

**Lancaster County Conservation District  
Erosion & Sedimentation Committee Meeting Minutes  
Thursday May 23, 2024  
Farm & Home Center  
Available virtually via Microsoft Teams**

Attendees: Jay Snyder, Commissioner Ray D'Agostino, Greg Strausser, Deryk Shaw, Chris Thompson, Eric Hout, Adam Stern

1. Committee Business

- a. Review & Discussion of May Informational Update regarding Pre-Application Meetings & Review Timeframes

**Committee discussed the feedback received from other Conservation Districts on pre-application meetings along with the review timeframe overview (2023 & 2024 Q1). Numerous ideas for improving submission quality were discussed. The Committee directed staff to survey a number of consultants that frequently submit to the department with questions regarding how the District can best support the submission of higher quality applications. The Committee is interested in hearing how consultants think that the District can support them in submitting materials with fewer deficiencies. Staff can then use this feedback to create a next step forward in providing programming for the regulated community. The Committee tentatively proposed organizing a workshop/educational opportunity for the regulated community in Fall 2024 (September/October).**

2. Informational Updates

- a. 259 Auction Road – Penn Township – Enforcement Update

**Adam provided an update on the enforcement documents that were sent out. No response has been received as of this meeting. Further updates will be provided to the committee as they are available.**

- b. File & Workflow Digitization

**Adam provided an update on three ongoing projects in the Department.**

- **Microsoft Surface Pro tablets have arrived for technical staff. Each technical team member will be issued a tablet that can be used for viewing digital plan drawings in the field, capturing inspection photos, starting inspection reports, etc.**
- **Adam, Eric, & Morgan Regan are working with a few consultants to trial an option for submitting digital plan documents to the department for review. The intent is to eventually offer this option to all submissions.**
- **Adam & Morgan Regan are working to move some of the department's physical files to a digital format via PracticeKeeper. The intent is to shrink the size of physical files held while still adhering to applicable records retention policies by maintaining digital versions of documents.**

Next Scheduled Meeting

Thursday June 27, 2024 @ 1:30 PM

Farm & Home Center and virtually Microsoft Teams