



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

Wednesday, October 2, 2024

Lancaster Farm & Home Center

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

Business Meeting 7:30 pm

Timer

Page #

7:40	I. <u>Agency Reports</u>	
	2. PA DEP Field Rep Report (attachment)	1
7:45	II. <u>*Consent Agenda</u>	
	3. Nutrient Management Plan Approval (attachment)	6
7:50	III. <u>*Additional Business</u>	
	2. Treasurer's Report – Hertz (attachment)	7
	3. Personnel Committee Report/New Employment Benefit – Thompson (attachment)	10
	5. *Budget & Finance Committee Meeting Report – (attachment)	12
	6. *E&S Committee Report – Compliance Action & Fee Review – Snyder/Stern (attachment)	14
8:20	IV. <u>Reports & Information</u>	
	2. E&S/NPDES Monthly Projects Report – Stern (attachment)	21

***Action Required**

Item I.2
October 2024 DEP Conservation District
Field Rep Talking Points

DEP's Environmental Education Grants Program now accepting applications

The Pennsylvania Department of Environmental Protection's (DEP) 2025 Environmental Education Grants Program is **accepting applications through November 15, 2024**. Projects must be implemented during the period of July 1, 2025-June 30, 2026. Funding is provided on a reimbursement basis.

Funding priority will be given to environmental education projects that engage people living, working and/or attending school within **Environmental Justice (EJ)** areas in topics related to **Climate Change** and/or **Water**. Use the DEP [PennEnviroScreen](#) to determine if the project will engage audiences within designated EJ areas.

Awards range from up to \$5,000 for local projects to \$30,000 for regional or statewide initiatives. Additionally, proposals that meet the General Grant Level II requirements (Engaging students and teachers from at least 60 Pennsylvania counties at *three levels*, local, state, and national; AND at least 30% of the audience lives, works or attends school within an EJ area) may be awarded up to \$65,000.

The 2025 Environmental Education Grants Manual and other pertinent information is available at [Environmental Education Grants](#). The Environmental Education Grants Program has supported a wide range of activities from tours and workshops to hands-on field experiences and action projects. Go to [2024 EE Grant Awards](#) for a listing of projects that were awarded funding in Spring 2024.

A free 2025 Environmental Education Grants Program webinar will be held on October 10, 2024 from 11:30 am-1:00 pm. DEP staff will provide proposal tips and instructions for completing required application forms. The program will conclude with a Q&A session. **Registration is required by September 30, 2024:** [2025 EE Grants Program Webinar Registration](#).

Questions may be directed to: RA-epEEgrants@pa.gov

Coastal Zone Grant Round Now Open

Applications for Coastal Zone grants are being accepted from Monday August 26 through Tuesday October 15, 2024, at 11:59PM. Eligible applicants include government entities and incorporated non-profits conducting projects in the two Pennsylvania Coastal Zones: the Lake Erie Coastal Zone and the Delaware Estuary Coastal Zone. Funds can be used for a variety of projects. Conservation Districts in the Coastal Zones are encouraged to apply. The Coastal Zone includes Berks, Bucks, Delaware, Erie, Montgomery and Schuylkill Counties. For more information, see the Coastal Zone grant webpage ([Grants \(pa.gov\)](#)) or contact Shane Gutsie at sgutsie@pa.gov.

2025 Conservation District Director Nominations

Information packets for 2025 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 2025 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.

Streamlining Permits for Economic Expansion and Development (SPEED)

The SPEED program requires the use of qualified professionals (QPs) to augment DEP and CCD staff for the review of Chapter 102 permit applications and NOIs, as well as certain Chapter 105 applications, dam safety, and air quality approvals. A workgroup consisting of Chapter 102 CCD and DEP staff has been formed to develop guidance on SPEED implementation and will be meeting monthly for the foreseeable future. To date, DEP has held two statewide calls, on 8/5/24 and 9/16/2024, to answer questions about how SPEED may impact the Chapter 102 program and will continue to hold monthly calls moving forward. Please be on the lookout for invites to these meetings, and in the meantime, you may continue to send questions to RA-EPCHAPTER102@pa.gov.

2024 PAG-02 General Permit

The final PAG-02 General Permit was published in the *Pennsylvania Bulletin* on August 31, 2024. The permit goes into effect on December 8, 2024, and all Renewal NOIs must be received (postmarked) by December 7, 2024. Renewal NOIs received before December 7th may be reviewed and approved before December 8th, *as long as page 1 identifies an effective date of December 8, 2024*. Please reference the “Cheat Sheet” provided in Clean Water Academy for various renewal scenarios, as well as the internal webinars happening this fall.

A PAG-02 General Permit Course has been created in Clean Water Academy and made available to the public. A Clean Water Academy user login is not required to access this course unless the individual desires a course completion certificate. This course includes explanations of the differences between the 2019 and 2024 versions, how to complete the NOI, the permit requirements, and more. The course can also be found by searching for “PAG-02” in Clean Water Academy. Please inform the general public and regulated community about this new resource!

Erosion and Sediment Control General Permit 4 (ESCGP-4)

The final Erosion and Sediment Control General Permit 4 (ESCGP-4) was published in the PA Bulletin on October 5th. Staff will notice that it includes many similar changes made for the 2024 reissuance of the PAG-02 General NPDES Permit. On October 9th, DEP’s Bureau of Oil and Gas Planning and Program Management provided an overview of the ESCGP-4 requirements, application process, and transition plan from ESCGP-3. This session was recorded and posted in Clean Water Academy. Districts who review these permits are recommended to review the recording if they were unable to attend the training.

Chapter 102 ePermitting

BCW is currently discussing a transition period to pause ePermit submissions. CCDs may recommend submission outside of the system, however, at this time, use of the ePermit system cannot be denied, except for straight PAG-02 renewals which are not available in the system. It is likely that CCDs will be granted access to DEP’s Public Upload Platform (PUP) as part of this transition as a way to continue to accept electronic permit submissions, but those details are still being worked out. Please stay tuned for future updates and as always, if you run into any issues with ePermitting or have questions, please reach out to RA-EPChapter102@pa.gov.

Keystone Environmental ePermitting System (KEES)

BCW has partnered with PennDOT to bring Chapter 102 PennDOT application reviews to the KEES platform, similar to the Chapter 105 program. This does not replace the Chapter 102 ePermit system, but instead provides a successful mechanism for electronic review of PennDOT applications. A handful of DEP and CCD staff are currently user testing the system and **rollout for Individual Permit review is expected at the end of October**. PennDOT will be providing regional training opportunities to ensure CCDs receive proper training on the system. Please be on the lookout for these training announcements. PAG-02 review is expected to rollout in February 2025 for KEES. Until then, staff should continue to accept KEES-generated PDFs and/or standard “paper” submissions for all PAG-02 submissions.

DEP’s Manure Management Plan Workbook and Short Form Course is Now Open on Clean Water Academy.

On August 2nd, the new Manure Management Plan Workbook and Manure Management Plan Short Form course went live on Clean Water Academy. The course provides an overview of the Manure Management Planning requirements and reviews the content of the Manure Management Plan (MMP) Workbook and the MMP Short Form. The learning activities for the MMP Workbook and the MMP Short Form walk the learner through the different parts of each. The course provides completed examples of the MMP Workbook and the Short Form. The course page also provides links to download the MMP Workbook, the MMP Short Form, the *Land Application of Manure* appendices, and record keeping templates. It is open to the public and County Conservation District staff are encouraged to share the link with their customers and as part of their outreach efforts.

The content in this course reflects the changes that were implemented in the April 27, 2024 publication of the *Land Application of Manure* Technical Guidance Document revisions. This course is open to anyone to utilize, including the public, and can be accessed without the need to create a Clean Water Academy account. As DEP continues to develop content and resources related to the Manure Management Plan Workbook, they will be added to this course.

Course Title: Manure Management Plan Workbook and Short Form

<https://pacleanwateracademy.remote-learner.net/course/view.php?id=1308>

ACAP – Agriculture Conservation Assistance Program

The State Conservation Commission approved ACAP funding for Fiscal Year 24-25 at its September meeting. Individual district allocations were included in the meeting packet. Original federal funding must still be spent by 12/31/26. Ag Conservation Keystone training is set for October 7-9 in State College. This is a “intro” to ag conservation that is meant to prepare ACAP techs to be able to get started in the program.

Sustainable Ag Board

The **Sustainable Agriculture Board (SAB)** has been appointed and will meet on October 4 to begin the process of awarding \$1 million in EPA Most Effective Basin (MEB) funding to soil health, climate, sustainable agriculture projects in the Chesapeake Bay watershed.

Clean Water Academy

New Staff Training Programs - PA Clean Water Academy has a wide range of New Staff Training Programs. Training Programs are collections of courses designed to teach fundamental concepts for different job responsibilities. To see the list of all Training Programs please login and click on this link. Or click on the Training Program button on the DASHBOARD.

[PA Clean Water Academy - New Staff Training Programs](#)

New CWA Water Resource Trainer - To help support water resource training efforts and PA Clean Water Academy, DEP has provided funding to PACD to hire a Water Resource Trainer. Kelly Davidson was recently selected for the position and has been working in this role for about a month. She holds a Master of Environmental Management and a Certificate in Geospatial Analysis from Duke University, as well as a Bachelor’s degree in Biology from North Carolina State University. Prior to her current role, Kelly served with AmeriCorps at the Borough of State College where she contributed to community-based environmental initiatives. She is looking forward to continuing to support water quality improvement efforts across Pennsylvania in this role.

New Course Under Development - The Bureau of Clean Water, Penn State Extension and Bureau of Waterways Engineering and Wetlands are collaborating on a new course on “Constructed and Restored Wetlands in the Agricultural Landscape” In this course you will learn what wetlands are and why they are important and how to leverage constructed and restored wetlands within the agricultural landscape to restore and improve water quality, reduce erosion, improve flood storage and reduce damage, and restore natural habitats while still enabling agricultural production.

The Qualified Visual Site Inspector Training Program is live and is being actively used by members of the regulated community. CWA just passed 100 completions for members of the regulated community for the Qualified Visual Site Inspector Training Program. Our surrounding states such as NY, MD and DE have had similar curriculum for years. Feedback from users is mostly positive. A handful of learners have indicated, they have little experience with E&S and SCM Inspections but have been assigned to perform inspections by their employer, and have found the examples, photos and training helpful. As an added bonus the training is free, and participants gain professional development hours. This was a large project with many moving parts, we would like to thank all those that have helped make this a reality.

As of Sept.30 we have had a total of 140 Completions of the Qualified Visual Site Inspector Training Program broken down as follows:

104	Completions from Public Users
14	Completions from DEP Users
21	Completions from CD Users
1	Completion from a SEO

401 Users have enrolled and are in various stages of completion.

Chesapeake Bay Program

Two-Year Milestone Updates - Tier 2 Counties (Bedford, Centre, Cumberland, and Lebanon) should be preparing their Two-Year Milestone Updates. As part of this, Tier 2 Counties were provided a spreadsheet showing their 2023 progress, current CAST scenario numbers, and state recommendations for the county. Tier 2 Counties made numeric changes to BMPs, and these were sent to the Susquehanna River Basin Commission for them to run updated scenarios in CAST. The results are anticipated to be shared back with the Tier 2 Counties the week of September 23rd. **Draft Two-Year Milestone Updates are due on October 1, 2024. Final documents are due December 2, 2024.**

Annual Progress Reporting - All other counties are responsible for providing their Annual Progress Reporting. **The draft documents are due on October 1, 2024 to the county's Project Advisor. Final documents are due December 2, 2024.**

Information about Annual Progress Reporting and Two-Year Milestone Updates can be found here:

<https://pacleanwateracademy.remote-learner.net/course/view.php?id=1316>

2025 CAP Grant round will open October 1st and close on October 31st - Counties are encouraged to start identifying projects now and should be prepared to discuss the projects they intend to apply for during the August and September monthly CAP 1-1 calls. The minimum allocation threshold for counties will be \$200,000 again this year, as long as the county applies for at least that amount of funding. **Note:** In an effort to streamline the application process we will no longer be requiring counties to calculate BMP nutrient reductions. This means that counties will not be entering projects into FieldDoc. Instead, they will be providing the quantity and type of BMP for each project, as was discussed on the July 3rd Webinar Wednesday. A link to the webinar can be found here:

<https://pacleanwateracademy.remote-learner.net/course/view.php?id=1306>

Project Name Entry in PracticeKeeper: As part of the submission of CAP projects into PracticeKeeper, we will now require the inclusion of a **project name** for **each** BMP Instance. The project name field will be included in the 6-month QA/QC check on the CAP grant and final report, along with the inclusion of a date-stamped photograph. **Note:** Pilot and Tier 2 counties whose original agreements are ending December 2024 – the project name attribute field is not a required part of the final report for **those old agreements only** as some counties closed their agreements prior to this update.

Dates to Remember

SCC Meetings – 1:00 PM

Hybrid Meeting.....Nov 12

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

Conference Call.....Oct 8

Conference Call.....Dec 10

Dirt, Gravel, and Low Volume Road Trainings

Annual Workshop - DuBois, PA Oct. 8 – 10

Admin and Financial Training, Luzerne County Oct 16 & 17

See CDGRS website for registration

New Manager Training

Wyndham Garden, State College Oct 23

Chapter 102 Internal Trainings (Virtual)

PAG-02 Compliance and Inspections Oct. 22 1:00 – 2:30 PM

PAG-02 Permit Review SOP and Exceptions SOP Oct. 30 9:00 AM – 11:00 AM

Notice of Terminations (NOT) Nov. 6 10:00 AM – 12:00 PM

PAG-02 General Q&A Nov. 19 9:00 AM – 11:00 AM

Calendar invitations for all webinars will be sent out by Krystal Bloom or Krista Brown, feel free to forward to staff as appropriate. These webinars will be recorded and saved on Clean Water Academy.

Chapter 102 Small Group Training

Fall Virtual Basic Training – This two-day, six-hour training is not meant to be a substitute for in-person attendance at the annual Basic Training (TBA Spring 2025), but instead provides abbreviated training for those who were hired after May of this year. (Seats are still available!)

Two days: Nov. 13-14 9:00 AM – 12:00 PM

Channels (Please join the waitlist!) Dec. 10 9:00 AM – 12:00 PM

To register, log into Clean Water Academy and visit: <https://pacleanwateracademy.remote-learner.net/course/view.php?id=922>

Verbal Judo

In-person – Toftrees, State College Oct 16 & 17

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

Item II.3
Requests for Nutrient Management Plan Approval (Lutz)
September 2024 Activity
October 2, 2024 Board Meeting

To: The Lancaster County Conservation Board of Directors Nutrient Management Plan Review Committee:
 I respectfully submit these Nutrient Management Plans and/or Plan Amendments to the Nutrient Management Plan Review Committee.

I recommend these plans to be approved by the Board. The plans are for the following operations:

OWNER	TOWNSHIP	OPERATION	DESIGNATION	AEU's /ACRE	REVIEWER	PLAN #
Sam Stoltzfus	Upper Leacock	Dairy	CAO	2.51	Brodbar	2

Item III.2

Lancaster County Conservation District

Balance Sheet

As of September 30, 2024

7:58 AM
10/01/24
Cash Basis

ASSETS

Dst Accts

District General Fund

1001 · General Fund INVEST 1,071,027.27

1015 · General Fund Citizens 15,996.62

Total District General Fund 1,087,023.89

Raymond James/Fulton Advisors

Investment Unrealized Gain/Loss 67,390.40

Raymond James/Fulton Advisors - Other 750,000.00

Total Raymond James/Fulton Advisors 817,390.40

E & S

1002 · E & S - A 673,781.65

1005 · Clean Water - R 353,216.05

Total E & S 1,026,997.70

1003 · Youth Conservation School - C 1,037.06

1006 · Separation - A 38,506.01

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 40,015.60

Reserved-Communication - A 24,000.00

Reserved-Computer Hardware - A 26,725.77

Reserved-NM Program - A 62,863.97

Reserved-NMP Vehicle - A 64,309.18

1007 · Reserve - Other 261,294.21

Total 1007 · Reserve 516,886.76

1008 · Scholarship - C

Bond Unrealized Gain/Loss - C -3,320.32

Scholarship Bonds - C 35,000.00

1008 · Scholarship - C - Other 4,607.97

Total 1008 · Scholarship - C 36,287.65

1009 · Dirt & Gravel Roads - R 239,891.28

1013 - Exelon - R 1,028,978.77

1014 - Low Volume Roads - R 417,488.94

1115 · Conservation Excellence - R 646,084.56

1117 · Chesapeake Bay Action Plan - R 198,329.53

1118 · American Rescue Plan Act 1,760,808.99

1119 · Agriculture Conservation Assist 7,405,840.24

1120 · CAP 2024 971,173.97

1121 · ARPA 2024 173,294.64

1017 · Self-Funded Health Insurance -R 111,994.23

TOTAL ASSETS 16,478,014.62

\$855,155.55	General Operations - U
\$131,967.47	Grants without bank account - R
\$58,430.48	Activities Account - A
\$41,470.39	Tree Fundraiser Account - U
\$1,087,023.89	TOTAL

Fulton Advisors	Fulton + INVEST
Funds Invested	Balance
5/2/2022	9/3/2024
350,000	1,023,781.65
	<u>353,216.05</u>
	1,376,997.70
25,000	26,037.06
25,000	63,506.01
25,000	26,317.7
50,000	59,127.2
25,000	25,113.4
100,000	162,863.97
125,000	386,294.2
25,000	61,287.65
750,000	Initial Investment
817,390	Current value
9.0%	ITD Gain/Loss

\$1,601,310.69	A - Assigned Funds
\$87,324.71	C - Committed Funds
\$13,439,068.67	R - Restricted Funds
\$1,350,310.55	U - Unassigned Funds
\$16,478,014.62	TOTAL

Lancaster County Conservation District
Balance Sheet
As of September 30, 2024

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2200 · YCS Liability 26,037.06

2016 · Health Insurance Liability 111,213.45

Total Other Current Liabilities 137,250.51

Total Current Liabilities 137,250.51

Total Liabilities 137,250.51

Equity

3000 · Opening Bal Equity 893,610.68

3900 · Retained Earnings 12,039,140.88

Net Income 3,408,012.55

Total Equity 16,340,764.11

TOTAL LIABILITIES & EQUITY 16,478,014.62

Lancaster County Conservation District
Income and Expenses
January through September 2024

	General Operations	E&S	Activities & Tree Sale	Grants	Scholarship	Separation/ Reserve	Jan - Sep 24	Budget	\$ Over Budget
Income									
520 · County Funding	221,250.01						221,250.01	221,250.04	-0.03
530 · Program Contracts	1,506,914.38	29,724.74					1,536,639.12	1,506,116.25	30,522.87
560 · Grant Administration	751,013.06			15,022.06			766,035.12	952,466.25	-186,431.13
570 · Grant Project Income				9,478,177.31			9,478,177.31	6,750,000.00	2,728,177.31
580 · Fee / Reimbursement Income	9,607.00		10,250.00				19,857.00	4,124.98	15,732.02
581 · E&S102 Review Fees		522,150.00					522,150.00	479,999.98	42,150.02
582 · NPDES Permit Fees		101,000.00					101,000.00	63,749.98	37,250.02
590 · Interest Income	26,314.54	38,559.96		384,888.95	1,336.95	21,769.03	472,869.43	23,249.98	449,619.45
540 · Activity Income			9,455.00		4,375.00		13,830.00	10,000.00	3,830.00
585 · Tree Sales Income	3,929.30		35,100.36				39,029.66	50,000.00	-10,970.34
595 · Other Income	2,318.31	406.00	250.00	1,589.91	250.00	43,893.92	48,708.14	0.00	48,708.14
599R · Interfund Transfer In						6,488.38	6,488.38	0.00	6,488.38
Total Income	2,521,346.60	691,840.70	55,055.36	9,879,678.23	5,961.95	72,151.33	13,226,034.17	10,060,957.46	3,165,076.71
Gross Profit							13,226,034.17	10,060,957.46	3,165,076.71
Expense									
7100 · Staff Salary	1,517,603.88	430,181.08		200,561.47			2,148,346.43	2,278,097.96	-129,751.53
710 · All Emp Benefits	411,156.08	104,330.20	2,548.06	43,104.10			561,138.44	691,319.98	-130,181.54
720 · Vehicle & Travel Expenses	24,414.80	2,267.08	229.14	6,680.73			33,591.75	64,500.08	-30,908.33
722 · Meeting Expenses	10,467.41	3,075.23	303.21	1,079.00	59.53		14,984.38	18,750.10	-3,765.72
730 · Supplies	10,523.09	247.17	902.66	897.29			12,570.21	11,812.56	757.65
735 · IT - Communication	22,683.27	4,758.75		2,327.50			29,769.52	24,375.10	5,394.42
740 · Postage	2,238.62	1,575.91	211.46	181.28			4,207.27	5,250.04	-1,042.77
745 · Office Rent	56,609.55	16,697.17		8,153.72			81,460.44	83,904.08	-2,443.64
750 · Equipment	10,732.68	11,929.40				6,854.09	29,516.17	26,100.06	3,416.11
830 - Administrative	53,992.31	70.00	2,139.29	1,201.48			57,403.08	4,799.98	52,603.10
810 · Activity Expenses			41,562.05		4,000.00		45,562.05	50,000.00	-4,437.95
820 · Grant Project Expenses	275.00			6,792,477.98			6,792,752.98	6,750,000.00	42,752.98
805 · Allocated Cost Transfer	(14,541.10)	11,645.76		2,895.34			0.00	79,695.00	-79,695.00
890 · Miscellaneous Expenses	530.52			(300.00)			230.52	0.00	230.52
899E · Interfund Transfer Out	6,488.38						6,488.38	0.00	6,488.38
Total Expense	2,113,174.49	586,777.75	47,895.87	7,059,259.89	4,059.53	6,854.09	9,818,021.62	10,088,604.94	-270,583.32
Net Income	408,172.11	105,062.95	7,159.49	2,820,418.34	1,902.42	65,297.24	3,408,012.55	-27,647.48	3,435,660.03

Item III.3
Standard Operating Procedures

PAID PARENTAL LEAVE

Lancaster County Conservation District

Approved: _____, 2024

APPLIES TO: Full time employees (40 hours)

PURPOSE: LCCD has adopted a policy to provide paid Parental Leave to eligible employees following a Qualifying Event (ie: birth of an employee's child or the placement of a child with the employee in connection with adoption or foster care services). The benefit consists of two bi-weekly payments of advanced funds to cover four (4) contiguous weeks of paid leave that will enable a new parent time to care for and bond with a newborn or a newly adopted child without suffering financial loss.

In addition to 4 weeks of advanced paid salary, the District will continue to provide employment benefits and employer match as long as the employee maintains their contributions.

ELIGIBILITY: Eligible Employees are entitled to paid Parental Leave following the birth, adoption or foster care placement of a child if they have been employed with the Conservation District as a full-time employee for at least 12 consecutive months immediately preceding the date the leave would begin. The adoption of a new spouse's child is excluded from this policy.

PROCESS and PROCEEDURE: Employees shall follow these steps when utilizing the Parental Leave benefit:

- a. When practicable, Eligible Employees shall provide notice of their intent to use paid Parental Leave at least 30 days prior to the anticipated date of a Qualifying Event.
- b. Paid Parental Leave shall be granted to Eligible Employees upon written proof of a Qualifying Event. (ie: doctors note, court or legal documentation, etc...)
- c. Paid Parental Leave may not be used prior to the birth or placement of the child but can be used in conjunction with the employee's other accrued paid time off benefits or as unpaid time off pre or post the qualifying event.
- d. Paid Parental Leave shall be used within 12 weeks immediately following the Qualifying Event.
- e. Except in extenuating circumstances (medical complications for mother or child), the employees' combined paid and unpaid leave should not extend beyond a 12 week absence from work without prior permission to extend unpaid leave of absence.
- f. If a company holiday or office closure occurs while an employee is on Parental Leave the time will be charged as holiday pay, but will not extend the term of the paid Parental Leave.
- g. If both parents work for the District they may take advantage of the Parental Leave benefit at the same time or they may stagger the paid time, but they must use the benefit in total within the 12 week timeframe.

- h. Eligible Employees shall not be permitted to return to work (in-office or telework) while on Paid Parental Leave.
- i. In the event that multiple births, adoptions or placements occurs (e.g., the birth of twins or adoption of siblings) it does not increase the 4-week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than 4 weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.
- j. Paid Parental Leave shall be paid at the Eligible Employee's regular, straight time bi-weekly salary.
- k. Upon termination of the individual's employment at the company, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

BENEFIT TERMINATION

- a. One (1) week prior to the benefit cessation date, or when the employee is ready to return to work from Parental Leave, the employee shall contact the District office to confirm their plans for returning to work.
- b. This policy entitles staff to be reinstated in the former position, however, only if the position would have continued to be offered had parental leave not been taken. For example, you are not entitled to reinstatement if, because of lack of funding, a layoff, reduction in force or other reason, you are not employed at the time you seek to return to work.
- c. Any paid Parental Leave not used within 12 weeks of the Qualifying Event will be forfeited.
- d. Paid Parental Leave cannot be converted to other paid leave; cannot be saved for a future Qualifying Event; and is not payable upon separation from employment.
- e. If eligible staff would like to take additional time other than what is offered above must seek their supervisor's approval to utilize any remaining accrued paid time off or unpaid leave.
- f. Employees are expected to return to work at the end of the approved paid leave, and to work a minimum of 4 weeks. If staff fail to return to work at the end of the approved paid or unpaid leave period they may be subject to the Employment Separation Processes, as well as the Recovery of Advanced Funds as described in the Employment Policy Manual..

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Item III.5

Last Wednesday, Sept 25th the Budget and Finance Committee met to go over several issues and review the Draft District 2025 Budget. Notes from the meeting include:

- I. Overview
 - a. We are working with a \$14.4 million overall budget, with \$4.4 million in General Operations.
 - b. For a staff of 41, salary and benefits account for 79% of General Operations' budget expenses. A 4% COLA is being proposed along with a 7% Benefit cost increase.
 - c. We are maintaining good benefits through the self-funded plan through Eliance Health Solutions. We paid \$331,000 for the 2023-2024 plan and anticipate getting approx. \$15,000 back in "shared savings" in March 2025. We have worked with Eliance to keep our premium competitive and have seen only a 6-7 % increase over the last 2 years.
 - d. Revenue for half of the overall budget comes from State and Federal funding, and 17% comes from fees for services. Less than 8% of our operations are funded with County dollars.
 - e. There may be a Capital Campaign needed for potential improvements to the upstairs workspace in late 2025 and into early 2026. Meetings and negotiations with the Farm & Home Center and NRCS are continuing so no action is needed now but plans are being formalized.
 - f. Potential new staff positions were also discussed; from additional ag staff for engineering assistance, to new watershed program help for monitoring efforts, to maybe even a project manager for more larger conservation projects. Once again, some of these have been listed in the 2025 budget but until funding can be secured for a new position a call to hire will not go out.

Proposed LCCD 2025 DRAFT District Budget														
	2023	2024	2025	2025 Budget	Budget submitted for draft LCCD Board approval									
	Budgeted	Budgeted	Budgeted	Change from	Budget approved by LCCD Board									
	Revenue	Revenue	Revenue	2024 budget	ag	e&s	edu	ombud	water	DnA	CWP	Admin		
520	County Funding	300,000	295,000	\$ 345,000	50,000			\$ 30,000	\$ 35,000	\$ 110,000		\$ 170,000		
530	Non-Lapsing Funds*	1,512,827	1,358,155	\$ 1,441,436	83,281	\$ 1,095,753	\$ 53,000	\$ -	\$ 63,000	\$ 50,250		\$ 179,433		
560	Grant Administration Income	750,523	1,269,955	\$ 1,095,094	-174,861	\$ 608,928		\$ 17,333	\$ 9,000	\$ 100,833	\$ 267,000	\$ 92,000		
570	Grant Project Income (pass-through)	9,314,894	9,000,000	\$ 10,000,000	1,000,000									
530	Foundation income for CWP Program	558,304	650,000	\$ 704,000	54,000						\$ 692,000	\$ 12,000		
580	Fee Income	748,250	730,500	\$ 765,000	34,500		\$ 760,000	\$ 3,500		\$ 1,500				
590	Investment Income	31,736	31,000	\$ 35,000	4,000		\$ 15,000					\$ 20,000		
599R	Interfund Transfer		89,783	\$ 53,000	-36,783			\$ 53,000						
540	Activities Income	20,224	10,000	\$ 10,000	0			\$ 2,500		\$ 2,500		\$ 5,000		
	Other Income	4,700	-	\$ -	0									
n/a	YCS Income (not on monthly P&L)	9,175	11,625	\$ 12,375	750									
	Total District Revenue	13,250,633	13,446,018	\$ 14,460,905	1,014,887	\$ 1,704,681	\$ 828,000	\$ 106,333	\$ 107,000	\$ 265,083	\$ 267,000	\$ 692,000	\$ 478,433	
	2023	2024	2025		ag	e&s	edu	ombud	water	DnA	CWP	Admin		
	Budgeted	Budgeted	Budgeted											
	Expenses	Expenses	Expenses											
711	Salary and Wages	2,633,631	3,027,464	\$ 3,178,332	150,868	\$ 1,187,377	\$ 542,034	\$ 80,481	\$ 70,257	\$ 225,606	\$ 166,544	\$ 531,750	\$ 374,283	
710	Employee Benefits	834,545	921,760	\$ 916,839	-4,921	\$ 348,694	\$ 162,562	\$ 22,055	\$ 29,856	\$ 83,074	\$ 45,350	\$ 119,300	\$ 105,948	
720	Travel/Mileage Expenses	22,300	25,000	\$ 30,500	5,500	\$ 17,000	\$ 2,500	\$ 1,000	\$ 1,000	\$ 4,500	\$ 500	\$ 4,000	split	
755	District Vehicle Expenses	24,250	61,000	\$ 21,000	-40,000	\$ 10,000	\$ 2,500	\$ 1,000	\$ 1,000	\$ 3,000	\$ 500	\$ 3,000	split	
722	Meeting/Training Expenses/Pro Dev	32,490	25,000	\$ 23,100	-1,900	\$ 11,000	\$ 6,500	\$ 300	\$ 300	\$ 1,500	\$ 1,000	\$ 2,500		
730	Supplies	19,450	15,750	\$ 16,350	600	\$ 5,100	\$ 1,500	\$ 1,250	\$ 500	\$ 4,500	\$ 1,000	\$ 500	\$ 2,000	
735	IT Support/Website/internet/software	33,561	32,500	\$ 35,500	3,000	\$ 8,000	\$ 9,000	\$ 2,000	\$ 2,000	\$ 3,500	\$ 3,000	\$ 2,000	\$ 6,000	
740	Postage	8,025	7,000	\$ 6,550	-450	\$ 2,100	\$ 3,000	\$ 200	\$ 100	\$ 250	\$ 200	\$ 500	\$ 200	
745	Office Rent	109,971	111,872	\$ 109,200	-2,672	\$ 40,357	\$ 20,178	\$ 2,374	\$ 2,374	\$ 9,496	\$ 7,122	\$ 14,243	\$ 13,056	
750	Equipment/Copier	35,140	34,800	\$ 37,200	2,400	\$ 12,500	\$ 10,000	\$ 500	\$ 200	\$ 4,000	\$ 1,000	\$ 5,000	\$ 4,000	
895	Specific Projects/Contingencies	35,000	40,000	\$ 15,000	-25,000									
830	Professional Services	43,060	30,000	\$ 39,158	9,158	\$ 15,507	\$ 6,970	\$ 865	\$ 811	\$ 3,291	\$ 2,439	\$ 4,825	\$ 4,450	split
830	Administrative Overhead**	35,624	32,560	\$ 42,058	9,498	\$ 16,655	\$ 7,487	\$ 929	\$ 871	\$ 3,535	\$ 2,620	\$ 5,182	\$ 4,779	split
810	Activities Expenses	66,330	50,000	\$ 63,812	13,812	\$ 25,270	\$ 11,359	\$ 1,409	\$ 1,321	\$ 5,363	\$ 3,975	\$ 7,863	\$ 7,252	split
820	Grant Expenses (pass through)	10,892,835	9,000,000	\$ 11,000,000	2,000,000									
890	Miscellaneous Expenses	2,200	10,000	\$ 1,000	-9,000								\$ 1,000	
899E	Interfund Transfer		89,783	\$ 53,000	-36,783		\$ 53,000							
n/a	YCS Expenses (not on monthly P&L)	9,050	11,500	\$ 12,375	875									
	Total District Expenses	14,837,462	13,525,989	\$ 15,600,974	2,074,985	\$ 1,699,560	\$ 838,590	\$ 114,363	\$ 110,590	\$ 351,614	\$ 235,251	\$ 691,163	\$ 532,468	
				-1,140,069		5,121	-10,590	-8,030	-3,590	-86,531	31,749	837	-54,035	
Operations Reserve Accounts		Totals		General Reserve Accounts										
1007	Capital Reserve	46,869		1002	E&S Account (assigned)	1,037,836	* Line-item includes delegated programs, such as: Bay contract, NMP, CDFAP, Ombudsman, CDWS, etc.							
	Communication Reserve	24,000		1005	Clean Water Fund (restrict)	348,217	** Line-item includes District planning/marketing, Newsletter/Annual report costs, Membership dues, Insurance, etc							
	Computer Hardware Reserved	26,725		1006	Seperation (assigned)	63,506	Note: State funding is on a fiscal year & only contracted to June 30th; therefore the budget assumes renewal of that income							
	Health Care Reserve	110,558		1008	Scholarship (comitted)	61,288								
	NMP & NMP vehicle Reserves	162,864												
1003	Youth Conservation School	26,037												

Item III.6

Lancaster County Conservation District
Erosion & Sedimentation Committee Meeting Minutes
Thursday September 26, 2024
1:30 P.M. – 3:00 P.M.
Farm & Home Center – LCCD Lunchroom
Virtually via Microsoft Teams

Meeting Called to Order

In Attendance: Jay Snyder, Commissioner Ray D'Agostino, Chris Thompson, Eric Hout, Adam Stern

1. 2025 Application and Fee Schedule

Staff presented currently proposed ~2% increase to fee schedule for implementation on 1/1/2025. Committee inquired about justification for the proposed increase. Discussion included items considered:

- **For**
 - **Interest in reducing any potential deficit in the 2025 budget to avoid drawing down reserves**
 - **Desire to prevent more dramatic fee increases in future years**
 - **Potential use of E&S reserve funds for capital improvements in 2025**
 - **Budgeted expenses for 2025 are currently at \$830,413**
- **Against**
 - **Total E&S accounts currently hold ~21 months of operating expenses while guidance directs holding ~18 months of operation expenses**
 - **Revenue for 2023 and first half of 2024 above previous more conservative budget estimates**
- **Process for making educated estimations on trends in development within the county**

Committee makes a recommendation without opposition to send the draft application/fee schedule to the LCCD BOD for review.

2. Compliance & Enforcement Determinations

a. Lancaster Bible College Fill Site – Manheim Township

Staff presented the site and the violations noted on 9/6/24. Committee makes a recommendation without opposition for the LCCD BOD to direct staff to pursue a formal enforcement action in accordance with applicable PA DEP SOPs and coordination with DEP Staff including regional office legal counsel.

b. Ridge on the Commons – Providence Township

Staff presented the site and history of permitting on the site. Committee makes a recommendation without opposition for the LCCD BOD to direct staff to

- **not pursue an NPDES permit on the site at this time**
- **pursue compliance with other requirements of Chapter 102 on the site including written E&S Plans and implementation of adequate E&S BMPs**

Meeting Adjourned

Next Scheduled Meeting

Thursday October 24, 2024 @ 1:30 PM

Farm & Home Center and virtually via Microsoft Teams

E&S 2025 Application & Fee Schedule

On 9/26/24 the E&S Committee recommended without opposition to send this draft to the District Board for initial review. The attached draft proposes an approximately 2% increase in review fees across all categories starting on January 1, 2025. It also includes formatting changes and clarifying revisions to guidelines and notes.

In their review of the proposed document, the Committee considered the fee schedules of surrounding Conservation Districts, the desire to prevent more dramatic fee increases in future years, the E&S department budget and current reserve level, and revenue for 2023 and the first half of 2024. Committee minutes from the 8/22/24 and 9/26/24 meetings are included in the packets for today's meeting for your reference.

The Committee is recommending review of the document at this time with a request for a final board determination at the November meeting.

Enforcement Action – Lancaster Bible College Fill Site – Manheim Township

On 9/26/24 the E&S Committee recommended without opposition for the LCCD BOD to direct staff to pursue a formal enforcement action in accordance with applicable PA DEP SOPs and coordination with DEP Staff including regional office legal counsel.

An aerial image of the site is included and the E&S Program Manager will provide additional background and context on the site.

***Action Required**

Compliance Determination – Ridge on the Commons – Providence Township

On 9/26/24 the E&S Committee recommended without opposition for the LCCD BOD to direct staff to:

1. not pursue an NPDES permit on the site at this time
2. pursue compliance with other requirements of Chapter 102 on the site including written E&S Plans and implementation of adequate E&S BMPs

An aerial image of the site is included and the E&S Program Manager will provide additional background and context on the site.

***Action Required**



1383 Arcadia Road, Room 200
 Lancaster, PA 17601-3149
 (717) 299-5361, Ext. 5
www.lancasterconservation.org

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

Applicant/Permittee	E-Mail Address	Phone ()
Applicant Contact Name	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 <small>(Not Associated with a Larger Common Plan of Development)</small>	Fee Required - \$100	Fee \$ _____
TOTAL LCCD REVIEW FEE	Make check payable to: "LCCD"	Total Fee \$ _____

CHAPTER 102 PERMIT FEES

NPDES / E&S PERMIT / ESCGP-3 FILING FEE <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"	NPDES / E&S PERMIT / ESCGP-3 DISTURBED ACREAGE FEE # of Disturbed Acres _____ x \$100/Acre Fee \$ _____ (Disturbed Acres rounded to nearest whole acre) Make check payable to: "Commonwealth of Pennsylvania Clean Water Fund"
--	--

A completed copy of this review application and all appropriate fees **MUST** accompany **ALL SUBMISSIONS** 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

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

RESIDENTIAL – DETACHED SINGLE FAMILY

(Number of Detached, Single Family Dwelling Units)

1 UNIT (< 1 Acre Disturbed)	\$ 600
1 UNIT (> or = 1 Acre Disturbed) OR 2 - 25 UNITS	\$ 610 + \$ 255 per Dwelling Unit
26 OR MORE UNITS	\$ 6,985 + [(# of Dwelling Units – 25) x \$ 205]

COMMERCIAL / MULTIFAMILY RESIDENTIAL / INDUSTRIAL / AGRICULTURAL / OTHER (Includes Oil & Gas)

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

< 1 ACRE	\$ 815
1 – 4.49 ACRES	\$ 1,020 + (# of Disturbed Acres x \$ 305)
= or > 5 ACRES	\$ 2,545 + [(# of Disturbed Acres - 5) x \$ 255]

TIMBER HARVEST PROJECTS & ROAD MAINTENANCE ACTIVITIES

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

< 25 ACRES	\$ 710
= 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: Standalone E&S Plan may be appropriate	\$ 610
= or > 1 ACRE DISTURBED and > ¼ MILE FROM PARENT PROJECT: New NPDES Permit may be appropriate	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 d in the Guidelines section below
Amendment to Existing NPDES Permit may be appropriate

NOTES:

- For all fees based on the proposed number of Disturbed Acres, the acreage shall be rounded to the nearest whole acre.
- 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.
- 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.
- 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.
- 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."
- 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.
- For a Corrective Action Plan (CAP), the fee will be based on the Commercial / Industrial / Agricultural / Other Fee Schedule.
- 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.
- 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 may be subject to an additional charge of 50% of the original E&S Control Plan Review / Inspection fee at the discretion of LCCD staff and Board of Directors.
- 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. LCCD Fees for Plan Review Services 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: \$815.
 - 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: \$1020 + (1 x \$305) = \$1325.
- e. LCCD Fees for Plan Review Services will not be charged for Minor Amendments associated with a partial Notice of Termination proposing no other changes to approved plans.
- f. For a Chapter 102 Permit application which is withdrawn (voluntarily or involuntarily) or denied, 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.
- g. 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.
- h. 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.
- i. 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.



Disturbance shown = 4.75 acres
Inspection report estimated 5.0
acres minimum



E&S Report

2024 Report for September

2024 Report

		Sep 2024	Total
Total Plan Submissions		43	284
Total Plan Acres		1125.45	8763.21
Total Disturbed Acres		111.31	2025.02
Fees Collected	NPDES Permit Fees Collected	\$14,000	\$101,000
	DEP Fees Collected	\$4,900	\$94,200
	E&S Plan Review Fees	\$36,950	\$522,150

<u>Total Complaints</u>	
<u>Date Received</u>	<u>Municipality</u>
9/3/2024	MANHEIM TWP
9/5/2024	WEST COCALICO TWP
9/24/2024	UPPER LEACOCK TWP

2023 Report for September

2023 Report

		Sep 2023	Total
Total Plan Submissions		18	264
Total Plan Acres		425.55	7126.24
Total Disturbed Acres		66.29	2568.31
Fees Collected	NPDES Permit Fees Collected	\$8,500	\$79,700
	DEP Fees Collected	\$15,600	\$142,100
	E&S Plan Review Fees	\$72,400	\$658,700

<u>Total Complaints</u>	
<u>Date Received</u>	<u>Municipality</u>
9/4/2023	MANHEIM TWP
9/6/2023	PENN TWP
9/7/2023	SALISBURY TWP
9/11/2023	MANOR TWP
9/19/2023	MILLERSVILLE BORO
9/19/2023	WEST HEMPFIELD TWP

Erosion and Sedimentation Plan Submission

9/1/2024 to 9/30/2024

<u>Project Name</u>	<u>Municipality</u>	<u>Disturbed Acres</u>	<u>Fees Amount</u>
215 Diller Avenue	EARL TWP	11.75	\$4,250
2460 Honeysuckle Lane	LANCASTER TWP	0.94	\$600
300 Fraelich Road	WEST COCALICO TWP	0.54	\$600
500 Shultz Road	MANOR TWP	2.32	
547 N. Prince Street and 550 N. Queen Street	LANCASTER CITY	3.89	
800 S. Queen Street	LANCASTER CITY	1.6	
Andrew III	PENN TWP	1.79	\$800
Antimony Farm Lot 3	ELIZABETH TWP	2.41	\$850
Bachman SWM	WEST LAMPETER TWP	0.53	\$600
BB's Warehouse Expansion	PROVIDENCE TWP	4.52	
Cook Residence	WEST HEMPFIELD TWP	0.41	\$600
Country Acres Campground Expansion	EAST LAMPETER TWP	0.99	\$800
Dean A. Landis	PEQUEA TWP	0.83	\$800
DS Machine	LEACOCK TWP	7.474	
Elmer Stoltzfus SWM	DRUMORE TWP	0.5	\$600
Ephraim D. King	LEACOCK TWP	0.86	\$600
Ephrata Electric Complex	EPHRATA BORO	5.98	\$2,750
F-0426 Bartville Fabrics	BART TWP	0.93	\$800
Gap Hill Aluminum	SALISBURY TWP	3.63	\$2,200
Hershey Farm Restaurant & Inn	STRASBURG TWP	2.41	
Horseshoe Real Estate	UPPER LEACOCK TWP	1.893	\$1,600
Houston Run Properties	SALISBURY TWP	101	
Kenny Barley	MANOR TWP	8.3	\$3,250
Kiddie Academy	MANOR TWP	1.63	
Lancaster Airport Authority	MANHEIM TWP	9.59	\$3,750
Leaman Place Land Holdings, LLC	PARADISE TWP	0.98	\$800
LEMSA	LANCASTER CITY	1.72	
Manholes 6 & 7 Replacement Project	WARWICK TWP	0.77	\$100
Moravian Manor - Warwick Woodlands	LITITZ BORO	73	
Nathan Brubaker Subdivision	BRECKNOCK TWP	5.19	
Nolt Timber Harvest	EAST COCALICO TWP	0.8	\$700
Phil Good Poultry Op	STRASBURG TWP	13.37	
Pleasant View Communities - Hershey Tract	PENN TWP	24.79	\$800
PPL LAUS-SAKR	EARL TWP	18.19	\$800
Pump Station Elimination Project - Adamstown	ADAMSTOWN BORO	0.572	\$800
Pyle Tract	EAST EARL TWP	35.78	
Samuel E. King	SADSBURY TWP	2.77	\$1,900
Samuel King/ Benuel B. King	SADSBURY TWP	0.97	\$600
South Smith Drive (Hidden Valley Estates)	QUARRYVILLE BORO	13.92	
St. Annes Retirement Expansion	WEST HEMPFIELD TWP	22.85	
Strasburg Pike Trail	EAST LAMPETER TWP	4.08	\$2,200
White Horse Business Center	SALISBURY TWP	3.73	\$2,200
Zook Timber Harvest	SADSBURY TWP	0.95	\$600

**Outstanding NPDES Projects
Received >3 Months Ago - 9/30/2024**

Date Received	Project	Permit #	Municipality	Status	Last Action
10/6/2023	4070 Old Philadelphia Pike	PAC360905	LEACOCK TWP	Inadequate DEP	8/19/24
11/22/2023	Esh Commercial - Esh Foods	PAC360778 A-1	SADSBURY TWP	Inadequate DEP	9/27/24
12/18/2023	Lampeter Orchard	PAC360926	WEST LAMPETER TWP	Inadequate	9/24/24
12/22/2023	Strube Tract Major Mod Renewal	PAC360391 A-1	WEST HEMPFIELD TWP	Technical R	8/21/24
1/4/2024	Hartman Bridge Village	PAC360931	STRASBURG TWP	Technical R	9/16/24
1/22/2024	M21 Capital Development	PA360002D	SADSBURY TWP	Adequate DEP	6/4/24
1/25/2024	1286 Reading Road	PAC360935	BRECKNOCK TWP	Technical R	9/19/24
2/9/2024	Stephen G. and Barbara S. Stoltzfus	PAD360120	MARTIC TWP	Inadequate DEP	9/6/24
2/14/2024	Legacy Crossing	PAC360943	MANOR TWP	Complete	7/22/24
2/19/2024	198 Chiques Road - Prelim/Final LDP	PAC360944	EAST HEMPFIELD TWP	Adequate DEP	9/30/24
3/1/2024	McGinness Innovation Park	PAD360121	COLUMBIA BORO	Inadequate	9/25/24
3/4/2024	Millwood Estates	PAC360950	PEQUEA TWP	Inadequate	8/28/24
3/12/2024	Reuben & Mary Esh	PAD360123	LEACOCK TWP	Complete	9/23/24
3/18/2024	Dennis E. Groff Poultry Operation	PAC360954	STRASBURG TWP	Completeness R	9/24/24
3/21/2024	Ammon Miller	PAD360122	EAST DRUMORE TWP	Adequate DEP	9/30/24
4/1/2024	Stony Battery Corporate Center Lot 5 - Goddard School	PAC360955	WEST HEMPFIELD TWP	Technical R	9/12/24
4/4/2024	T&D Excavating - Thomas Wolgemuth - Renewal	PAD360032	PENN TWP	Adequate DEP	9/18/24
4/8/2024	Brownstown Commons Lots 2, 4, & 5 Renewal	PAC360332	WEST EARL TWP	Incomplete	6/26/24
4/19/2024	Grouse Pointe	PAC360956	WEST LAMPETER TWP	Inadequate DEP	8/28/24
4/19/2024	Erb Farm	PAC360957	MANHEIM TWP	Inadequate DEP	9/16/24
4/19/2024	Florin Hill Phase 3	PAD360126	MT JOY BORO	Inadequate DEP	9/6/24
4/25/2024	1640 Mine Road - Paneling Sales	PAC360958	SADSBURY TWP	Inadequate	9/25/24
4/29/2024	Fisher Land Holdings	PAC360961	WEST COCALICO TWP	Inadequate	6/14/24
5/3/2024	Jacob M. Riehl Jr.	PAC360963	LEACOCK TWP	Complete	9/4/24
5/3/2024	Gordonville Book Store	PAC360964	LEACOCK TWP	Technical R	9/26/24
5/9/2024	Blanks Holding LLC	PAC360966	COLERAIN TWP	Inadequate DEP	9/5/24
5/14/2024	Stoneybrook Phases 1B, 1C, 2, 3A, 4 Major Amendment	PAC360143 A-3	WEST DONEGAL TWP	Inadequate	9/20/24
5/15/2024	3321 Columbia Ave	PAC360969	EAST HEMPFIELD TWP	Incomplete	9/4/24
5/21/2024	LCCTC Final Subdivision Major Modification	PAC360590 A-2	MOUNT JOY TWP	Inadequate	9/20/24
5/29/2024	True Gospel Baptist Church	PAD360127	EAST DRUMORE TWP	Complete	9/4/24
5/30/2024	1815 Zeager Road Facility	PAC360972	WEST DONEGAL TWP	Complete	9/27/24
5/30/2024	Catherine Hershey School - Etown	PAD360128	WEST DONEGAL TWP	Technical R	9/24/24
6/3/2024	Wabank Road Self-Storage	PAC360973	LANCASTER TWP	Complete	8/21/24
6/4/2024	David Jay Petersheim	PAD360129	EAST DRUMORE TWP	Complete	9/18/24
6/5/2024	Good Real Estate, LLC	PAC360974	EAST LAMPETER TWP	Complete	9/4/24
6/7/2024	Jay & Regina Martin	PAC360975	WEST COCALICO TWP	Complete	9/18/24
6/14/2024	Blue Rock Water Resource Recover Facility Nutrient Upgrade	PAD360130	MANOR TWP	Complete	7/22/24
6/17/2024	Final Land Development Plan for Ricky Tindall	PAD360131	FULTON TWP	Inadequate DEP	9/24/24
6/18/2024	3000 and 3004 Columbia Ave	PAC360977	MANOR TWP	Completeness R	9/25/24
6/20/2024	AC Masonry	PAC360976	BART TWP	Complete	9/30/24
6/21/2024	Climbers Run Nature Center	PA360003C	MARTIC TWP	Complete	8/15/24
6/27/2024	Rapho Township Woody Waste	PAC360978	RAPHO TWP	Inadequate	9/20/24
Total	42	At District	20	Not at District	21

KEY

Received	project received in office, queue for completeness review	Total Submissions Under Review	130
Incomplete	incompleteness letter sent	Issued NPDES Submissions	20
Completeness R	resubmission received, queue for completeness review	Cloverleaf Self Storage•Frey Hoffer Ashley Drive Stockpile•LAUS-SAKR Minor Mod•156 West Harrisburg Avenue Major Mod•Amtrak Conestoga	
Complete	completeness letter sent, queue for technical review	Substation•Sporting Valley Feed Mill Major Mod•Stoltzfus Forest Products (Yard #2)•Village of Olde Hickory Floodplain Restoration•Travis Hess Ag Operation•222/30	
Inadequate DEP	technical deficiencies forwarded to DEP, waiting for issuance of technical deficiency letter	LBC Fill Area•Maravian Manor - Warwick Woodlands Renewal•Clark Associates•Hearthside Furniture Building Addition•Belmont Major Mod•Woodcrest	
Inadequate	technical deficiency letter sent	Retreat Phase 3•Melvin Zook•Center Street Road Improvements•2930 Old Tree	
Technical R	resubmission received, queue for technical review	Drive/ Land Development Plan•Stoner Inc. Building Addition	
Adequate DEP	E&S Plan deemed adequate, waiting for DEP to proceed		
Highlighted Row	DEP completing PCSM Technical Review		