.97	3.0%
41900 · Truck	68.43	2,000.00	-1,931.57	3.4%
42000 · Water Monitoring	50.00	1,000.00	-950.00	5.0%
42100 · Workshop Expenses	0.00	4,000.00	-4,000.00	0.0%
Total Expense	25,468.62	872,201.78	-846,733.16	2.9%
Net Ordinary Income	5,516.32	217,957.06	-212,440.74	2.5%
Net Income	5,516.32	217,957.06	-212,440.74	2.5%

8:08 AM

02/07/24

Accrual Basis

Sullivan County Conservation District

Balance Sheet

As of January 31, 2024

	Jan 31, 24
ASSETS	
Current Assets	
Checking/Savings	
10451 · PS Bank 12 Month Education CD	47,442.98
10351 · PS Bank 12 Month District CD	47,442.98
10000 · General Checking	50,789.48
10100 · INVEST	
10108 · ACAP	209,758.71
10101 · Act 13	364,130.14
10102 · CDFAP	13,199.50
10103 · Clean Water	18,427.72
10104 · Dirt and Gravel Roads	232,621.40
10105 · District	89,515.11
10106 · Education	25,284.00
10107 · Low Volume Roads	22,968.92
Total 10100 · INVEST	975,905.50
Total Checking/Savings	1,121,580.94
Other Current Assets	
19500 · Grants Receivable	114,086.76
Total Other Current Assets	114,086.76
Total Current Assets	1,235,667.70
TOTAL ASSETS	1,235,667.70
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20300 · Accounts Payable	-9.12
Total Accounts Payable	-9.12
Other Current Liabilities	
20301 · Accounts Payable - Other	68,954.30
Total Other Current Liabilities	68,954.30
Total Current Liabilities	68,945.18
Total Liabilities	68,945.18
Equity	
20500 · Opening Balance Equity	854,604.73
20600 · Retained Earnings	306,601.47
Net Income	5,516.32
Total Equity	1,166,722.52
TOTAL LIABILITIES & EQUITY	1,235,667.70

8:10 AM

Sullivan County Conservation District
Checking Account
As of January 31, 2024

02/07/24

Accrual Basis

Type	Date	Num	Name	Memo	Amount	Balance
10000 - General Checking						9,709.32
Bill Pmt -Check	01/02/2024	6736	Lynn Broschart	November Mil...	-49.78	9,659.54
Bill Pmt -Check	01/02/2024	6737	Carrie Richmond	December Mil...	-229.25	9,430.29
Bill Pmt -Check	01/02/2024	6738	Marco Technologies...	INV118703020	-249.08	9,181.21
Bill Pmt -Check	01/02/2024	6739	Frontier	Acct #570-92...	-45.61	9,135.60
Bill Pmt -Check	01/03/2024	6740	Barbara Warburton	Director Travel	-41.92	9,093.68
Bill Pmt -Check	01/03/2024	6741	Carl Vough	Director Travel	-62.88	9,030.80
Bill Pmt -Check	01/03/2024	6742	Joanne Day	Director Travel	-50.44	8,980.36
Bill Pmt -Check	01/03/2024	6743	Wylie Norton	Director Milea...	-144.10	8,836.26
Bill Pmt -Check	01/03/2024	6744	Andrew Trostle	Director Travel	-110.70	8,725.56
Bill Pmt -Check	01/03/2024	6745	Richard Ryan	Director Travel	-35.37	8,690.19
Bill Pmt -Check	01/03/2024	6746	Betty Reibson	Associate Dir...	-60.92	8,629.27
Bill Pmt -Check	01/03/2024	6747	Jacquelyn Rouse	Associate Dir...	-64.85	8,564.42
Bill Pmt -Check	01/03/2024	6748	Kevin Rohe		-20.96	8,543.46
Bill Pmt -Check	01/03/2024	6749	PA Envirothon Inc.	Dues	-500.00	8,043.46
Bill Pmt -Check	01/10/2024	Debit ...	Hurley's IGA	January 2024 ...	-59.75	7,983.71
Bill Pmt -Check	01/10/2024	Debit ...	Zoom	Zoom Subscri...	-158.89	7,824.82
Bill Pmt -Check	01/10/2024	Debit ...	Staples	Office Checks	-153.69	7,671.13
Bill Pmt -Check	01/10/2024	Debit ...	AT&T	Account# S 57...	-334.57	7,336.56
Bill Pmt -Check	01/10/2024	6750	Boyer Nurseries& Or...	INV 02782	-567.00	6,769.56
Bill Pmt -Check	01/11/2024	Debit ...	Amazon	Office Supplies	-75.16	6,694.40
Bill Pmt -Check	01/11/2024	6751	Sullivan County Co...	Reimburse C...	-1,939.45	4,754.95
Bill Pmt -Check	01/11/2024	6752	NACD	Dues	-250.00	4,504.95
Bill Pmt -Check	01/11/2024	6753	EPCAMR	2024 Member...	-50.00	4,454.95
Bill Pmt -Check	01/11/2024	6754	NTHA	Dues	-30.00	4,424.95
Bill Pmt -Check	01/11/2024	6755	PACD	Dues July 1, 2...	-2,090.00	2,334.95
Bill Pmt -Check	01/16/2024	6756	Tulpehocken Mount...	Customer No...	-28.10	2,306.85
Transfer	01/16/2024			Operating cost	20,000.00	22,306.85
Deposit	01/16/2024			Deposit	10.00	22,316.85
Deposit	01/16/2024			Deposit	13.00	22,329.85
Deposit	01/16/2024			Deposit	1,933.92	24,263.77
Transfer	01/17/2024			Cover Office ...	20,000.00	44,263.77
Bill Pmt -Check	01/17/2024	Debit ...	Hurley's IGA	Items for Brid...	-15.23	44,248.54
Deposit	01/24/2024			Deposit	7,098.16	51,346.70
Deposit	01/26/2024			Deposit	2,438.79	53,785.49
Deposit	01/30/2024			Deposit	215.00	54,000.49
Bill Pmt -Check	01/30/2024	6757	Sullivan County Co...	september 20...	-68.43	53,932.06
Bill Pmt -Check	01/30/2024	6758	Sullivan County Co...	September 20...	-68.50	53,863.56
Bill Pmt -Check	01/30/2024	6759	Wyoming County Co...	2024 Contract...	-15.00	53,848.56
Bill Pmt -Check	01/30/2024	Debit ...	Weebly, Inc	Website rene...	-19.95	53,828.61
Bill Pmt -Check	01/30/2024	6760	Sullivan County Co...	Salary and Be...	-17,825.04	36,003.57
Deposit	01/30/2024			Deposit	14,799.91	50,803.48
Deposit	01/31/2024			Deposit	40.00	50,843.48
Bill Pmt -Check	01/31/2024	6761	Davidson Township	Davidson Tow...	-54.00	50,789.48
Total 10000 - General Checking					41,080.16	50,789.48
TOTAL					41,080.16	50,789.48

8:16 AM

02/07/24

Accrual Basis

Sullivan County Conservation District
Transaction Detail by Account
January 2024

Type	Date	Num	Memo	Split	Amount	Balance
10100 · INVEST						
10108 · ACAP						
Deposit	01/31/2024		Deposit	30800 · Interest	944.71	944.71
Total 10108 · ACAP					944.71	944.71
10101 · Act 13						
Transfer	01/16/2024		Operating cost	10000 · Gener...	-20,000.00	-20,000.00
Transfer	01/17/2024		Cover Office ...	10000 · Gener...	-20,000.00	-40,000.00
Deposit	01/31/2024		Deposit	30800 · Interest	1,735.91	-38,264.09
Total 10101 · Act 13					-38,264.09	-38,264.09
10102 · CDFAP						
Deposit	01/31/2024		Deposit	30800 · Interest	59.45	59.45
Total 10102 · CDFAP					59.45	59.45
10103 · Clean Water						
Deposit	01/31/2024		Deposit	30800 · Interest	83.00	83.00
Total 10103 · Clean Water					83.00	83.00
10104 · Dirt and Gravel Roads						
Deposit	01/31/2024		Deposit	30800 · Interest	1,029.16	1,029.16
Total 10104 · Dirt and Gravel Roads					1,029.16	1,029.16
10105 · District						
Deposit	01/31/2024		Deposit	30800 · Interest	403.16	403.16
Total 10105 · District					403.16	403.16
10106 · Education						
Deposit	01/31/2024		Deposit	30800 · Interest	113.87	113.87
Total 10106 · Education					113.87	113.87
10107 · Low Volume Roads						
Deposit	01/31/2024		Deposit	30800 · Interest	66.90	66.90
Total 10107 · Low Volume Roads					66.90	66.90
Total 10100 · INVEST					-35,563.84	-35,563.84
TOTAL					-35,563.84	-35,563.84

**Manager Report
For the month of January
Carrie Richmond**

Manager Duties

- Reconcile bank statement on QuickBooks.
- Bills approved for payment.
- Assisted the public with getting water sample bottles and soil test kits.
- Updated conference room schedule
- Approved Time in Paychex.
- Reviewed minutes from last board meeting.
- Emails.
- Phone Calls.
- Copier Code counts.
- County reimbursements paid.
- Fuel mileage spreadsheet.
- Filled out director mileage spreadsheet.
- Deposits to the bank.
- Transferred funds.
- Monthly Report
- Mileage Reimbursement
- Prepared Agenda for January meeting.
- Reviewed Financial Statements for the board meeting.
- Attended district board meeting (by phone due to snow).
- PACD Monthly Manager Meeting
- Updated Teamsheets for our files and on Greenport.
- Office walls and floors are completed. Still working on getting things put back together.
- Attended State Envirothon Meeting.
- Finalized and submitted 4 day work schedule for the month of February to Hope.
- Prepared and sent out 1099's.
- Finalized approving the Seedling Sale order form and descriptions to be printed, mailed and emailed. Approved having it put on Facebook and district website.
- Sales Tax Submitted.
- D/GLVR quarterly submitted.
- Chapter 102 quarterly submitted.
- Ordered envelopes and picked them up.
- PACD Winter Meeting via Zoom.
- Signed up for ACAP Account.
- Jolie started on January 2nd and is adjusting well.
- Jolie and I put her computer desk together.
- Helped Jolie get set up on Clean Water Academy through PACD.
- Setup an account in Practice Keeper for Jolie with help from Practice Keeper IT.
- Setup ACAP GIS training for myself and Jolie.
- Contacted Coleman Engineering and HRG Engineering for ACAP projects. Future meetings have been scheduled with Coleman Engineering. HRG will be forthcoming held. Jolie will also be part of these meetings along with Montour County.

Stephani Geffken- Administrative Assistant

January 2024

General

1. Two Holidays in January
2. Court House called a snow day
3. Work on seed flyer/mailed and emailed flyers
4. Work on Board Meeting minutes
5. Handed out bottles for water samples and sold soil kits
6. Answered phones and directed to proper person
7. updated schedule board
8. unpacked my office after floor and painting done
9. Collect mail and put mail out to mailbox each day
10. update Time Tracking Sheet
11. Updated Conservation Calendar
12. Started 4-day work week

Financial

1. Paid various bills by check and CC.
2. Prepared various deposits
3. Made copies of invoices
4. Produced Reports from QuickBooks

E&S TECHNICIAN
December 2023
Lynn Broschart

General

- Discussions with Carrie on various topics
- Discussions with the directors on various topics
- Checked Emails
- Staff meeting
- Attended board meeting (January 9,2024)
- Worked on Website
- Posted on Facebook
- Worked on and completed monthly reports
- Discussed new work schedule and calendar
- Completed Quarterly's 1/11/2024

E&S Technician

- Code inspections (2)
- NTHA meeting 1/4/2024
- Site Visits:
- Penn Dot Discussion on NPDES Permit for Ogdonia Bride
 - 1/8/2024-1/30/2024 teams meeting
- Permits
 - Emergency Permit Davdison TWP
 - Thomas Blauch emailed info for log structures
- Discussions with Pete G. DEP
 - Teams meeting about Baumunk Lane with Chris R.
 - Discussion with Steve, Curtis and Pete 1/24/2024 on Summit
- Complaints
 - Nordmont-Brown Hill Road
 - Wrote inspection report
- E&S Reviews
 - Billy Saxe
 - Beaver Run Driveway
- Hazard Mitigation
 - 1/3/2024 Meeting
- Planning-Chris Roenning
 - Summit Center for Wellness discussions
 - Lopex property discussion
 - Meeting 1/17/2024 about Lopez Issue
 - Planning Meeting 2/18/2024
 - Permitting Discussions
- CHPT Webinars
 - 1/9/2024
 - 1/30/2024
- E&S Technician Round Table 1/24/2024
- Time Management Webinar Series 1/31/2024

ACT Technician

E&S TECHNICIAN

December 2023

Lynn Broschart

- Approximately Hours (6 hours)
 - Showed Jolie some of the major farms in the County
 - Fairgrounds with excavator 1/8/2024

Farmland Preservation

- Completed County Survey
- Started Preparing for recertification
- Mailings for information provided about grant information
- Doing lots of research and looking into things for Farmland to prepare for possible closeout of property

Education:

- Spoke with Sarah A. from Library about some combined educational events
- Started preparing Women in AG Day June 20, 2024

Dirt & Gravel Technician

- QAB Meeting 1/9/2024.
- Webinars
 - 1/4/2024-1/11/2024-1/25/2024
- Discussions
 - Colley TPW-Panther Lick Road
 - Colley TWP-Lilac Lane/Lopez Spring Water problem
- Financials
- Amendments
- Contracts Approved
- Completed Contracts
- Pre-App Meetings
- I&E Preparations
 - Completed Cavanaugh Road-Forks TWP
 - Completed McDonald Road-Forks TWP
 - Nordmont Cemetery Issue w/ Roads
- Pre-Bid Meetings
- Pre-Construction Meetings
- Construction Site Visits
 - Fox TWP-North ST. 1/2/2024, 1/4/2024, 1/31/2024
- Site Visits
- Stream Crossing Notifications:
- Bridge building Contest is in full swing.
- Completed Annual Summary Report

Streambank Stabilization Program w/ County-12 hour approximately

- Art Durland convo of site/ William Kleppinger
- Ketchum Run w/ Fish and Boat

Thank You

Lynn Broschart

E&S TECHNICIAN

December 2023

Lynn Broschart

Watershed Specialist
Chesapeake Bay Tech
Nutrient Management Tech

Jolie Coates

January 2024

General/CAP/ACAP:

Checked emails

Attended board meetings

Attended CAP/ACAP meetings

Attended multiple online trainings

Attended DEP roundtable in Williamsport

Nutrient Management:

Attended multiple online trainings.

Watershed:

Attended LCWA meeting

Attended Muncy Creek Watershed meeting

Attended multiple online trainings

Chesapeake Bay:

Attended multiple online trainings

Met w/ Racheal Fish and discussed PK methods

February 2024 DEP Conservation District Field Rep Talking Points

Growing Greener Grant Awards Announced - On January 5, the Department of Environmental Protection (DEP) announced more than \$12 million in Growing Greener Plus Grants to support local watershed restoration projects, reclaim abandoned mines, reduce flooding, nutrient and sediment pollution. A total of sixty-two (62) Growing Greener Grants were awarded in the 2023 round. Of those, twenty-two (22) grants totaling \$4,250,000 were awarded to conservation districts. The 2024 Growing Greener Grant Round is expected to open in Spring 2024. We recommend anyone interested in applying begin planning projects.

Chapter 102 Individual NPDES Permit Pilot Program - The Pennsylvania Department of Environmental Protection (DEP) is introducing a Pilot program to evaluate new procedures for streamlining the review of Chapter 102 Individual NPDES Permit applications and improving the quality of applications received. An initial group of 12 Conservation Districts were approached for possible participation in the Pilot program. These Districts were approached because they represent areas with moderate to high numbers of land development projects needing individual permits and include both PCSM-delegated and non-PCSM delegated Districts. Additional Conservation Districts can request to participate in the Pilot; acceptance of a Conservation District into the Pilot will be subject to District and regional staff availability and at the discretion of DEP. Participation of a conservation district in the Pilot Program is optional.

The general intention of the Pilot program is to accept a diverse range of projects so that a broad evaluation of the Pilot can be made upon conclusion. Projects which propose green infrastructure and/or riparian buffers should receive acceptance priority. DEP has the discretion to determine which projects are accepted into the Pilot Program, recognizing that highly complex projects may be ineligible.

Prior to submission of the application, the owner/developer/applicant and the licensed professional that will prepare the PCSM Plan must schedule and attend two pre-application meetings (virtual or in-person based on availability and at DEP/District's discretion). These meetings cannot be waived. The purpose of these meetings is to ensure a better and more complete application is submitted. This will allow the District to perform the completeness and the technical review simultaneously and in turn shorten the review timeframes.

The Chapter 102 Program presented information about the pilot program to the State Conservation Commission at its January 23, 2024 meeting. The SCC approved the Delegation Agreement Amendment at this meeting, which allows DEP to continue to move forward with the pilot program.

PAG-02 Authorization Letter Updated - The Bureau of Clean Water has updated the PAG-02 Authorization Letter template to prepare new permittees this year of the upcoming need to submit renewal NOIs by December 7, 2024. All permittees with PAG-02 coverage prior to December 7, 2024, will need to submit the renewal NOI, even if they've only had coverage for a short while. The revised PAG-02 Authorization Letter can be found in the Chapter 102 Resource Center of Clean Water Academy. The Bureau of Clean Water asks everyone to download the latest template ([Letter Templates](#))(Number 28) and immediately begin using it.

PennDOT 102 Review to use KEES - DEP executive staff have agreed to move forward with the review and processing of Chapter 102 applications/registrations for PennDOT in KEES. Requirements gathering have begun and it is anticipated to be complete by summer of 2024. PennDOT will provide training prior to the system going live and DEP plans to make the process as intuitive as possible. For instance, CCDS will utilize the same login as they use for the Chapter 102 e-permit system. Feel free to contact Krystal Bloom or Tiffany Landis with any questions.

PA Agricultural Conservation Assistance Program (ACAP)

The State Conservation Commission (SCC) has developed a webpage on the PDA website where they plan to post ACAP information and webinar recordings. The webpage currently has the ACAP Guidelines, SCC BMP List and a draft ACAP Application. Also posted are past recorded webinars. All ACAP information can be found at: https://www.agriculture.pa.gov/Plants_Land_Water/StateConservationCommission/Pages/default.aspx and [The Center for Agricultural Conservation Assistance Training | Penn State Extension \(psu.edu\)](https://www.pennstate.edu/extension/center-for-agricultural-conservation-assistance-training/). All ACAP documents are downloadable from the Penn State Extension website.

Assignment of Pay Form - At its January 23, 2024 meeting, the SCC approved the use of an “assignment of pay form” for districts and farmers in the ACAP program. This assignment of pay form allows an ACAP project participant (farmer) to sign the payment of ACAP grant funds over to the hired contractor who is completing the project. It is important to note it is the Farmer or grant recipient’s choice to enter into this assignment of pay agreement, not the District or the Contractors, and the Farmer has the right to revoke it at any time. Numerous Districts asked the SCC to pursue this form as they were getting requests from farmers to have the ability to have funds paid directly to the contractor and not to the farmer.

ACAP Bidding Policy – Staff had planned on having the SCC act on the ACAP bidding policy at its January meeting. Staff determined it needs to work out some additional details with legal regarding the responsibilities of farmers when they are completing a project themselves and not contracting it out to a 3rd party. Once these details are worked out this item will be revisited by the SCC.

Statement of Financial Interests

All Conservation District Directors are considered Public Officials and most District Employees are considered Public Employees. Any Conservation district employee that meets one or more of the criteria in the definition below **MUST** fill out a Statement of Financial Interest. Completing a statement is not optional. It is required by law. Statements are to be completed and filed with the Conservation District no later than May 1st. The general rule with this form is “when in doubt, fill it out”.

“Public Official” includes any person (*such as a conservation district director*) appointed by a governmental body (such as the board of county commissioners or the county council)

“Public Employee” includes any individual employed by the Commonwealth or a political subdivision (*like a conservation district*) who is responsible for taking or recommending official action of a non-ministerial nature with regard to: Contracting or procurement; Administering or monitoring grants or subsidies; Planning or zoning; Inspecting, licensing, regulating, or auditing any person; or Any other activity where the official action has an economic impact of greater than a de minimis nature on the interests of any person.

Please refer to the Director Handbook (pp. 4-6) or the Red Ethics Pamphlet (p. 12-15 & 31-36) for additional information. If you require additional forms go to www.ethics.state.pa.us and click on "forms" on the left side of the page.

Clean Water Academy

102 and 105 Attachment B on the Clean Water Academy – It is essential that Districts update the Attachment B on the Clean Water Academy for the Chapter 102 and 105 Programs anytime there are staff changes at the district. **The 102 and 105 Programs use the Attachment B online forms to enable e-permitting permissions for new staff** and to disable them for former staff. The Attachment B can be found under the Data Portal tile in CWA. To update Attachment B, you need to search for your county and then select the Gear icon to edit. You can then change employment status to Former and choose an Employment End Date. This helps DEP to maintain all the data systems we need to maintain and enable. Course: Data Portal (remote-learner.net)

Conservation District Team Sheets

Conservation Districts are required to update their Team Sheets in Greenport with new Directors and terms by January 31 of each year. If you have not yet updated director terms and new directors in the Team Sheets, please do so as soon as possible. In addition, districts should update information in the Team Sheets throughout the year whenever there are other changes including, staff, Directors, district address, phone, fax or email addresses.

Effective Management of CD Business: The Importance of Monthly Board Meetings

Conservation Districts face an increasing amount of diverse business matters. Consequently, it is important a district board meet at least monthly to provide proper guidance and stay well informed of the district's activities. A monthly meeting schedule is vital as board of director's vote on district actions and policies that execute established goals and fulfill the obligations of Conservation District Law (Act 217). Important agenda items that need to be acted upon or discussed include, but are not limited to:

Treasurer reports	Nutrient Management Plans	District policies
Legal issues	Program updates	Grant applications
Fee schedules	Job descriptions	Committee recommendations
Education/Outreach plans	Training needs	Staff reports/updates
Hiring process	Annual budget	Annual audit
Program delegation agreements	Grant contracts	

Meetings should start on time and be conducted in an orderly, business-like manner by the chairperson or acting chairperson. A quorum (majority of voting members) must be present in order to conduct any official district business. Conservation Districts are obligated to follow all Sunshine Act requirements.

A 12-month meeting schedule should be planned at the beginning of each year. If a quorum is not available, or there is no need to act/vote on any agenda items, a meeting can easily be cancelled. There are no requirements to advertise the cancellation of a meeting; however, it is recommended to post the cancellation at the meeting site. It is easier to cancel a meeting than to schedule an additional meeting that has not been previously planned and advertised.

The increasing amount of business coming before district boards requires regular, well-planned, orderly meetings. Discussion should be limited to agenda items and not involve trivial matters. If a topic requires significant research and discussion, it should be referred to a committee for consideration and ultimately a recommendation at a future board meeting. The success of any district operation depends on its members functioning as a team. Attending monthly board meetings will ensure your team is operating efficiently and effectively while implementing critical conservation strategies.

Chesapeake Bay Program

DEP Waterways Accountability and Administration Section staff members are coordinating Clean Water Progress Teams, which are a place for volunteer state, federal, local, and private sector members to share ideas, creativity and firsthand knowledge to develop Strategies for Success that will lead to positive change and progress on the collectively agreed upon clean water challenge areas. The identified challenge areas are a starting point and it is important to know that this is a long term effort with the ultimate goal of achieving clean water in Pennsylvania. See the attached handout for additional information, as well as the attached list of Progress Team members.

Dates to Remember

SCC Meetings – 1:00 PM

Hybrid Meeting

March 12

Hybrid Meeting

May 14

SCC Conference Calls – 8:30 – 10:00 AM

Conference Call

Feb 20

Conference Call

Apr 9

Chapter 102 Small Group Training Series (Virtual)

Sediment Traps and Basins

- April 2, 2024: 9 AM - 12 PM
- July 9, 2024: 9 AM - 12 PM
- September 24, 2024: 9 AM - 12 PM

Channels

- February 13, 2024: 9 AM - 12 PM
- June 11, 2024: 9 AM - 12 PM
- August 27, 2024: 9 AM - 12 PM
- December 10, 2024: 9 AM - 12 PM

Fall Virtual Basic Training

Two days: November 13-14, 2024: 9 AM – 12 PM both days

To register, log into Clean Water Academy and visit:

<https://pacleanwateracademy.remote-learner.net/course/view.php?id=922>

Leadership Development Strategic Board Development Sessions in-person 10:00 – 2:00

Northcentral	Feb 21	Clinton CD
Southwest	Feb 28	Westmoreland CD
Southeast	Mar 5	Berks CD
Southcentral	Mar 13	Cumberland
Northeast	Mar 19	Monroe
Northwest	Mar 26	Warren

State Water Plan Committee Meetings

Conservation Districts are *very* welcome to attend State Water Plan committee meetings. There are always times available for public comment and the committee members are always excited for lively discussion.

Here is the website which the program keeps up to do date with upcoming meetings and committee vacancies: [State Water Plan \(pa.gov\)](https://www.pawaterplan.pa.gov) or contact James Horton at jahorton@pa.gov .

Upcoming State Water Plan Committee Meeting dates:

Delaware	04/09/2024	9:00 am	Click here to join the meeting
Lower Susquehanna	04/10/2024	9:00 am	Click here to join the meeting
Potomac	04/11/2024	1:00 pm	Click here to join the meeting
Statewide	04/16/2024	9:00 am	Click here to join the meeting
Ohio	04/23/2024	1:00 pm	Click here to join the meeting
Great Lakes	04/24/2024	9:00 am	Click here to join the meeting
Upper/Middle Susquehanna	04/25/2024	9:00 am	Click here to join the meeting

Also, check the Conservation District Training/Special Events Calendar at, www.PACD.org Select the "Events" tab and then the "Training Calendar" tab.



PACD Rewind

*A monthly report highlighting January 2024 activities as they relate to the
PACD Strategic Plan.*



PACD STAFF REPORT

PACD will promote and advocate for conservation districts to elected officials, partners, and the general public.

Note: Also see *Communications*

Legislative Activities (PACD)

- Met with House Environmental Resources and Energy Committee on HB 1275
- Worked with the PACD Legislative Committee to develop potential policy on HB 1275 and Growing Greener administrative reimbursement
- Reviewed and converted 66 Highlights pages from PPT to PDF
- Posted full Highlights document online
- Started sending Highlights pages to PA General Assembly

PA Farm Show (PACD)

- Set up conservation district booth
- Confirmed volunteers for booth
- Hosted conservation district booth at the PA Farm Show January 6-13, 2024
- Tore down conservation district booth
- Sent thank you notes to volunteers

PACD will help districts with the recruitment, training, and development of directors, managers, and staff.

102/105 Technical Training Grant (DEP)

- Prepared and submitted quarterly report
- Clean Water Academy (CWA)
 - District and DEP staff completed 658 courses
 - 36,426 all-time CD/DEP course completions as of 1/29/24



- 19,082 all-time CD course completions as of 1/29/24
- Added 13 new courses in the past month
- Added 105 new accounts in the past month
- Updated courses on E&S Plan Technical Review, Solar Panels, PAG-02, ePermitting, and others
- Maintained site access for districts and DEP, managed existing courses, diagnosed and solved account/site/course access problems etc.
- Met with Chapter 102 and Chapter 105 DEP staff to organize priorities
- Chapter 102 Technical Training
 - Hosted Zoom planning meeting on 1/4
 - Set up and held Zoom planning meeting on 1/24
 - Coordinated May dates with Red Lion
 - Hosted planning meeting on 1/24
 - Created and distributed draft agenda based on discussion
 - Set up workgroup meeting on 2/14
- Biosolids Narration Project
 - Created a folder to share recordings
 - Recorded and reviewed narration for several slides

Agricultural Conservation Technical (ACT) Training (NRCS & SCC)

- Intro to Conservation Planning: May 7-9, 2024
 - Sent announcement to ag techs and managers that application period is open
- Spring Boot Camp 2024
 - Booked overnight room blocks for Basic Boot Camp
 - Recreated applications in another format so NRCS can access them
 - Notified previous attendees that the application period is open
 - Announced opening of application period via ag tech and manager listserves
 - Closed applications and shared with NRCS

Leadership Development Program (SCC)

- Submitted Quarterly Program Activities Report for reimbursement request
- Leadership Development Committee
 - Prepared agenda & slides, sent reminder for 2/7 quarterly meeting
- Joint Annual Conference Workgroup
 - Attended two workgroup meetings
 - Requested proposals for keynote presenters and banquet entertainment
- Strategic Planning Grants Program
 - Accepted Letter of Intent from one participating district and sent confirmation
- CliftonStrengths Initiative
 - Planned and facilitated teambuilding workshops at two districts



- Scheduled and planned teambuilding workshops at two additional districts
- Started production for 2023 Conservation District Video Awards
 - Compiled scoring and video files and updated production script
 - Promoted CDVAs to districts and partners
- 2024 Staff Training Initiative
 - Understanding Time Management Webinar Series
 - Completed research/development and production for three-part series
 - Promoted to districts and partners
 - Emotional Intelligence: Apps for Wellbeing Workshop
 - Finished development for workshop activities/exercises
 - Finished event planning and venue/catering/budget tracking
 - Continued broad and regionally-targeted promotion to districts
- 2024 Strategic Board Development Workshop
 - Finished workshop content development
 - Finished event planning and venue/catering/budget tracking
 - Continued broad and regionally-targeted promotion to districts and partners

PACD will help districts attain sustainable, diverse funding.

Ag Plan Reimbursement Program (DEP-GG)

- Prepared and submitted quarterly report
- Provided update of the program to DEP, NRCS, SCC
- Discussed future funding with partners
- Processed five final reports for seven plans
- Added 32 plans to the waitlist for funding
- Hosted DEP meeting about program

CD-Umbrella Agreement (NRCS)

- Continued program management and oversight
- Prepared and submitted quarterly report

Conservation Reserve Enhancement Program (CREP) Grant (DEP-GG)

- Prepared and submitted quarterly report
- CREP Cost-share
 - Processed new cost-share
 - Made cost-share payments
 - Worked with producers as needed
- CREP Outreach Program Office (COPO)
 - Approved a CREP mini-grant workshop flyer
 - Continued the CREP marketing campaign with Piper Strategies
 - Coordinated placement of a 10' x 10' CREP banner at the Farm Show Complex



- Forwarded six CREP inquiries to local FSA offices
- Hosted a meeting of the CREP Partner Training Planning Workgroup
- Answered DEP questions concerning the program
- Prepped and mailed replacement contracts

Riparian Forest Buffer Program (DCNR)

- Prepared and submitted quarterly report
- Continued program management and oversight

Lawn Conversion Program (DCNR)

- Prepared and submitted quarterly report
- Continued program management and oversight

North West Pennsylvania PRISM Pilot (USDA Forest Service)

- Scheduled February meeting with the NW conservation districts
- Approved one E&O project

PA Nonpoint Source Pollution Education Office (DEP-319)

- Prepared 319 quarterly report
- NPS Mini-grants
 - Updated final report template with updated mileage rate for 2024
 - Reviewed two mid-term reports
 - Reviewed one mini-grant material
 - Reviewed one budget adjustment
- 2024 Watershed Specialist Meeting
 - Invited additional watershed specialists to help plan 2024 meeting
 - Updated workgroup contact list
- 2024 Section 319 Virtual Watershed Planning and Implementation Meeting
 - Set date, created draft agenda and notes, and sent invitation for 2/13 planning meeting

PACD will strengthen relationships and agreements with state and federal agencies.

Partnership Activities

- Please see Meetings and Events Attended

NRCS Employee of Record (NACD)

- Provided on-going human resources and administrative support for position
- Prepared and submitted quarterly report
- Complete MOU for NACD to hire two employees of record

PACD will strive to be adequately staffed and funded.

Note: All of PACD's grants and special projects contribute to this goal.



Engineering Technical Assistance Program Grant (TAG) (NRCS & DEP-GG)

- Started advertising for a TAG position in Lebanon County

PACD Certified Planner Program (SCC & NRCS)

- Prepared and submitted quarterly report
- Sent clarification email to new staff and their onsite supervisors
- Met with NRCS and SCC to schedule webinar for program staff and their onsite supervisors
- Created MS 365 account and email for one new program staffer
- Forwarded PACD email accounts for four program staff

PACD will foster communication between conservation districts.

Communications (PACD)

- Updated and managed the PACD listserves
- Updated www.pacd.org
- Sent four *Front Page* e-newsletters
- Submitted fifty-one posts on social media channels
- Created February social media calendar and messages for shared district messaging

Other association activities that support conservation districts and PACD.

Awards/Poster Contest

- Created online form for Director, Employer, Goddard, Legislator award nominations
- Updated Poster Contest to include Braille and Assisted poster categories

Executive Board (PACD)

- Took board meeting minutes
- Completed February staff report

Human Resources and Office Management (PACD)

- Processed two payrolls
- Completed all accounts payable
- Completed all accounts receivable
- Completed monthly account reconciliations
- Completed audit and met with SEK
- Created instructions for Offboarding and Onboarding Employees in 8x8 phone system
- Offboarded one employee and onboarded one employee in 8x8 phone system

Meetings and Events Attended (PACD)

PACD staff attended/participated in the following meetings and events:

- NRCS State Technical Committee



- County View Family Farm meeting
- South Central managers meeting
- Hosted monthly managers meeting
- Hosted monthly CWA meeting
- Hosted partnership meeting
- Met with several managers about potential Field Rep job description suggestions
- Met with PA Department of Health on potential partnership opportunities
- Met with EPA on potential partnership opportunities
- Presented report to the Cumberland County Conservation District
- Hosted meeting with NRCS and SCC on future CP webinar

PACD Budget and Dues

- Continued to work on staff salary and wages for budget
- Met with Executive Board subcommittee

PACD/SCC Joint Annual Conference (PACD)

- Held 1/10 planning committee meeting
- Rescheduled next planning meeting for February
- Obtained contract from Penn Stater

PACD Spring Region Meetings

- Held internal training meeting about updating region meeting invitations
- Updated region meeting invitations and emailed hosts for additional information

PACD Winter Meeting (PACD)

- Created Council agenda
- Prepared screen-share materials x6 committees and Council
- Created and distributed materials packet x6 committees and Council
- Managed registrations x6 committees and Council
- Coordinated with committee chairs x6
- Hosted six committee meetings and Council
- Took minutes x6 committees and Council
- Cleaned up all minutes and submitted to Brenda and chairs for approval
- Held staff prep meeting prior to Council
- Updated President's and Secretary's annotated agendas
- Updated, prepared, and distributed delegate list
- Created annotated agenda for Council host





DATES TO REMEMBER

Leadership Development: Understanding Time Management Webinar Series.

February 7, 2024 12:00 p.m.

February 14, 2024 12:00 p.m.

4th Annual Conservation District Video Awards

February 15, 2024 | 12:00 p.m. - 1:00 p.m.

2024 Leadership Development Staff Workshop: EI Apps for Wellbeing

February 20, 2024

Ramada Conference Center, State College, PA

2024 Regional Board Leadership Workshop

February 21, 2024 | 10 a.m.-2 p.m.

Clinton County Conservation District, Mill Hall, PA

2024 Leadership Development Staff Workshop: EI Apps for Wellbeing

February 27, 2024

Fred Rogers Center at St. Vincent College, Latrobe, PA

2024 Regional Board Leadership Workshop

February 28, 2024 | 10 a.m.-2 p.m.

Westmoreland Conservation District, Greensburg, PA

2024 Regional Board Leadership Workshop

March 5, 2024 | 10 a.m.-2 p.m.

Berks County Conservation District, Leesport, PA

PACD South Central Region Meeting

March 7, 2024 | 10:00 a.m. to Noon

Cumberland County Conservation District, Carlisle, PA

2024 Leadership Development Staff Workshop: EI Apps for Wellbeing

March 12, 2024

Penn State University Berks Campus, Reading, PA

2024 Regional Board Leadership Workshop

March 13, 2024 | 10 a.m.-2 p.m.

Cumberland County Conservation District, Carlisle, PA



2024 Regional Board Leadership Workshop

March 19, 2024 | 10 a.m.-2 p.m.

Monroe County Conservation District, Stroudsburg, PA

PACD North Central Region Meeting

March 19, 2024 | 10:00 a.m. to Noon

Clinton County Conservation District, Mill Hall, PA

Agricultural Conservation Technical “Boot Camp” Training – Basic Level

March 19, March 26, and April 22 (virtual) & April 8-11, 2024 (in-person)

Union County Government Center, Lewisburg, PA

2024 Leadership Development Staff Workshop: EI Apps for Wellbeing

March 20, 2024

Camp Orchard Hill, Dallas, PA

2024 Regional Board Leadership Workshop

March 26, 2024 | 10 a.m.-2 p.m.

Warren County Conservation District, Warren, PA

2024 Leadership Development Staff Workshop: EI Apps for Wellbeing

March 27, 2024

Quality Inn & Conference Center, Franklin, PA

PACD South East Region Meeting

March 28, 2024 | 9:30 a.m. to Noon

Henning’s Market, Harleysville, PA

PACD North East Region Meeting

April 4, 2024 | 10:00 a.m. to Noon

Monroe County Conservation District, Stroudsburg, PA

PACD South West Region Meeting

April 18, 2024 | 10:00 a.m. to Noon

Westmoreland Conservation District, Greensburg, PA

Agricultural Conservation Technical “Boot Camp” Training – Level II

April 19, April 26 (virtual) & April 29-May 3, 2024 (in-person)

Keystone Conference Center, Ft. Indiantown Gap, Annville, PA (Lebanon County) and the
USDA NRCS State Office, Harrisburg, PA

Agricultural Conservation Technical “Boot Camp” Training – Level II

April 19, April 26 (virtual) & May 13-17, 2024 (in-person)

Keystone Conference Center, Ft. Indiantown Gap, Annville, PA (Lebanon County) and the
USDA NRCS State Office, Harrisburg, PA



PACD North West Region Meeting

April 23, 2024 | 10:00 a.m. to Noon

Armstrong Conservation District, Kittanning, PA

Introduction to Conservation Planning

May 7-9, 2024

Holiday Inn Harrisburg (Hershey Area), Grantville, PA

Leadership Development Management Summit

September 17-19, 2024

Wyndham Garden State College, Boalsburg, PA



STAFF CONTACT INFORMATION

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<i>Vacant</i>	Conservation Technician		

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LACKAWANNA/WAYNE OFFICE

<i>Vacant</i>	Conservation Planner		
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SULLIVAN COUNTY CONSERVATION DISTRICT MEETING
Tuesday January 9, 2024

Attendance:

Directors – Wylie Norton (call in), Brian Hoffman (call in), Joanne Day, Rick Ryan (call in), Barb Warburton (call in). Andy Trostle, and Carl Vough were absent.

Associate Directors – Jackie Rouse (call in), Kevin Rohe (call in) Betty Reibson (call in) and Dave Engel (call in).

Staff: Carrie Richmond, Lynn Broschart, Stephani Geffken, and Jolie Coates.

Agency Reps: Jeremy Yohe, Fish and Boat. Racheal Fish DEP, CDFR (call in). Chad Spencer, NRCS was absent.

Guests: Scott Myers, Commissioner.

Call to Order: Wylie called the meeting to order at 12:32PM.

Pledge of Allegiance was performed.

Public Comment Period:

Consent Agenda for the following: Minutes of November 14, 2023, Meeting; Financial Statements to be filed for Audit; Approval of Expenditures in the packet; Written Staff and Agency Reports- The motion was made by Joanne and seconded by Rick. It was a unanimous vote.

Other Reports (not written reports) Staff and Agency:

PROGRAMS/BUSINESS:

- **Watershed Specialist: – Jolie Coates**
- **Chapter 102:** - Tabled to February 13, 2024
- **Dues /Financial Donations for 2024:** - Sullivan County Chamber of Commerce \$58.50, Northern Tier Hardwood Association \$30.00, PACD \$2,090.00, NACD \$250.00, EPCAMR \$50.00, PA Envirothon \$500.00. The motion was made by Rick and seconded by Barb. It was a unanimous vote.
- **Director and Staff Nominations for Attending Meetings:** - PACD – Carrie; NTHA- Lynn; EPCAMR- Jolie, Carrie; LCWA & MCWA- Jolie. The motion was made by Joanne and seconded by Rick to allow them to attend the meetings. It was a unanimous vote.
- **Approve Associate Directors:** - Tabled to February 13, 2024.
- **QAB Recommendations:** - Lynn- need an amendment for North Street for \$51,125.04. The Motion was made by Rick and seconded by Brian to approve the amendment.
- **New APC Battery Backup for server and critical equipment-** This is in the server room for this building. Share the cost with Children and Youth- \$1,939.45. The motion was made by Joanne and seconded by Rick to pay our share of the new APC Battery Backup.
- **State Ethics Forms:** - Need to be returned by May 1st to Carrie.

Other Unfinished Business:

- **Conservation Resource Technician Position:** -County has created the position and set starting pay. Tabled to February 13, 2024.
- **Seedling Sale:** Seedling sale is moving ahead.
- **Office walls and floors:** About halfway done as of 12/28/23.

New Business:



Sullivan County Conservation District
9219 Route 487 | Dushore PA, 18614
570-928-7057 | www.sullcon.com

Adjournment –Motion was made by Rick and seconded by Barb to adjourn the meeting at 12:41PM. It was a unanimous vote.

Respectfully submitted,

Stephani Geffken
Administrative Assistant

The next meeting will take place on Tuesday, February 13, 2024. Budget meeting at 11AM, Lunch is at 12:00 Noon with 12:30 PM Business Meeting.