



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

Wednesday, October 4, 2023

Lancaster Farm & Home Center

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

Business Meeting 7:30 P.M.

Timer

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7:40	I. <u>Agency Reports</u>	
	2. PA DEP Field Rep Report (attachment).....	1
7:55	III. <u>*Additional Business</u>	
	2. Treasurer's Report – Hertz (attachment).....	7
	3. *Personnel Committee Report – Request to Hire – Wasco/Thompson (attachment).....	10
	8. *2024 Proposed BOD Meeting Dates – Thompson (attachment).....	10
8:40	IV. <u>Reports &amp; Information</u>	
	2. E&S/NPDES Monthly Projects Report – Stern (attachment).....	13
	3. *E&S Committee Report – J. Snyder/Stern (attachment).....	16

**\*Action Required**

## October 2023 DEP Conservation District Field Rep Talking Points

### 2024 Conservation District Director Nominations

Information packets for 2024 Conservation District Director nominations and appointments were sent out to county chief clerks and copies went to district managers. District managers are encouraged to contact chief clerks to discuss the 2024 nomination process and to answer questions regarding upcoming vacancies on their board. Appointments are due to the State Conservation Commission by December 15. Conservation District Field Representatives and the State Conservation Commission are available to answer questions concerning the director nomination process.

### DEP/CCD Chapter 102 Fall Training and Update Meeting

The Chapter 102 Program announced its annual Fall Training and Update Meetings will be held virtually again this year. The three meetings are set for Oct 17 – Western Region, Oct 23 – Central Region, and Nov 2 Eastern Region. Districts are encouraged to participate in the meeting for their assigned region, but if you are unable to attend due to a scheduling conflict you may attend one of the other sessions. Some of the topics on the agenda include General Updates and Current Central Office Projects, PAG-02 Changes, RPCO Coordination, What is a Violation?, and much more. The Meeting notices and full agenda were sent to districts on August 8<sup>th</sup>.

### NPDES PAG-12 General Permit for Operation of CAFOs to be Published as Final

On September 16, 2023, the Department of Environmental Protection (DEP) published a final, reissued NPDES PAG-12 General Permit for Operation of CAFOs in the *Pennsylvania Bulletin*. The PAG-12 General Permit and supporting documents will be available through DEP's website, <https://www.depgreenport.state.pa.us/elibrary/> (select Permit and Authorization Packages, Clean Water, and PAG-12 General Permit). To maintain coverage under the 2024 General Permit, the permittee must submit the PAG-12 Notice of Intent (NOI) between September 16, 2023 and December 31, 2023 to DEP's Southcentral Regional Office (SCRO).

**Chapter 102 SOP Training Series** – The next installment of the 102 SOP Training Series will be **Monday, Oct. 30 from 9 – 11**. This session titled Construction Stormwater-Regulatory Review, will discuss the Clean Streams Law, Chapter 102, and other applicable regulations. A Teams Meeting notice was sent to those with CWA accounts on Sept. 28.

### Environmental Education Grants Application Round Open: August 1 – November 15, 2023

This year's Environmental Education Grants Program Funding Priorities supports projects that address Water and/or Climate Change and engage people living, working and/or going to school within Environmental Justice areas.

**Water** - Education programs promoting effective ways to reduce non-point source and source water pollution to improve water quality.

**Climate Change** - Education projects that increase the audience's understanding of how human activities contribute to climate change impacts (floods, pests, groundwater changes, agricultural disruptions, etc.) and potential threats to human health. –

**Environmental Justice** - Water and/or Climate Change education programs designed to engage audiences (youth and/or adults) living, working and/or attending school within Environmental Justice (EJ) areas.

**2024 Environmental Education Grants Program Manual**, can be found at :

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

This includes all required application documents, and other pertinent information.

**Applications** must be submitted electronically: <https://www.esa.dced.state.pa.us/Login.aspx>

**Questions** may be directed to the Environmental Education & Information Center: [RA-epEEgrants@pa.gov](mailto:RA-epEEgrants@pa.gov)

## **EPA Opens 2023 Environmental Education Grants**

U.S. Environmental Protection Agency (EPA) announced that up to \$3.6 million in funding for locally-focused environmental education grants is now available under the 2023 Environmental Education (EE) Local Grant Program. EPA will award grants in each of EPA's 10 Regions, between \$50,000-\$100,000 each, for a total of 30-40 grants nationwide. The program includes support for projects that reflect the intersection of environmental issues with climate change adaptation and mitigation strategies, preventing future water quality and human health issues, in addition to other environmental topics.

Applicants must apply to the Regional NOFO that corresponds with the location of their proposed project. Through this grant program, EPA intends to provide financial support for projects that design, demonstrate, and/or disseminate environmental education practices, methods, or techniques, that will serve to increase environmental literacy and encourage behavior that will benefit the environment in local communities, especially underserved communities. This grant program recognizes underserved communities as high-poverty areas, persistent poverty counties, communities the Council on Environmental Quality's Climate and Economic Justice Screening Tool identifies as disadvantaged communities, and Title I schools.

Visit the new [EPA Grants Community Library of Frequently Asked Questions \(FAQ\)](#) and the [EE grant FAQ](#) webpages to learn more about the current competition and the federal grant process. Find out background information on the EE Grants Program and resources for applicants on EPA's [EE Grant Homepage](#).

Applications are due on November 8, 2023, and the Notice of Funding Opportunities are now posted on [www.grants.gov](http://www.grants.gov) and the [EE Grant Solicitation Notice webpage](#).

**REAP Tax Credit Applications to be Accepted Starting August 7** - On August 7, the State Conservation Commission will begin accepting applications for REAP tax credits from agricultural producers who implement best management practices or purchase equipment to reduce nutrient and sediment runoff, enhance soil health and improve the quality of Pennsylvania's waterways. For the 5<sup>th</sup> year, the 2023-24 budget funds \$13 Million Tax Credits and expanded eligibility for the program under the PA Farm Bill. Farmers may receive up to \$250,000 in any seven-year period, and spouses filing jointly can use REAP Tax Credits.

REAP applications are reviewed on a first-come, first-served basis. Baseline eligibility includes compliance with the [PA Clean Streams Law](#) and the Pennsylvania Nutrient and Odor Management Law. [More information about REAP](#), including the 2023-24 application packet, program guidelines and sponsorship process, is available at [agriculture.pa.gov](http://agriculture.pa.gov). **The deadline to submit applications is October 31, 2023**. Applications have been coming in rapidly this year. **It is anticipated that the tax credits may run out before the deadline.** Unfunded applications received before the deadline will be rolled over to next July – and will be at the front of the line for FY 2024 funds.

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

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](https://www.agriculture.pa.gov/Plants_Land_Water/StateConservationCommission/Pages/default.aspx) and [The Center for Agricultural Conservation Assistance Training | Penn State Extension \(psu.edu\)](#). All ACAP documents are downloadable from the Penn State Extension website.

## **ACAP Financial Tracking Tool and Replenishments**

Financial tracking GIS online tool is on track to be completed and ready for quarterly reporting by end of September. The Program provided an overview for districts during the ACAP Monthly forum on September 20.

Regional ACAP coordinators are beginning to process replenishments for conservation districts as project implementation commences and funds are spent at the local level. The SCC is asking that Districts hold off with replenishments if possible until the new financial GIS quarterly report system is available for use by the districts.

**ACAP Administrative Training** - The ACAP Administration Training is highly recommended for Conservation District employees who administrate the ACAP program at the county level. This is a recurring training that will take place regionally across Pennsylvania. This full-day workshop will cover all aspects of administering ACAP. The training will include understanding ACAP guidelines, policies & forms, handling of ACAP funds, administering ACAP projects, and record keeping. This training is recommended for conservation staff involved with ACAP administration, CDFRs, local advisory board or district board members. All conservation districts administering ACAP are highly encouraged to have someone attend an administrative training.

Four trainings are currently scheduled:

November 16	State College
November 21	Telford
November 30	Montrose
December 5	Carlisle

To register, click the link below:

<https://extension.psu.edu/agricultural-conservation-assistance-program-acap-administration-training>

## **Clean Water Academy**

### **New Courses Available**

[Course: 2024 Integrated Report Demonstration \(remote-learner.net\)](#)

This course is a screen recording or demonstration of the various features of the 2024 Integrated Report Viewer.

Pennsylvania's integrated water quality monitoring and assessment report satisfies the requirements of sections 305(b) and 303(d) of the Clean Water Act (CWA). Section 303(d) requires states to list all impaired surface waters not supporting uses even after appropriate and required water pollution control strategies have been applied. The 303(d) list includes the reason for impairment, which may be one or more point sources, like industrial or sewage discharges, or non-point sources, like abandoned mine lands or agricultural runoff and the pollutant causing the impairment such as metals, pH, mercury or siltation. 305(b) is the narrative report.

[Course: Model My Watershed CD Staff Training \(remote-learner.net\)](#)

During the summer of 2023, this training series was directed at conservation district watershed specialists. Over the course of two training sessions (broken into four parts for CWA – 1A,1B, 2A, 2B), Dr. Barry Evans from Drexel University provided instruction on the use of the Model My Watershed pollutant modeling tool. These particular training sessions were held for watershed specialists in the eastern counties of Pennsylvania.

**Clean Water Academy Continued** - Here are a few courses you may have forgotten about.

**[Invasive Plant Species: Implications for Restoration Success and Water Quality Improvements](#)**

Recorded as part of the Section 319 Virtual Watershed Planning and Implementation Meeting on May 22-23, 2023, this presentation discusses the impacts of invasive plant species and how they may impact the success of a restoration project and water quality. Specifically, this presentation discusses the not-so-obvious impacts of invasive plant species and provides a thorough review of recent research insights in this field.

**[Road Maintenance Activities](#)**

This presentation will discuss: The various types of road maintenance activities (RMA) outlined in 25 Pa. Code § 102.5(b). When an activity would fall under RMA and/or NPDES

**[Per- and Polyfluoroalkyl Substances \(PFAS\) 101](#)**

In this second “Lunch & Learn” of 2023 we will be learning about PFAS from Dawn Hissner from the Bureau of Safe Drinking Water and Amy Williams from the Bureau of Clean Water. PFAS are widely used, long lasting chemicals, components of which break down very slowly over time. Because of their widespread use and their persistence in the environment, many PFAS are found in the blood of people and animals all over the world and are present at low levels in a variety of food products and in the environment.

**[DEP Grants 101 \(Recorded Webinar\)](#)**

If you have an idea for an environmental improvement for your community or business, let DEP help you make it happen with grant funding.

A DEP grant can help your organization, municipality, business, or farm be more energy efficient, restore your local stream, reduce erosion, prepare for climate change, help lower air pollution, or teach kids or adults about environmental challenges and solutions.

Watch our webinar on how to apply for grant funding from DEP. Geared for first-time applicants and based on survey feedback, the discussion covered the essentials of applying, helping you to submit your best application possible. We also looked at seven grant programs and answer a variety of questions.

**Chesapeake Bay Program**

**CAP Grant Funding Minimum Threshold Established:** In an effort to further improve the CAP Grant program, we have heard your concerns that CAP grant funding amounts are not sufficient to cover project costs for some county partners. To address these concerns, we are making a change in this year’s funding breakdown. Similar to the SCC’s minimum threshold for ACAP, we are setting a minimum threshold of \$200,000 for CAP funds. This means that if our allocation formula allots less than \$200,000 to your county, you will receive \$200,000. We are still fine tuning the remainder of the allocation that will be spread amongst the counties.

The 2023 Fall-Winter CAP Deadlines are listed below

**September 29th** – CAP Implementation and Coordinator grant application opens

**October 31st** – (Pilot and Tier 3 & 4 counties) Last day to send in numeric changes to CAP metrics

**October 31st** – CAP Implementation and Coordinator grant application closes

**December 1st** - Provide FINAL: Phase 3 WIP Annual Progress Update and Two-Year Milestone Reports, Two Year Milestones Detailed BMP Entry Form, and (Optional) Updated Narrative.

**The Conowingo Watershed Implementation Plan (CWIP) Update** – Implementation Strategy and Funding Opportunities Webinar Wednesday was held September 6, 2023. If you were unable to attend or would like to review the webinar again the recording can be found in two places <https://pacleanwateracademy.remote-learner.net/course/view.php?id=1139> (Clean Water Academy) and [Webinar Wednesday-20230906\\_100107-Meeting Recording.mp4 \(sharepoint.com\)](#) . The presentation slide deck is also attached.

## **Sunshine Act Details (continued):**

- Public participation/comments:
  - The Sunshine Act gives the public the right to comment on issues “that are or may be before the board.” Agencies must provide a reasonable opportunity for residents and/or taxpayers to comment on an issue before a decision takes place.
  - Agencies may establish rules to oversee public comment, i.e., limiting the time for each commenter
    - A common time limit at most meetings is 3 minutes
    - IF a complex issue is being discussed, you can allow flexibility of the policy and extend the time limit if desired
    - It’s important the agency does not show partiality to some commenters over others
  - Agencies are permitted to limit comment to residents and taxpayers of the area served by the agency
  
- Can the public ask questions during the comment period?
  - Yes. Although members of the agency are not required to provide an answer, it is good practice to do so if possible. Answering questions can demonstrate a commitment to helping constituents and can reduce future requests under the Right-to-Know Law.
  
- Can an agency have a closed meeting?
  - An agency may discuss certain matters in Executive Session, which is not held in public. There are 7 reasons an agency may hold an Executive Session:
    - Discussing personnel matters;
    - Holding an information, strategy and negotiation session related to the negotiation of a collective bargaining agreement;
    - Considering the purchase or lease of real property;
    - Consulting with an attorney about active or pending litigation;
    - Discussing agency business which, if conducted in public, would violate a lawful privilege or lead to the disclosure of information or confidentiality protected by law;
    - Discussing certain academic matters (this reason is specifically limited to certain institutions of higher education); and
    - Discussing certain public safety issues if disclosure of the information discussed would be reasonably likely to jeopardize or threaten public safety or preparedness or public protection.
  - The specific reason for an Executive Session must be announced in the public meeting either before or directly after the Executive Session.
  - Closed gatherings may be held solely for the purpose of collecting information or educating agency members about an issue.
  
- Can official action be taken at a closed meeting?
  - No. Official action cannot be taken during Executive Session or a closed gathering. All official actions must be taken during the public portion of a meeting.

**Dates to Remember**

**SCC Meetings – 1:00 PM**

Hybrid Meeting Nov 14

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

Conference Call Oct 10  
Conference Call Dec 12

**DEP/CCD Chapter 102 Fall Training and Update Meetings (Virtual)**

West Oct 17  
Central Oct 23  
East Nov 2

**Verbal Judo**

Wyndham Garden, State College Oct. 12 & 13

**Art & Science of Deception** (2-1 day courses)

State College, Toftrees Golf Resort Oct. 25 or Oct. 26

**Chapter 102 SOP Training Series (Virtual) - 9:00 – 11:00 AM**

Construction Stormwater-Regulatory Review Oct. 30  
Construction Stormwater- Permit Review for Inspections Training Nov. 30

**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.

**Item III.2**  
**Lancaster County Conservation District**  
**Balance Sheet**  
As of September 29, 2023

Sep 29, 23

**ASSETS**

**Checking/Savings**

**Dst Accts**

**District General Fund**

1001 · General Fund INVEST 269,170.50

1015 · General Fund Citizens 177,069.41

**Total District General Fund 446,239.91**

**Raymond James/Fulton Advisors**

Investment Unrealized Gain/Loss -20,200.02

Raymond James/Fulton Advisors - Other 750,000.00

**Total Raymond James/Fulton Advisors 729,799.98**

**E & S**

1002 · E & S - A 564,625.36

1005 · Clean Water - R 306,675.21

**Total E & S 871,300.57**

1003 · Youth Conservation School - C 983.52

1006 · Separation - A 36,517.89

**1007 · Reserve**

Reserved-LCCD Health 21-22 -A 27,119.73

Reserved-LCCD Health 20-21 - A 1,317.70

Reserved-LCCD Health 19-20 - A 9,127.20

Reserved-LCCD Health 18-19 - A 113.40

Reserved-Capital - A 51,102.87

Reserved-Communication - A 24,000.00

Reserved-Computer Hardware - A 26,725.77

Reserved-NM Program - A 62,863.97

Reserved-NMP Vehicle - A 51,575.03

1007 · Reserve - Other 234,540.94

**Total 1007 · Reserve 488,486.61**

**1008 · Scholarship - C**

Bond Unrealized Gain/Loss - C -3,320.32

Scholarship Bonds - C 35,000.00

1008 · Scholarship - C - Other 5,880.37

**Total 1008 · Scholarship - C 37,560.05**

1009 · Dirt & Gravel Roads - R 190,217.31

1013 - Exelon - R 721,822.72

1014 - Low Volume Roads - R 418,413.25

1115 · Conservation Excellence - R 760,555.77

1116 · CBAIP Phase II - R 346,699.91

1117 · Chesapeake Bay Action Plan - R 842,340.61

1118 · American Rescue Plan Act 2,175,619.34

1119 · Agriculture Conservation Assist 5,175,949.06

1017 · Self-Funded Health Insurance -R 121,423.75

**TOTAL ASSETS 13,363,930.25**

\$293,632.14	General Operations - U
\$51,018.81	Grants without bank account - R
\$60,143.49	Activities Account - A
\$41,445.47	Tree Fundraiser Account - U
<b>\$446,239.91</b>	<b>TOTAL</b>

Fulton Advisors	Fulton + INVEST
Funds Invested	Balance
5/2/2022	9/29/2023
350,000	914,625.36
	<u>306,675.21</u>
	1,221,300.57
25,000	25,983.52
25,000	61,517.89
25,000	26,317.7
50,000	59,127.2
25,000	25,113.4
100,000	162,863.97
125,000	359,540.94
25,000	62,560.05
750,000	Initial Investment
729,800	Current value
-2.7%	ITD Gain/Loss

\$1,490,232.41	A - Assigned Funds
\$88,543.57	C - Committed Funds
\$11,110,735.74	R - Restricted Funds
\$674,418.53	U - Unassigned Funds
<b>\$13,363,930.25</b>	<b>TOTAL</b>



10:03 AM  
10/02/23  
Cash Basis

Lancaster County Conservation District

**Balance Sheet**

As of September 29, 2023

Sep 29, 23

**LIABILITIES & EQUITY**

Liabilities

Current Liabilities

Other Current Liabilities

2200 · YCS Liability 25,983.52

2016 · Health Insurance Liability 121,423.75

**Total Other Current Liabilities** 147,407.27

**Total Current Liabilities** 147,407.27

**Total Liabilities** 147,407.27

Equity

3000 · Opening Bal Equity 893,610.68

3900 · Retained Earnings 8,182,878.63

Net Income 4,140,033.67

**Total Equity** 13,216,522.98

**TOTAL LIABILITIES & EQUITY** 13,363,930.25

**Lancaster County Conservation District**  
**Income and Expenses**  
January 1 through September 29, 2023

	General Operations	E&S	Activities & Tree Sale	Grants	Scholarship	Separation/ Reserve	Jan 1 - Sep 29, 23	Budget	\$ Over Budget
<b>Income</b>									
520 · County Funding	225,000.00						225,000.00	225,000.00	0.00
530 · Program Contracts	1,280,762.43	33,970.06					1,314,732.49	1,134,620.25	180,112.24
560 · Grant Administration	131,045.99			6,940.33			137,986.32	562,892.25	-424,905.93
570 · Grant Project Income	37.50			10,061,434.07			10,061,471.57	6,986,170.50	3,075,301.07
580 · Fee / Reimbursement Income	9,726.20	5,798.00	17,440.00	300.00			33,264.20	561,187.50	-527,923.30
581 · E&S102 Review Fees		641,650.00					641,650.00	480,000.00	161,650.00
582 · NPDES Permit Fees		80,500.00					80,500.00	76,500.00	4,000.00
583 · 105 CWF Fees							0.00	0.00	0.00
590 · Interest Income	23,649.24	23,819.38		253,170.59	1,049.88	18,091.16	319,780.25	23,802.00	295,978.25
540 · Activity Income			8,499.23		3,350.00		11,849.23	15,168.00	-3,318.77
585 · Tree Sales Income	6,162.78		39,984.19				46,146.97	15,168.00	30,978.97
595 · Other Income	15,133.50	22.00	2,219.64	2,181.48		47,431.56	66,988.18	49,181.25	17,806.93
599R · Interfund Transfer In	3,974.55					4,246.29	8,220.84	0.00	8,220.84
<b>Total Income</b>	<b>1,695,492.19</b>	<b>785,759.44</b>	<b>68,143.06</b>	<b>10,324,026.47</b>	<b>4,399.88</b>	<b>69,769.01</b>	<b>12,947,590.05</b>	<b>10,129,689.75</b>	<b>2,817,900.30</b>
<b>Gross Profit</b>							12,947,590.05	10,129,689.75	2,817,900.30
<b>Expense</b>									
7100 · Staff Salary	1,331,788.54	368,159.24		146,879.49			1,846,827.27	1,975,223.25	-128,395.98
710 · All Emp Benefits	390,773.88	87,227.58	2,850.84	14,377.22			495,229.52	625,908.75	-130,679.23
720 · Vehicle & Travel Expenses	28,273.71	30,449.05	79.26	3,832.00			62,634.02	218,887.50	-156,253.48
722 · Meeting Expenses	6,973.95	189.95	208.48	298.57	80.70	100.00	7,851.65	24,367.50	-16,515.85
730 · Supplies	7,340.05	1,006.24	882.13	2,722.13		669.60	12,620.15	14,587.50	-1,967.35
735 · IT - Communication	18,654.40	1,993.75	252.50	3,377.00			24,277.65	25,170.75	-893.10
740 · Postage	2,305.17	2,077.48	312.57	281.61			4,976.83	6,018.75	-1,041.92
745 · Office Rent	63,522.29	17,009.84		928.32			81,460.45	82,478.25	-1,017.80
750 · Equipment	7,147.27	6,594.92					13,742.19	26,355.00	-12,612.81
830 - Administrative	66,229.26	35.00	2,400.58	254.54			68,919.38	414,258.00	-345,338.62
810 · Activity Expenses	829.78	200.00	41,499.23		4,000.00		46,529.01	49,747.50	-3,218.49
820 · Grant Project Expenses				6,126,099.65			6,126,099.65	8,169,626.25	-2,043,526.60
805 · Allocated Cost Transfer	(13,959.16)	13,959.16					0.00	0.00	0.00
890 · Miscellaneous Expenses	150.36					393.41	543.77	26,587.50	-26,043.73
895 · Contingencies	7,624.00						7,624.00	0.00	7,624.00
899E · Interfund Transfer Out	4,246.29					3,974.55	8,220.84	0.00	8,220.84
<b>Total Expense</b>	<b>1,921,899.79</b>	<b>528,902.21</b>	<b>48,485.59</b>	<b>6,299,050.53</b>	<b>4,080.70</b>	<b>5,137.56</b>	<b>8,807,556.38</b>	<b>11,659,216.50</b>	<b>-2,851,660.12</b>
<b>Net Income</b>	<b>(226,407.60)</b>	<b>256,857.23</b>	<b>19,657.47</b>	<b>4,024,975.94</b>	<b>319.18</b>	<b>64,631.45</b>	<b>4,140,033.67</b>	<b>-1,529,526.75</b>	<b>5,669,560.42</b>

### **Item III.3**

#### **The Personnel Committee Report Request to Hire**

Last month staff worked with our HR consultant to advertise the open E&S Resource Conservationist 1 position on the E&S team. Shannon Erdman was one of 5 candidates selected for interviews and although she doesn't have direct experience with the 102 program Shannon demonstrated great communication skills and has life experiences that made her stand out among the others. Shannon has agreed to accept the position if approved by the full Board. If approved, the proposed start date would be Oct 16<sup>th</sup>.

#### **\*Action Required**

### **Item III.8**

#### **Announcement of Board & Committee Meeting Schedules**

The Sunshine Law requires that the Conservation District advertise all meetings where two or more directors are gathered together to discuss, deliberate, and/or take action.

In support of the Conservation District services, the County Commissioner's Office posts our regularly schedule meetings on their website. The County has also offered to include our list of public meetings in their annual notice covering all regularly scheduled public meetings for 2024. The attached list of standing meetings is presented for the Director's review and support before being submitted to the County to be published.

Additional steps to follow to remain compliant with the Sunshine Law:

- A copy of your meeting agenda must be posted on our Website at least 24 hours in advance of the meeting.
- A copy of your meeting agenda must be posted in a public space at the physical location of the meeting, at least 24 hours in advance.
- There may be no discussion or decisions made regarding a topic that is not listed on the agenda. There are two exceptions to that rule:
  1. An emergency involving a clear and present danger to life or property. At least five Directors are required to deem the topic an emergency.
  2. The topic is inconsequential in nature and involves no expenditure of funds.
- If, during the year, any meeting must be rescheduled to a different day/time, or an unscheduled meeting must occur, notice must be advertised in the newspaper. That will be the responsibility of the individual agency.

#### **\*Action Required**

# **Lancaster County Conservation District**

- **2024 Board of Directors Meeting Dates**

Wednesday, January 3, 2024 @ 7:30 PM – Lancaster Farm & Home Center  
Wednesday, February 7, 2024 @ 7:30 PM – Lancaster Farm & Home Center  
Wednesday, March 6, 2024 @ 7:30 PM – Lancaster Farm & Home Center  
Wednesday, April 3, 2024 @ 7:30 PM – Lancaster Farm & Home Center  
Wednesday, May 1, 2024 @ 7:30 PM – Lancaster Farm & Home Center  
Wednesday, June 5, 2024 @ 7:30 PM – Lancaster Farm & Home Center  
Wednesday, July 3, 2024 @ 7:30 PM – Lancaster Farm & Home Center  
Wednesday, August 7, 2024 @ 7:30 PM – Lancaster Farm & Home Center  
Wednesday, September 4, 2024 @ 7:30 PM – Lancaster Farm & Home Center  
Wednesday, October 2, 2024 @ 7:30 PM – Lancaster Farm & Home Center  
Wednesday, November 6, 2024 @ 7:30 PM – Lancaster Farm & Home Center  
Wednesday, December 4, 2024 @ 7:30 PM – Lancaster Farm & Home Center

- **2024 Agriculture Committee Meeting Dates**

The Agriculture Committee will meet one hour prior to regularly scheduled LCCD Board of Directors Meetings at the Lancaster Farm & Home Center

- **2024 Budget & Finance Committee Meeting Dates**

The Budget & Finance Review Committee will meet on Wednesday, September 4, 2024 at 6 PM at the Lancaster Farm & Home Center

- **2024 Cost Share Committee Meeting Dates**

The Cost Share Committee will meet one hour prior to regularly scheduled LCCD Board of Directors Meetings at the Lancaster Farm & Home Center. This Committee will also meet concerning Exelon Cost Share Program on Thursday, December 12, 2024 from 9:00 AM till Noon at the Lancaster Farm & Home Center

- **2024 Dirt & Gravel/Low Volume Road QAB Meeting Date**

Wednesday, March 6, 2024 @ 5:30 PM till 7:00 PM – Lancaster Farm & Home Center  
Wednesday, September 4, 2024 @ 5:30 PM till 7:00 PM – Lancaster Farm & Home Center

- **2024 Education/Outreach Committee Meeting Dates**

The Education/Outreach Committee will meet one hour prior to regularly scheduled LCCD Board of Directors Meetings at the Lancaster Farm & Home Center

- **2024 Erosion & Sedimentation Committee Meeting Dates**

The Erosion & Sedimentation Committee will be held on the 4<sup>th</sup> Thursday of every month for January through October at 1:30 PM at the Lancaster Farm & Home Center. The November and December meetings will be held on the 3<sup>rd</sup> Thursday at 1:30 PM at the Lancaster Farm & Home Center.

- **2024 Executive Committee Meeting Dates**

The Executive Committee will meet one hour prior to regularly scheduled LCCD Board of Directors Meetings at the Lancaster Farm & Home Center

- **2024 Pension Committee Meeting Dates**

The Pension Committee will meet one hour prior to regularly scheduled LCCD Board of Directors Meetings at the Lancaster Farm & Home Center

- **2024 Personnel Committee Meeting Dates**

The Personnel Committee will meet one hour prior to regularly scheduled LCCD Board of Directors Meetings at the Lancaster Farm & Home Center

- **2024 Watershed Committee Meeting Dates**

The Watershed Committee will meet one hour prior to regularly scheduled LCCD Board of Directors Meetings at the Lancaster Farm & Home Center

*Agendas and cancellations will be posted on our website ([www.lancasterconservation.org](http://www.lancasterconservation.org)) at least 24 hours before the scheduled meeting.*

# E&S Report

## 2023 Report for September

### 2023 Report

		Sep 2023	Total
Total Plan Submissions		18	210
Total Plan Acres		425.552	5241.3891
Total Disturbed Acres		66.289	1367.8646
<b>Fees Collected</b>	NPDES Permit Fees Collected	\$8,500	\$80,500
	Chapter 105 Permit Fees Collected	\$0	\$0
	DEP Fees Collected	\$15,600	\$147,500
	E&S Plan Review Fees	\$72,400	\$641,650

### Total Complaints for September 2023

<u>Date Received</u>	<u>Municipality</u>	<u>Land Unit</u> <u>Acres</u>
9/4/2023	MANHEIM TWP	42.34
9/6/2023	PENN TWP	1.38
9/7/2023	SALISBURY TWP	1.97
9/11/2023	MANOR TWP	0.99
9/19/2023	MILLERSVILLE BORO	15.27
9/19/2023	WEST HEMPFIELD TWP	54.53

## 2022 Report for September

### 2022 Report for September

		Sep 2022	Total
Total Plan Submissions		29	248
Total Plan Acres		572.759	4728.3124
Total Disturbed Acres		89.53	1031.1834
<b>Fees Collected</b>	NPDES Permit Fees Collected	\$5,500	\$80,020
	Chapter 105 Permit Fees Collected	\$0	\$100
	DEP Fees Collected	\$9,100	\$104,100
	E&S Plan Review Fees	\$66,900	\$581,300

### Total Complaints for September 2022

<u>Date Received</u>	<u>Municipality</u>	<u>Land Unit</u> <u>Acres</u>
9/1/2022	WEST COCALICO TWP	0.27
9/6/2022	WEST HEMPFIELD TWP	16.18
9/8/2022	MANHEIM TWP	28.13
9/9/2022	EAST DRUMORE TWP	10.18
9/12/2022	FULTON TWP	1.21
9/12/2022	FULTON TWP	0.53
9/19/2022	MANHEIM TWP	66.6

**Erosion and Sedimentation Plan Submission**

**9/1/2023 to 9/30/2023**

<b><u>Project Name</u></b>	<b><u>Municipality</u></b>	<b><u>Disturbed Acres</u></b>	<b><u>Fees Amount</u></b>
Mull Project	EAST DRUMORE TWP	0.77	\$100
Village of Olde Hickory Floodplain Restoration	MANHEIM TWP	75.56	\$15,750
Steve Fisher Proposed Dairy Barn	PARADISE TWP	0.83	\$800
Intersection Improvements at Newport Road & Burkholder Drive	WEST EARL TWP	0.83	\$800
WHEM-HUMM Rebuild Major Amendment	EAST DONEGAL TWP	43.9	\$12,250
Quarryville Police Foundation Corrective Action Plan	EDEN TWP	1.828	\$800
Bob Brubaker Ag Operation	RAPHO TWP	3.6	\$2,200
GSK Marietta	EAST DONEGAL TWP	15	\$5,000
Cassel Poultry Barn	PENN TWP	1.39	\$500
100 Millwyck Road	WARWICK TWP	0.88	\$600
Clark Nature Preserve Trail	MARTIC TWP	6.56	\$800
Conestoga Pines Trails and Fencing	LANCASTER CITY	0.64	\$100
15 Girvin Rd	PARADISE TWP	0.62	\$600
Bent Creek Pool & Tennis	MANHEIM TWP	41.6	\$9,400
Vintage Business Park Lots 16 & 17	PARADISE TWP	4.25	\$2,200
Matthew Martin Poultry Barn	WEST COCALICO TWP	0.5	\$800
Aaron Blank Ag Stream Crossing	SALISBURY TWP	0.16	\$100
John Blank Ag Stream Crossing	SALISBURY TWP	0.36	\$100
Proto Real Estate LLC	MANOR TWP	0.12	\$600
Spring Hill Park Stream Restoration	MOUNTVILLE BORO	1.7	\$800
Rain-Flo Expansion	BRECKNOCK TWP	0.959	\$800
3140 Orville Road	RAPHO TWP	0.63	\$800
1000 Strickler Road Building Expand Minor Amendment	RAPHO TWP	10.99	\$800
Quarryville Police Foundation Corrective Action Plan	EDEN TWP	1.828	\$800
Allan J. Fisher	STRASBURG TWP	1.51	\$850
Pleasant View Communities - Hershey Tract	PENN TWP	23.16	\$7,000
Benuel King Dairy Op	COLERAIN TWP	6.5	\$3,000
1165 & 1169 Pine Hill Road	WARWICK TWP	0.98	\$800
Leonard Brubacher	CAERNARVON TWP	8	\$3,250

**Outstanding NPDES Projects  
Received >3 Months Ago**

Date Received	Project	Permit #	Municipality	Status	Last Action
3/17/2022	Bender Mill Road Subdivision	PAC360746	MANOR TWP	Inadequate DEP	9/18/2023
5/13/2022	Lake in Wood RV Expansion	PAD360093	BRECKNOCK TWP	Inadequate DEP	8/31/2023
5/16/2022	The Villages at Funks Farm	PAC360764	MANOR TWP	Inadequate	9/25/2023
11/8/2022	Core5 @ I-283	PAC360812	RAPHO TWP	Inadequate DEP	8/9/2023
11/22/2022	Hiltz Propane Systems	PAC360816	EAST DONEGAL TWP	Inadequate	9/18/2023
12/19/2022	Owl Hill Road Subdivision	PAC360826	WARWICK TWP	Inadequate DEP	5/31/2023
12/20/2022	1061 Manheim Pike/1111 McKinley Ave	PAD360102	MANHEIM TWP	Adequate DEP	9/20/2023
12/28/2022	Bear Creek Estates	PAC360830	MOUNT JOY TWP	Inadequate DEP	9/7/2023
1/9/2023	Emerald Power Solutions	PAC360833	EARL TWP	Adequate DEP	9/26/2023
1/24/2023	General RV Center	PAD360105	MOUNT JOY TWP	Inadequate DEP	8/22/2023
1/24/2023	Double Run Carriers	PAC360838	BRECKNOCK TWP	Inadequate DEP	7/25/2023
1/26/2023	Stone Gables Major Mod	PAC360271 A-4	WEST DONEGAL TWP	Technical R	8/22/2023
1/26/2023	Wabank Road Self Storage	PAC360839	LANCASTER TWP	Completeness R	9/28/2023
2/8/2023	Andrew III	PAD360106	PENN TWP	Inadequate DEP	8/9/2023
2/13/2023	Swartzville Road Subdivision	PAC360846	EAST COCALICO TWP	Inadequate DEP	9/28/2023
2/13/2023	Louis Martin Poultry Barn	PAD360107	EAST EARL TWP	Adequate DEP	9/28/2023
2/22/2023	Manor Ridge	PAC360848	MANOR TWP	Inadequate	9/15/2023
2/22/2023	Sight & Sound Parking Expansion	PAC360849	STRASBURG TWP	Technical R	8/31/2023
3/3/2023	Clayland Commons	PAC360853	CLAY TWP	Inadequate	7/27/2023
3/15/2023	Willow Street Park	PAC360857	WEST LAMPETER TWP	Completeness R	9/6/2023
4/3/2023	Thaddeus Stevens Comm Learning Ctr	PAC360861	LANCASTER CITY	Incomplete	9/18/2023
4/5/2023	Curvin Zimmerman Ag Op	PAC360862	EARL TWP	Inadequate	9/8/2023
4/4/2023	Westbrooke IV Phase 1 Minor Mod	PAD360045 A-1	MOUNT JOY TWP	Adequate DEP	8/28/2023
4/5/2023	The Preserve at Silver Spring	PAC360864	WEST HEMPFIELD TWP	Complete	9/26/2023
4/5/2023	Catherine Hershey School	PAC360865	PEQUEA TWP	Inadequate DEP	8/17/2023
4/12/2023	John David King Dwelling	PAD360108	SADSBURY TWP	Inadequate DEP	6/22/2023
4/14/2023	Gap Power - Newport Road Tract	PAC360867	SALISBURY TWP	Completeness R	9/27/2023
5/2/2023	Drager Tract	PAC360871	WEST HEMPFIELD TWP	Completeness R	9/21/2023
5/17/2023	WHEM-MANO Trans Rebuild	PA360001D	MANOR TWP	Inadequate DEP	8/28/2023
5/23/2023	MU Brooks Hall into Lombardo Hall	PAC360873	MILLERSVILLE BORO	Complete	9/25/2023
5/26/2023	142 Toddy Drive Basin	PAC360874	EAST EARL TWP	Inadequate	9/8/2023
5/26/2023	283 Commerce Hub Major Mod	PAC360787 A-1	EAST HEMPFIELD TWP	Received	9/22/2023
6/1/2023	WHEM-HUMM Rebuild	PAD360110	EAST DONEGAL TWP	Adequate DEP	9/25/2023
6/7/2023	160 Valley Road	PAC360875	MANHEIM TWP	Complete	9/28/2023
6/13/2023	Infill Synthetic Turf System	PAC360876	LANCASTER CITY	Incomplete	9/11/2023
6/15/2023	United Zion Retirement Community	PAC360878	WARWICK TWP	Complete	8/29/2023
6/22/2023	Veritas Academy	PAC360879	UPPER LEACOCK TWP	Completeness R	8/31/2023
6/22/2023	Musser's Plaza	PAD360111	EAST DRUMORE TWP	Inadequate DEP	8/30/2023
<b>Total</b>	<b>38</b>				

**KEY**

Received	project received in office, queue for completeness review	<b>Total Submissions Under Review</b>	<b>140</b>
Incomplete	incompleteness letter sent	<b>Issued NPDES Submissions</b>	<b>15</b>
Completeness R	resubmission received, queue for completeness review	Clark Nature Preserve Trail, John King Poultry Operation Renewal, U-Haul Moving & Storage of Lancaster, Manor-Millwood Corten Project, Landis Valley Museum, WHEM-NCOL-GRIN Tap Rebuild, Radio Road Interceptor, Project Pangea, Brent Risser, Woodcrest Villa Falcon Pointe Minor Mod, Lititz Reserve Warwick Crossing Minor Mod, Lancaster Airport Auth.	
Complete	completeness letter sent, queue for technical review	Outdoor Storage Maj. Amend., Essex Court Renewal, Settlements East, Minor Amend., Roechling Medical Center	
Inadequate DEP	technical deficiencies forwarded to DEP, waiting for issuance of technical deficiency letter		
Inadequate	technical deficiency letter sent		
Technical R	resubmission received, queue for technical review		
Adequate DEP	E&S Plan deemed adequate, waiting for DEP to proceed		
Highlighted Row	DEP completing PCSM Technical Review		



### **Item IV.3**

#### **E&S Committee Meeting Minutes 9-28-2023**

The E&S Committee met on 9/28/23. Attached are the minutes for the meeting.

During their meeting, the Committee elected to recommend that District staff proceed with preparing an enforcement action (Consent Assessment of Civil Penalty – CACP) in accordance with applicable SOPs and in coordination with the PA DEP Regional Office for the Michael Cassel Poultry Operation site in Penn Township.

By accepting the Committee meeting minutes, the Board accepts the Committee's recommendation to proceed with an enforcement action.

**\*Action Required**

**Lancaster County Conservation District  
Erosion & Sedimentation Committee Meeting Agenda  
Thursday September 28, 2023  
LCCD Upstairs Conference Room #218  
Available virtually via ZOOM**

1:30 PM Meeting Called to Order

In Attendance: **Eric Hout, Matthew Mack, Jay Snyder, Greg Strausser, Adam Stern**

1. Michael Cassel Poultry Operation – Penn Township

**Adam Stern provided an overview of the site. Adam Stern and Eric Hout provided background on the enforcement potential of the site along with considerations of applicable PA DEP SOPs and penalty calculation tools. Committee recommends proceeding with an enforcement action (Consent Assessment of Civil Penalty – CACP) in accordance with applicable SOPs and in coordination with the PA DEP Regional Office.**

2. Hiring/Open Position Update

**Adam Stern provided an update on hiring and open positions in the department. A candidate for the Resource Conservationist position has verbally accepted a job offer and is being presented to the Personnel Committee. A call to hire will be brought to the board and up for vote next week at their meeting on 10/4. The Administrative Specialist position is still being worked on. E&S management is coordinating with District administration to finalize a job description. The intent is for the position to be full time with ½ time dedicated to the E&S department and the other ½ time to be dedicated to District administration and other departments.**

3. Outstanding NPDES Permit Project Report Review

**Adam Stern presented edits to the Outstanding NPDES Permit Project Report. This report is presented to the board each month.**

4. 2024 Budget Update

**Adam Stern presented the current draft of the E&S department portion of the district budget. This draft is currently going to the Budget & Finance Committee for review.**

5. 2024 Meeting Schedule

**Committee recommends that E&S Committee meetings for 2024 will be on the 4<sup>th</sup> Thursday of the month at 1:30 PM for January – October. Meetings will be on the 3<sup>rd</sup> Thursday of November and December at 1:30 PM.**

3:04 PM Meeting Adjourned

Next Scheduled Meeting  
Thursday October 26, 2023 @ 1:30 PM  
LCCD Upstairs Conference Room #218 and virtually via Zoom