

Lancaster County Conservation District
Erosion & Sedimentation Committee Meeting Minutes
Thursday August 28, 2025 1:30 P.M. – 3:00 P.M.
Farm & Home Center – Sunroom Upstairs Room 222 & via Microsoft Teams

Committee Members – Jay Snyder, Greg Strausser, Frank Burkhart, Commissioner Ray D’Agostino
Staff – Chris Thompson, Eric Hout, Adam Stern

1. Fee Schedule

Staff provided overview of current fee schedule review practice that directs the Committee to evaluate the E&S fee schedule every 2 years. A new fee schedule was reviewed and approved effective 1/1/2025, so current plan is to evaluate it again in the fall of 2026. Staff notified the Committee that an update to wording and formatting of the application & fee schedule was finalized and made public on 7/11/2025. The major change outlined was to ensure that language specifically identified that fees collected by the District are a “Fee for Services” rather than a “Review Fee”. This makes it clear that the fee is collected to cover all work done by the E&S Department for implementation of the Chapter 102 program (plan/permit review, site inspections, termination procedures, etc.) and not just plan/permit review. This change was prompted by the new SPEED program at PA DEP going live. In the SPEED program, applicants pay a fee for services to the District in addition to an hourly review rate to a third-party permit reviewer.

2. Chapter 105 E&S Plan Reviews for District Projects

Staff provided the background on the 2024 MOU signed with Chester CCD to facilitate review of E&S Plans generated by staff “in house” at Lancaster CCD. This MOU was signed in order to comply with the PA DEP clarification document regarding appearances of impropriety or conflict of interest issued on 8/15/2023. As of 8/1/2025, Chester CCD has implemented a new fee schedule and a review of a Chapter 105 E&S Plan requires a fee of \$625.00. In order to minimize permitting fees for internal Lancaster CCD projects, the Committee discussed options to bring these reviews back in house.

Recommendation to Board: Staff should generate an SOP for Committee/Board consideration outlining an internal control protocol to ensure that these reviews are completed by separate team members and/or departments. In line with this SOP, staff should transition the review of Chapter 105 E&S Plans associated with internal projects back to the Lancaster CCD E&S Department.

3. E&S Program Inventory and Current Staff Capacity

Staff reviewed the Program Inventory and Staff Capacity information outlined in the documents included in the agenda packet. After review of the information and discussion, the Committee finalized a recommendation to the Board regarding the Chapter 102 PCSM Delegation and an increase to current staff capacity in the E&S Department.

Recommendation to Board

- 1. Staff should incorporate an additional Resource Conservationist position into the proposed 2026 E&S Department budget. Staff will determine a practicable timeline for hiring of this position as well as a plan for where this additional team member will be physically located in the office.**
- 2. Staff should generate a report for Committee & Board consideration outlining the addition of the Chapter 102 PCSM delegation to the E&S Department. The report should address all considerations needed for addition of this program including staffing, physical space, and budgeting. Staff will complete the report and have it ready for consideration by December 2025.**

Next Meeting - Thursday September 25, 2024 @ 1:30 PM - Farm & Home Center and Microsoft Teams