



**LANCASTER COUNTY CONSERVATION DISTRICT  
MONTHLY BOARD MEETING AGENDA**

Thursday November 3, 2022

Lancaster Farm & Home Center

Zoom Info: <https://zoom.us/j/91731607863>

Business Meeting 7:30 PM

<u>Timer</u>		<u>Page #</u>
7:40	II. <u>Agency Reports</u>	
	2. PA DEP Field Rep Report (attachment).....	1
7:50	IV. <u>Reports &amp; Information</u>	
	2. Treasurer's Report - Hertz (attachment).....	6
	*6. PennVest Project Update – Thompson (attachment).....	9
8:30	V. <u>Reports &amp; Information</u>	
	1. E&S/NPDES Monthly Projects Report – Hout/Thompson (attachment).....	10
	2. E&S Committee Report – J. Snyder/Hout (attachment).....	14
	<u>Additional Item</u>	
	6. DEP CAP Program Application – Thompson (attachment).....	24

**\*Action Required**

**Item II.2**  
**November 2022 DEP Conservation District**  
**Field Rep Talking Points**

**Funding Opportunities:**

**2023 DEP Environmental Education Grants**

The 2023 EE Grants Program began accepting applications on August 1, 2022. Application deadline is **December 9, 2022**. **Water, Climate Change** and engaging people living and or working within **Environmental Justice** areas are the EE Grants Program priorities. **Applications must be submitted electronically:** <https://www.esa.dced.state.pa.us/Login.aspx>

**Three types of grant awards are available:**

- **Mini Grants up to \$5,000** for local (school, county, municipality, or other defined area) environmental education projects.
- **General Grants (Level I): up to \$30,000** for large-scale, regional and/or statewide environmental education projects.
- **General Grants (Level II): up to \$85,000** for non-formal environmental education programs designed to widely\* engage teachers and youth at three (3) levels: county, state *and* national (*\*Teachers and students from at least 60 Pennsylvania counties must directly participate in the project*) **AND** at least 30% of the EE program participants live and/or work within an Environmental Justice Area.

The EE Grants Program held a webinar on September 27, 2022. The session was recorded and can be viewed here: [Environmental Education Grants Webinar](#)

**Additional Information is on the EE Grants Program Homepage:**

<https://www.dep.pa.gov/Citizens/EnvironmentalEducation/Grants/Pages/default.aspx>

**Printable version:** [2023 Environmental Education Grants Program Manual \(PDF\)](#)

**General questions about the Environmental Education Grants Program may be directed to:**

[RA-epEEgrants@pa.gov](mailto:RA-epEEgrants@pa.gov)

**Policies and Procedures**

**District Audit Requirement** - Conservation districts' calendar year 2021 Annual Financial Audit Reports are due no later than **December 31, 2022**. Please be sure that your auditor is working on your audit and knows the deadline. If your auditor requires documentation of Commonwealth payments, please email those requests to [jackerstet@pa.gov](mailto:jackerstet@pa.gov). If there are extenuating circumstances and your district needs an extension, an extension request **MUST** be received no later than December 1, 2022. You may contact Jaci Kerstetter, [jackerstet@pa.gov](mailto:jackerstet@pa.gov) if you have any questions.

**District Director Nomination Process** -. In August, the SCC sent an email to chief clerks and copied district managers, asking them to begin the formal process soliciting nominations for upcoming vacancies on the county conservation district board. This email also included the "Director Position Description", Procedures for "Nominating Conservation District Directors", "Sample Letter", "Nominee Questionnaire", and "New Director Appointment Submission Form." Conservation district managers should confirm with chief clerks that they have reached out to nominating organizations and provide them information as to which director terms need to be filled and ensure they have current mailing addresses for nominating organizations. Districts and chief clerks may reach out to your conservation district field rep or Barb Buckingham ([bbuckingha@pa.gov](mailto:bbuckingha@pa.gov)) with questions or assistance with the director nomination process. Director Appointments should be submitted to the State Conservation Commission by December 1, 2022.

## **Nutrient Management /Manure Management**

**Record of Change – Nutrient Management (NM) Manure Management (MM) Administrative Manual:**  
Manure Management Plan Status Review Procedures Released to NM Reviewer and Dual Certified Specialists on October 7, 2022

The State Conservation Commission (SCC) approved a new joint delegation for Nutrient Management and Manure Management for Fiscal Year 2022 – 2027, at their July 20, 2022 meeting. The delegation agreement is between the SCC, DEP, and the conservation district (CD). As part of the new delegation agreement, delegated CDs will choose to write 10 MMPs or perform 5 (less than 1 FTE) or 10 (1 or more FTE) status reviews on non-CAO, non-CAFO agricultural operations that land apply manure or agricultural process wastewater. If the CD also participates in the Chesapeake Bay Agriculture Inspection Program (CBAIP) the requirement is met under that agreement. The procedures, guidance, and forms to support the MMP status review required output measure were released as a record of change to the NM and MM Administrative Manual on October 7, 2022.

All MMPs written or verified and status reviews performed to meet this requirement will be recorded in the PracticeKeeper Database.

The purpose of these status reviews is to evaluate the success of the Manure Management Program in achieving water quality goals across the Commonwealth. Additionally, these status reviews will engage underserved members of the regulated community and create a new forum for technical, financial, and compliance assistance to be delivered to these agricultural operations.

Status reviews following the new procedures may begin immediately.

Questions may be directed to Kate Bresaw at [kbresaw@pa.gov](mailto:kbresaw@pa.gov)

## **PA Agricultural Conservation Assistance Program (ACAP)**

The State Conservation Commission (Commission) continues to develop the newly authorized Agricultural Conservation Assistance Program or ACAP. Seventy percent (70%) or \$154 million of the CSF is dedicated to ACAP. This initial allocation of funds must be committed by December 31, 2024 and spent by December 31, 2026.

The Commission anticipates allocating a total of \$141.68 million to county conservation districts over the next 3 fiscal years. Participating districts will receive an equal allocation once a year for the next three years. As required by law, districts will have 2 years from the time of receipt to spend these funds.

Draft Guidelines, Delegation Agreement, Delegation Agreement ROMs, and Apportionment Funding Amounts Spreadsheet have been presented to the SCC Board on September 13, 2022. SCC opened a 30-day review period on these documents and closed October 21, 2022. SCC received comments from 19 conservation districts and 2 cooperating agencies compiling more than 60 questions and over 40 comments. SCC staff is evaluating comments and questions and revising program draft documents as necessary. Staff hopes to be able to finalize and submit these documents for consideration at SCC's November meeting.

## **ACAP Workgroups Continue**

SCC has formed two Advisory Workgroups for the ACAP. The ACAP Advisory Workgroup reviews draft documents and provides input on new policies in the program. The ACAP Technical Assistance Workgroup has been formed to advise on the task of Trainings for Technical Assistance as well as technical support across the state. SCC Continues to hold these workgroups every two weeks to discuss ongoing issues and implementation of ACAP.

SCC held two Introduction to ACAP for Conservation District webinars on September 22nd and 27<sup>th</sup>, reaching 156 participants. These webinars were recorded and are available on the Clean Water Academy. [Course: Introduction to ACAP for Conservation Districts \(remote-learner.net\)](#)

Additional ACAP information is available from the Commission Office.

## **102 and 105 Programs**

**105 General Permit Quarterly Reports** -The 105 Program staff have been working on compiling the 105 General Permit Quarterly Reports. The Program has noticed districts using several different versions of the Excel 105 Quarterly Report Form. The data fields in the different versions do not match up with the old reports or impact tables well, and it is incredibly burdensome to compile all the data. The 105 GP Quarterly Report was updated in July 2021 and was sent out then with notice to use it and is available on clean water academy. It was sent again on September 2,2022. Starting with the submissions for the 3<sup>rd</sup> Quarter of 2022, **all quarterly reports must use the July 2021 format.** If it is submitted in a different format, it will be returned and not accepted until we receive it in the correct format. Reminder: this report is different than the 105 Quarterly Report in Greenport. Both are required to be submitted quarterly.

**102 Quarterly Activity Report in Greenport** – Conservation Districts are reminded that the 102 Quarterly Activity Report has been updated in Greenport to include PAG-01. Districts need to report ESCGP O&G Transmission Lines, NPDES PAG-01 and NPDES PAG-02 separately on the 102 Greenport report. Please ensure you are completing the form properly as we have seen a few mistakes in the Apr – June submissions.

**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. 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 \(remote-learner.net\)](#)

## **PA Clean Water Academy**

**NOTE:** Microsoft Edge was recently upgraded. This upgraded version may cause visibility conflicts with Clean Water Academy. This is usually solved by clearing cache in MS Edge or switching to another browser.

Here are a few of our featured courses in the Clean Water Academy.

- [Course: 2023 Chapter 102 New Hire Small Group Training Webinars \(remote-learner.net\)](#)
- [Course: Foundations of Pennsylvania Soils \(2022\) \(remote-learner.net\)](#)
- [Course: Introduction to ACAP for Conservation Districts \(remote-learner.net\)](#)

## **Chesapeake Bay**

**2021-2022 Chesapeake Bay Agricultural Inspection Program (CBAIP) Annual Summary** - The Chesapeake Bay Agricultural Inspection Program (CBAIP) ensures farmers are meeting their legal requirements for conservation compliance and helps ensure farmers and the county get credit towards reaching the Chesapeake Bay Program clean water goals.

The DEP Bureau of Watershed Restoration and Nonpoint Source Management published the Annual Summary of the combined efforts of the CBAIP and the Act 38 NMP within the PA portion of the Chesapeake Bay Watershed to the PA DEP Agricultural Compliance Website (<https://www.dep.pa.gov/Business/Water/Pennsylvania%E2%80%99s%20Chesapeake%20Bay%20Program%20Office/agriculture/Pages/Agricultural-Compliance.aspx>) on October 17, 2022. A DEP press release will soon follow highlighting the great work that was accomplished across both programs during fiscal year 2021-2022.

These accomplishments include inspections on over 10% of Ag land in the PA portion of the Chesapeake Bay: 1691 CBAIP initial inspections completed in 35 counties, 159 CBAIP Phase 2 inspections (which require verification that MMPs and Ag. E&S Plans are being implemented) in 10 counties, and 822 Act 38 NM Status Reviews in 29 counties. These inspections resulted in verification of plan and BMP implementation on agricultural operations across the watershed and a successful effort to document implementation of supplemental nutrient management (4R practices).

**2023 Countywide Action Plan Community Clean Water Coordinator and Implementation Grant** - The Bureau of Watershed Restoration and Nonpoint Source Management held a Webinar Wednesday on September 28, 2022 to announce the opening of the 2023 Countywide Action Plan Community Clean Water Coordinator and Implementation grant. This webinar discussed changes to this year's application process and new options for how county partners can spend their funding. This webinar recording is available to view on the Clean Water Academy: <https://pacleanwateracademy.remote-learner.net/course/view.php?id=923> . Following the webinar on Friday September 29, 2022 the 2023 grant round was opened, applications are due by October 31, 2022.

**Using Technology to Assist in Conducting BMP Verification Webinar** – On October 12, 2022 the Watershed Accountability and Administration Section (WAAS) hosted a Webinar Wednesday titled “Using Technology to Assist in Conducting BMP Verification”. This webinar provided an overview of two different multi-county CAP coordinator strategies that utilize technology to assist in conducting BMP Verification. In the first presentation Erin Letavic, P.E., Multi-County CAP Coordinator, and Louis Keddell, Geospatial Program Manager discussed HRG, Inc. and Chesapeake Conservancy's 10-County Remote Sensing Analysis of the counties they serve. During the second presentation Josh Glace a multi-county CAP Coordinator from Larson Design Group discussed desktop BMP Analysis utilizing aerial imagery, GIS, and digitized reporting forms for completion of non-intrusive field verification utilized within their partnership counties. This webinar is now available to view on the Clean Water Academy: <https://pacleanwateracademy.remote-learner.net/course/view.php?id=925>

**Healthy Waters Healthy Communities 2021 Annual Report** - On October 14, 2022, the DEP published the [Healthy Waters Healthy Communities 2021 Annual Report](#) to the website and sent to county partners. This report will also be highlighted in the monthly WIP Newsletter due out at the beginning of November. The goal of this annual report is to share collective successes for Pennsylvania's Phase 3 Watershed Implementation Plan (WIP) and the Countywide Action Plans (CAPs), with spotlights on projects, partners, and progress throughout Pennsylvania's share of the Chesapeake Bay watershed.

**Dates to Remember**

**SCC Meetings – 1:00 PM**

Hybrid Meeting	Nov 15
Hybrid Meeting (tentative)	Jan 24

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

Conference Call	Dec 13
Conference Call (tentative)	Feb 14

**Chapter 102 Fall Virtual Meetings 8:30 – 3:30**

Northwest Region	Oct 19
Southwest	Oct 21
Northcentral	Oct 25
Northeast	Nov 2
Southeast	Nov 4
Southcentral	Nov 9

**Also**, check the Conservation District Training/Special Events Calendar at, [www.PACD.org](http://www.PACD.org) Select the "Events" tab and then the "Training Calendar" tab.

2:51 PM  
10/27/22  
Cash Basis

**Item IV.2**  
**Lancaster County Conservation District**

**Balance Sheet**  
As of October 21, 2022

**ASSETS**

Current Assets

Checking/Savings

Dst Accts

District General Fund	
1001 · General Fund INVEST	1,025,314.91
1015 · General Fund Citizens	36,759.87
Total District General Fund	<u>1,062,074.78</u>
Raymond James/Fulton Advisors	
Investment Unrealized Gain/Loss	-44,938.45
Raymond James/Fulton Advisors - Other	750,000.00
Total Raymond James/Fulton Advisors	<u>705,061.55</u>
E & S	
1002 · E & S - A	281,315.52
1005 · Clean Water - R	276,455.72
Total E & S	<u>557,771.24</u>
1003 · Youth Conservation School - C	944.24
1006 · Separation - A	35,059.14
1007 · Reserve	
Reserved-LCCD Health 20-21 - A	1,317.70
Reserved-LCCD Health 19-20 - A	9,520.61
Reserved-LCCD Health 18-19 - A	883.00
Reserved-Capital - A	58,726.87
Reserved-Communication - A	24,000.00
Reserved-Computer Hardware - A	21,725.77
Reserved-NM Program - A	62,863.97
Reserved-NMP Vehicle - A	43,679.29
1007 · Reserve - Other	215,293.98
Total 1007 · Reserve	<u>438,011.19</u>
1008 · Scholarship - C	
Bond Unrealized Gain/Loss - C	1,022.75
Scholarship Bonds - C	35,000.00
1008 · Scholarship - C - Other	5,468.75
Total 1008 · Scholarship - C	<u>41,491.50</u>
1009 · Dirt & Gravel Roads - R	164,630.90
1013 - Exelon - R	744,923.20
1014 - Low Volume Roads - R	376,659.18
1115 · Conservation Excellence - R	841,215.50
1116 · CBAIP Phase II - R	416,714.99
1117 · Chesapeake Bay Action Plan - R	1,456,698.71
1118 · American Rescue Plan Act	2,244,237.82
1017 · Self-Funded Health Insurance -R	120,846.63

Total Dst Accts 9,206,340.57

Total Checking/Savings 9,206,340.57

Total Current Assets 9,206,340.57

**TOTAL ASSETS 9,206,340.57**

**LIABILITIES & EQUITY**

Liabilities

Current Liabilities

Other Current Liabilities	
2017 · Fulton Retirement Liability	500.00
2200 · YCS Liability	25,944.24
2016 · Health Insurance Liability	120,846.63
Total Other Current Liabilities	<u>147,290.87</u>
Total Current Liabilities	<u>147,290.87</u>

\$682,282.65	General Operations - U
\$292,806.15	Grants without bank account - R
\$50,429.74	Activities Account - A
\$36,556.24	Tree Fundraiser Account - U
<b>\$1,062,074.78</b>	<b>TOTAL</b>

Fulton Advisors	Fulton + INVEST
Funds Invested	Balance
5/2/2022	10/21/2022
350,000	631,315.52
25,000	25,944.24
25,000	60,059.14
25,000	26,317.7
50,000	59,520.61
25,000	25,883.00
100,000	162,863.97
125,000	340,293.98
25,000	66,491.5

2:51 PM  
10/27/22  
Cash Basis

Lancaster County Conservation District

**Balance Sheet**

As of October 21, 2022  
147,290.87

Total Liabilities	
Equity	
3000 · Opening Bal Equity	893,610.68
3900 · Retained Earnings	4,564,836.11
Net Income	3,600,602.91
Total Equity	<u>9,059,049.70</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>9,206,340.57</b></u>



## Lancaster County Conservation District Income and Expenses January 1 through October 21, 2022

	General Operations	E&S	Activities & Tree Sale	Grants	Scholarship	Separation/ Reserve	Jan 1 - Oct 21, 22	Budget	\$ Over Budget
<b>Income</b>									
520 · County Funding	270,833.34						270,833.34	262,097.13	8,736.21
530 · Program Contracts	1,198,962.64	16,225.00					1,215,187.64	1,495,381.75	-280,194.11
560 · Grant Administration	333,047.57			-31,990.28			301,057.29	374,678.72	-73,622.43
570 · Grant Project Income	78.20		400.00	7,001,766.58			7,002,244.78	3,290,250.00	3,711,994.78
580 · Fee / Reimbursement Income	2,542.50		3,750.00				6,292.50	6,854.85	-562.35
581 · E&S102 Review Fees	588,800.00						588,800.00	450,967.74	137,832.26
582 · NPDES Permit Fees	81,520.00						81,520.00	82,177.41	-657.41
583 · 105 CWF Fees	100.00						100.00	1,500.00	-1,400.00
590 · Interest Income	5,382.79	3,473.75		36,817.30	1,192.77	3,424.34	50,280.95	1,075.79	49,205.16
540 · Activity Income	4,062.00		8,537.59		1,785.00		10,322.59	15,455.39	-5,132.80
585 · Tree Sales Income	71.57		37,468.74				41,530.74	46,000.00	-4,469.26
595 · Other Income	29,417.34	3,705.89	-52.65	3,189.15		-44,938.45	-41,730.38	4,193.53	-45,923.91
599R · Interfund Transfer In	1,844,397.95	693,824.64	60,103.68	7,008,782.75	2,987.77	716,059.05	800,696.39	57,999.19	742,697.20
<b>Total Income</b>							10,327,135.84	6,088,632.50	4,238,503.34
<b>Gross Profit</b>							10,327,135.84	6,088,632.50	4,238,503.34
<b>Expense</b>									
7100 · Staff Salary	1,198,070.70	346,367.91		159,357.74		8,500.00	1,712,296.35	1,844,838.69	-132,542.34
710 · All Emp Benefits	382,235.83	94,181.98		16,865.68		4,068.41	497,351.90	674,546.80	-177,194.90
720 · Vehicle & Travel Expenses	20,568.73	3,172.55	391.63	2,656.67			26,789.58	65,211.31	-38,421.73
722 · Meeting Expenses	4,463.21	483.91		740.90		1,339.62	7,007.64	31,153.35	-24,145.71
730 · Supplies	9,747.31	997.35	796.34	5,996.33			17,537.33	15,766.14	1,771.19
735 · IT - Communication	25,895.74	202.50	6,734.97	125.00		5,412.26	38,370.47	21,831.44	16,539.03
740 · Postage	2,600.31	2,380.34	264.64	84.41	36.57		5,366.27	6,512.11	-1,145.84
745 · Office Rent	68,795.14	20,473.90					89,269.04	86,588.66	2,680.38
750 · Equipment	12,895.85	1,437.23		3,892.94			18,226.02	13,157.24	5,068.78
830 - Administrative	57,297.62	258.40	923.66				58,479.68	61,786.24	-3,306.56
810 · Activity Expenses			42,153.84		2,000.00		44,153.84	44,707.43	-553.59
820 · Grant Project Expenses	110.75		-1,671.00	3,407,163.88		2,058.43	3,407,662.06	3,551,052.42	-143,390.36
805 · Allocated Cost Transfer	-17,549.05	17,549.05					0.00	0.75	-0.75
850 · Miscellaneous Expenses	566.63	20.00	2,639.73		100.00		3,326.36	2,814.52	511.84
895 · Contingencies							0.00	6,189.00	-6,189.00
899E · Interfund Transfer Out	7,573.16	16,225.00				776,898.23	800,696.39	56,475.00	744,221.39
<b>Total Expense</b>							6,726,532.93	6,482,631.10	243,901.83
<b>Net Income</b>							3,600,602.91	-393,938.60	3,994,601.51

**Item IV.6**  
**Proposed PennVest Project Sponsorship Update**

The PENNVEST Board of Director met on October 19, 2022 and made ruling on two of our pending PennVest projects. The Benuel Stoltzfus and Christ Miller projects were reviewed and Mr. Miller was offered a low interest loan and Mr. Stoltzfus was provided a principle forgiveness loan.

**Transaction and Funding Agreement Resolution**

Therefore, as the District has been authorized by PennVest (PV) to act as the “Funding Recipient” for the Benuel Stoltzfus of Bart Township, Lancaster County. PV has approved a principal forgiveness loan of \$422,000.00 to fund construction and facilities improvements to improve water quality on the real estate owned by Benuel Stoltzfus  
2014-A Mine Rd. Paradise, PA 17562

\*Action is required by the Board to approve the transaction and authorize Dan Heller as Chair and Kent Weaver as Secretary/Treasurer to sign the funding agreement.

**Project details**

Estimated construction cost for Cattle Heavy Use Area Protection, Manure Storage, and Riparian Area Restoration will be \$422,000.00.

The farm is an existing dairy operation. Unnamed tributaries to Nickel Mines Run pass through the farm. Nickel Mines Run has a designated use of High-Quality Cold-Water Fishes (HQ-CWF). Livestock numbers include 50 milking cows, 10 dry cows, 12 bred heifers, 8 yearlings, 8 calves, 7 mules and 1 driving horse. Of the farm’s 52 acres, 49 acres are used for pasture, alfalfa, corn, and tobacco. Planned improvements are mostly related to the area around the dairy barn. This farm is not a concentrated animal operation according to PA regulations.

**Resource Concerns**

Outdoor animal concentration areas (ACAs) are close to the stream. The ACAs are from dry cows and young stock which must be fed outdoors. Nutrients and sediment enter the stream. Manure storage capacity is limited to approximately 6 weeks, so spreading continues through the winter. Livestock have complete access to the stream while on pasture.

**Proposed Improvements**

A roofed heavy use area protection will be constructed to accommodate all animal concentration. This will be accomplished using a freestall configuration over top of an under-floor manure storage facility. The roofed HUA is sized for all dry cows and young stock. A round concrete manure storage tank will be constructed to extend manure storage duration for the milking barn. These two planned manure storage facilities will provide minimum 6 months capacity, eliminating the need for winter spreading. Fence will be constructed to exclude cattle from the riparian area, creating a minimum 35 ft wide buffer along the stream corridor. Trees and shrubs will be planted in the riparian buffer.

Item V.1  
**E&S Report**

**2022 Report for October**

**2022 Report**

		Oct 2022	Total
Total Plan Submissions		25	273
Total Plan Acres		445.1836	5172.386
Total Disturbed Acres		48.2136	1072.287
Fees Collected	NPDES Permit Fees Collected	\$7,000	\$87,020
	Chapter 105 Permit Fees Collected	\$0	\$100
	DEP Fees Collected	\$4,600	\$108,700
	E&S Plan Review Fees	\$32,350	\$613,650

**Total Complaints for October 2022**

<u>Date Received</u>	<u>Municipality</u>	<u>Land Unit Acres</u>
10/3/2022	WEST COCALICO TWP	2.48
10/4/2022	WEST LAMPETER TWP	1.73
10/4/2022	WEST LAMPETER TWP	0.30
10/4/2022	MANHEIM TWP	0.15
10/6/2022	EAST EARL TWP	0.09
10/18/2022	WARWICK TWP	0.48
10/18/2022	WARWICK TWP	0.52
10/24/2022	EAST PETERSBURG BORO	3.75

**2021 Report for October**

**2021 Report**

		Oct 2021	Total
Total Plan Submissions		28	282
Total Plan Acres		553.7836	4286.407
Total Disturbed Acres		83.1786	1023.871
Fees Collected	NPDES Permit Fees Collected	\$5,000	\$89,000
	Chapter 105 Permit Fees Collected	\$925	\$15,775
	DEP Fees Collected	\$7,900	\$96,000
	E&S Plan Review Fees	\$33,450	\$485,110

**Total Complaints for October 2021**

<u>Date Received</u>	<u>Municipality</u>	<u>Land Unit Acres</u>
10/4/2021	EPHRATA TWP	0.81
10/5/2021	RAPHO TWP	1.52
10/7/2021	WARWICK TWP	10.84
10/14/2021	MOUNT JOY TWP	0.51
10/15/2021	MOUNT JOY TWP	9.54
10/18/2021	EAST HEMPFIELD TWP	0.21
10/19/2021	STRASBURG TWP	2.05
10/25/2021	ADAMSTOWN BORO	0.22
10/25/2021	COLUMBIA BORO	0.22
10/27/2021	MANHEIM TWP	14.14

**Erosion and Sedimentation Plan Submission**

**10/1/2022 to 10/31/2022**

<b><u>Project Name</u></b>	<b><u>Municipality</u></b>	<b><u>Disturbed Acres</u></b>	<b><u>Fees Amount</u></b>
Glick Structures	SALISBURY TWP	5.17	\$2,000.00
Goods Store Parking	QUARRYVILLE BORO	0.98	\$800.00
Elam Miller	MARTIC TWP	0.43	\$800.00
17 Second St & 37 Charlestown Rd Subdivision	MANOR TWP	3.73	\$1,550.00
Lighthouse Assembly of God New Holland Major Mod	EAST EARL TWP	11.22	\$1,200.00
1100 Trout Run Road E&S Only	EAST DONEGAL TWP	0.10	\$100.00
Kurtz Road Main Replace	EAST COCALICO TWP	0.42	\$800.00
ECTA Well #11 E&S Only	BRECKNOCK TWP	0.99	\$100.00
725 Newcomer Road	RAPHO TWP	0.90	\$500.00
GB&E Beechdale Farms	UPPER LEACOCK TWP	2.19	\$650.00
1447 Pinkerton Road	RAPHO TWP	0.30	\$500.00
Morgan Truck Body	EPHRATA BORO	0.94	\$800.00
Stoner Farm Major Mod	MANHEIM TWP	45.73	\$500.00
Posh Hotel & Self Storage	MANHEIM TWP	7.39	\$2,400.00
276 Browning Road	LANCASTER CITY	0.31	\$800.00
1916 New Holland Pike	MANHEIM TWP	3.13	\$650.00
Buchanan Elementary School Minor Mod	LANCASTER TWP	24.00	\$800.00
CB Burkholder Minor Mod	EPHRATA TWP	2.60	\$800.00
Amos Beiler	DRUMORE TWP	0.99	\$500.00
Autumn Hills Minor Mod and Renewal	EPHRATA TWP	38.70	\$800.00
Emanuel Esh	COLERAIN TWP	0.90	\$500.00
Gables at Richard Avenue	EPHRATA BORO	7.73	\$4,100.00
Woodcorner Properties LLC	CLAY TWP	0.27	\$800.00
Forest Hill Woodworking	BART TWP	0.99	\$800.00
Lighthouse Vocational Properties	EARL TWP	0.98	\$800.00
Bryan Foose E&S Only	EAST DRUMORE TWP	0.99	\$100.00
Mahlon Beiler	SALISBURY TWP	1.91	\$1,400.00
Kate Black Driveway	PEQUEA TWP	0.50	\$800.00
TH Retail Motor Fuel Outlet	EAST EARL TWP	5.18	\$2,000.00
Woodcrest Retreat Sewer Improvement	EAST COCALICO TWP	0.80	\$800.00
Leola Produce	WEST EARL TWP	8.45	\$2,600.00
10 Barrister Place	MANHEIM TWP	0.13	\$500.00
Benuel Beiler Ag Crossing E&S Only	PARADISE TWP	0.14	\$100.00

**Outstanding NPDES Projects Report - March 9, 2021 through July 31, 2022**

<b>Date Received</b>	<b>Project Name</b>	<b>Permit #</b>	<b>Municipality</b>	<b>Technician Status</b>	<b>Date of Last Letter</b>
3/9/2021	MM Weaver	PAC360627	WEST EARL TWP	Eng reply rec'd, pending follow-up Technical Review	10/17/2022
5/21/2021	Raffensperger Tract	PAD360078	MOUNT JOY TWP	Deemed Inadequate	at DEP 6/22
5/24/2021	MIN Group LLC	PAC360649	UPPER LEACOCK TWP	Deemed Inadequate	2/28/2022
1/6/2022	Convenience Store Fueling Station Park & Ride	PAD360084	RAPHO TWP	Deemed inadequate	at DEP 3/22
2/16/2022	Amos Fisher	PAD360088	DRUMORE TWP	Deemed Inadequate	at DEP 9/22
2/24/2022	1376 Campus Road	PAC360735	MOUNT JOY TWP	Eng reply rec'd, pending follow-up Technical Review	10/3/2022
3/7/2022	CVSD HOP/ROW	PAC360743	EAST LAMPETER TWP	Deemed Inadequate	at DEP 7/22
3/17/2022	Bender Mill Road Subdivision	PAC360746	MANOR TWP	Deemed Complete	9/13/2022
3/18/2022	Exelon - Muddy Run Warehouse	PAD360090	DRUMORE TWP	Deemed Inadequate	at DEP 9/22
4/14/2022	John Blank	PAD360092	SALISBURY TWP	Deemed Inadequate	10/24/2022
4/20/2022	Marlin Martin	PAC360756	CLAY TWP	Deemed Inadequate	at DEP 10/22
5/3/2022	Blackhorse Warehouse	PAC360760	EAST COCALICO TWP	Deemed Complete	at DEP 9/22
5/10/2022	Homestead Village	PAC360761	EAST HEMPFIELD TWP	Deemed Complete	9/21/2022
5/13/2022	Lake in Wood RV Expansion	PAD360093	BRECKNOCK TWP	Deemed Inadequate	10/18/2022
5/16/2022	J&E Grill Manufacturing	PAC360763	EARL TWP	Eng reply rec'd, pending Completeness Review	9/12/2022
5/16/2022	Villages at Funks Farm	PAC360764	MANOR TWP	Deemed Complete	8/29/2022
5/20/2022	250 College Avenue	PAD360094	LANCASTER CITY	Deemed Inadequate	at DEP 8/22
5/26/2022	2821 Old Tree Drive	PAC360765	EAST HEMPFIELD TWP	Deemed Inadequate	at DEP 10/22
6/1/2022	Belmont Property Management	PAC360766	EAST HEMPFIELD TWP	Deemed Complete	9/21/2022
6/3/2022	Moove In Storage 741 Phase 3	PAC360767	MANHEIM TWP	Eng reply rec'd, pending Completeness Review	10/19/2022
6/10/2022	Christian King	PAC360768	STRASBURG TWP	Deemed Complete	10/27/2022
6/14/2022	PVC Cultural Center	PAC360769	PENN TWP	Eng reply rec'd, pending Completeness Review	9/23/2022
6/16/2022	130 River Corner Road	PAC360770	CONESTOGA TWP	Deemed Complete	9/27/2022
6/20/2022	1000 Strickler Road Building Expand	PAC360772	RAPHO TWP	Deemed Inadequate	at DEP 8/22
6/27/2022	Daniel Zook Ag Bldgs	PAC360773	LEACOCK TWP	Deemed Complete	10/10/2022
7/1/2022	Longs Park	PAC360774	LANCASTER CITY	Deemed Complete	9/19/2022
7/11/2022	Slatewood	PAC360775	EAST COCALICO TWP	Deemed Inadequate	10/19/2022
7/11/2022	South Smith Drive Subdivision	PAC360776	QUARRYVILLE BORO	Deemed Inadequate	10/24/2022
7/15/2022	156 West Harrisburg Avenue	PAD360095	WEST DONEGAL TWP	Deemed Inadequate	at DEP 8/22
7/26/2022	Esh Residence	PAC360778	SADSBURY TWP	Eng reply rec'd, pending Completeness Review	9/26/2022
7/26/2022	Sauder Hardscape	PAC360779	EAST EARL TWP	Eng reply rec'd, pending Completeness Review	10/26/2022
7/28/2022	312 Sawmill Road	PAC360780	PROVIDENCE TWP	Eng reply rec'd, pending Completeness Review	9/28/2022
7/29/2022	David Fisher Subdivision	PAD360096	SALISBURY TWP	Eng reply rec'd, pending Completeness Review	10/7/2022

**KEY:**

**Waiting 1st Review** = project received and awaiting technician to perform first review

**Deemed Incomplete** = an incompleteness letter was sent but no response from engineer has been rec'd to date

**Eng reply rec'd, pending Completeness Review**

= An Incompleteness letter was sent and we rec'd comments back from engineer - currently waiting a Completeness review by the technician of engineers response

**Deemed Complete** = a letter was sent stating the submission was complete and project is waiting for technical review by LCCD to be done

**Deemed Inadequate** = a letter was sent detailing technical issues and we are waiting for a reply from Engineer to technical comments

**Eng reply rec'd, pending follow-up Technical Review** = A technical inadequate letter was sent and we rec'd comments back from engineer - currently waiting a technicians review of engineers response

**Pending action from DEP** = Tech sent a "Recommendation for permit action" to DEP and we are waiting for DEP to issue permit

**TOTAL E&S and NPDES PLANS IN REVIEW:**

117 Plans

**Item V.2**  
**Lancaster County Conservation District**  
**Erosion & Sedimentation Committee Meeting Minutes**  
**Thursday, October 27, 2022**  
**1:30 P.M. – 3:00 P.M.**  
**LCCD Upstairs Conference Room and virtually via Zoom**

Attendees: Jay Snyder, Greg Strausser, Eric Hout, Adam Stern, Ryan Riebling, Chris Thompson

1:30 PM Meeting Called to Order

1. E&S Management Team

Adam Stern reviewed the E&S Management Team Division of Duties document. The E&S Management Team now consists of 2 Managers (Program Manager & Technical Manager). The document outlines tasks and responsibilities assigned to each position. (see attached)

2. E&S Department staffing & current workload

Adam Stern provided an overview of the current workload of the E&S Department Staff. Discussion occurred concerning future plans for "territory" coverage amongst the staff and timelines for continued training of new staff members.

3. Florin Hill update

Eric Hout provided an overview of the continued enforcement activities involving the project site.

4. Revised LCCD Application & Fee Schedule

Adam Stern and Eric Hout reviewed the updated draft of the LCCD Application and Fee Schedule. Two copies are attached (one includes the red line edits and one is the current draft with all edits incorporated). The Committee discussed the proposed changes and recommends sending the final draft to the LCCD Board of Directors for review at the November 3, 2022 meeting and board action at the December 7, 2022 meeting.

3:00 PM Meeting Adjourned

## **E&S Management Team**

This list will serve as an outline for how specific day to day tasks and responsibilities should be shared between the E&S Program Manager and the E&S Technical Manager. Items on the list are presented in no particular order. Tasks and responsibilities not covered by this list will be addressed on a case by case basis. The management structure is designed to be a collaborative approach between the Program Manager and Technical Manager. The two managers will be in regular communication and will provide additional insight and input to each other for items identified below that require both programmatic and technical expertise.

### **E&S Program Manager**

The E&S Program Manager is tasked with overseeing the programmatic and administrative operations of the department. They provide "big-picture" oversight of the operational aspects of the team.

- Payroll review
- Time off requests
- Takes lead on staff evaluations
- Operations team meetings
- Point of contact for administration/staff on operational items
- Ensure program supplies and technology needs for department/staff are fulfilled
- Municipal assignments and staff workload evaluation
- Quarterly reporting
- Annual report
- Fee schedule updates
- Lead and prepare agendas for E&S team meetings
- Prepare agendas and coordinate E&S Committee meetings
- Provide report at monthly board meetings
- Annual outreach requirements e.g. workshops, lunch and learns (program/logistics)
- MOU updates/fulfillment
- Takes lead on hiring new staff
- Updates to PK
- Update "Attachment B's" for DEP
- Verify adequacy of submitted fees, make decisions on the adequacy of fees that don't fit neatly into the fee schedule
- Distributes received complaints to E&S staff
- Training new staff (program/administrative)
- "Cross trainings" with other LCCD departments (program/administrative)
- Develop annual department budget
- Coordinate department response to legislative inquiries, press inquiries, and other general inquiries (Technical Manager/other team members will be consulted for further information)
- Responsibilities overseen by Program Manager with potential for delegation to a lead technician or other team member
  - Vehicle maintenance/fleet management
  - IT support (dependent on department representation on IT Committee)
  - Website updates and administration
  - Newsletters (dependent on department representation on Communications Committee)



### **E&S Technical Manager**

The E&S Technical Manager is tasked with overseeing the technical operations of the department. They provide the primary technical expertise needed for the day to day administration of regulatory programs administered by the team.

- Point of contact for DEP on technical/permitting questions
- Determinations regarding necessity of DEP Technical Review
- Sign fact sheets & decides whether to authorize permits
- Decides whether or not to withdraw permit applications
- Evaluate enforcement potential of a site
- Receives permit authorization documents from DEP – distributes to staff as needed
- Responding to the requests of “walk-ins” or phone calls for technical assistance
- Serve as primary support for staff needing technical guidance on inspections, plan reviews, or permit decisions
- Annual outreach requirements e.g. workshops, lunch and learns (technical)
- Training new staff (technical)
- “Cross trainings” with other LCCD departments (technical)



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[www.lancasterconservation.org](http://www.lancasterconservation.org)

Official Use Only	
LCCD File # _____	
Date Rec'd _____	
LCCD Fee \$ _____	Check # _____
LCCD CWF Fee \$ _____	Check # _____

**E&S Control Plan / Chapter 102 Permit Review Application and Fee Schedule**

**I. PROJECT INFORMATION**

Proposed Project Name / Project Description		Municipality
Physical Address of Proposed Project		Current Permit # (if applicable)
Project Acreage	Disturbed Acreage	Name of Stream: _____ Chapter 93 Classification: _____

**II. APPLICANT / CONSULTANT INFORMATION**

Name of Applicant	E-Mail Address	Phone ( )
Mailing Address / City / State / Zip		
Name of Plan Preparer	Email Address	Phone ( )
Company Name		
Mailing Address / City / State / Zip		

**III. FEES (See Current Fee Schedules on Page 2)**

**LCCD FEES FOR PLAN REVIEW SERVICES**

<b>Detached, Single Family Residential</b>	# of Dwelling Units <i>(Owned and/or Rented)</i>	Fee \$
Commercial / Multi-Family Residential / Industrial / Agricultural / Other (Includes Oil & Gas)	# of Disturbed Acres _____ (Rounded to the Nearest Whole Acre)	Fee \$
Timber Harvest Projects & Road Maintenance <b>Activities</b>	# of Disturbed Acres _____ (Rounded to the Nearest Whole Acre)	Fee \$
Borrow / Disposal Site	# of Disturbed Acres _____ Distance from Parent Project _____	Fee \$
Chapter 105 General Permit <b>E&amp;S Plan</b> <small>(Not Associated with a Larger Common Plan of Development)</small>	Fee Required - \$100	Fee \$
<b>TOTAL LCCD REVIEW FEE</b>	Make check payable to: "LCCD"	Total Fee \$

**CHAPTER 102 PERMIT FEES**

<b>NPDES / E&amp;SC PERMIT / ESCGP-3 FILING FEE</b> <input type="checkbox"/> \$1,500 – Individual NPDES or E&S Permit <input type="checkbox"/> \$500 – General (PAG-01 or PAG-02) NPDES or ESCGP-3 Permit Make check payable to: "LCCD Clean Water Fund"	<b>NPDES / E&amp;SC PERMIT / ESCGP-3 DISTURBED ACREAGE FEE</b> # of Disturbed Acres _____ x \$100/Acre Fee \$ _____ (Disturbed Acres rounded to nearest whole acre) Make check payable to: "Commonwealth of Pennsylvania Clean Water Fund"
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A completed copy of this review application and all appropriate fees **MUST** accompany **ALL E&S Plans and/or Chapter 105 General Permit (GP) Applications** submitted to LCCD for both review and approval. Members of LCCD, Board of Directors and staff, are authorized to enter the project site for site inspection, as necessary.

SIGNATURE OF APPLICANT OR AUTHORIZED AGENT \_\_\_\_\_ DATE \_\_\_\_\_

(Revised 4/1/2024 1/1/2023)

**LANCASTER COUNTY CONSERVATION DISTRICT  
E & S CONTROL PLAN REVIEW / INSPECTION FEE SCHEDULE**

**RESIDENTIAL – DETACHED SINGLE FAMILY**

(Number of Dwelling Units, Owned and/or Rented Detached, Single Family Dwelling Units)

1 UNIT (< 1 Acre Disturbed)	\$ 600
1 UNIT (> or = 1 Acre Disturbed) - 25 UNITS	\$ 600 + \$ 250 per Dwelling Unit
26 OR MORE UNITS	\$ 6,850+ [(# of Dwelling Units – 25) x \$ 200]

**COMMERCIAL / MULTI-FAMILY RESIDENTIAL / INDUSTRIAL / AGRICULTURAL / OTHER (Includes Oil & Gas)**

(Number of Disturbed Acres Rounded to the Nearest Whole Acre)

< 1 ACRE	\$ 800
1 – 4.49 ACRES	\$ 1,000 + (# of Disturbed Acres x \$ 300)
= or > 5 ACRES	\$ 2,500 + [(# of Disturbed Acres - 5) x \$ 250]

**TIMBER HARVEST PROJECTS & ROAD MAINTENANCE PROJECTS ACTIVITIES**

(Number of Disturbed Acres Rounded to the Nearest Whole Acre)

< 25 ACRES	<del>\$ 500</del> \$ 700
= or > 25 ACRES	** Fee based on the Commercial/Multi-Family/Industrial/Agricultural/Other Fee Schedule (Above)

**BORROW / DISPOSAL SITE**

(Based on both Number of Disturbed Acres Rounded to the Nearest Whole Acre and Distance from the Parent Project)

< 1 ACRE DISTURBED and > ¼ MILE FROM PARENT PROJECT:	\$ 500 \$ 600
= or > 1 ACRE DISTURBED and > ¼ MILE FROM PARENT PROJECT:	** Fee based on the Commercial/Multi-Family/Industrial/Agricultural/Other Fee Schedule (Above)

EXISTING CHAPTER 102 PERMIT and = or < ¼ MILE FROM PERMIT BOUNDARY: \*\* Refer to item “d” within “Guidelines” section below. Contact LCCD for Both Permit Amendment Requirements and Applicable Fees

**NOTES:**

**CHAPTER 102**

1. For all fees based on the proposed number of Disturbed Acres, the acreage shall be rounded to the nearest whole acre.
2. Detached Single Family homes subject to the “Residential” category are generally intended to house one family unit and are considered to be free-standing building units each with one front, one rear, and two side yards. Where the dwelling is located on a corner lot, the dwelling may have one front, one rear, and one side yard. Manufactured, modular, and tiny homes may be considered as detached single family homes.
3. Examples of multi-family residential structures subject to the “Commercial/Multi-Family Residential” fee category include townhomes/row houses, condominiums, duplexes/twin homes, apartment buildings, and other semi-detached dwelling units.
4. ~~For all Timber Harvest Projects and Road Maintenance Projects, the Fee Schedule is, as follows:~~
  - a. ~~Where the proposed number of Disturbed Acres is less than (<) 25 acres, the fee is \$500.~~
  - b. ~~Where the proposed number of Disturbed Acres is either equal to (=) or greater than (>) 25 acres, the fee will be based on the Commercial / Multi-Family Residential / Industrial / Other Fee Schedule.~~
5. For projects proposing both single-family detached homes and commercial or multi-family structures, the applicant or consultant will be required to submit a schematic of the project site which delineates the areas of the site being proposed for the “detached, single family” use and the areas being considered for the “commercial/multi-family” use along with a proposed fee. Based on the schematic, LCCD staff will determine whether the proposed fee is adequate.
6. As a condition of 25 PA Code, Chapter 105, an E&S Plan review is required for all General Permits (GPs). ~~In addition to the appropriate Chapter 105 GP fee(s), a separate A~~ fee of \$100 will be charged for LCCD to review and approve the respective E&S Plan associated with a GP, unless the GP(s) is submitted as part of a larger common plan of development. LCCD will review E&S plans associated with all GP’s except for GP-11 registrations, for which E&S plans are submitted directly to the DEP. ~~Please be advised that the \$100 fee is separate from the appropriate Chapter 105 GP fee(s), and The \$100 fee shall be made payable to “LCCD.”~~
7. For E&S plans associated with Chapter 105 small projects or individual permits, waivers, or environmental assessments, the LCCD review fee will be based on the appropriate project type category identified above.
8. For a Corrective Action Plan (CAP), the fee will be based on the Commercial / Industrial / Agricultural / Other Fee Schedule. If the CAP will be submitted as an amendment to an Existing Chapter 102 Permit, then contact LCCD for both Permit Amendment Requirements and applicable fees.

9. Through an executed Memorandum of Understanding (MOU), the PA Turnpike Commission has agreed to pay \$150 per Disturbed Acre (rounded to the nearest whole acre) for any E&S Plans submitted for both review and approval.
10. An independent State Commission, State Agency, and / or Federal Agency which provides funding for Chapter 102 program administration by PA DEP through the terms and conditions of a mutual agreement may be exempt from all applicable fees.

**CHAPTER 105**

- ~~1. A completed DEP Chapter 105 Fee Calculation Worksheet shall accompany all Chapter 105 General Permit (GP) applications.~~
- ~~2. Exemption from the appropriate Chapter 105 GP fee(s) will be based on the definition of a "political subdivision".~~
- ~~3. For a Timber Harvest Project where a Chapter 105 General Permit 8 (GP-8 — Temporary Road Crossings) is required, the appropriate Chapter 105 GP fee(s) will be in addition to the Chapter 102 fee.~~

## Lancaster County Conservation District

Summary of E&S Plan Review Fee requirement for "OTHER"  
category of earth disturbance activities

Category	E&S Plan Review Fee required?	
	Y = yes	N = no
Chapter 105 Environmental Assessment (Waiver 11 & Waiver 16)	Y	
Chapter 105 Small Projects or Individual Permit	Y	
Community Fairgrounds	Y	
Community Recreation Centers	Y	
Growing Greener Grant Funded Projects (319)	Y	
Hospitals	Y	
Independent Borrow / Disposal Site	Y	
Lancaster County Library System	Y	
Lancaster County Public Agency / Authority Projects	Y	
Local Municipal Projects	Y	
Oil & Gas Projects	Y	
Places of Worship & Religious Facilities	Y	
Police, Fire, & EMS Stations	Y	
Ponds, Dams, & Impoundments	Y	
Private Non-Profit Organizations	Y	
Private Schools	Y	
Public Parks	Y	
Public Schools & School Districts	Y	
Rails-To-Trails Projects	Y	
Sewer & Water Authority Projects	Y	
Utility Projects	Y	

### GUIDELINES

- a. For all Chapter 102 Permit applications, LCCD will make every effort to conform to the time frames for review, as noted in both PA DEP's Permit Review Process and Permit Decision Guarantee Policy and the respective Standard Operating Procedure (SOP).
- b. For all Chapter 102 non-permitted projects, LCCD will make every effort to review such projects within thirty (30) days from the date of receipt.
- c. The E&S Control Plan Review / Inspection fee includes a pre-application meeting(s), a completeness review(s), one (1) initial technical review, one (1) resubmission technical review, a pre-construction meeting(s), all field meetings, all site / complaint inspections, and all tasks delegated to LCCD relative to Chapter 102 Permit termination. If the E&S Control Plan is deemed significantly inadequate upon completion of the resubmission technical review, then the subsequent resubmission will be subject to an additional charge of 50% of the original E&S Control Plan Review / Inspection fee.
- d. For an existing Chapter 102 Permit, Field Changes, Minor Amendments, and Major Amendments will be both reviewed and approved in accordance with PA DEP's Chapter 102 Permit Amendments Frequently Asked Questions (FAQ) document. **Contact LCCD for both Chapter 102 Permit Amendment requirements and applicable fees. Fees for Major and Minor Amendments are charged as follows:**
  - Residential Detached Single Family:**
    - Where no dwelling units are added and Limits of Disturbance decrease, remain the same, or increase less than one acre: \$600.
    - Where the Limits of Disturbance increase by 1 acre or more but no dwelling units are proposed: Use the appropriate category in the "Commercial" category.
    - Where one or more detached dwelling units are added: Use the appropriate tier and respective formula.
  - Commercial/Multi-Family Residential/Industrial/Agricultural/Other:**
    - Where the Limits of Disturbance decrease, remain the same, or increase less than one acre: \$800.
    - Where the Limits of Disturbance increases one acre or more: Use the appropriate tier and respective formula.
    - For example: A project was originally authorized for 10 acres of earth disturbance. The permittee wishes to add an additional 1 acre of earth disturbance. The required review fee is: \$1000 + (1 x \$300) = \$1300.
- e. For a Chapter 102 Permit application which is withdrawn (either voluntarily or involuntarily), all remitted fees will NOT be refunded. If the applicant intends to submit a new Chapter 102 Permit application for the proposed project, then all applicable fees shall be remitted with the new Chapter 102 Permit application.
- f. For a Chapter 102 non-permitted project which is deemed inadequate, the applicant will have one (1) year from the date of the Technical Deficiency Letter to resubmit a revised E&S Control Plan which addresses all noted technical deficiencies. If the applicant fails to resubmit the revised E&S Control Plan within one (1) year from the date of the Technical Deficiency Letter, then LCCD will involuntarily withdraw said project, and all remitted fees will NOT be refunded. If the applicant intends to submit said project after being involuntarily withdrawn, then the applicable fee shall be remitted with a new E&S Control Plan / Chapter 102 Permit ~~/Chapter 105 Permit Review Application~~.
- g. Should the proposed limits of disturbance or number of detached dwelling units decrease while an application is under review, LCCD will not provide a partial refund of any previously submitted fees.
- h. LCCD will make every effort to implement this fee schedule fairly and consistently across all applications submitted for review. However, LCCD staff and Board of Directors reserve the right to deviate from the dollar amounts and guidance presented in this document should site-specific circumstances warrant.



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Official Use Only	
LCCD File #	_____
Date Rec'd	_____
LCCD Fee \$	Check # _____
LCCD CWF Fee \$	Check # _____

**E&S Control Plan / Chapter 102 Permit Review Application and Fee Schedule**

**I. PROJECT INFORMATION**

Proposed Project Name / Project Description		Municipality
Physical Address of Proposed Project		Current Permit # (if applicable)
Project Acreage	Disturbed Acreage	Name of Stream: _____ Chapter 93 Classification: _____

**II. APPLICANT / CONSULTANT INFORMATION**

Name of Applicant	E-Mail Address	Phone ( )
Mailing Address / City / State / Zip		
Name of Plan Preparer	Email Address	Phone ( )
Company Name		
Mailing Address / City / State / Zip		

**III. FEES (See Current Fee Schedules on Page 2)**

**LCCD FEES FOR PLAN REVIEW SERVICES**

Detached, Single Family Residential	# of Dwelling Units _____	Fee \$ _____
Commercial / Multi-Family Residential / Industrial / Agricultural / Other (Includes Oil & Gas)	# of Disturbed Acres _____ (Rounded to the Nearest Whole Acre)	Fee \$ _____
Timber Harvest Projects & Road Maintenance Activities	# of Disturbed Acres _____ (Rounded to the Nearest Whole Acre)	Fee \$ _____
Borrow / Disposal Site	# of Disturbed Acres _____ Distance from Parent Project _____	Fee \$ _____
Chapter 105 General Permit E&S Plan (Not Associated with a Larger Common Plan of Development)	Fee Required - \$100	Fee \$ _____
<b>TOTAL LCCD REVIEW FEE</b>	<b>Make check payable to: "LCCD"</b>	<b>Total Fee \$ _____</b>

**CHAPTER 102 PERMIT FEES**

<b>NPDES / E&amp;SC PERMIT / ESCGP-3 FILING FEE</b> <input type="checkbox"/> \$1,500 – Individual NPDES or E&S Permit <input type="checkbox"/> \$500 – General (PAG-01 or PAG-02) NPDES or ESCGP-3 Permit Make check payable to: "LCCD Clean Water Fund"	<b>NPDES / E&amp;SC PERMIT / ESCGP-3 DISTURBED ACREAGE FEE</b> # of Disturbed Acres _____ x \$100/Acre Fee \$ _____ (Disturbed Acres rounded to nearest whole acre) Make check payable to: "Commonwealth of Pennsylvania Clean Water Fund"
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A completed copy of this review application and all appropriate fees **MUST** accompany ALL E&S Plans submitted to LCCD for both review and approval. Members of LCCD, Board of Directors and staff, are authorized to enter the project site for site inspection, as necessary.

SIGNATURE OF APPLICANT OR AUTHORIZED AGENT \_\_\_\_\_ DATE \_\_\_\_\_

(Revised 1/1/2023)

**LANCASTER COUNTY CONSERVATION DISTRICT  
E & S CONTROL PLAN REVIEW / INSPECTION FEE SCHEDULE**

**RESIDENTIAL – DETACHED SINGLE FAMILY**

(Number of Detached, Single Family Dwelling Units)

<b>1 UNIT (&lt; 1 Acre Disturbed)</b>	<b>\$ 600</b>
<b>1 UNIT (&gt; or = 1 Acre Disturbed) - 25 UNITS</b>	<b>\$ 600 + \$ 250 per Dwelling Unit</b>
<b>26 OR MORE UNITS</b>	<b>\$ 6,850+ [(# of Dwelling Units – 25) x \$ 200]</b>

**COMMERCIAL / MULTI-FAMILY RESIDENTIAL / INDUSTRIAL / AGRICULTURAL / OTHER (Includes Oil & Gas)**

(Number of Disturbed Acres Rounded to the Nearest Whole Acre)

<b>&lt; 1 ACRE</b>	<b>\$ 800</b>
<b>1 – 4.49 ACRES</b>	<b>\$ 1,000 + (# of Disturbed Acres x \$ 300)</b>
<b>= or &gt; 5 ACRES</b>	<b>\$ 2,500 + [(# of Disturbed Acres - 5) x \$ 250]</b>

**TIMBER HARVEST PROJECTS & ROAD MAINTENANCE ACTIVITIES**

(Number of Disturbed Acres Rounded to the Nearest Whole Acre)

<b>&lt; 25 ACRES</b>	<b>\$ 700</b>
<b>= or &gt; 25 ACRES</b>	<b>Fee based on the Commercial/Multi-Family/Industrial/Agricultural/Other Fee Schedule (Above)</b>

**BORROW / DISPOSAL SITE**

(Based on both Number of Disturbed Acres Rounded to the Nearest Whole Acre and Distance from the Parent Project)

<b>&lt; 1 ACRE DISTURBED and &gt; ¼ MILE FROM PARENT PROJECT:</b>	<b>\$ 600</b>
<b>= or &gt; 1 ACRE DISTURBED and &gt; ¼ MILE FROM PARENT PROJECT:</b>	<b>Fee based on the Commercial/Multi-Family/Industrial/Agricultural/Other Fee Schedule (Above)</b>

**EXISTING CHAPTER 102 PERMIT and = or < ¼ MILE FROM PERMIT BOUNDARY:** Refer to item "d" within "Guidelines" section below.

**NOTES:**

1. For all fees based on the proposed number of Disturbed Acres, the acreage shall be rounded to the nearest whole acre.
2. Detached Single Family homes subject to the "Residential" category are generally intended to house one family unit and are considered to be free-standing building units each with one front, one rear, and two side yards. Where the dwelling is located on a corner lot, the dwelling may have one front, one rear, and one side yard. Manufactured, modular, and tiny homes may be considered as detached single family homes.
3. Examples of multi-family residential structures subject to the "Commercial/Multi-Family Residential" fee category include townhomes/row houses, condominiums, duplexes/twin homes, apartment buildings, and other semi-detached dwelling units.
4. For projects proposing both single-family detached homes and commercial or multi-family structures, the applicant or consultant will be required to submit a schematic of the project site which delineates the areas of the site being proposed for the "detached, single family" use and the areas being considered for the "commercial/multi-family" use along with a proposed fee. Based on the schematic, LCCD staff will determine whether the proposed fee is adequate.
5. As a condition of 25 PA Code, Chapter 105, an E&S Plan review is required for all General Permits (GPs). A fee of \$100 will be charged for LCCD to review and approve the respective E&S Plan associated with a GP, unless the GP(s) is submitted as part of a larger common plan of development. LCCD will review E&S plans associated with all GP's except for GP-11 registrations, for which E&S plans are submitted directly to the DEP. The \$100 fee shall be made payable to "LCCD."
6. For E&S plans associated with Chapter 105 small projects or individual permits, waivers, or environmental assessments, the LCCD review fee will be based on the appropriate project type category identified above.
7. For a Corrective Action Plan (CAP), the fee will be based on the Commercial / Industrial / Agricultural / Other Fee Schedule. If the CAP will be submitted as an amendment to an Existing Chapter 102 Permit, then contact LCCD for both Permit Amendment Requirements and applicable fees.
8. Through an executed Memorandum of Understanding (MOU), the PA Turnpike Commission has agreed to pay \$150 per Disturbed Acre (rounded to the nearest whole acre) for any E&S Plans submitted for both review and approval.
9. An independent State Commission, State Agency, and / or Federal Agency which provides funding for Chapter 102 program administration by PA DEP through the terms and conditions of a mutual agreement may be exempt from all applicable fees.

**Lancaster County Conservation District**  
 Summary of E&S Plan Review Fee requirement for "OTHER"  
 category of earth disturbance activities

Category	E&S Plan Review Fee required?	
	Y = yes	N = no
Chapter 105 Environmental Assessment (Waiver 11 & Waiver 16)		Y
Chapter 105 Small Projects or Individual Permit		Y
Community Fairgrounds		Y
Community Recreation Centers		Y
Growing Greener Grant Funded Projects (319)		Y
Hospitals		Y
Independent Borrow / Disposal Site		Y
Lancaster County Library System		Y
Lancaster County Public Agency / Authority Projects		Y
Local Municipal Projects		Y
Oil & Gas Projects		Y
Places of Worship & Religious Facilities		Y
Police, Fire, & EMS Stations		Y
Ponds, Dams, & Impoundments		Y
Private Non-Profit Organizations		Y
Private Schools		Y
Public Parks		Y
Public Schools & School Districts		Y
Rails-To-Trails Projects		Y
Sewer & Water Authority Projects		Y
Utility Projects		Y

**GUIDELINES**

- a. For all Chapter 102 Permit applications, LCCD will make every effort to conform to the time frames for review, as noted in both PA DEP's Permit Review Process and Permit Decision Guarantee Policy and the respective Standard Operating Procedure (SOP).
- b. For all Chapter 102 non-permitted projects, LCCD will make every effort to review such projects within thirty (30) days from the date of receipt.
- c. The E&S Control Plan Review / Inspection fee includes a pre-application meeting(s), a completeness review(s), one (1) initial technical review, one (1) resubmission technical review, a pre-construction meeting(s), all field meetings, all site / complaint inspections, and all tasks delegated to LCCD relative to Chapter 102 Permit termination. If the E&S Control Plan is deemed significantly inadequate upon completion of the resubmission technical review, then the subsequent resubmission will be subject to an additional charge of 50% of the original E&S Control Plan Review / Inspection fee.
- d. For an existing Chapter 102 Permit, Field Changes, Minor Amendments, and Major Amendments will be both reviewed and approved in accordance with PA DEP's Chapter 102 Permit Amendments Frequently Asked Questions (FAQ) document. Fees for Major and Minor Amendments are charged as follows:  
 Residential Detached Single Family:  
     Where no dwelling units are added and Limits of Disturbance decrease, remain the same, or increase less than one acre: \$600.  
     Where the Limits of Disturbance increase by 1 acre or more but no dwelling units are proposed: Use the appropriate category in the "Commercial" category.  
     Where one or more detached dwelling units are added: Use the appropriate tier and respective formula.  
 Commercial/Multi-Family Residential/Industrial/Agricultural/Other:  
     Where the Limits of Disturbance decrease, remain the same, or increase less than one acre: \$800.  
     Where the Limits of Disturbance increases one acre or more: Use the appropriate tier and respective formula.  
     For example: A project was originally authorized for 10 acres of earth disturbance. The permittee wishes to add an additional 1 acre of earth disturbance. The required review fee is: \$1000 + (1 x \$300) = \$1300.
- e. For a Chapter 102 Permit application which is withdrawn (either voluntarily or involuntarily), all remitted fees will NOT be refunded. If the applicant intends to submit a new Chapter 102 Permit application for the proposed project, then all applicable fees shall be remitted with the new Chapter 102 Permit application.
- f. For a Chapter 102 non-permitted project which is deemed inadequate, the applicant will have one (1) year from the date of the Technical Deficiency Letter to resubmit a revised E&S Control Plan which addresses all noted technical deficiencies. If the applicant fails to resubmit the revised E&S Control Plan within one (1) year from the date of the Technical Deficiency Letter, then LCCD will involuntarily withdraw said project, and all remitted fees will NOT be refunded. If the applicant intends to submit said project after being involuntarily withdrawn, then the applicable fee shall be remitted with a new E&S Control Plan / Chapter 102 Permit.
- g. Should the proposed limits of disturbance or number of detached dwelling units decrease while an application is under review, LCCD will not provide a partial refund of any previously submitted fees.
- h. LCCD will make every effort to implement this fee schedule fairly and consistently across all applications submitted for review. However, LCCD staff and Board of Directors reserve the right to deviate from the dollar amounts and guidance presented in this document should site-specific circumstances warrant.



**Item V.6**  
**2023 Countywide Action Plan Application**

Lancaster County is approaching our 4th year participating in DEP's CAP program. This year's application totals almost \$35 million dollars and includes more than 80 individual projects submitted by more than 25 different organizations. Meghan Blackmon (CWP) worked with a variety of staff to pull together the final application which was submitted on Oct 31<sup>st</sup>. In addition to project dollars, these funds provide for LCCD to manage and administer the grants as well as to contract with a CAP management team. Each of the counties in the Bay watershed are submitting their own proposal. DEP will review the requests and is expected to announce awards in late December. If tradition holds, Lancaster can expect to receive about \$3 million dollars to reallocated to the county's conservation partners.

## COUNTYWIDE ACTION PLAN IMPLEMENTATION GRANT

### Contract Budget Request

Budget	Amount Requested
Engineering/Design Salaries: (i.e., In-house design and engineering. Combined salaries and benefits cannot exceed 20% of the total amount requested)	\$ 249,629.63
Engineering/Design Benefits: (i.e., In-house design and engineering. Combined salaries and benefits cannot exceed 20% of the total amount requested)	\$ 87,370.37
Travel Costs: (Lodging, Meals, Mileage, Training)	\$ 6,000
Equipment Costs: <b>DEDICATED</b> to a Project (i.e., will stay with the project) <b>Examples Include:</b> field or office equipment, small tools: cameras, computers, printers, software, maintenance for software, and hardware	\$ 50,000
Supply Costs: <b>DEDICATED</b> to a Project (i.e., will stay with the project) <b>Examples Include:</b> office supplies, pens, paper, postage, printing and copying costs, field supplies – clothing, hard hats, field boots, and safety glasses	\$ 10,000
Contractual Services: (25% max for design and engineering costs)	\$ 6,158,812.31
Program Administration: (5% max) <b>NON-DEDICATED</b> Project Supply, Equipment Costs, and General Office Costs <b>Examples Include:</b> rent, utilities, phone, printing, pens, paper, postage, salaries and benefits for grant management, and general administration	\$ 1,730,634.82
Construction:	\$ 26,320,249.23
<b>TOTAL:</b>	<b>\$ 34,612,696.36</b>

Submit Outputs/Activities and Written Report of Project Results **Annually**.

By signing below, I acknowledge that this application has been reviewed and is approved by the Grantee for submission to DEP Bureau of Watershed Restoration and Nonpoint Source Management.

  
 \_\_\_\_\_  
 Grantee/Entity

10/31/22  
 \_\_\_\_\_  
 Date

PA Department of Environmental Protection

Date