

Greetings,

The July 14, 2025 Conservation District Board meeting will be held in person at 7:30 PM in the Penn State Extension Conference Room.

This Month we will be reviewing a NMP, two policy updates, a project amendment for DGLVR project, approval to send 3rd notice letters for NM, update to E&S project application, funding renewal requests, and a recommendation from the Interview Committee.

Please feel free to contact me with any questions that you may have before the meeting.

Tara

tcollier@perryco.org

717-582-5139

A teleconference option is available using the following instructions.

- Dial 1-415-655-0001
- Enter meeting ID 2559 718 7313
- When prompted for the meeting password (numeric) enter 0714#
- You will then be connected to the teleconference.
- You may call in up to 10 minutes early.

Please identify yourself before speaking so April can take accurate minutes, and mute yourself when not speaking to prevent background noise.

AGENDA
PERRY COUNTY CONSERVATION DISTRICT
MONTHLY MEETING
7:30 PM July 14, 2025
Penn State Extension Building

- 1. Call to Order**
- 2. Public Comments**
- 3. Minutes** (June Enclosed)
- 4. Financial Reports:**
 - Treasurer's Report (June Enclosed)
 - Payment of Bills (July Enclosed)
- 5. Correspondence:**
 - DEP Talking Points (Enclosed)
 - PACD Monthly Rewind (Enclosed)
- 6. New Business:**
 - a) Gemberling NMP
 - b) ACAP Policy (Update)
 - c) Approval to send 3rd Notice Letters
 - d) DGLVR Policy (Update)
 - e) Front St in Newport Project Amendment
 - f) E&S Project Application (Update)
 - g) Nutrient/Manure Management Renewal Request
 - h) Chesapeake Bay Technician Renewal Request
 - i) CDFAP ACT Renewal Request
 - j) Interview Committee
- 7. District Activity Reports** (June Enclosed)
- 8. Agency Reports:**
 - NRCS, DCNR, DEP
- 9. Director/Associate Director Reports**

Upcoming Dates:

August 2 – Field Day
August 12-16 – Perry County Fair

Perry County Conservation District
Minutes
7:30 PM June 9, 2025
In-Person and Remote Teleconference from Penn State Extension Conference Room

Attendees:

Directors: Lloyd Byers, Bill Lyons, Scott Flanders, Ken Martz and Shawna Swartz

Associate Directors: Bill Shilling, Dave McLaughlin and Jay Elessor

District Staff: Tara Collier, April Skethway, Erin Ritzman, Mitch Kauffman, Aaron Bollinger and Lauren Leinbach

DEP: Chaz Heberlig

NRCS: Samantha DiLorenzo

The meeting was called to order at 7:31 pm by Chairperson, Lloyd Byers

Public Comments: Staff Reports and DEP Talking Points were completed first while Ken Martz was reached in order to have a quorum.

Consent Agenda included:

- a. May 2025 Meeting Minutes – Accepted on a Lyons/Flanders motion with a unanimous vote.
- b. May 2025 Treasurer’s Report – Accepted on a Flanders/Lyons motion with a unanimous vote.
- c. June 2025 Payment of Bills – Accepted on a Lyons/Swartz motion with a unanimous vote.

Correspondence:

- a. DEP Talking Points

New Business:

- a. Nipple NMP – Discussion. Accepted on a Flanders/Lyons motion and a unanimous vote.
- b. ACAP Engineer Amendment Approval Letters (Zimmerman, Cauffman and Spring Hill Acres) – Discussion. Accepted on a Lyons/Flanders motion and a unanimous vote.
- c. Interview Committee – Discussion. Motion to approve moving Erin Ritzman from the position of Watershed Specialist to Chesapeake Bay Tech. Accepted on a Lyons/Flanders motion and a unanimous vote.

District Activity Reports: Written staff reports were presented and submitted

NRCS: Presented by Samantha DiLorenzo

Director Report:

Chairperson adjourned the meeting at 7:53 pm

Respectfully submitted by April Skethway, Office Manager, Perry County Conservation District

Perry County Conservation District
Reconciliation Summary
PCCD General, Period Ending 06/30/2025

	<u>Jun 30, 25</u>
Beginning Balance	305,444.80
Cleared Transactions	
Checks and Payments - 37 items	-115,855.22
Deposits and Credits - 11 items	33,749.22
Total Cleared Transactions	<u>-82,106.00</u>
Cleared Balance	<u><u>223,338.80</u></u>
Uncleared Transactions	
Checks and Payments - 6 items	<u>-26,650.00</u>
Total Uncleared Transactions	<u>-26,650.00</u>
Register Balance as of 06/30/2025	<u><u>196,688.80</u></u>
New Transactions	
Deposits and Credits - 2 items	<u>220.00</u>
Total New Transactions	<u>220.00</u>
Ending Balance	<u><u>196,908.80</u></u>

Perry County Conservation District
Reconciliation Detail
PCCD General, Period Ending 06/30/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						305,444.80
Cleared Transactions						
Checks and Payments - 37 items						
Bill Pmt -Check	05/12/2025	3310	Keep Perry County ...	X	-622.01	-622.01
Bill Pmt -Check	05/12/2025	3311	Kyocera Document ...	X	-96.67	-718.68
Bill Pmt -Check	05/12/2025	3312	Lila Kretzing	X	-25.00	-743.68
Bill Pmt -Check	06/09/2025	3361	Jason Saylor	X	-15,000.00	-15,743.68
Bill Pmt -Check	06/09/2025	3373	MW Smith Farms	X	-14,760.00	-30,503.68
Bill Pmt -Check	06/09/2025	3356	Dave McLaughlin	X	-11,960.00	-42,463.68
Bill Pmt -Check	06/09/2025	3357	Edward Lingle	X	-9,240.00	-51,703.68
Bill Pmt -Check	06/09/2025	3352	Burkholder Family F...	X	-9,000.00	-60,703.68
Bill Pmt -Check	06/09/2025	3371	Lon Barrick	X	-5,770.00	-66,473.68
Bill Pmt -Check	06/09/2025	3379	Stephens Bower	X	-5,600.00	-72,073.68
Bill Pmt -Check	06/09/2025	3370	Lloyd Byers	X	-4,810.00	-76,883.68
Bill Pmt -Check	06/09/2025	3376	Robert Slagle	X	-4,740.00	-81,623.68
Bill Pmt -Check	06/09/2025	3377	Ronald Shutt	X	-4,190.00	-85,813.68
Bill Pmt -Check	06/09/2025	3366	Joseph Haas	X	-3,600.00	-89,413.68
Bill Pmt -Check	06/09/2025	3374	Perry County	X	-3,542.94	-92,956.62
Bill Pmt -Check	06/09/2025	3362	Jay Martin	X	-3,000.00	-95,956.62
Bill Pmt -Check	06/09/2025	3355	Danny Rice	X	-2,750.00	-98,706.62
Bill Pmt -Check	06/09/2025	3350	Art Kling	X	-2,590.00	-101,296.62
Bill Pmt -Check	06/09/2025	3367	Ken Martz	X	-2,170.00	-103,466.62
Bill Pmt -Check	06/09/2025	3351	Barton and Loguidic...	X	-2,161.75	-105,628.37
Bill Pmt -Check	06/09/2025	3358	Eric McMillen	X	-1,890.00	-107,518.37
Bill Pmt -Check	06/09/2025	3378	Shawn Good	X	-1,410.00	-108,928.37
Bill Pmt -Check	06/09/2025	3360	Harrison Boaz	X	-1,230.00	-110,158.37
Bill Pmt -Check	06/09/2025	3364	Jeremy Rice	X	-1,120.00	-111,278.37
Bill Pmt -Check	06/09/2025	3348	Advance Publications	X	-1,020.00	-112,298.37
Bill Pmt -Check	06/09/2025	3347	31 West Main St., LLC	X	-750.00	-113,048.37
Bill Pmt -Check	06/09/2025	3359	Everound	X	-518.30	-113,566.67
Bill Pmt -Check	06/09/2025	3369	Lancaster Farming, I...	X	-483.95	-114,050.62
Bill Pmt -Check	06/09/2025	3372	Lyons Brothers	X	-420.00	-114,470.62
Bill Pmt -Check	06/09/2025	3375	Perry County Excav...	X	-350.00	-114,820.62
Bill Pmt -Check	06/09/2025	3368	Kyocera Document ...	X	-315.13	-115,135.75
Bill Pmt -Check	06/09/2025	3384	Verizon Wireless	X	-255.42	-115,391.17
Bill Pmt -Check	06/09/2025	3383	US Bank Equipment...	X	-90.71	-115,481.88
Bill Pmt -Check	06/09/2025	3381	Telesystem	X	-89.43	-115,571.31
Bill Pmt -Check	06/09/2025	3349	Amazon Capital Ser...	X	-43.23	-115,614.54
Check	06/10/2025	ACH ...	Sam's Club	X	-140.68	-115,755.22
Check	06/27/2025	ACH ...	Butcher's Farm Mar...	X	-100.00	-115,855.22
Total Checks and Payments					-115,855.22	-115,855.22
Deposits and Credits - 11 items						
Deposit	06/02/2025			X	22.82	22.82
Deposit	06/06/2025			X	410.00	432.82
Deposit	06/06/2025			X	1,500.00	1,932.82
Bill Pmt -Check	06/09/2025	3353	Clee McMillen	X	0.00	1,932.82
Deposit	06/10/2025			X	90.00	2,022.82
Payment	06/16/2025	22154...	Program Contract R...	X	11,735.73	13,758.55
Deposit	06/27/2025			X	60.00	13,818.55
Deposit	06/27/2025			X	800.00	14,618.55
Deposit	06/27/2025			X	1,515.00	16,133.55
Deposit	06/27/2025			X	17,592.75	33,726.30
Deposit	06/30/2025			X	22.92	33,749.22
Total Deposits and Credits					33,749.22	33,749.22
Total Cleared Transactions					-82,106.00	-82,106.00
Cleared Balance					-82,106.00	223,338.80
Uncleared Transactions						
Checks and Payments - 6 items						
Bill Pmt -Check	06/09/2025	3365	John Hetrick		-9,840.00	-9,840.00
Bill Pmt -Check	06/09/2025	3387	McMillen Bros Inc.		-8,520.00	-18,360.00
Bill Pmt -Check	06/09/2025	3363	Jeffrey Troutman		-3,720.00	-22,080.00
Bill Pmt -Check	06/09/2025	3382	Todd Cauffman		-2,550.00	-24,630.00
Bill Pmt -Check	06/09/2025	3354	Cole D. McLaughlin		-1,590.00	-26,220.00

10:52 AM

07/02/25

Perry County Conservation District
Reconciliation Detail
PCCD General, Period Ending 06/30/2025

TC

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	06/09/2025	3380	Steven Sample		-430.00	-26,650.00
Total Checks and Payments					-26,650.00	-26,650.00
Total Uncleared Transactions					-26,650.00	-26,650.00
Register Balance as of 06/30/2025					-108,756.00	196,688.80
New Transactions						
Deposits and Credits - 2 items						
Deposit	07/03/2025				100.00	100.00
Deposit	07/03/2025				120.00	220.00
Total Deposits and Credits					220.00	220.00
Total New Transactions					220.00	220.00
Ending Balance					-108,536.00	196,908.80

11:20 AM
07/02/25

Perry County Conservation District
Reconciliation Summary
No Till Drill Fund, Period Ending 06/30/2025

TC

	Jun 30, 25
Beginning Balance	159,507.03
Cleared Transactions	
Checks and Payments - 2 items	-45.69
Deposits and Credits - 11 items	3,329.03
Total Cleared Transactions	3,283.34
Cleared Balance	162,790.37
Uncleared Transactions	
Deposits and Credits - 4 items	283.00
Total Uncleared Transactions	283.00
Register Balance as of 06/30/2025	163,073.37
Ending Balance	163,073.37

Perry County Conservation District
Reconciliation Detail
No Till Drill Fund, Period Ending 06/30/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						159,507.03
Cleared Transactions						
Checks and Payments - 2 items						
Bill Pmt -Check	06/09/2025	262	Perry County	X	-42.11	-42.11
Check	06/19/2025	DEBIT	Heller's Hardware	X	-3.58	-45.69
Total Checks and Payments					-45.69	-45.69
Deposits and Credits - 11 items						
Payment	06/06/2025	520	Shaun Ellis	X	80.00	80.00
Payment	06/06/2025	1002	Grant Finkenbinder	X	128.40	208.40
Payment	06/06/2025	2901	Elam Stoltzfus	X	198.00	406.40
Payment	06/06/2025	200	Tim Eberly	X	217.20	623.60
Payment	06/06/2025	2781	Ken Martz	X	439.20	1,062.80
Payment	06/06/2025		Mike Rumberger	X	609.00	1,671.80
Payment	06/27/2025	1191	Matthew Fisher	X	108.60	1,780.40
Payment	06/27/2025	196	Loren Bauman	X	132.60	1,913.00
Payment	06/27/2025	2720	John Peachy	X	138.80	2,051.80
Payment	06/27/2025	2171	Wendell Stone	X	1,264.00	3,315.80
Deposit	06/30/2025			X	13.23	3,329.03
Total Deposits and Credits					3,329.03	3,329.03
Total Cleared Transactions					3,283.34	3,283.34
Cleared Balance					3,283.34	162,790.37
Uncleared Transactions						
Deposits and Credits - 4 items						
Payment	09/20/2024	417	Brian Miller		32.00	32.00
Payment	09/20/2024	1098	Jason Saylor		53.00	85.00
Payment	09/20/2024	120	Andrew Caldwell		67.00	152.00
Payment	09/20/2024	6094	Greg Fried		131.00	283.00
Total Deposits and Credits					283.00	283.00
Total Uncleared Transactions					283.00	283.00
Register Balance as of 06/30/2025					3,566.34	163,073.37
Ending Balance					3,566.34	163,073.37

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07/02/25

TC

Dirt Gravel Low Volume Programs
Reconciliation Summary
Dirt Gravel Road Fund (2018-23), Period Ending 06/30/2025

	<u>Jun 30, 25</u>
Beginning Balance	156,398.87
Cleared Transactions	
Deposits and Credits - 1 item	<u>102.84</u>
Total Cleared Transactions	<u>102.84</u>
Cleared Balance	<u>156,501.71</u>
Register Balance as of 06/30/2025	<u>156,501.71</u>
Ending Balance	156,501.71

Dirt Gravel Low Volume Programs
Reconciliation Detail
Dirt Gravel Road Fund (2018-23), Period Ending 06/30/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						156,398.87
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	06/30/2025			X	102.84	102.84
Total Deposits and Credits					102.84	102.84
Total Cleared Transactions					102.84	102.84
Cleared Balance					102.84	156,501.71
Register Balance as of 06/30/2025					102.84	156,501.71
Ending Balance					102.84	156,501.71

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07/02/25

Ag Conservation Assistance Program
Reconciliation Summary
6210062 · ACAP, Period Ending 06/30/2025

TC

	Jun 30, 25
Beginning Balance	1,655,867.40
Cleared Transactions	
Deposits and Credits - 1 item	136.10
Total Cleared Transactions	136.10
Cleared Balance	1,656,003.50
Register Balance as of 06/30/2025	1,656,003.50
Ending Balance	1,656,003.50

Ag Conservation Assistance Program
Reconciliation Detail
6210062 · ACAP, Period Ending 06/30/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,655,867.40
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	06/30/2025			X	136.10	136.10
Total Deposits and Credits					136.10	136.10
Total Cleared Transactions					136.10	136.10
Cleared Balance					136.10	1,656,003.50
Register Balance as of 06/30/2025					136.10	1,656,003.50
Ending Balance					136.10	1,656,003.50

Perry County Conservation District
Reconciliation Summary
Clean Water Fund, Period Ending 06/30/2025

TC

	Jun 30, 25
Beginning Balance	471,288.00
Cleared Transactions	
Deposits and Credits - 6 items	3,516.40
Total Cleared Transactions	3,516.40
Cleared Balance	474,804.40
Register Balance as of 06/30/2025	474,804.40
Ending Balance	474,804.40

9:13 AM

07/02/25

Perry County Conservation District
Reconciliation Detail
Clean Water Fund, Period Ending 06/30/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						471,288.00
Cleared Transactions						
Deposits and Credits - 6 items						
Deposit	06/06/2025			X	400.00	400.00
Deposit	06/06/2025			X	500.00	900.00
Deposit	06/06/2025			X	500.00	1,400.00
Deposit	06/06/2025			X	1,500.00	2,900.00
Deposit	06/27/2025			X	500.00	3,400.00
Deposit	07/01/2025			X	116.40	3,516.40
Total Deposits and Credits					3,516.40	3,516.40
Total Cleared Transactions					3,516.40	3,516.40
Cleared Balance					3,516.40	474,804.40
Register Balance as of 06/30/2025					3,516.40	474,804.40
Ending Balance					3,516.40	474,804.40

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07/02/25

Dirt Gravel Low Volume Programs
Reconciliation Summary
Low Volume Road Fund (2018-23), Period Ending 06/30/2025

TL

	<u>Jun 30, 25</u>
Beginning Balance	113,107.49
Cleared Transactions	
Deposits and Credits - 1 item	<u>74.37</u>
Total Cleared Transactions	<u>74.37</u>
Cleared Balance	<u><u>113,181.86</u></u>
Register Balance as of 06/30/2025	113,181.86
Ending Balance	113,181.86

Dirt Gravel Low Volume Programs
Reconciliation Detail
Low Volume Road Fund (2018-23), Period Ending 06/30/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						113,107.49
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	06/30/2025			X	74.37	74.37
Total Deposits and Credits					74.37	74.37
Total Cleared Transactions					74.37	74.37
Cleared Balance					74.37	113,181.86
Register Balance as of 06/30/2025					74.37	113,181.86
Ending Balance					74.37	113,181.86

Perry County Conservation District
2025 Statement of Financial Position
January through July 2025

Accrual Basis

	Jan - Jul 25	Budget	\$ Over Budget	% of Budget
Income				
6031300 · County Contribution	17,775.14	25,000.00	-7,224.86	71.1%
6031303 · County UGWF Funds	0.00	5,000.00	-5,000.00	0.0%
6032322 · Program Contract Revenue	144,711.53	474,072.00	-329,360.47	30.5%
6032339 · Grant Revenue	310,680.60	228,812.50	81,868.10	135.8%
6032340 · UGWF PUC	75,280.81	73,200.00	2,080.81	102.8%
6034126 · Administration Other	1,644.48	2,500.00	-855.52	65.8%
6034341 · Interest	200.83	400.00	-199.17	50.2%
6034344 · Tree Sales	1,888.00	4,400.00	-2,512.00	42.9%
6034345 · Fees	2,775.00	55,000.00	-52,225.00	5.0%
6034346 · FLP Incidental Reimbursement	19,098.75	18,000.00	1,098.75	106.1%
6034367 · Donations	2,490.00	50.00	2,440.00	4,980.0%
6034368 · Misc Income	286.51	2,000.00	-1,713.49	14.3%
6036333 · No Till Drill Rental Income	0.00	16,500.00	-16,500.00	0.0%
Total Income	576,831.65	904,934.50	-328,102.85	63.7%
Gross Profit	576,831.65	904,934.50	-328,102.85	63.7%
Expense				
6002132 · Dues	0.00	2,400.00	-2,400.00	0.0%
6002210 · Office Supplies	2,158.08	3,000.00	-841.92	71.9%
6002211 · Office Equipment (Pur/Contract)	2,412.94	4,500.00	-2,087.06	53.6%
6002253 · Vehicle Gas	1,317.44	2,000.00	-682.56	65.9%
6002313 · Tech Support/Repair	589.75	2,500.00	-1,910.25	23.6%
6002321 · Telephone/Website	3,613.42	6,000.00	-2,386.58	60.2%
6002330 · Postage	678.96	800.00	-121.04	84.9%
6002353 · Vehicle Insurance	0.00	1,500.00	-1,500.00	0.0%
6002375 · Vehicle Maintenance	85.96	1,500.00	-1,414.04	5.7%
6002412 · Director Expenses	100.00	200.00	-100.00	50.0%
6002414 · Audit	2,500.00	8,000.00	-5,500.00	31.3%
6002415 · Building Rent	4,500.00	9,000.00	-4,500.00	50.0%
6002751 · Vehicle Purchase	0.00	2,300.00	-2,300.00	0.0%
6003332 · Publicity/FLP Signs	501.72	1,000.00	-498.28	50.2%
6003601 · Education (Non Grant)	3,016.93	3,000.00	16.93	100.6%
6003603 · Exhibits	0.00	200.00	-200.00	0.0%
6003605 · Newsletter	2,728.88	3,000.00	-271.12	91.0%
6003606 · Field Days/Workshops	3,052.01	6,022.00	-2,969.99	50.7%
6004621 · Tree Sale(COGS)	1,726.81	3,000.00	-1,273.19	57.6%
6005701 · FLP Incidentals	16,521.54	7,000.00	9,521.54	236.0%
6006901 · Grant Projects Expense	524,258.56	218,812.50	305,446.06	239.6%
6034110 · Employment Wages	128,318.82	334,000.00	-205,681.18	38.4%
6034120 · Employment Benefits	53,901.22	274,000.00	-220,098.78	19.7%
6034125 · Admin Salary/Benefits	0.00	5,000.00	-5,000.00	0.0%
6034130 · Employee Training	1,362.07	3,000.00	-1,637.93	45.4%
6034131 · Employee Travel (Miles/Meals)	27.84	1,500.00	-1,472.16	1.9%
6034140 · District Apparel	358.10	700.00	-341.90	51.2%
6034999 · General Misc	1,703.64	1,000.00	703.64	170.4%
Total Expense	755,434.69	904,934.50	-149,499.81	83.5%
Net Income	-178,603.04	0.00	-178,603.04	100.0%

Perry County Conservation District
Statement of Financial Position No Till Drill Program
January 2025 through July 2025

Accrual Basis

	Jul 25	Budget	% of Budget
Income			
6434333 · Rental Income	592.80	0.00	100.0%
6434341 · Interest	0.00	0.00	0.0%
Total Income	592.80	0.00	100.0%
Gross Profit	592.80	0.00	100.0%
Expense			
6402212 · Equipment Purchase	106.97		
6402253 · Gas	70.02	0.00	100.0%
6402353 · Insurance	0.00	0.00	0.0%
6402375 · Maintenance	70.93	0.00	100.0%
6434110 · Employee Wages	0.00	0.00	0.0%
6434120 · Employee Benefits	0.00	0.00	0.0%
Total Expense	247.92	0.00	100.0%
Net Income	344.88	0.00	100.0%

11:59 AM

07/09/25

Accrual Basis

Perry County Conservation District

General Fund Payment of Bills

July 2025

Date	Name	Memo	Account	Amount
31 West Main St., LLC				
07/14/2025	31 West Main St., LLC	2025_July_Rent	6002415 · Building Rent	-750.00
	Total 31 West Main St., LLC			-750.00
Aaron Bollinger				
07/14/2025	Aaron Bollinger	2025_July_District Clothing Allowance	6034140 · District Apparel	-97.98
	Total Aaron Bollinger			-97.98
Advanced Septic				
07/14/2025	Advanced Septic	2025_July_Field Day Port-a-John/Hand W...	6003606 · Field Days/Workshops	-240.00
	Total Advanced Septic			-240.00
Agrarian Associates, Inc.				
07/14/2025	Agrarian Associates,...	2025_July_FLP_Byers Appraisal - FLP In...	6005701 · FLP Incidentals	-1,750.00
	Total Agrarian Associates, Inc.			-1,750.00
Amazon Capital Services				
07/14/2025	Amazon Capital Ser...	2025_July_Equip - Monitor, Cable, Webca...	6002211 · Office Equipment (Pur...	-119.07
07/14/2025	Amazon Capital Ser...	2025_July_Calculators, Rulers, Planner	6002210 · Office Supplies	-36.02
	Total Amazon Capital Services			-155.09
Barton and Loguidice, D.P.C.				
07/14/2025	Barton and Loguidic...	2025_July_Consultation Fees - Recycling ...	6006901 · Grant Projects Expense	-6,569.25
07/14/2025	Barton and Loguidic...	2025_July_Consultation Fees - Recycling ...	6006901 · Grant Projects Expense	-7,536.25
	Total Barton and Loguidice, D.P.C.			-14,105.50
Informa Media, LLC				
07/14/2025	Informa Media, LLC	2025_July_Municipal Solid Waste Plan	6006901 · Grant Projects Expense	-1,500.00
	Total Informa Media, LLC			-1,500.00
Kyocera Document Solutions				
07/14/2025	Kyocera Document ...	2025_June_Copies	6002210 · Office Supplies	-98.56
	Total Kyocera Document Solutions			-98.56
Perry County				
07/14/2025	Perry County	2025_May_WEX Fuel	6002253 · Vehicle Gas	-213.55
07/14/2025	Perry County	2025_May_Summer Newsletter Postage	6003605 · Newsletter	-971.52
07/14/2025	Perry County	2025_May_Postage - Regular Mail	6002330 · Postage	-69.19
07/14/2025	Perry County	2025_June_Google	6002321 · Telephone/Website	-83.82
	Total Perry County			-1,338.08
Perry County Conservation District				
07/14/2025	Perry County Conse...	2025_July_Petty Cash Replenishment	6034999 · General Misc	-250.00
	Total Perry County Conservation District			-250.00
Telesystem				
07/14/2025	Telesystem	2025_June_County Landlines (2)	6002321 · Telephone/Website	-89.42
	Total Telesystem			-89.42
US Bank Equipment Finance				
07/14/2025	US Bank Equipment...	2025_June_Copier Lease Payment #5	6002211 · Office Equipment (Pur...	-141.15
	Total US Bank Equipment Finance			-141.15
Verizon Wireless				
07/14/2025	Verizon Wireless	2025_June_Cell Phones	6002321 · Telephone/Website	-255.42
	Total Verizon Wireless			-255.42
TOTAL				-20,771.20



PERRY COUNTY CONSERVATION DISTRICT

PO Box 36, 31 West Main Street
New Bloomfield, PA 17068
Phone: 717-636-1854 or 717-582-8898
E-mail: perrycd@perryco.org

THIS BLOCK FOR DISTRICT USE ONLY

Date Received: _____
E&S Project Fee Paid: _____
Check #: _____
Permit Fee Paid: _____
Check #: _____
DEP Disturbed Acre Fee Paid: _____
Check #: _____

EROSION & SEDIMENT POLLUTION CONTROL (E&S) PROJECT AND NPDES PERMIT FILING APPLICATION

This application must be completed by the applicant or his/her agent and submitted along with the required plan information and project/permit fees. Fees cover a range of services and include, but are not limited to, plan reviews, project site inspections, meetings, and time spent on a project. Major modifications to an approved Erosion & Sediment Pollution Control Plan requiring a technical review will be subject to permit and project fees. Depending on the project, there may be 3 different fees that must be paid upon submission. Incomplete submissions will not be accepted for plan review.

PROJECT INFORMATION					
Project Name:					
Status: ☐ New Plan ☐ Revision	Revision #:	Date:	Project acres:	Disturbed acres:	
Type of Activity (please circle all that apply): Commercial Residential Government Utility Phased Highway Timber				If Residential, # of lots:	
Municipality:	Start Date:		End Date:		
Location:					
Project Description:					
Stream Name & Classification:					

APPLICANT INFORMATION		
1. Owner/Developer Name:	2. Project Designer Name:	3. Contractor Name (if known):
Address:	Address:	Address:
Phone:	Phone:	Phone:
Fax:	Fax:	Fax:
E-mail:	E-mail:	E-mail:
Owner/Developer Responsible Official:	Designer Responsible Official:	Contractor Responsible Official:

The applicant agrees to comply with all the requirements of the Pennsylvania Department of Environmental Protection's Title 25, Chapter 102, *Erosion and Sediment Control* rules and regulations. Applicant further agrees to obtain all other necessary Federal, State, County, and Municipal permits associated with the project.

Signature of Applicant or Agent

Date

FEE SCHEDULE ON OPPOSITE SIDE

PERRY COUNTY CONSERVATION DISTRICT (PCCD)
Erosion & Sediment Pollution Control Program Fee Schedule

1. E&S PROJECT FEES (Non PAG-01 Projects)– make check payable to “PCCD Clean Water Fund”				
RESIDENTIAL, INDUSTRIAL, COMMERCIAL & UTILITY PROJECTS				
Check One	Disturbed Project Acres (nearest whole acre)	Enter # Acres (nearest whole acre) “D”	Base Fee plus (disturbed acres “D” is multiplied by the fee per disturbed acre)	E&S Project Fee Remitted
☐	Under 1 acre		\$500	
☐	1 to 5 acres		\$600 + (“D” x \$250)	
☐	6 to 24 acres		\$1400 + (“D” x \$225)	
☐	25 to 100 acres		\$3000 + (“D” x 200)	
☐	101 + acres		\$5000 + (“D” x 200)	
PAG - 01 E&S PROJECT FEE				
Check	FLAT FEE	PAG-01 Project Fee if eligible		PAG-01 E&S Fee
☐	\$500	Refer to PA DEP Form 3800-PM-BCW0404a		
WASTE OR BORROW AREAS DISTURBING LESS THAN 1 ACRE				
Check One	Disturbed Project Acres	Fee		E&S Project Fee Remitted
☐	Less than 1 acre	\$400		
TIMBER HARVESTING PROJECTS				
Check One	Timber Sale Disturbed Project Acres	Fee		E&S Project Fee Remitted
☐	0 to 10 acres	\$200		
☐	11 acres or more	\$300		
CORRECTIVE ACTION PLAN(CAP)				
Check	# Disturbed Acres (“D”)	Fee		E&S Project Fee Remitted
☐		\$750 x “D”		
Check Made Out to: <i>PCCD Clean Water Fund</i>			PCCD TOTAL E&S FEE REMITTED	
2. NPDES PERMIT FEES – make check payable to “PCCD Clean Water Fund”				
NPDES PERMIT FOR GENERAL CONSTRUCTION ACTIVITIES DISTURBING 1 ACRE OR MORE				
Check One	Type of NPDES Permit	Refer to PAG-01 and PAG-02NOI Instructions for eligibility Description		Permit Fee Remitted
☐	PAG-01 General: \$500	Refer to PA DEP Form 3800-PM-BCW0404a		
☐	PAG-02 General: \$500	Refer to PA DEP Form 3800-PM-BCW0405a		
☐	Individual: \$1,500	Refer to PA DEP Form 3800-PM-BCW0408a		
EROSION CONTROL PERMIT FOR TIMBER HARVESTING OR ROAD MAINTENANCE				
Check	Disturbed Project Acres	Erosion Control Permit Fee		Permit Fee Remitted
☐	25+ acres	\$500		
Check Made Out to: <i>PCCD Clean Water Fund</i>			PCCD TOTAL FILING FEE REMITTED	
3. DEP DISTURBED ACRE FEE – make check payable to “Commonwealth of PA Clean Water Fund”				
Check	Enter # of Disturbed Acres (round to the nearest whole acre)	DEP Per Disturbed Acre Fee		DEP Fee Remitted
☐		\$100 per acre		

WAIVER OF FEES:

County, state or federal government shall be exempt from paying a review fee. This waiver does not apply to private non- profit organizations, water/sewer authorities or school districts.

Perry County Conservation District
No Till Drill Payment of Bills
July 2025

Date	Num	Name	Memo	Account	Paid Amount
07/14/2025		Amazon Capital...	2025_July_Equipment - Monitor, Speaker...	6402212 · Equipment Pur...	
			2025_July_Equipment - Monitor, Speaker, ...	6402212 · Equipment Purc...	-106.97
TOTAL					-106.97
07/14/2025		Perry County	2025_April_WEX Fuel	6402253 · Gas	
			2025_April_WEX Fuel	6402253 · Gas	-70.02
TOTAL					-70.02
07/14/2025		Tressler's Servi...	2025_July_Oil Change - Ram	6402375 · Maintenance	
			2025_July_Oil Change - Ram	6402375 · Maintenance	-70.93
TOTAL					-70.93

8:48 AM
07/09/25

Ag Conservation Assistance Program
Payment of Bills
As of July 31, 2025

Date	Num	Name	Memo	Item Description	Amount
Stahl Sheaffer Engineering					
07/02/2025		Stahl Sheaffer Eng...	62-4102-313-00		15,865.79
07/14/2025		Stahl Sheaffer Eng...	62-4102-313-00		1,179.10
07/14/2025		Stahl Sheaffer Eng...	62-4102-313-00		784.60
07/14/2025		Stahl Sheaffer Eng...	62-4102-313-00		801.40
07/14/2025		Stahl Sheaffer Eng...	62-4102-313-00		5,408.94
Total Stahl Sheaffer Engineering					24,039.83
TOTAL					24,039.83

Dirt Gravel Low Volume Programs
Payment of Bills
July 2025

Date	Num	Name	Memo	Amount
Juniata Twp. Supervisors				
07/14/2025		Juniata Twp. Supervisors	63-4105-704-00	-5,220.00
Watts Township Supervisors				
07/14/2025		Watts Township Supervisors	63-4105-704-00	-15,167.02

July 2025 DEP Conservation District Field Rep Talking Points

Conservation District Program Renewals Due

The following program renewal Applications are due to DEP and or the SCC no later than July 31

1. Nutrient Management/Manure Management – Submit to Brady Seeley braseeley@pa.gov
2. Chesapeake Bay Technician and Engineer – Submit to RA-EPCHESBAYPOSITION@pa.gov
3. CDFAP ACT Application – Submit to amewing@pa.gov

PA Ag Conservation Stewardship Program

The State Conservation Commission continues to work on the relaunch of the PA Ag Conservation Stewardship Program (PACS), with a tentative press event (Ag Progress Days, or later date) to be determined. The program will certify farms that are the gold standard for stewardship. In order to qualify, agricultural operations will need to be verified. DEP and SCC will jointly be offering the PACS Program Verifier Training on July 29, 2025. If you have additional questions or are interested in becoming a PACS verifier, don't hesitate to reach out to Sarah Xenophon at sxenophon@pa.gov. Additional information can also be found at the SCC PACS webpage here: [PA Agriculture Conservation Stewardship \(PACS\) Farm Certification Program | Commonwealth of Pennsylvania](#)

State Conservation Commission to Celebrate 80th Anniversary

The Commission looks forward to celebrating its 80th anniversary at the Joint Annual Conference, the evening of July 16, during the PACD/SCC Joint Annual Conference at Seven Springs Resort in Somerset County. All are welcome to attend for cake and trivia.

Resource Enhancement and Protection Program (REAP)

The Commission will begin accepting applications for the 2025-26 REAP program on August 1. The program provides \$13 million in tax credits each year. As in past years, it is anticipated that applications will exceed available funding. The Updated REAP Application and Guidelines will be available on the website after July 1: [Apply for the Resource Enhancement & Protection \(REAP\) Program](#). The SCC has created a YouTube video to explain the FY 25-26 guidelines. Interested parties may watch the video here: [2025 REAP Program Update - YouTube](#). The SCC will also hold a live Q&A Webinar on July 9, 2025. If you have any questions, please reach out to the State Conservation Commission, RA-AGSCC-REAP@pa.gov.

Larson Design Group - Technical Assistance Program Round Opened June 30

The next Technical Assistance Program (TAP) application round will be open from June 30 - August 15, 2025. All County Conservation Districts (CCDs) within the Chesapeake Bay Watershed will be eligible to apply. Projects must be located within the Chesapeake Bay Watershed and within a Most Effective Basin. Larson Design Group, Inc. (LDG) will continue to provide technical services for projects focusing on nutrient and sediment reduction. Examples of services that can be provided through the program include permitting, site survey, inventory and evaluation, project engineering and design, construction inspection, and project coordination. LDG will share additional TAP information with eligible CCDs via email as needed.

It is recommended that interested CCDs review all application instructions carefully prior to completing the application as several project eligibility parameters have changed. An Information Webinar was held on June 26 with more details regarding this TAP application round. Click here to view the webinar and for more information: [Course: Agriculture - Resource Center, Topic: Technical Assistance Program \(TAP\)](#). Questions may be directed to Tammy Piper at tapiper@pa.gov

MMP Nutrient Balance Sheet Posted to PSU Nutrient Management Program Website

DEP has collaborated with staff from PSU's Nutrient Management Program to develop a Nutrient Balance Sheet (NBS) spreadsheet and NBS Word document that is intended to be used in the development of Manure Management Plans. The 2024 revisions to *Land Application of Manure* were expected to result in an increased use of Nutrient Balance Sheets for Manure Management Plans. Last year we had received feedback from Conservation District staff at the Regional Roundtables that the Act 38 NBS spreadsheets were lacking information related to MMPs. The project originally started to add the MMP requirements to the spreadsheet, but we quickly determined that it would create too much clutter within the spreadsheet.

The new MMP NBS spreadsheet performs the same calculations as the Act 38 spreadsheet, but some changes have been made to the formats to reflect the requirements of the Manure Management Plan Workbook format. We wanted something that could be printed and directly inserted into the MMP Workbook after the plan developer was finished. With the changes, the NBS Summary and Winter Application printouts will contain all of the information that is required for those worksheets in the MMP workbook. The plan developer will not need to do extra work to copy the information into the workbooks because it will all be on the printouts. With this new spreadsheet, any MMP plan reviewer will have all of the required information in one place when they are going through the plan. This should help to reduce the time it takes to review MMP's that have Nutrient Balance Sheets.

We will be utilizing the Act 38 certification program lists to help get the information to plan writers. The documents will be located at the PSU Nutrient Management Program Website <https://extension.psu.edu/programs/nutrient-management/manure/mmp-excel-nutrient-balance-sheet-nbs-and-user-guide>. We also linked this website to our MMP Course on Clean Water Academy. The contact information tab was updated in the new spreadsheet, but if you have questions about the new MMP NBS documents, please contact Nathan Radabaugh at Nradabaugh@pa.gov or by phone at 717-772-5698.

DEP Creates Frequently Asked Question Document for Manure Management Plans

After the revisions to *Land Application of Manure* in April of 2024, DEP began assembling frequently asked questions related to Manure Management Plans and the Manure Management Plan Short Form. We received questions from DEP Regional staff, County Conservation Districts, and from Technical Service Providers. The questions received have been compiled in a Manure Management Plan Frequently Asked Questions (FAQ) document. The questions in the document are related to both Manure Management Plans and the Manure Management Plan Short Form. This FAQ document will continue to be updated periodically with new questions.

The Manure Management Plan document can be found in the resource section of the Manure Management Plan Workbook and Short Form course on Clean Water Academy.

Manure Management Plan Workbook and Short Form Course

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

For any questions regarding the FAQ document, please contact Nathan Radabaugh at Nradabaugh@pa.gov, or by phone at 717-772-5688

Update - SOP for Agriculture Routine Inspections, Complaint Investigation and Follow-up (BWRNSM-INSP-006) and Training

The new Standard Operating Procedure (SOP) for Agriculture Routine Inspections, Complaint Investigation, and Follow-up (BWRNSM-INSP-006) has been finalized and is now released for use. The Clean Water Academy course supporting the SOP is now live. The SOP has been integrated into the Nutrient Management Manure Management (NMMM) Administrative Manual to standardize complaint response procedures across county conservation district delegations handling agricultural complaints under Chapter 102 and Nutrient and Manure Management regulations. The updated NMMM Administrative Manual was submitted to the State Conservation Commission (SCC) and formally approved during the SCC meeting on May 20, 2025. The record of change should be available on the Penn State Extension Act 38 Website in the coming weeks.

As of June 2, 2025, the SOP and training is available on the Clean Water Academy (CWA). Notification emails have been sent to all County Conservation District staff. The CWA training includes a feedback survey, which remain open through August 31, 2025. Feedback from this survey will be used to identify training gaps and guide the development of in-person training sessions planned for Fall 2025.

Chapter 105 Program

Chapter 105 Permitting Efficiency – General Permits - DEP's Chapter 105 Water Obstruction and Encroachment Program is pleased to announce that it has recently published updated [sample drawings for its General Permit 6 - Agricultural Crossings and Ramps](https://greenport.pa.gov/elibrary/GetFolder?FolderID=4073) (<https://greenport.pa.gov/elibrary/GetFolder?FolderID=4073>). The drawings were updated to be cleaner and include form-fillable spaces for registrants to provide details. This update will enable registrants who are proposing crossings as designed and shown in the drawings to utilize these drawings, complete the information on the drawing, and submit it with the [GP-6 registration](#). We anticipate this update will provide an efficiency for registrants and reviewers alike. Updating these drawings was a recommendation of the Chapter 105 Ag Permitting Workgroup of the DEP/Ag Permitting Roundtable. DEP is actively working on updating the sample drawings for its other general permits as well and they will be posted to each [GP eLibrary folder](#) when completed.

Chapter 102 Program

SPEED – DEP received bids from 41 firms resulting in the review of 138 individuals to be a possible Qualified Professional (QP) under the Chapter 102 SPEED Program. 107 individuals were deemed to be qualified, and DEP is currently executing contracts. DEP has established a QP training plan and SOP that is available in Clean Water Academy. All Chapter 102 staff should review that SOP in anticipation of a SPEED application being submitted in their county. DEP's SPEED office will handle the upfront/initial tasks related to SPEED submissions, including coordination with Districts. SPEED applications cannot be submitted directly to Conservation Districts. DEP will continue to make announcements as SPEED is launched to the regulated community, so please ensure you're paying attention to email notifications and agency announcements.

KEES (Keystone Environmental ePermitting System) – Chapter 102 Individual NPDES Permit review in PennDOT's KEES system was launched June 16, 2025. PAG-02 review is expected in August. District staff, including District Managers, should review the video training available in [Clean Water Academy](#) and ensure they are able to log into KEES. BCW is monitoring the first applications closely and will work with the PennDOT KEES development team to address any bugs found along the way. KEES will only be used for reviewing PennDOT applications/NOIs at this time. Any questions or concerns can be sent to RA-EPCHAPTER102@pa.gov.

Chapter 102 Documents – Use of version 1.1 of the MRC Spreadsheet went into effect on June 8, 2025. All new submissions requiring the use of this Spreadsheet (rather than the MRC Simplified Design Spreadsheet) should now include version 1.1.

The PCSM Module 2 was recently updated (revision date 4/2025). The PCSM SCM Inventory section was updated by including columns regarding infiltration-based SCMs, and a new table was added to collect SCM-specific infiltration testing information. The Other Information section was also updated to include more specifics regarding the need for a thermal impacts analysis. Applicants will be required to begin using this further-revised Module 2 by August 1, 2025. Applications/NOIs received before then may continue to use the old version.

Chapter 102 documents and forms are regularly maintained. If updates are minor in nature, such as correcting a broken link, notifications of these updates will not be sent out. Unless there is a specific date given (such as above) it is permissible to accept older versions of 102 permit documents for up to six (6) months from the latest revision date on the document.

Chapter 102 Training

- **2025 Chapter 102 New Hire Small Group Training** – Participants must complete the Chapter 102 Level 1 Training Program before registering. It is also recommended to review the specific E&S Manual chapters prior to attending the trainings. Registration is available through [Clean Water Academy](#). Limited to the first 20 people who register.

Channels

September 9, 2025, 9:00 am – 12:00 pm

December 9, 2025, 9:00 am – 12:00 pm

- **In-Person Regional E&S Training** – BCW continues to offer six in-person E&S technical training sessions throughout 2025. Participation will be limited to allow adequate training, with newer District staff given priority. Districts are encouraged to bookmark the dates below; invitations and registration information will be sent as the events get closer:
 - Northcentral: August 20th (Registration closes July 31st)
 - Southeast: September 17th
 - Southwest: October 22nd
- **Webinars** – BCW will continue to hold topic-based webinars throughout 2025. Meeting invitations will be emailed out as early as possible to allow staff to schedule around them. Most webinars will either be recorded or converted into a Clean Water Academy lesson, but District staff are *strongly encouraged* to attend live. Doing so allows staff to actively ask questions that may help not just them but others on the call, and also ensures everyone is up to date with the 102 Program.
 - Chapter 102 Managed Release Concept (MRC) Training – July 11th, 10am-12pm
 - This training is a collaboration between DEP's BCW, Villanova University, and RGS Associates. Most of the training will be technical in nature and will address design details and approaches; however, we will discuss the MRC Spreadsheet and what is important for completeness reviews as well. There will be a Q&A session at the end. Following this training, BCW will post a similar training for the public.

Clean Water Academy

Chapter 102 and 105 Attachment B Forms – Clean Water Academy (CWA) has electronic Attachment B forms online (*located in the “Data Portal and Forms” tile*). Whenever there is a change of staff, staff leaves the program or otherwise no longer requires certain electronic access, the **102 and 105 electronic Attachment B** form must be submitted through CWA within 30 days so we can keep accurate records of staffing. If you have any questions, please reach out to Sharon Geskey at sgeskey@pa.gov.

Managers and Other Supervisory Staff May Activate the TEAMS Tab in Clean Water Academy – The TEAMS tab in CWA allows managers to create training programs and assign courses to their staff. To update or activate the TEAMS Tab click on the Attachment B and Other Forms Quick Link. Next click on the “Request TEAMS Tab update or Add”

State Water Plan Regional Advisory Committees

The Department is in need of the insights, expertise, and passion of County Conservation District Directors to serve on the [State Water Plan](#)'s regional advisory committees. These committees represent a unique opportunity to meet with a multidisciplinary committee with diverse backgrounds to discuss Pennsylvania's water resources. The next round of meetings is in October, in person as well as virtually. We are looking especially for representatives from [Potter](#), [Crawford](#), [Erie](#), [Franklin](#), [Adams](#), [Fulton](#), [Bedford](#), or [Somerset](#) counties. Contact James Horton at jahorton@pa.gov or 717-772-1100 for more information about the committees and how you can become involved.

Chesapeake Bay

Sustainable Ag Grants

The Sustainable Ag Grant (SAG) program, provided for under the Sustainable Ag Board, recently closed its inaugural application cycle, with 22 applications received for projects that enhance soil health and farm productivity. The goal of the program is to create a soil health focused program that funds regenerative agriculture projects. In addition, the Commission is set to open an RFP for the Conservation Excellence Grant (CEG) program, with focus on awarding projects that enhance public-private partnerships. The goal of the revamped CEG program is to help conservation districts build strategic partnerships with private industry to fund conservation projects. Both SAG and CEG are limited to the Chesapeake Bay watershed at this time, due to funding and legislation.

Upcoming Webinars

- August 6th Webinar Wednesday
 - Participants will learn about permitting common to CAP projects.
 - Presenter: Jeff Hartranft with DEP

Collecting Newsletter Items for the July 2025 Edition of the Healthy Waters Newsletter

If you are aware of a recently completed CAP project, please email Jim Spatz at jspatz@pa.gov. The CAP Program would like to feature CAP success stories from a variety of counties in every issue. These projects can be partially or wholly funded by CAP.

Dates to Remember

SCC Meetings – 10:00 AM

In-Person Meeting July 17
Hybrid Meeting.....Sept 16

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

Conference Call Aug 19
Conference Call Oct 21

PACD/SCC Joint Annual Conference

Seven Springs Resort, Somerset County July 15-17

Ag Progress Days

Aug 12-14

2025 Conservation District Management Summit

Wyndham Garden, State College Sept 16-18

2025 Annual CD Watershed Specialist Meeting

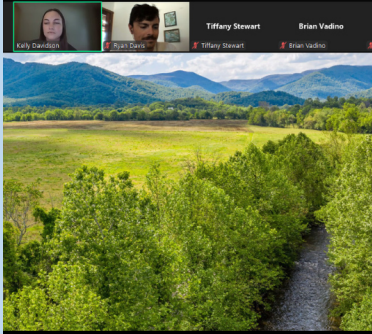
Wyndham Garden, State College Oct 7-8

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

June 2025 Monthly Report

In June PACD held:

- Four PACD committee meetings
- One Clean Water Academy Lunch & Learn
- Attended a celebration at Franklin County Conservation District
- and attended the South Central Manager's Meeting



Clean Water Academy Lunch & Learn



District Employees Committee

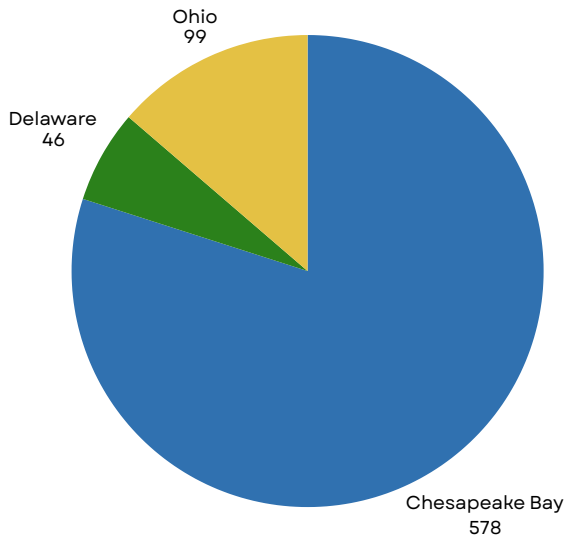


Celebration at Franklin County Conservation District



Conservation Committee

Number of Ag Plans Funded by Watershed



Coming Up...

- July 10, 2025:** PACD Ways & Means Committee Video Conference-Contact abrown@pacd.org for a registration link.
- July 11, 2025:** PACD Operations Committee Video Conference-Contact mburns@pacd.org for a registration link.
- July 15-17, 2025:** PACD/SCC Joint Annual Conference. Seven Springs Mountain Resort, Champion, PA.

Thank you to our agency partners for their continued support. Partners include the USDA Natural Resources Conservation Service, State Conservation Commission, PA Department of Agriculture, PA Department of Environmental Protection, the PA Department of Conservation and Natural Resources, and Penn State Extension.

Highlights:



AG PLAN REIMBURSEMENT PROGRAM

So far 723 plans have been approved covering 98,000 acres.



PACD COMMITTEE MEETINGS

PACD's six committees are meeting in June and July. The committees will review their roles after the new strategic plan is created.



PACD BUDGET

PACD is finalizing the 2025-26 budget to bring before Executive Council on July 16.



CREP

The Conservation Reserve Enhancement Program grant is winding down as PACD works to transition the program to DEP.



ANNUAL CONFERENCE

Staff are working hard to coordinate the PACD/SCC Joint Annual Conference - July 15-17 at Seven Springs Mountain Resort.





AUTUMN GEMBERLING PLAN REVIEW CHECKLIST			
Operation Name	Autumn Gemberling	Operation Type	CAO Horse breeding
Address	273 Lower Bailey Road Duncannon PA 17020	Mailing Address	273 Lower Bailey Road Duncannon PA 17020
Telephone	717-834-6600	Crop Years	2026-2028
Township	Miller	Watershed	White Run to Juniata
Planner	Melissa Rubano 2042-NMC	Reviewer	Melodie Tuckey- SCC
Date Received	5/21/2025	PA Bulletin	
Admin. Complete	5/21/2025	Letter to Planner	5/23/2025
		Letter to Operator	5/23/2025
Site Visit	10/4/2024	Final Form	7/7/2025
Approved		Letter to Planner	
		Letter to Operator	
Cover Page	yes	Records Packet	
AEUs	49.44	Acres	18.6 total, 12.4 spreadable
AEU/Acre	3.99		
Conservation Plan	Yes	Ag E&S	No
Proposed BMPs	Diversion, Subsurface Drain, Access Road, Waste Storage Facility, Structure for Water Control, Heavy Use Area Protection, Roof Runoff Structure, Fence, Livestock Pipeline, Watering facilities, Grassed Waterway, Critical Area Planting, Mulching.		
Plan Summary	Mares are brought to the farm to be bred and may stay on the farm until the foal is born and is old enough to travel. The number of mares varies throughout the year but there are usually 15 bred mares, 2 mares with foals, 8 2-year olds, 1 gelding and 6 stallions. Another 30 mares may be brought in for breeding The farm has multiple fenced paddocks with about 12.4 acres in pasture. There is no crop or hay ground. The horse stalls and gravel Heavy Use Areas (HUAs - there are multiple planned) will be manually cleaned and the manure and bedding put in the proposed Manure Stacking Facility (MSF). The MSF will provide about 180 days of storage. Animal mortalities are rare on this operation but when one occurs, the animal is transported off-site for composting. Manure Analysis: Book Values: 12 lb/t N, 5 lb/t P, 9 lb/t K, 20% solids		
Importer: Rare Earth Landscapes Spring 100T Summer 100T Fall 100T Winter 100T	Small Quantity Importers		



PERRY COUNTY
CONSERVATION DISTRICT

Conserving Natural Resources for Our Future

Perry County Agriculture Conservation Assistance Program Policy and Procedures

Approved at the 7/14/2025 Conservation District Board meeting.

The Pennsylvania State Conservation Commission's Agricultural Assistance (ACAP) is an innovative effort to fund and implement agricultural structural and non-structural best management practices to reduce pollution and improve the water quality of local streams. Program delivery will be achieved through a delegation agreement with the local conservation district. The Program focuses on funding and implementing best management practices identified in agriculture compliance plans.

All projects funded under the ACAP shall be conducted in accordance with the Commission's most current guidelines, policies and procedures for the program. The projects must conform to the design and construction standards established by the State Conservation Commission.

Key Program concepts are:

- Stresses site-specific, long-term solutions to prevent erosion and pollution.
- Minimal administration; limited to 4% at the state level; limited to 6% at the local level.
- Emphasis on informed local control
- Uses a computerized GIS system used for project tracking and central reporting with minimal paperwork.

Roles of the Program Cooperating Agencies

The State Conservation Commission will provide administrative and technical oversight and training to the District for the execution of program outputs. The SCC will provide administrative resources and updates related to the program for District use.

The **PA State Conservation Commission (SCC)** is a departmental administrative commission under the concurrent authority of PA Department of Environmental Protection (DEP) and the PA Department of Agriculture (PDA) that administers the Agricultural Conservation Assistance Program (ACAP).

The SCC determines general statewide ACAP policies, and allocates funds to conservation districts based on agriculturally impaired stream miles, number of cropland acres, number of farms, and the number of livestock and poultry within the county's borders.

The Perry County ACAP Advisory Committee will be appointed by the conservation district board to advise the program and identify and rank local priorities. Specifically, the committee establishes county-specific policies and selection criteria, and recommends projects for funding to the Conservation District Board. The committee will be made up of no more than 5 members; District staff (1), Natural Resource Conservation Service (1) and up to three representatives from the District Board, either Directors or Associate Directors. The ACAP Advisory Committee, working closely with District Staff in an advisory capacity, is responsible for recommending projects for funding. All policies and funding recommendations by the ACAP Advisory Committee must be adopted by the Conservation District Board in order to be implemented.

The **Perry County Conservation District** administers the Program at the local level. Landowners and operators apply to the District for financial assistance to fund best management practices. The District receives an allocation from the SCC annually, and along with the oversight of a local ACAP Advisory Committee:

- Provides education and outreach opportunities across Perry County.
- Works directly with applicants to develop a strategy for project development and implementation.
- Works with applicants to complete the necessary program requirements.
- Assists with logistics of project work whenever possible.
- Maintains project financial records and tracks funds separately by project.
- Files quarterly and annual reports on project completions and all ACAP Program finances.

The funding is available for all farmers within the county to install agricultural best management practices identified in their Nutrient Management or Manure Management Plan and their Agriculture Erosion and Sediment Control Plan or NRCS Conservation Plan.

Policy and Procedures

ACAP ADVISORY COMMITTEE RULES OF CONDUCT

The ACAP Advisory Committee will meet as required by their workload. Meetings will be announced as per the provisions of the Pennsylvania Sunshine Law. Every attempt will be made to accommodate member schedules. In cases of conflicts of interest or severe scheduling conflicts, a substitute from the agency of the unavailable committee member will stand in and represent their agency. In the event that a committee member has a vested interest in the worksite, the committee member will abstain from voting.

CONFLICT OF INTEREST STATEMENT

No District Director, ACAP Advisory Committee member, or District employee, shall, as a result of this Program, be permitted to obtain financial benefits for himself, a member of his immediate family, or a business with which he is associated. This shall preclude the payment of normal salary and benefits to employees provided in their normal course of employment.

A District director, ACAP Advisory Committee member or employee may apply for ACAP Program funding for themselves, immediate family member or a business with which they are associated; however that individual may not participate in the evaluation, ranking or any deliberations for approval or disapproval of the application or approval of an ACAP Program reimbursement payment.

EQUAL ACCESS POLICY STATEMENT

The ACAP Advisory Committee has adopted the following policy and procedures to insure equal access to the benefits of the ACAP Program, and to eliminate bias and favoritism. The ACAP Advisory Committee is committed to managing a program that protects and improves water quality through the installation of agricultural best management practices.

- 1) The District will make available and receive applications for ACAP projects on an ongoing basis.
- 2) The District will review applications for completeness and determine eligibility based on the project meeting state compliance criteria through resource concerns addressed in ag compliance plans.
- 3) The District will approve or disapprove of the application within 90 days. The amount of the award may be determined at a later date depending on the project.
- 4) The District will advise applicants of known alternative and additional funding sources for project implementation such as tax credits, loans and grants.
- 5) Awards in excess of \$500,000 per operator or operations require approval from the State Conservation Commission.

GRANT RECIPIENT COST SHARE POLICY

It will be the policy of the Conservation District to cover most ACAP program improvement costs incurred by the grant recipient for an approved worksite. The District agrees to pay 90% of project materials, rented equipment costs, and costs for contracted work.

BMPs that address a resource concern that are sized for future expansion will be paid at the currently sized estimated cost plus allow for expansion of 20 percent as per ACAP guidelines

ADVANCING FUNDS TO GRANT RECIPIENTS

Up to 50% of the contract amount may be advanced to grant recipients once a contract is signed. This will be decided by the ACAP Advisory Committee on a project basis. Consideration will be based on type and amount of costs involved and payment timing of those costs. In addition, the selected contractor will be required to provide a performance bond, consent of surety and a labor and material payment bond in an amount equal to 100% of the amount of the contract and issued by a corporate surety authorized to do business in the Commonwealth of Pennsylvania and provide documentation of such to the Conservation District, before the advance is provided.

The District shall withhold the remaining 50 % payment of the approved project expenses until the satisfactory completion of the project. Final payment for the project expenses shall be made only after a final inspection by the District determines that the work was performed consistent with the project application and the work plan, and to the satisfaction of the District.

CONTRACT AMENDMENTS

Requests for an amendment of the project shall be memorialized in an Agreement Amendment and approved by the District Board before the change is undertaken. Amendments may include up to an additional 20% of the original agreement sum amount at the discretion of the District Board. Any Agreement Amendment cost that exceeds 20% of the original agreement sum amount may be taken to SCC for their approval. If approval is not received, the cost must be carried over into other funding sources (ie REAP, loan or farmer financed).

ELIGIBLE APPLICANTS

The eligible Perry County applicant is any person or other legal entity that has the legal or financial responsibility for one of the following;

- (1) an agricultural operation in which they are engaged; or
- (2) property on which an agricultural operation takes place.

INELIGIBLE APPLICANTS

The conservation district reserves the right to deny an application due to active compliance and/or enforcement actions, or a court order issued by or on behalf of the Commission or cooperating agency for violations of Act 38 of 2005, the Clean Streams Law or other programs administered by the Commission or any other criteria established by the Commission.

ELIGIBLE PROJECTS

ACAP will fund the implementation of a best management practice (BMP) or combination of BMPs identified in an agricultural operation's agricultural erosion and sediment control plan (Ag E&S) or conservation plan and manure management plan or nutrient management plan, to reduce nutrient and sediment pollution from the agricultural operation and address resource concerns.

SELECTION CRITERIA

Applications will be ranked and offered contracts after projects are planned according to the District's current workload. Contracts may be offered out of ranking order if partnering funding is available for the project. The selection and acceptance of applications will take into consideration the following:

BMP(s) funded meets the goals of any applicable Watershed Implementation Plan and/or County Action Plan.

BMP is part of a conservation plan or agriculture E&S plan and a manure management or nutrient management plan.

Development of such plans shall be included in the application if not yet developed prior to the application.

All Animal Concentration Areas (ACAs) on the farm must be treated to abate storm water runoff, loss of sediment, loss of nutrients from the ACA, or the implementation of such BMPs shall be included in an application for funds.

The project must meet the design and construction standards established by the commission and/or the USDA-NRCS Technical Manual. The committee will require that the most cost effective practices that meet the established construction standards while addressing the identified resource concern(s) be recommended to the District Board. It will be the District Board's sole opinion to approve and fund the most cost effective practices.

ELIGIBLE EXPENSES

1.) Materials:

Typical material expenses on projects include but are not limited to items such as concrete, pipe, stone, fill, fabric, aggregate, etc.

2.) Equipment:

1.) FEMA rates will be used to calculate in-kind contributions on applicant owned equipment.

- 2.) An applicant may rent or lease equipment necessary to complete a project with Program funds. Equipment that is rented or leased may ONLY be used on the project for which it was rented.
- 3.) ACAP Program fund recipients may not use ACAP funds to purchase or maintain equipment.

3.) Labor:

Reimbursement of labor and equipment operator costs supplied by the applicant is an eligible expense under the program. Projects funded by this program which total cost exceeds \$25,000 are subject to provisions of Pennsylvania's Prevailing Wage Act. It is the responsibility of the grant recipient to obtain the Prevailing Wage Act scale for the area and include it in any proposal to solicit bids for the contract. In addition, the ACAP fund recipient must provide a completed and signed copy of the Prevailing Wage Notification and Acknowledgement Form with the agreement, and the first and last weekly page from the Weekly Payroll Certification for Public Works Projects with the final reimbursement request.

4.) Contractor Costs:

Projects may be completed entirely by sub-contractor where no work is performed by the applicant. Applicants must follow standard procedures regarding project bidding and work with sub-contractors. The District will make payments directly to the ACAP fund recipient, not the sub-contractor.

5.) Technical Assistance Costs Consultants and Permitting Costs:

The applicant can spend up to 10% of the total construction contract to hire a third party consultant to complete a Nutrient Management Plan and permitting. These costs can be reimbursed if invoiced after the application but before the contract. These costs will be reimbursed after the contract is signed.

6.) No funding will be allocated for pastured swine operations.

7.) Costs related to planned best management practices for the start up of an operation are not funded through this program.

Application Process

All applications for program funding must be received on the "Agricultural Conservation Assistance Program Application" form. The form must be signed by the program participants. Applications will be taken on an ongoing basis but will be addressed as funding and District workload allow. A pre-application meeting is highly recommended.

Operations that do not have a project pulled together will be given a Technical Assistance Application. Once the project is planned, the operation will be given an ACAP application.

Conservation district staff will review applications for administrative completeness and ensure they comply with established Program policies and guidance. The location of the project, description of the project, including BMPs, relevance of the project to the development, improvement or implementation of the applicant's manure or nutrient management plan, conservation plan or agriculture erosion and sediment control plan are required as part of the grant application.

Applications that district staff deem complete and potentially acceptable to the program will be forwarded to the local ACAP Advisory Committee for review and selection. The ACAP Committee will notify the applicant that the District will work to get a project pulled together and then the ACAP committee will make the funding recommendations to the conservation district board when the project is ready.

All applications for funding must be acted on by the conservation district board at public meeting. All ACAP participants should be notified in writing of the funding decisions of the conservation district board.

The conservation district may retain unfunded ACAP applications on file for two years for future allocations. The applying entity may update or cancel the application at any time. Project participants may also choose to revise existing submitted applications.

Projects funded by ACAP funds in which the estimated cost of the total project (materials, equipment and labor), exceeds prevailing wage limits (currently \$25,000) are subject to provisions of Pennsylvania's Prevailing Wage Act. If the application is funded, a signed Prevailing Wage Notification and Acknowledgement Letter (Exhibit A of the ACAP Grantor/Grantee Agreement) is a requirement.

Applicants are encouraged to work in partnership with USDA-NRCS for financial and technical assistance.

District-Landowner Agreement

Once an application has been accepted by the ACAP Committee, the conservation district will enter into a contract agreement with the successful program participant when the project is ready for construction. The contract, when signed by both parties, is a legally binding document between the applicant and the conservation district that describes in detail the responsibilities of both parties. No funding transfers can take place with program participants, and no project work can begin, without a signed contract. The contract states the terms and conditions that must be met for the project. All contracts must be made using the "Agriculture Conservation Assistance Program Grantor-Grantee Agreement" form.

The project participant shall be considered to be in breach of this contract if he/she does not maintain and repair the project in compliance with Operation and Maintenance plan or willfully neglects any other terms of this contract. The

project participant shall be responsible for all normal, routine maintenance and normal, routine repair of the site and project.

This contract shall be binding on the parties, their heirs, legal representatives, successors, and assigns. The term of this contract shall be for the duration of project construction and for the term of the longest lifespan of any particular BMP.

If the ACAP funded BMPs are not managed or maintained for the required period, the applicant/grantee may be required to return a portion or full amount of what was originally granted.

Program participants that are not maintaining installed Best Management Practices according to the set operation and maintenance requirements, will not be eligible to receive additional funding until after the practice lifespan.

Project Work

PA One Call

PA One Call must be notified at various stages of the project, including the design phase and also prior to construction. One Call assigns a serial number to each call they receive. These serial numbers must be recorded and kept in the project file.

Chapter 105 Permits, Erosion and Sediment Control Plans, and Other Requirements

Any required project permits must be obtained by the grant recipient before work can begin on the portion of the project related to the permit. Under no circumstances can any project work begin until all required permits are in hand. An erosion and sediment control plan is required for projects consisting of earth disturbances of 5,000 square feet or greater. It is required that the erosion and sediment control plan be on-site during all phases of the project. For those projects within special protection watersheds (HQ or EV), all earth disturbances, regardless of size or scope, will require an erosion and sediment control plan to be on-site during all phases of the project.

If plans/permits are found to not be in place and approved if necessary, the project may be suspended and/or payment not rendered on completed components.

Pre-Project Meeting

A pre-project meeting is required prior to the beginning of a project. This will allow the District to meet in person with the program participants and any contractors or sub-contractors to discuss each contract item or element of the approved plan to avoid any misunderstanding about how the plan is to be implemented and how payment will be made.

Pre-Construction Notification of Project Work

Program participants MUST notify the district before beginning work on a project. The District must also be notified before beginning a new phase of the projects. The District may withhold payments or cancel the contract if a program participant fails to comply with notification requirements.

Performing Project Work

Program participants must follow the bidding procedures for contractors and materials as outlined in Exhibit B of this policy, unless the farm is completing the project. In this case, no one may be hired outside of normal farm employees to work on the project. Labor will be reimbursed not to exceed \$35.

Work must be performed in accordance with the accepted application, work plan and/or design unless both parties agree to project changes in writing. Work must be performed within the contracted scope, budget and timeframe.

If an increase in costs or extension of time is required, the district must be contacted as soon as possible.

All contractors or subcontractors are responsible to protect work from environmental conditions such as temperature extremes, weather events, wind, surface water and ground water.

Certification and Final Payment

Payment shall be made upon satisfactory completion of project for actual services performed consistent with the project application, and the work plan.

If a project's BMP(s) require review and certification by a registered professional engineer under the applicable laws or regulations of this Commonwealth, the BMP shall be certified by a registered professional engineer.

Those BMPs required to meet the Natural Resource Conservation Service (NRCS) standards and specifications shall be certified by a technical service provider, staff from conservation district having the appropriate job approval authority, the USDA-NRCS, or any other qualified person who has appropriate training and expertise and is approved by the Commission.

Payment may be withheld on account of defective work not remedied, liens filed, damage by the Contractors to others.

All claims submitted by the program participant pursuant to this agreement shall be submitted to the District in accordance with the Schedule of Payments and the terms and conditions contained in the approved project agreement. The claims shall be itemized and show that the utilization of funds are in accordance with the approved project application

and work plan. Claims shall include receipts, and/or other appropriate supporting information to document actual expenditures on the project. Payments will be addressed to the program participant.

Upon completion of the project The Certification/Verification Form (Exhibit C, ACAP Grantor/Grantee Project Agreement) must be completed, reviewed and signed.

Approved 07/14/2025

Procurement Method	Expense Amount	Requirements
Micro-purchase (No quotes required)	Less than \$10,000	• Consider price to be reasonable • Distribute equitably among suppliers to the extent practical
Small Purchase Procedures (Relatively simple and informal)	\$10,000 - \$249,999	• obtain/document price or rate quotations from a reasonable number of qualified sources • written or documented quotes required to be kept in the contract file
Sealed Bids	\$250,000 or more	• Bids must be publicly advertised using standard bidding requirements • Bid must allow for a minimum of 15 days for response time • Bids must be solicited from an adequate number of qualified sources • Sealed bids must be opened publicly • Contract award must be made to the lowest responsible bidder • Contract must be for a firm, fixed price

EXHIBIT B: BIDDING PROCEDURES

*ACAP is currently funded with federal ARPA funds. Federal ARPA funds require bidding procedures. Bidding requirements were approved through the Department of General Services waiver process.



PERRY COUNTY
CONSERVATION DISTRICT

Conserving Natural Resources for Our Future

Perry County Dirt, Gravel, and Low Volume Road Program Policy and Procedures

Revision Approved at the July 14, 2025 Conservation District Board meeting.

The Pennsylvania State Conservation Commission's Dirt, Gravel, and Low Volume Road Maintenance Program (Program) is an innovative effort to create a better public road system with a reduced environmental impact. The Program focuses on "Environmentally Sensitive Road Maintenance Practices" (ESM) that reduce the impact of road runoff and sediment to local streams, while reducing long term road maintenance costs.

The maintenance practices employed in the projects must conform to the program's unique "Environmentally Sensitive Maintenance" standards described and taught through the Program. Key Program concepts are:

- Stresses site-specific, long-term solutions to prevent erosion and pollution, instead of "band-aid" fixes.
- Reduces pollution while promoting sustainable unpaved roads.
- Minimal administration; limited to 2% at the state level; limited to 10% at the local level.
- Emphasis on informed local control and environmental soundness puts decision-making at local level.
- Adherence to program values assured through central training, technical assistance, and quality control.
- Uses a computerized GIS system used for project tracking and central reporting with minimal paperwork.

For more information, contact the Perry County Conservation District, visit the Center for Dirt & Gravel Road Studies website at <https://www.dirtandgravel.psu.edu/> or call the Center for Dirt & Gravel Studies at 1-866-668-6683 (No-To-Mud).

Roles of the Program Cooperating Agencies

The non-profit Penn State Center for Dirt & Gravel Road Studies was established to provide education, outreach, and technical assistance to entities involved in the PA Dirt, Gravel, and Low Volume Road Program.

The **PA State Conservation Commission (SCC)** is a departmental administrative commission under the concurrent authority of the PA Department of Agriculture (PDA) that administers the Dirt, Gravel, and Low Volume Road Program. The SCC determines statewide Program policies, allocates funds to Conservation Districts, and implements a quality assurance/quality control effort. Funding is allocated to the Conservation Districts based on the miles of eligible roads, and identified pollution sites.

The **Perry County Quality Assurance Board** is a multidisciplinary advisory board that establishes county-specific policies and ranking criteria, and recommends projects for funding to the Conservation District Board. Each Conservation District is required to form a Quality Assurance Board (QAB) made up of 4 members from the District, PA Fish and Boat Commission, and Natural Resource Conservation Service. The QAB acts in an advisory capacity to the Conservation District Board. The QAB, working closely with District Staff, is responsible for recommending projects for funding. All policies and funding recommendations by the QAB must be adopted by the Conservation District Board in order to be implemented.

The **Perry County Conservation District** administers the Program at the local level. Local public road-owning

entities apply to the District for grants to fund individual worksites. The District receives an allocation from the SCC annually, and along with the oversight of a local Quality Assurance Board (QAB), they:

- Provide education and outreach opportunities to all 30 municipalities.
- Work directly with applicants to develop plans for projects
- Work with applicants to obtain permits and necessary documentation
- Assist with logistics of project work whenever possible
- Keep track of project records using the GIS system
- Maintain project financial records and track funds separately by program.
- File quarterly and annual reports on project completion and all Program finances.

The **Grant Applicants** are public road-owning entities who apply to their Conservation District for grant funding for individual projects. Most grant applicants are municipalities, although any state or local public road-owning entity is eligible (such as PFBC, and PennDOT) after attending a two day “Environmentally Sensitive Maintenance” training. Applicants are encouraged to work closely with the Conservation Districts, starting with a pre-application meeting. Successful applicants will enter into contracts with the Conservation Districts to complete project work. Applicants can complete project work themselves, or by hiring contractors.

Policy and Procedures

QAB RULES OF CONDUCT

The QAB will meet as required by their workload. Meetings will be announced as per the provisions of the Pennsylvania Sunshine Law. QAB members will be notified by the chairman. Every attempt will be made to accommodate member schedules. In cases of conflicts of interest or severe scheduling conflicts, a substitute from the agency of the unavailable committee member will stand in and represent their agency. In the event that a worksite adjacent to a committee member’s property is being considered or a committee member has a vested interest in the worksite, the committee member will abstain from voting.

CONFLICT OF INTEREST STATEMENT

No District Director, Quality Assurance Board member, or District employee, shall, as a result of this Program, be permitted to obtain financial benefits for himself, a member of his immediate family, or a business with which he is associated. This shall preclude the payment of normal salary and benefits to employees provided in their normal course of employment.

EQUAL ACCESS POLICY STATEMENT

The Quality Assurance Board has adopted the following policy and procedures to insure equal access to the benefits of the Dirt and Gravel Low Volume Road Program, and to eliminate bias and favoritism. The QAB is committed to managing a program that protects and improves water quality through sound road maintenance practices.

- 1) All potential grant recipients will be given a list of the dates and locations of the required ESM training sessions.
- 2) All potential grant recipients will be notified when grant applications are being accepted and when the applications are due.
- 3) All potential grant recipients have access to the evaluation form that is used to prioritize work-sites.
- 4) Projects will be ranked on environmental impact to the surrounding area.

GRANT RECIPIENT COST SHARE POLICY

It will be the policy of the Conservation District to cover most improvement costs incurred by the grant recipient for an approved worksite, while completing a Dirt and Gravel Low Volume Road Program project. The District agrees to pay 100% of project materials, rented equipment costs, and costs for contracted work, except employee labor and equipment used that is owned by recipient. The grant recipient is welcome to provide “in-kind” contribution to the project such as employee labor costs and owned equipment used on the project.

ADVANCING FUNDS TO GRANT RECIPIENTS

Up to 50% of the contract amount may be advanced to grant recipients once a contract is signed.

REMAINDER OF FUNDING TO GRANT RECIPIENTS

The District shall withhold payment of at least 30% of the approved project expenses until the satisfactory completion of the project. Final payment for the project expenses shall be made only after a final inspection by the District determines that the work was performed consistent with the project application and the work plan, and to the satisfaction of the District.

CONTRACT AMENDMENTS

All contract cost-over-runs will require an amendment to the contract be created to request reimbursement of the amount over and above the initial contract. The approval of cost-over-runs is on a case-by-case basis and at the discretion of QAB and District Board.

In some cases, the grant recipient may request additional time to complete a project. Time extensions also require a contract amendment to be created.

ELIGIBLE APPLICANTS

Public entities that own public roads that are open to the public vehicle travel are eligible to apply for Program funding. The public entity must have at least one “ESM Certified” employee or elected official. ESM certification is valid for five (5) years, ending at the end of the calendar year. The ESM certified individual must be the person in charge of the project design and implementation for the applying entity. Individuals not directly involved with the project design and implementation do not qualify the applicant for funding.

INELIGIBLE APPLICANTS

1.) Federal Government

2.) Private road owners

Privately owned roads, even those open to public use, are not eligible to apply for funds. This applies to roads owned by private individuals, but also includes roads owned by associations, private conservancies, non-profit companies, and other non-public entities.

ELIGIBLE PROJECTS

Only public roads owned by eligible applicants may be considered for funding. A road must be open to the public motor vehicle traffic for 2 weeks annually in order to be eligible for funding.

The “Dirt and Gravel” portion of the program is designed to fund work on unbound road surfaces. These are surfaces of natural material or crushed aggregate that have not been incorporated into a bound layer using asphalt, oil, or other such binder.

The “Low Volume Road” portion of the program is designed to fund work on public roads where the surface has been bound with asphalt, oil, or another such binder. “Tar and Chip” or “Chip-sealed” roads are considered paved and would fall under Low Volume Road portion of the Program for funding. Only paved roads with 500 vehicles per day or less are eligible for Low Volume Road funding.

ELIGIBLE EXPENSES

1.) Materials:

Typical material expenses on projects include but are not limited to items such as pipe, stone, fill, fabric, aggregate, etc. Products with the potential ability to leach off the road (such as dust suppressants) must meet SCC requirements for non-pollution.

2.) Equipment:

1.) FEMA rates will be used to calculate in-kind contributions on applicant owned equipment.

2.) An applicant may rent or lease equipment necessary to complete a project with Program funds. For equipment that is rented or leased, the project participant will ONLY be reimbursed by the District for the time the equipment was used on the project.

3.) Grants recipients may not use Program funds to purchase or maintain equipment.

3.) Labor:

Reimbursement of labor and equipment operators supplied by the applicant is an eligible expense under the program. Projects funded by this program which total cost exceeds \$25,000 are subject to provisions of Pennsylvania's Prevailing Wage Act for any contracted labor that is used. It is the responsibility of the grant recipient to obtain the Prevailing Wage Act scale for the area and include it in any proposal to solicit bids for the contract. In addition, the grant recipient must provide a completed and signed copy of the Prevailing Wage Notification and Acknowledgement Form with the agreement, and the back page of the Weekly Payroll Certification for Public Works Projects with the final reimbursement request.

4.) Contractor Costs:

Projects may be completed entirely by sub-contractor where no road work is performed by the applicant. Applicants must follow standard procedures regarding project bidding and work with sub-contractors. The District will make payments directly to the grant recipient, not the sub-contractor.

5.) Consultants, Engineering, and Permitting Costs:

A maximum of 20% of the total contract or \$25,000, whichever is lesser, between the District and the grant recipient may be used to cover engineering, permitting, and similar consultant costs. Note this limit is defined as up to 20% of the contract amount or \$25,000 (program contracted funds) not 20% of the total project value (which would include other in-kind contributions). Consultant fees must only be paid for services performed after the contract is signed. Consulting fees associated with the project prior to signing a contract may not be paid using program funds.

STREAM CROSSING STRUCTURAL REPLACEMENT POLICY

This section applies to both Low Volume Funds and Dirt and Gravel Funds

- 1.) EXISTING stream crossing structures with an opening equal to or less than 13 square feet (equivalent to a 48" diameter pipe) are eligible to be replaced with program funds. The new replacement structure must meet #4 below.
- 2.) EXISTING stream crossing structures with an opening of more than 13 square feet (equivalent to a 48" diameter pipe) are eligible for replacement when the following criteria have been met (*all three*):
 - A. Have a structure to bankfull width ratio of 75% or less
 - B. Show signs of streambank erosion
 - C. Show signs of streambed erosion/aggradation
- 3.) EXISTING stream crossings consisting of multiple pipes are eligible for replacement regardless of their

relationship to the bankfull measurement, as long as they are replaced with a single opening structure of at least 125% bankfull width. This policy applies to multiple pipes only, not multi-cell bridges.

- 4.) NEW structures placed under #1, #2 and #3 above, must meet the following criteria for replacement (*all five*):
- A. Have a structure width at least 125% bankfull
 - B. Be properly aligned with the channel
 - C. Consider additional floodplain connectivity
 - D. Be designed and constructed to accommodate the passage of aquatic organisms through the Structure
 - E. Unless the stream crossing qualifies for an exemption, all stream crossing replacements must follow the Program's Stream Crossing Design and Installation Standard.
- 5.) EXISTING structures that do not meet the above criteria are not eligible for replacement (materials, equipment, or labor) with Program funds. This policy applies to replacement of structures and does not prohibit work adjacent to the structure. In addition:
- 6.) ROUND PIPE over 36" in diameter are not permitted for use in DGLVR funded stream crossings. Oval or squash pipes are acceptable. This applies only to stream crossing replacements. Round cross pipes are standard and acceptable for road drainage.
- 7.) Installation of multiple pipe stream crossings is not permitted with Program funds.

DRIVING SURFACE AGGREGATE (DSA) POLICY

Driving surface aggregate meeting the State Conservation Commission DSA specifications is the only road surface material that may be purchased for Dirt and Gravel Road project funds. DSA is the ONLY approved surface aggregate for use on Dirt and Gravel Road projects.

All grant recipients MUST notify the District at least 30 days prior to the date of DSA placement. This will provide adequate time for the Center for Dirt and Gravel Road Studies to visit the quarry and sample the DSA product for quality control purposes.

LOW VOLUME ROAD POLICY

In order to be eligible for Low Volume Road (LVR) funding, a road must have an existing paved (including chip sealed) surface and it must have a verified average daily traffic count of less than 500 vehicles per day. All projects must apply environmentally sensitive maintenance principles and practices approved by the program in order to address an environmental concern directly related to the road system. No program funds will be utilized for conversion of unpaved roads to paved roads.

TRAFFIC COUNT POLICY AND PROCEDURE

Before a contract can be signed for a Low Volume Road project, the applicant is responsible for validating that the road has 500 vehicles per day or less. However, a traffic count is not required to submit an application for LVR funding. Documentation of traffic counts using a signed "Traffic Count Validation Form" (M-15 and M-16) must be submitted before a contract is signed and kept with the project file. Traffic counts are considered valid for 5 years provided there are no new significant changes in traffic flow volumes or patterns. Traffic counts can only apply to a segment of road between intersections, not an entire length of road. Application sites that include intersections may require multiple counts.

CHAPTER 105 PERMITS, E&S PLANS, AND OTHER REQUIREMENTS

Any required project permits must be obtained by the grant recipient before work can begin on the portion of the project related to the permit. Under no circumstances can any project work begin until all required permits are in hand. An erosion and sediment control plan is required for projects consisting of earth disturbances of 5,000 square feet or greater. It is required that the erosion and sediment control plan be on-site during all phases of the project. For those projects within special protection watersheds (HQ or EV), all earth disturbances, regardless of size or scope, will require an erosion and sediment control plan to be on-site during all phases of the project.

Revised May 28, 2025

Monthly Report for June 2025

Aaron Bollinger

Resource Specialist

Farmland Preservation:

- Met with Garry Raub for initial meeting
- Bill Bunt Meeting pre-settlement for Saylor
- Getting Goods Settlement all figured out

Trainings/Miscellaneous:

- GIS training with Ken
- Part two admin training with Sherri
- Farmland Preservation Training

Manure Management:

- Mel Weavers plan done

Education:

- Helped with Well-Water Workshop

E&S:

- Reviewed 3 E&S plans
- Did 2 technical review
- Clean water academy
- Tara showed me how to do a contract in GIS
- Pre-Application meeting with PPL
- Pre-Construction meeting with Martin
- 1 Completeness review
- Phone call about RMI
- Site Visit for RMI
- Site visits with Tara
- Took a complaint call
- Call asking about PPL Permit
- Issue Karns PAG-02
- Call asking about PPL permit
- 2 Calls on Newport Amendment

DGLVR:

- Met with Sherri for training
- DSA scheduled for Boose Rd
- QAB Board Meeting

Monthly Report for April Skethway, Office Manager - June 2025

- Field Day Registrations and Sponsorships
- Helping walk-in traffic with questions, payments, etc.
- Continuing to update addresses, etc. for upcoming mailings, etc. (with Lauren – no longer have access to Access)
- General Fund, LVR, NTD, D&G, Clean Water Fund and ACAP accounts – payment of bills, debit card purchases, reconciliations
- Working with the Bank of Landisburg to resolve account problems – including fraud alerts and online banking site issues
- File and file drawer labels
- Contact with IT to solve print and scanner issues, etc.
- Conversations with vendors re: refunds, incorrect charges, etc.
- Contact with Quality Inn – Penn State to recoup state tax paid on Mitch's hotel stay
- Archiving PC Times/Lancaster Farming articles, classifieds for District scrapbook
- Correspondence/Communication - taking messages and returning calls as well as email correspondence, contacting companies re: incorrect invoicing, returns, etc.
- Assisting callers and walk-in traffic with needed information or getting them to the correct person
- Mailings for Tara and Aaron (LVR/DGR Programs)
- Monthly Board Meeting – taking and preparing minutes, use of Adobe Pro to compile all information for board packets, all fiscal information, send documents to those who attend the meeting using email/mail
- Picking up and sorting daily mail (NB Post Office and Veteran's building)
- Supply ordering/organizing/handling returns
- Cleaning supplies ordering/organization
- Assisted Erin with recycling grant work
- Landlord/Maintenance/Cleaning Service/Contractors - daily interaction/scheduling/problem resolution (on-going)
- On-going talks with Landlord about the possibility of moving into building 2nd floor
- Working to devise a plan for possible move into Ag building and what that would mean as far as staff placement, etc.
- Contact with Landlord, Sheriff's Office, 911 and State Police about tenant who was threatening staff
- Proofing/editing for staff
- Organizing/compiling all financial information
- Documentation for LVR/D&GR for Tara; invoices, payment checks, etc.
- Collecting documentation each month for quarterlies, entering remittance payments and figuring out discrepancies
- Scheduling with Katie Sherman – FSA
- Following updated recycling procedures (on going)
- Updating printed materials - staff changes
- Petty Cash - reconciliations, reimbursements to staff, replenishment and record keeping
- Receiving and documenting salary/benefits program contract revenue/grant revenue
- Creating folders (paper and electronic) for 2025
- Staff Meeting/Management Committee Meeting
- Contacting PC Times with bids, advertisements, press releases, meeting announcements, etc. for publication and billing issues
- Errands (Post Office, Bank, Commissioner's Bldg) and picking up items for the office when needed

- Assisting Lauren and Mitch with NMP mailings
- Assisting Erin with Watershed mailings
- Assisting Aaron with Farmland Preservation mailings
- Registering staff for workshops, etc.
- Worked with Penn State on registration/billing issues resolution
- Hotel Reservations

Erin Ritzman – Watershed Specialist
June 2025

Watershed & CAP:

Grants:

Education & Events:

- Field Day
 - Sponsorships closed - # sponsors and \$
 - Created event banner
 - Confirmed location for tent
 - Designed tote bags
 - Sams club – drinks and paper products
 - NEED PEOPLE TO REGISTER
- Perry County Fair
 - Picked theme for fair display – the district over the years (history) to celebrate 75 years
 - Created and ordered banner for Drill display
- Safe Drinking Water Clinic
 - Had 55 attendees across 2 sessions

Outreach:

- Updated social media and website as needed

Training and Webinars:

- Grazing visit and plan writing training with Suzette

Meetings

- PCCD Office Hours for CAP
- Met w/ Chas for CBP

Keep Perry County Beautiful:

- Started planning and gathering resources for a tire wars and potential chemical/pesticide recycling
- Collect past 10 years of financial reports to use in SWMP

Recycling:

- Continuing to work on 2025 SWMP
 - Submitted formal SOI ad to Perry County Times and Waste360
 - Had a SWMP Check-In Meeting
 - Reached out to SWAC committee for meeting dates and times
 - Verified data tables
 - Reviewed first draft of plan

Other:

- Picked up LincPass ID
- Driver for RC&D Cover Crop survey

CALENDER OF EVENTS:

August 2 – Field Day @ Jeff Mowers

August 12-16 – Perry County Fair

Monthly Report for June 2025
Lauren Leinbach
Ag Program Lead

Chesapeake Bay Program:

- Answered questions about bay inspections /MMP and Ag E&S Plans

County Wide Action Plan

- Completed QA checks on the grassed waterway/subsurface drainage for Joe Haas's project

Agricultural Conservation Assistance Program

- Conservation Plans in Progress
 - Perry County Land and Cattle
 - Patrick Finkenbinder
 - Saudercrest Farms
- Conservation Plans Completed
 - Dane and Holly Rumberger
- Coordinated with Stahl Sheaffer on designs for Cauffman, Spring Hill Acres, Zimmerman, Rumberger, Finkenbinder
- Attended ACAP PAS Grazing Management Training
- Completed Diemler Grazing visit with Suzette, Mitch and Erin
- Completed NRCS grazing tool training
- Coordinated with Patrick Finkenbinder on permitting issue
- Completed QA checks for Autumn Gemberling Project
- Met with Penn State and SCC about private engineering issues
- Coordinated and completed a BMP tour with Kevin for 6 farmers visiting 4 farms

Nutrient Management:

- Completed technical review for Jim and Barb Nipple's NMP
- Worked with Tara for admin review of Aspen Perry NMP
- Worked with Mitch for admin review of Perry Meadow NMP
- Coordinated with JCCD for the review of Dave Morrow NMP
- Coordinated with SCC about Gemberling referral

Farmland Preservation:

- Answered questions about farmland preservation

No-Till Drill Program

	JD1590 ('17 & '22)	Esch5612	LandPride606	Total Acres
Total June 2025 Acres	159.3 (5 rentals)	30 (1 rental)	8.6 (3 rentals)	197.9 (9 rentals)
Total June 2024 Acres	114.3	0	4	118.3
Total Jan-June 2025 Acres	363.9	110.9	44.52	519.32
Total Jan-June 2024 Acres	347.2	81.9	71	498.1

- Performed general maintenance on drills such as greasing drills
- Coordinated reservations and answered phone calls for drill rentals/questions
- Fixed broken parts on drills
- Total June 2025 income: \$2399.80
- Total June 2024 income: \$1258.00

Nutrient Management

- Went on site visit with Erin to Dane and Holly Rumbergers operation for manure management plan
- Passed NMP certification exam
- Began working on Beaver Ridge Farms NMP review for certification
- Began working on Nutrient management plan for Patrick Finkenbinder
- Assisted with plan review for several CAFO operations
- Sent admin approval letters to farmers and their planners

Cover Crop Incentive Program

- Received 6 applications for 2025 cover crop program
- Deadline has passed, working on enrollment verifications now
- Drove RC&D verification surveyors around the county June 20th

Training/Miscellaneous

Attended Nutrient Management Public Review workshop with Tara on June 11th
Continued NRCS conservation planner training
Attended ACAP grazing training in State College June 16th
Attended Farm machinery workshop with Erin
Coordinated vehicle maintenance with Tresslers for Ram 2500

June 2025 Monthly Report

Tara Collier

District Manager

- Staff Meeting
- Board Meeting Prep
- Meeting with Management Committee
- Employee Time Sheets
- Reviewed Reconciliation/payment of bills
- IT HR management info session
- District Board Meeting
- Updated financial tracking information
- Scheduling interviews
- Invasive Plant Webinar
- SCR Manager's meeting
- NM training
- Mailings for April
- HRG Monthly meeting
- Meeting with Commissioners
- NM Exam
- NM/MM Delegation paperwork
- CB delegation paperwork
- Budgeting
- Right to Farm Webinar
- NCDEA webinar
- Meeting with Chas re Bay position and funding
- DEP Chapter 102 Listening Session

E&S

- 5 Technical Assistance
- Created E&S Plan Review Checklist
- Greeninger E&S Plan Review and Approval
- Pre-App meeting JUNI-BERN project
- File Management
- Norfolk Southern Permit Issuance and ICIS
- Ernest Hursh 2nd TD review
- Susquehanna Highlands Incompleteness Letter
- Pre-Con meeting Dana Martin
- Site visit with Aaron
- GreeneRidge Estates site visit
- Chicken Hollow Rd. site visit and report
- Fogel property site inspection and report

DGLVR

- Finances Webinar
- Contract signing with Juniata Township
- Frog Hollow Site visit
- Updated District Policy
- Stream survey with Aaron and Shaun McAdams
- Financial/Admin training with Sherri
- DSA communication with Dave
- Blacksnake Rd. check-in and finances communication
- QAB Meeting



United States Department of Agriculture

NRCS Monthly Report for June 2025
Perry County Conservation District Board Meeting
Board Meeting on July 14th

Staff:

Kevin Morgan, District Conservationist

Samantha DiLorenzo, Soil Conservationist

Shawna Drupp, RC&D Program Assistant (1 day/week)

CONSERVATION PLANNING AND TECHNICAL ASSISTANCE

- ***Planning***
 - New Cooperator Forms: 0
 - Highly Erodible Land (HEL) Determinations: 2; Wetland Determinations: 2
 - Plans in Completed: Multiple plans in Progress

- ***Implementation***
 - Inventory and Evaluation
 - Fox- Wetland Determination
 - Rumberger- Wetland Determination
 - Dimler- Pasture I & E
 - Keim- Pasture I & E

 - Design / Construction
 - Miller- Fence
 - Gemberling- HUAs, UGO, Gutters, Waterline,
 - L. Bower- Gutters & UGO
 - Burkholder- Diversion

OTHER

- ***Financial Assistance Programs***
 - Contracts Obligated: 0
 - Contract reviews, agreements of non-compliance, cancellation requests, meetings.
 - Payments processed: 7
 - Contracts Closed: 3
- ***Trainings/Meetings***
 - Working Effectively with Organic Producers (3 Days) Kevin
- ***Outreach***
 - People's Provision- Rodale Institute Meeting (Kevin)
- ***Miscellaneous***
 - Total volunteer hours: 0

