

NORTHAMPTON COUNTY CONSERVATION DISTRICT

Minutes for Monthly Board of Directors Meeting

**Tuesday, August 12, 2025, 5:30 PM, Louise Moore Park, Pavilion #1,
151 Country Club Rd, Easton PA 18045 – No virtual option**

Joel Geiger, Chairman, called the Board meeting to order at 6:08PM with the following Board Members, staff, and guests in attendance:

Joel Geiger, Chairman	Will Carpenter, Treasurer	Rich DiFebo, Director	Jeffrey Keifer, Director
Rich Budihas, Director	Jeffrey Warren, County Council	Nate Pritchard, DM	Carrie Cevicelow, Staff
Jim Lawrence, Staff	Kara Hasko, Staff	Meara Hayden, Staff	Paige Strasko, Staff
Nick DiPaolo, Staff	Jon Fox, Staff	Alexis Krukovsky, Staff	Dave Furmato, PGC
Shannon Davis, DEP	Walter Stremouchow, Staff	Austin Drager, NRCS	Layla Denissen, Guest
Kathy Raub, Guest	Kyle Ropski, Guest	Gerald Grube, Guest	Alex Webber, Guest
Erik Ardizzoni, Guest	Kent Baird, Guest	Kim DiPaolo, Guest	Heather Fox, Guest
Heather Pritchard, Guest	Jessica Drager, Guest	Áine Hasham-Lawrence, Guest	Meghan Stremouchow, Guest
Dale Hunsinger, Guest	Noah Messer, Guest		

Introduction of Guests

The Chairman welcomed everyone to the meeting and all in attendance introduced themselves.

Additions to Agenda

None

Invitation for Public Comment

None

Acceptance of Minutes

Jeffrey Warren made a motion to accept the July 8, 2025, minutes as presented, 2nd Rich DiFebo. Motion carried. 6/0

Jeffrey Warren made a motion to accept the July 22, 2025, minutes as presented, 2nd Will Carpenter. Motion carried 6/0

Treasurer's Report

Will Carpenter provided an overview of the Treasurer's Report for July 2025. Discussion ensued.

Rich Budihas made a motion to accept the Treasurer's Report for July 2025 as presented; 2nd Jeffrey Warren. Motion carried. 6/0

Payment of Bills

The District Manager provided a summary of the bills for approval. Jeffrey Warren made a motion to approve the payment of the bills as presented, 2nd Rich Budihas. Motion carried 6/0

Correspondence
None

Reports From Cooperating Agencies – (NRCS)

Austin Drager reported on recent EQIP and CSP projects, including erosion control, grazing improvements, and design of a waste storage facility. CSP funding supported contracts for cropland pollinator enhancements and livestock nutrient management.

Pennsylvania Game Commission – (PGC)

Dave Furmato provided an update, noting the expansion of Sunday hunting from 3 to 13 Sundays, with certain restrictions (e.g., migratory birds remain closed). Updates were also shared on changes to the Agricultural (Ag) Tag program, which extends hunting opportunities for crop damage control and allows hunters more time to fill tags. The Commission emphasized these changes are intended to help manage the growing deer population.

State Conservation Commission Report – (DEP)

Shannon Davis provided updates including the upcoming Watershed Specialist Annual Conference on October 7–8, with registration due by August 29, and noted a new SOP on agricultural inspections available through the Clean Water Academy. A live manager training walk-through of the Academy is scheduled for August 21.

Old Business

A. 2023 Audit Update - Nate Pritchard provided a brief update on the 2023 audit. The audit is still in progress, with a site visit scheduled for August 15th to review hard copies, grant agreements, and conduct staff interviews. Due to delays and coordination with the county on shared 2023 responsibilities, the audit is behind schedule but is now expected to be completed by the end of September.

B . PMRS Updates - Nate Pritchard provided an update on the PMRS retirement plan. The staff retirement plan agreement was finalized on August 4th and is now in place. Enrollment forms are being prepared, with accounts to be backdated to January 1st and a full report expected in September.

C. PCSM Delegation Update & Re-activation – Nate Pritchard stated that on August 7th, he and Meara Hayden met virtually with DEP’s Bob Jevin to review Meara’s training schedule as the District engineer. DEP’s Northeast Regional Office indicated they are comfortable reactivating the District’s PCSM (Post Construction Stormwater Management) delegation, which has been paused since 2023. Because the program was only placed on hold rather than fully suspended, reactivation requires a board motion and formal letter of request to DEP.

Jeffrey Keifer made a motion to request reactivation of the PCSM delegation to DEP. 2nd Jeffrey Warren; Motion carried 6/0

D. NCCD Office Construction Updates – Nate Pritchard stated that a Notice to Award was prepared for the bid discussed at the July 22nd meeting, with Alfaro Company of Easton as the selected contractor. Once the fully executed contract is received, a Notice to Proceed will be issued, giving the contractor 10 days to mobilize. If all goes smoothly, initial construction on the interior office project may begin by the end of this month.

New Business

A. NCCD Committee Notifications & Scheduling – Nate Pritchard stated that previous concerns were raised about communicating the date and time of committee meetings to the full Board. To improve transparency, all board members will now be copied on committee meeting dates and information, though attendance is not required. The Board also discussed whether certain committee meetings should be advertised under the Sunshine Act, with further review and discussion planned for September. He also noted that many committees function as work groups rather than full board meetings, and a comparison with other districts showed most do not advertise committee meetings.

B. Clean Water Fund/102 Fee Usage Review – Nate Pritchard provided a detailed financial overview following the July 22nd special meeting discussion regarding proper allocation of Chapter 102 service fee funds versus other district revenues. A Budget-to-Actual report through July 31st was prepared and reviewed with DEP representatives, showing the District is generally on track with appropriate ratios. The Board agreed to continue refining the tracking process for clarity and will review updates in September.

C. Staff License/Certification Discussion – The Board discussed establishing a policy for staff license and certification renewals such as nutrient management and professional engineer (PE) licenses. It was noted that while licenses remain with the individual, they are required for employment, and funding is available in the professional development budget. Jeffrey Keifer made motion to cover staff license and certification costs as needed. 2nd Rich Budihas. Motion carried 6/0

D. CD3 Trailer PAFBC Access Agreement – East Bangor Dam - The Board reviewed an Access Agreement to host the invasive species management trailer, managed by the Pennsylvania Lake Management Society (PALMS). The trailer, which provides free tools to clean watercraft of invasive species, will be staged at the East Bangor Dam for several days. Jeffrey Keifer made a motion to enter into the CD3 Trailer PAFBC Access Agreement. 2nd Jeffrey Warren. Motion carried 6/0

E. PACD Ag Reimbursement Plan Grant Application – The Board discussed participation in the PACD Ag Plan Reimbursement Program to support conservation and nutrient management planning. Six plans prepared for Riverview Dairy Farm were identified as eligible. Jeffrey Warren made a motion to apply to the PACD Ag Reimbursement Program for the Riverview Dairy Farm. 2nd Jeffrey Keifer. Motion carried 6/0

F. 2024 School District Property Tax Payment - Nate Pritchard reported that the final property tax payment for the office property is due, as the District's exemption application (submitted in July) is still pending. The amount of \$9,265.04 covers school taxes for the July–June period. Will Carpenter made a motion to approve payment of the school taxes. 2nd Jeffrey Warren. Motion carried 6/0

G. Printer Lease Proposal – Nate Pritchard presented a proposal from Fraser for a new color copier/printer lease for 60 months, which includes maintenance and toner, with controls to limit color printing. The new unit would also allow the retirement of individual office printers and reduce long-term associated costs. Jeffrey Warren made a motion to approve entering into the lease agreement. 2nd Will Carpenter. Motion carried 6/0

Activity and Committee Reports

- A. Executive Committee – Joel Geiger reported that the committee met last month. Next meeting is scheduled for August 28, 2025.
- B. Finance Committee – Nate Pritchard reported that the committee met last month to discuss the 102 fee breakdown in preparation for the meeting with Karen Books. The next meeting will be in October, unless otherwise needed sooner.
- C. Education / Outreach Committee – Paige Strasko reported that the committee did not meet last month. An internal meeting was held August 13th to continue planning for our upcoming Teacher Workshop taking place October 23, 2025. The next meeting will be on August 15th.
- D. Resource/Facilities Committee – Rich DiFebo reported that the committee did not hold their monthly meeting; however, they did meet virtually to open the construction bids. The next meeting will be held on August 28th.
- E. DG&LVR QAB – Jim Lawrence reported, no major updates, noting that the district is awaiting the passage of the state budget. Once approved, the initial 50% funding installment will be received and passed to Upper Mount Bethel Township to begin the Heiden Road project. The contract with the township will be finalized after funds are received.

F. Karst Geology Advisory Council – Nate Pritchard reported that the committee did not meet last month. A statewide work group meeting is scheduled for September. New stormwater technical guidance has been published and noted ongoing work with local advisory committee members, including volunteer support from a former PennDOT engineer to address issues in the Bushkill Creek. Further updates are expected at the October meeting.

G. Conservation District Staff Reports

The staff reports were emailed prior to the meeting. Paige Strasko reported that the District was awarded the PACD Lawn Conversion Grant for the Van Rossum property in Moore Township, with a total award of \$23,281 and 45% of funding to be received up front. This marks the District's first major grant as an independent district outside of its regular funding sources.

Announcements

A. Blue Valley Farm Show – August 12th - 16th

Set time, date, and place of next meeting

The next meeting is scheduled for 9/9/25, 7:00PM, Lower Nazareth Township Building, Suite 110, Conference Room, 623 Municipal Dr, Nazareth, PA (In-Person & Virtual (check website agenda for Zoom Link).

Adjournment

Jeffrey Keifer made a motion to adjourn the meeting; 2nd Jeffrey Warren. Motion carried.
6/0

Submitted by Carrie Cevicelow, Recording Secretary to the Board