

SUSQUEHANNA CONSERVATION DISTRICT  
MEETING MINUTES  
January 15, 2015

**Start time:0837 AM**   **End time: 1150**

**Attendance:** Maria Hill, Jim Garner, Dan Farnham, Brody Webster, Jim Kessler, MaryAnn Warren, Brian Severcool, Pete Tarby, Ain Welmon, Lillian Theophanis, Shane Kliener, Wes Congdon, Ray Warriner, Ben Hoover, Christie Bedene

**Election of officers:** Brian Severcool motions that the current slate of officers should be retained – Dan Farnham as treasure, Curt Hepler as Vice Chair and Ray Warriner as Chairman. MaryAnn Warren seconds. Motion passed

**Comments from the public** – none at this time

**Meeting Minutes:** Jim Kessler motions to accept minutes as presented Brian Severcool seconds motion passed MaryAnn Warren abstained

**Treasures Report** –Dan Farnham binds the treasures report over for audit Mary Ann second's motion passed

**Correspondence** –  
Jim Garner reviewed correspondence

**Requests for Assistance & Cancellation-**

- None at this time

**Agency Reports:**

- **DEP** – reviewed attached report
- **NRCS** – Ain Welmon reviewed attached report and read the civil rights portion of agreement.

**Staff Reports:**

- **Jim** - reviewed attached report
- **Wes**- reviewed attached report
- **Christie** – reviewed attached report.

**Commissioner Director report** – The Courthouse is having natural gas hooked up, phones set up etc. The Industrial Park study is in the process of being completed. Along the 81 corridor it is planned to have an Industrial Park in hopes of bringing 60 jobs to Susquehanna county. The courthouse has a new 50ft flag pole in the front of the courthouse. There is about 6 million dollars of ACT 13 monies left

**Nominating Organizations:**

- **Forest landowners-** no activity

**Committee Reports:**

- **Ag Committee** – NA
- **Policy and Personnel-** NA

- QAB- meeting today
- Special Events – Contractors workshop will be held on Friday March 13<sup>th</sup> at the Bible Conference
- Budget and Finance- NA
- Vehicle- The District truck was ordered a month ago. We are waiting for it to be delivered.
- Education- NA
- Strategic planning- Another meeting should be set up.
  - Special Planning Committee for Building: Lillian Theophanis and Jim Kessler are meeting with Steve Spero from Salt Springs at 11:30

### **Old Business**

#### **Item# 1 RC&D rep report**

No report

#### **Item # 2 Selection of facilitator for strategic planning process**

Dan Farnham motions to select Peter Wolfhurst to facilitate the strategic planning process at the rate/cost in his proposal MaryAnn Seconds motion passed

#### **Item# 3 Constitution Pipeline project update**

They have their 102 and E&S together. It is moving forward.

### **New Business**

#### **Item 1 NRCS:** Review of the Civil Rights portion of the Cooperative agreement

See Agency Reports

#### **Item 2. Ranking of CBP special projects**

Lillian Theophanis motions to accept the applications for the Chesapeake Special Projects Brian Severcool second's motion passed

#### **Item 3:**

MaryAnn motioned that the alternate RTK officer be Maria Hill Brody Webster seconded motioned passed

#### **Item 4. New District Sign?**

Brian motions that the district purchases a sign from Rosenkranz for \$250.00 Lillian seconds motion passed

#### **Item 5 Committee Appointments:**

Tabled

#### **Item 6 PACD Delegates:**

Ray motions that we accept the PACD delegates –MaryAnn, Dan Farnham, Bill Zick and Jim Garner - Brian Severcool second's motion passed

#### **Item 7 Other:**

Dan motioned to sign the contract with Snyder and Clemente Brian seconds motioned passed

MaryAnn motions to send Robert Fearnley to the PALMS Lillian Theophanis seconds motion passed

MaryAnn motions to send Maria Hill to training at state college and not to exceed \$300.00. Brian seconds motion passed

Brian Severcool motions that we pay 75% of what we owe BT Adams and the remaining when we get the rest of the money from Growing Greener MaryAnn Seconds Brian motions to amend by striking out *“that we pay 75% of what we owe BT Adams and the remaining when we get the rest of our money”* and inserting *“that we pay the full bill and submit a reimbursement to Growing Greener contingent on the approval of the S.C.C. The monies will be pulled from the General Fund and as soon as the monies are reimbursed by Growing Greener it will be placed back into the General Fund”* Brody Seconds motioned passed

MaryAnn motions to adjourn at 11:55 Brian Seconds motion passed

Approved

SUSQUEHANNA CONSERVATION DISTRICT  
MEETING MINUTES  
February 19<sup>th</sup> 2015

**Start time: 08:35 AM**    **End time: 10:39AM**

**Attendance:** Maria Hill, Jim Garner, MaryAnn Warren, Bill Zick, Brian Severcool, Ray Warriner, Jim Tyler, Wesley Congdon, Jim Kessler, Bob Wagner, Pete Tarby, Brody Webster, Dan Farnham

**Comments from the public** – none at this time

**Meeting Minutes:** Brian Severcool motions to accept minutes as presented Jim Kessler seconds - motion passed

**Treasures Report** –Brody Webster binds the treasures report over for audit MaryAnn Warren seconds - motion passed

**Correspondence** –  
Jim Garner reviewed correspondence

**Requests for Assistance & Cancellation-**

- None at this time

**Agency Reports:**

- **NRCS** – Bob Wagner reviewed attached report
- **DEP** – reviewed attached report

**Staff Reports:**

- **Jim** - reviewed attached report
- **Wes**- reviewed attached report
- **Christie** – see attached report
- **Robert** – see attached report

**Commissioner Director report** –

Construction continues on the courthouse. Hopefully it will be completed by mid-April. Ag Preservation members are down. Currently do not have enough members to have a quorum. MaryAnn is working on being put back on SCC as a public member and asked for the boards support. The board will write a letter to the governor's office and copy the secretaries. Jim Garner will compile info from the board and have it together by next week.

MaryAnn attended a PACD meeting and voted nay on the proposed UGWF funding Policy. Leatherstocking is planning on breaking ground in June or July in New Milford PA

**Nominating Organizations:**

- **Forest landowners-** no activity

**Committee Reports:**

- **Ag Committee** – Will look at prices/fees for No-Till program this year
- **Policy -** Will look at adding a threat policy
- **Personnel-** NA

- QAB- No meeting. Admin training on March 2<sup>nd</sup> Robert, Jim and Dan are attending.
- Special Events – NA
- Budget and Finance- NA
- Vehicle-
- Education- NA
- Strategic planning- Surveys have been sent out twice. There are 22 responses. Would like to have everyone (directors, partners, staff etc.) meet to go over results on 24<sup>th</sup> of March from 9:00-2:30
- Building committee – have not met yet

### **Old Business**

#### **Item# 1 RC&D rep report**

No report

#### **Item # Additional CBP Special project App?**

Brian Severcool motions to apply for the CBP Special project in the amount of \$7,500.00 Jim Kessler seconds - motion passed

#### **Item# 3 Constitution Pipeline project update**

Suspect they will start cutting trees soon. We have a meeting in the first week of March for the Atlantic sunrise project. Location TBD.

#### **Item #4 Committee Appointments**

Committee members will pick the chairman of their committee. Committee chairman is responsible for setting times and dates for meetings

#### **Item #5 Update Team Sheet**

Team sheet was passed around for directors to update as necessary

### **New Business**

#### **Item #1 Hire new Conservation Specialist**

Ray Warriner motions to hire Jim Tyler as a conservation tech at \$12.75/hour with 90 days probation Brody Webster seconds - motion passed

#### **Item #2 Line of credit information**

Brody Webster motions to have Jim Garner- District Manager take out a \$600,000.00 line of credit with NBT on behalf of the board of directors for the Conservation District for the purposes of Growing Greener contracts Dan Farnham seconds - motion passed

#### **Item # 3 PACD meeting report**

See above under *Commissioner Director Report*

#### **Item # 4. RC&D membership dues**

Brian Severcool motions to table until next meeting. Jim Kessler seconds motion passed

**Item # 5 Other:**

Dan Farnham motions to adjourn at 10:39 Jim Kessler seconds - motion passed

Approved

SUSQUEHANNA CONSERVATION DISTRICT  
MEETING MINUTES  
March 18<sup>th</sup> 2015

**Start time: 08:35 AM**    **End time: 11:01 AM**

**Attendance:** Maria Hill, Jim Garner, Dan Farnham, Curt Hepler, Brian Severcool, Brody Webster, Bill Zick, Pete Tarby, Jim Tyler, Jim Kessler, Ain Welmon, Lillian Theophanis, Chad McKenrick, Ray Warriner

**Comments from the public** – several kind thoughts were expressed about former director Stu Slocum who passed away last week.

**Meeting Minutes:**

Curt Hepler motions to accept minutes as presented Jim Kessler seconds - motion passed

**Treasures Report** –

Dan Farnham binds the treasures report over for audit Brody Webster seconds - motion passed

**Correspondence** –

Jim Garner reviewed correspondence

**Requests for Assistance & Cancellation-**

- None at this time

**Agency Reports:**

- **NRCS** –Ain Welmon reviewed attached report
- **DEP** – Pete Tarby reviewed attached report, EPA did an audit on the State CBP program. It went well for the most part but some goals will not be met. They are asking that efforts be stepped up to stay on task.
- **PA Fish and Boat Commissions** – Trout stocking is in full swing right now. Trying to get youth anglers involved with the mentor youth program. The date is April 11<sup>th</sup> - Saturday prior to the opener.

**Staff Reports:**

- **Jim** - reviewed attached report
- **Jim Tyler**- reviewed attached report
- **Wes**- see attached report
- **Christie** – see attached report
- **Robert** – see attached report

**Commissioner Director report** –

- NA

**Nominating Organizations:**

- **Forest landowners-** Meeting on red pine plantations advantages and disadvantages next Saturday at 9:00-12:00

## **Committee Reports:**

- Ag Committee – Curt Hepler motions to keep the No-Till rates the same as the 2014 year for one more year Brody seconds motion passed
- Policy – Worked on threat policy:
  - Brian motions one time that we pay Christie Bedene on April 3<sup>rd</sup> her straight pay for the day she works and will be given 12 hours of comp time to be used as per policy Curt seconds. Motion passed
- Personnel- NA
- QAB- meeting will be held after Board meeting. There is ~ \$766,900.00 in D&G applications.
- Special Events – The Harford ad will be reworked to include D&G
  - Seedling sale: Questions that need to be addressed: If staff work at the seedling sale should they be allowed comp time and what do we do with leftover seedlings.
  - Curt motions that the following Tuesday after the seedling sale seedlings will be offered at ½ price to the general public. Jim Kessler seconds motion passed
- Budget and Finance- NA
- Vehicle- NA
- Education- NA
- Strategic planning- meeting is next week Tuesday 9-2:30 at the conservation District.
- Building committee – Talked to SCC and they approved our request to set aside funding. Asked to be kept informed of what's going on if there are any changes.

## **Old Business**

### **Item# 1 RC&D rep report/dues?**

This month's meeting Wylie Norton led a discussed on where they would see RC&D in 1-3 years. They said that local needs have to be seen more vs a regional approach. They want it more localized. Tony Liguori resigned and Kevin Brown has replaced him. They want to engage farmers in a positive role and make a push for the No-Till program. They are looking to have a rain barrel program to reach out to the community funded by a grant. Emphasis seems to be on No-Till and managing streams

### **Item # 2 Line of credit**

Jim Garner has been working with the solicitor because he still needs clarification. Talked to Karen from DEP to see what other districts are doing

### **Item# 3 Pipeline projects update**

Federal permit has them on hold  
Pre-app for the Atlantic sunrise pipeline is being set up

## **New Business**

### **Item #1 Harford Fair Ad**

See above (special events)

### **Item #2 MAHS rain garden**

Push to complete this project



**Item # 3 Salt Springs request for funding**

Brian Severcool motions to reimburse Salt Springs as per their request Jim Kessler seconds.  
Motion passed

**Item # 4. Seedling sale volunteers**

Jim Kessler, Curt Hepler, Dan Farnham, and Lillian Theophanis plan to attend. Brody Webster and Ray Warriner might attend.

**Item # 5 CBP tech contract**

Brian Severcool motions to apply to the CBP tech contract not to exceed \$50k Dan Farnham seconded motion passed

**Item # 6 PA Environmental council clean up**

No volunteers.

**Public Comment:**

Jim Garner will be representing the District at a meeting with DEP Deputy Secretary Kelly Heffner tomorrow regarding chapter 105 concerns. Jim spent yesterday with Don Jacobs from WNEP showing stream restoration, snake creek project, DuBois Creek

Brian Severcool motions to adjourn at 11:01 Lillian Theophanis second's motion passed

**Item #4 Manager Summit June 10/11**

Brian motions to send Jim Garner to the Manager's Summit in June Brody seconds motion passed

**Item # 5 PACD regional meeting report**

Dan attended on our behalf. Several things came up at PACD such as they are looking for an executive director. PACD is looking to put two managers on an interview committee.

**Item # 6 Parameters for the new office**

Brian Severcool motions that the District present the realtor with the parameters of - a 3 mile radius of Montrose with a minimum of 3 acres, buildable property and or a structure Brody seconded motion passed

**Public Comment:**

It was noted that discussions are limited to 5 min. If the topic will go over that time the topic should go back to the work session and then be brought back to the next board meeting

Brian motions to adjourn at 10:35 Jim Kessler seconds motion passed

Approved

SUSQUEHANNA CONSERVATION DISTRICT  
MEETING MINUTES  
April 16, 2015

**Start time: 0836AM**    **End time: 1035 AM**

**Attendance:** Maria Hill, Jim Garner, Curt Hepler, Brian Severcool, Brody Webster, Bill Zick, Pete Tarby, Jim Tyler, Jim Kessler, Ain Welmon, Ray Warriner, Christie Bedene, Lillian Theophanis, Diane Nowak

**Comments from the public** – No comments from the public

**Meeting minutes**

Jim Kessler motions to accept minutes as presented Brian Severcool seconds - motion passed

**Treasures Report** –

Brody Webster binds the treasures report over for audit Lillian Theophanis seconds - motion passed

**Correspondence** –

Jim Garner reviewed correspondence

**Requests for Assistance & Cancellation-**

- None at this time

**Agency Reports:**

- **NRCS** – reviewed attached report
- **CREP-** Reviewed programs such as the Dairy producer's margin protection program. Mentioned that there were four new contracts for CREP this year, three of them were buffer practices.
- **DEP** –reviewed attached reports

**Staff Reports:**

- **Jim** - reviewed attached report
- **Jim Tyler-** reviewed attached report
- **Wes-** see attached report
- **Christie** – reviewed attached report
- **Robert** – see attached report

**Commissioner Director report** –

- NA

**Nominating Organizations:**

- **Forest landowners-** had a woods walk a few weeks ago about making money growing red pine in this area. It was cold but there was still a good turnout.

## **Committee Reports:**

- Ag Committee –NA
- Policy –
  - Brian Severcool motions an interim threat policy of “If at any time you feel threatened you should leave immediately and report to the District Office. If the situation allows state that you will be in contact via phone. All threats must be reported to the appropriate individuals and or agencies within 24 hours. If there is a physical threat leave immediately and report it to the state police. If you have concerns about a site bring another Technician or District Manager with you to the site. If it is possible announce your visit so you do not surprise anyone. When visiting a site the District vehicle should be positioned in a way that allows for a safe, easy and quick exit if a threat occurs. The District will come up with a warning system for threats inside the office such as a buzzer installed under desks in the office Jim Kessler seconds – motion passed
- Personnel- NA
- QAB-NA
- Special Events – see below
- Budget and Finance- NA
- Vehicle- NA
- Education- NA
- Strategic planning- meeting will be held right after this board meeting
- Building committee – NA

## **Old Business**

### **Item# 1 RC&D rep report/dues?**

Brian Severcool motions that we pay the RC&D dues for one more year Lillian Theophanis seconds motion passed

### **Item # 2 Line of credit**

Discussed the costs of going through the DCED process.

### **Item# 3 Pipeline projects update**

We expect to have 4 large pipelines in the next 3 years. Constitution Pipeline, N.E. Direct Pipeline, Sunrise Pipeline and TN gas Pipeline

### **Item#4 Pick-up truck update**

Truck will ship from Michigan via rail.

## **New Business**

### **Item #1 Power Point Projector**

Brian motions to go with the projector that costs \$449.00 model Jim Kessler seconds 1 abstain motion passed

### **Item #2 May work session update**

Work session will be at the Envirothon at 830

### **Item # 3 Seedling Sale Volunteers**

Jim Kessler, Curt Hepler, Bill Zick and Lillian Theophanis

SUSQUEHANNA CONSERVATION DISTRICT  
MEETING MINUTES  
May 21<sup>st</sup> 2015

**Start time: 0837 AM**    **End time: 1016 AM**

**Attendance:** Maria Hill, Curt Hepler, Jim Garner, Lillian Theophanis, Brian Severcool, Dan Farnham, Pete Tarby, MaryAnn Warren, Shane Kleiner, Jason Diaferio, Wes Congdon, Ray Warriner

**Comments from the public** – No comments from the public

**Meeting minutes**

Dan Farnham motions to accept minutes as presented Lillian seconds - motion passed

**Treasures Report** –

Dan binds the treasures report over for audit MaryAnn seconds - motion passed

**Correspondence** –

Jim Garner reviewed correspondence

**Requests for Assistance & Cancellation-**

- None at this time

**Agency Reports:**

- **NRCS** – currently obligating 14 contracts. Currently overseeing the construction of several EQUIP contracts.
- **DEP** – round table on June 4<sup>th</sup> information about safety requirements they have on site. PACD meeting on October 2<sup>nd</sup>
- **Chesapeake Bay** – reviewed attached report

**Staff Reports:**

- **Jim** - reviewed attached report
- **Jim Tyler**- see attached report
- **Wes**- reviewed attached report
- **Christie** – see attached report
- **Robert** – see attached report

**Commissioner Director report** –

- Courthouse update. Assessment has temporarily moved by MaryAnn's office. Middle of June to end of June the courthouse should be back to normal. There are a few job opportunities at the courthouse that could be found on the county website. They are still looking for Ag Preservation board nominations. There is a contractor position on the Ag Preservation board that is open. The Ag Preservation board does not have a quorum

**Nominating Organizations:**

- **Forest landowners-NA**

## **Committee Reports:**

- Ag Committee –NA
- Policy – NA
- Personnel- NA
- QAB: (see below)
- Special Events – Next meeting will be on Tuesday June 2<sup>nd</sup>. Jim Garner suggested that we should invite Greg Confer as a show as an appreciation for the Envirothon.
- Budget and Finance- NA
- Vehicle- NA
- Education- NA
- Strategic planning – see below
- Building committee – Jim Garner sent out and property option to the committee. It was a little short on acreage and priced high so they will sit on it for the time being. There is another option that is being worked on and the realtor will be getting back to Jim shortly

## **Old Business**

### **Item# 1 Strategic Plan**

Ray and Jim Garner met with Edgar Warriner a week ago. Edgar is working on a different set up for the strategic plan. They plan to have the strategic plan ready to review at the next work session and ready to approve by next board meeting

### **Item # 2 Line of credit**

Ray motions to make a resolution that will incur debt in the amount of \$500,000.00 up to 2.25% interest for the purpose of Growing Greener grant funded projects Brian seconds - motion passed

### **Item# 3 Pipeline projects update.**

Will have a conference call tomorrow morning with the Constitution pipeline. There was another Atlantic Sunrise pre application last week.

### **Item#4 Pick-up truck update**

Truck has arrived. We are waiting on Molenko's for a price on the lettering.

Ray motions to cap the graphics at \$500 on the F150 Lillian seconds - motion passed

## **Other**

RC&D update:

Endless mountains RCD did a tour with Bruce Chase and visited Barefoot Pellet Company. They use debarked logs to make pellets. Lillian will do a presentation with more information.

RC&D discussed that they might ask that the SCCD might consider having a pellet stove to heat one room in our building plan.

## **New Business**

### **Item #1 Scholarships**

Curt motions to award the \$500.00 scholarship to applicant "C" and the runner up is "I" Brian

seconds motion passed

Curt motions to have MaryAnn present the scholarship award to the student Ray seconds - motion passed

**Item #2 Health Insurance Costs**

MaryAnn motions to select the health plan *Geisinger platinum Extra* Brian seconds - motion passed - Ray abstained.

**Item # 3 PACD regional meeting to select director**

Lillian motions to nominate Dan Farnham as the PACD regional director Brian seconds - motion passed

**Item #4 QAB recommendations**

Ray motions to proceed with the QAB recommendations MaryAnn seconds - motion passed

**Item # 5 Resolution to incur debt**

See above

**Item # 6 Other**

MaryAnn motions to have Edgar Warriner be added as an associate director Curt seconds - motion passed

**Public Comment:**

Ray motions to adjourn at 10:16AM MaryAnn seconds motion passed

SUSQUEHANNA CONSERVATION DISTRICT  
MEETING MINUTES  
June 18<sup>th</sup> 2015

**Start time: 8:36 AM**    **End time: 9:44 AM**

**Attendance:** Maria Hill, Jim Garner, Jim Kessler, Wes Congdon, Jim Tyler, Brody Webster, Ain Welmon, MaryAnn Warren, Brian Severcool, Lillian Theophanis, Ben Hoover, Edgar Warriner, Ray Warriner

**Comments from the public** – No comments from the public

**Meeting minutes**

Brian motions to accept minutes as presented Jim Kessler seconds - motion passed

**Treasures Report** –

MaryAnn binds the treasures report over for audit Lillian seconds - motion passed

Note that P&L and Balance sheet reports will be dated the next business day after the previous reports were ran

**Correspondence** –

Jim Garner reviewed correspondence

**Requests for Assistance & Cancellation-**

- None at this time

**Agency Reports:**

- **NRCS** - reviewed report as well as FSAs report
- **DEP** – see attached report
- **Chesapeake Bay** – see attached report

**Staff Reports:**

- **Jim** - reviewed attached report
- **Jim Tyler**- reviewed attached report
- **Wes**- reviewed attached report
- **Christie** – see attached report
- **Robert** – see attached report

**Commissioner Director report** –

There are still employment opportunities at the court house.

The court house renovation is getting close to wrapping up.

National Night out in Great Bend will be on Aug 4<sup>th</sup> from 5pm to 7pm. There will be things to encourage children to do the right thing in an emergency and get the community engaged with the police enforcement. National Night out is free.

The special events committee will work on what we should do at the national night out and report back.

The lease for 88 Chenango Street is being discussed.



SUSQUEHANNA CONSERVATION DISTRICT  
MEETING MINUTES  
August 13<sup>th</sup> 2015

**Start time: 0837 AM**    **End time: 1023 AM**

**Attendance:** Maria Hill, Jim Garner, Brody Webster, Commissioner Warren, Shane Kleiner, Ed Kelley, Dan Farnham, Jim Kessler, Brian Severcool, Curt Hepler, Bill Zick, Ben Hoover

**Comments from the public** –

Ed Kelley asked the District what he can do to get the funds to pay the contractor for a Growing Greener project that has been finished. Discussion followed related to timing of GG contract and actual construction. We will follow up with Mr. Kelley.

Commissioner Warren motions to have the personnel committee look into some of the discussion with staff leading up to this point. Brian seconds- motion passed

**Meeting minutes**

Commissioner Warren motions to accept the minutes as presented Brody seconds - motion passed

**Treasures Report** –

Dan motions to bind the treasures report over for audit Commissioner Warren seconds - motion passed

**Correspondence** –

Jim Garner reviewed correspondence

**Requests for Assistance & Cancellation-**

- None at this time

**Reports**

Agencies: see attached

Staff: see attached

Commissioner Director: Commissioner Warren discussed several job openings in the Court House and the ongoing building remodeling project.

Nominating Organizations

**Committee Reports:**

- Ag Committee – meeting September 1<sup>st</sup> Tuesday
- Policy –
  - Dan motions to stay with our current policy regarding part time positions and benefits which is to not grant part positions with benefits Commissioner Warren seconds - motion passed
- Personnel- meeting after this meeting
- QAB –
- Special Events –
  - Commissioner Warren motions that Board members, Associate members, awardees and staff will get one free ticket to the annual banquet Jim Kessler seconds - motion passed

- Budget and Finance- na
- Vehicle- na
- Education- na
- Building committee – Reviewed locations last meeting and are discussing another one today it was discussed and recommended to expand the search to 7 mile radius of Montrose

### **Old Business**

#### **Item # 1 Line of credit**

Discussed line of credit, still working through DCED. Our solicitor has completed an agreement that can be used between the District and a contractor. JG discussed status letter with IRS. Provided sample opinion letter to our solicitor from NBT. Rec'd info from solicitor re: specialized tax attorney. Directors decided not undertake this cost, at least at this time.

#### **Item# 2 Pipeline projects update**

Discussed Pipeline projects

#### **Item# 3 Banquet update**

Discussed Banquet – see Committee reports

### **New Business**

#### **Item #1 Fair booth sign up**

Passed around sign-up sheet

#### **Item #2 District Audit**

Discussed District Audit. Discussion about separate letter to directors from auditors vs. 'findings' in actual bound audit document. Follow up needed

#### **Item # 3 QAB policy recommendations/upcoming QAOC**

Commissioner Warren motions to accept the QAB policy with suggested changes Dan seconds - motion passed

#### **Item #4 Closing 2 savings accounts. D&G and No-Till**

Commissioner Warren motions to close both the Dirt & Gravel and No-Till savings accounts Brody seconds - motion passed

#### **Item #5 Other**

Brian motions to send Jim Garner to Harrisburg on the 25<sup>th</sup> of August to speak with the Governor's Pipeline task force representing the District. Jim Kessler seconds - motion passed

**Public Comment:** no comments from the public

Brian motions to adjourn at 10:23am Jim Kessler seconds - motion passed

## **Nominating Organizations:**

- **Forest landowners-** The Summer picnic will be held at Salt Springs in the new pavilion. The picnic is this Saturday June 27<sup>th</sup> at Salt Springs at 5pm. The speaker will be Jim Perkins and he will be talking about the importance of honey bees. The public is invited to the summer picnic.

## **Committee Reports:**

- Ag Committee – Discussed the corn planters and work that needs to be done to them. Discussed who would do the work- Binkley & Hurst, Casanovia in Courtland or Wayne Oakley and his brother. Also discussed that we are down to two farmers who use the planter at 34 inch spacing. It takes a couple hours to change the spacing and seems to be time consuming. Deciding if we will stop spacing the planters. We would like to give these farmers fair warning if we are going to do so. There will be a recommendation from the Ag Committee for the September meeting.
- Policy – NA
- Personnel- NA
- QAB: Brody motions to accept all QAB recommendations MaryAnn seconds motion passed
- Special Events: discussed the annual banquet, tentative dates and who the speaker would be
- Budget and Finance- NA
- Vehicle- NA
- Education- NA
- Strategic planning – see below
- Building committee – NA

## **Old Business**

### **Item# 1 Strategic Plan**

Maryann motions to adopt Strategic Plan with said changes Lillian seconds motion passed

### **Item # 2 Line of credit update**

We advertised that we were doing a resolution for the line of credit. Talked to Rick Soden at NBT. He is looking for a contract addendum showing the wording that the contractor will receive from us to verify there are no loop holes – it will be part of our contract from our solicitor. Waiting for solicitor to provide Rick Sodden with that information.

### **Item# 3 Pipeline projects update.**

There is an Atlantic Sunrise pre application meeting next week

The Constitution will be sending plan revisions because FERC requested changes be made relating to access roads and wetlands so there will not be as much permanent impacts to wetlands. The revisions could be here this week

### **Item#4 Pick-up truck update**

The tuck will be dropped off at Monlenkos when the truck is available.

**New Business**

**Item #1 Severance tax letter to legislators**

Edgar will work on a draft letter so the board can make adjustments as needed. Edgar will give a presentation on this topic at a later date.

**Item #2 QAB recommendations**

See above

**Other**

MaryAnn motions to go into executive session at 9:33am to discuss personnel issues Brody second's motion passed

MaryAnn motions to come out of executive session at 9:43 – no action was taken Brody seconds motion passed

**Public Comment:**

No comments from the public

Brody motions to adjourn at 9:44am MaryAnn seconds motion passed

Approved

SUSQUEHANNA CONSERVATION DISTRICT  
MEETING MINUTES  
July 16<sup>th</sup> 2015

**Start time: 8:32 AM**    **End time: 9:53AM**

**Attendance:** Maria Hill, Jim Garner, Wes Congdon, Dan Farnham, Diane Nowak, Brian Severcool, Jim Kessler, Brody Webster, Shane Kleiner, Pete Tarby, MaryAnn Warren, Ben Hoover, Pete Tarby, Jim Tyler, Bill Zick, Curt Hepler

**Comments from the public** – No comments from the public

**Meeting minutes**

Jim Kessler motions to accept minutes as presented Brian seconds - motion passed

**Treasures Report** –

Dan binds the treasures report over for audit MaryAnn seconds - motion passed

**Correspondence** –

Jim Garner reviewed correspondence

**Requests for Assistance & Cancellation-**

- None at this time

**Agency Reports:**

- **NRCS** – See attached report
- **FSA** – reviewed attached report
- **DEP** – reviewed attached report
- **Chesapeake Bay** – reviewed attached report

**Staff Reports:**

- **Jim** - reviewed attached report
- **Jim Tyler-** see attached report
- **Wes-** reviewed attached report
- **Christie** – see attached report
- **Robert** – see attached report

**Commissioner Director report** –

Today Secretary Redding will be on the Court House steps serving ice cream at 1:00PM for the Dairy promotion. The Court House pillars will have work done on them at the end of July. There are job opportunities at the Court House.

Attended the SCC briefing and meeting. SCC voted to continue with the 50/50 split for the UGWF funding.

PACD is proposing a 10% increase in dues and will be discussed at the fall regional meetings. County looking at contract for dams

**Nominating Organizations:**

- **Forest landowners-** going to be working with the SCCD at the Harford fair. The contest will be identifying fresh twigs.

### **Committee Reports:**

- Ag Committee –NA
- Policy –reviewing policy and performance evaluations
- Personnel- NA
- QAB - MaryAnn motions to approve the QAB recommendations as presented Brody seconds motion passed
- Special Events – Harford fair meeting will be after today’s board meeting
- Budget and Finance- NA
- Vehicle- NA
- Education- NA
- Strategic planning – the strategic plan is approved we just need signatures to send back to the state
- Building committee - met after last board meeting and there are no final decisions

### **Old Business**

#### **Item # 1 Line of credit**

Discussed line of credit

#### **Item# 2 Pipeline projects update.**

Constitution should be breaking ground in the fall  
TN gas project had a pre application meeting and will be moving forward.  
We have 4 pipeline projects in the next 3 years

### **New Business**

#### **Item #1 August board meeting during fair week?**

Next month’s board meeting will be on Thursday, August 13<sup>th</sup> at 8:30am in the County Office building

#### **Item #2 Fair booth attendance**

Passed the sign-up sheet around

#### **Item # 3 New desktop copier**

MaryAnn motions to purchase a multifunction copier, printer and fax up to \$350.00 for the office  
Brody seconds motion passed

#### **Item #4 PACD conference**

MaryAnn received a distinguished service award.  
Dan met with PACD board members and discussed the dues increase  
noted that there is portion of funding for leadership development from the UGWF funding which includes directors and management training

**Item # 5 National Night out**

Wes and Jim Garner will have invertebrates at National Night out so kids can identify them

**Item # 6 Prioritize Ag projects for funding**

MaryAnn motions to apply for all five Ag projects Brody seconded motion passed *Curt abstained*

MaryAnn motions that we change Brian Helper's Chesapeake Bay spring development location  
Brian seconds motion passed *Curt abstained*

MaryAnn motions to enter executive session at 9:43am for personnel discussion Brody seconds  
motion passed

**Public Comment:** no comments from the public

MaryAnn motions to adjourn at 9:53am Brody seconds motion passed

Approved

SUSQUEHANNA CONSERVATION DISTRICT  
MEETING MINUTES  
August 13<sup>th</sup> 2015

**Start time: 0837 AM**    **End time: 1023 AM**

**Attendance:** Maria Hill, Jim Garner, Brody Webster, Commissioner Warren, Shane Kleiner, Ed Kelley, Dan Farnham, Jim Kessler, Brian Severcool, Curt Hepler, Bill Zick, Ben Hoover

**Comments from the public** –

Ed Kelley asked the District what he can do to get the funds to pay the contractor for a Growing Greener project that has been finished. Discussion followed related to timing of GG contract and actual construction. We will follow up with Mr. Kelley.

Commissioner Warren motions to have the personnel committee look into some of the discussion with staff leading up to this point. Brian seconds- motion passed

**Meeting minutes**

Commissioner Warren motions to accept the minutes as presented Brody seconds - motion passed

**Treasures Report** –

Dan motions to bind the treasures report over for audit Commissioner Warren seconds - motion passed

**Correspondence** –

Jim Garner reviewed correspondence

**Requests for Assistance & Cancellation-**

- None at this time

**Reports**

Agencies: see attached

Staff: see attached

Commissioner Director: Commissioner Warren discussed several job openings in the Court House and the ongoing building remodeling project.

Nominating Organizations

**Committee Reports:**

- Ag Committee – meeting September 1<sup>st</sup> Tuesday
- Policy –
  - Dan motions to stay with our current policy regarding part time positions and benefits which is to not grant part positions with benefits Commissioner Warren seconds - motion passed
- Personnel- meeting after this meeting
- QAB –
- Special Events –
  - Commissioner Warren motions that Board members, Associate members, awardees and staff will get one free ticket to the annual banquet Jim Kessler seconds - motion passed



- Budget and Finance- na
- Vehicle- na
- Education- na
- Building committee – Reviewed locations last meeting and are discussing another one today it was discussed and recommended to expand the search to 7 mile radius of Montrose

### **Old Business**

#### **Item # 1 Line of credit**

Discussed line of credit, still working through DCED. Our solicitor has completed an agreement that can be used between the District and a contractor. JG discussed status letter with IRS. Provided sample opinion letter to our solicitor from NBT. Rec'd info from solicitor re: specialized tax attorney. Directors decided not undertake this cost, at least at this time.

#### **Item# 2 Pipeline projects update**

Discussed Pipeline projects

#### **Item# 3 Banquet update**

Discussed Banquet – see Committee reports

### **New Business**

#### **Item #1 Fair booth sign up**

Passed around sign-up sheet

#### **Item #2 District Audit**

Discussed District Audit. Discussion about separate letter to directors from auditors vs. 'findings' in actual bound audit document. Follow up needed

#### **Item # 3 QAB policy recommendations/upcoming QAOC**

Commissioner Warren motions to accept the QAB policy with suggested changes Dan seconds - motion passed

#### **Item #4 Closing 2 savings accounts. D&G and No-Till**

Commissioner Warren motions to close both the Dirt & Gravel and No-Till savings accounts Brody seconds - motion passed

#### **Item #5 Other**

Brian motions to send Jim Garner to Harrisburg on the 25<sup>th</sup> of August to speak with the Governor's Pipeline task force representing the District. Jim Kessler seconds - motion passed

**Public Comment:** no comments from the public

Brian motions to adjourn at 10:23am Jim Kessler seconds - motion passed

SUSQUEHANNA CONSERVATION DISTRICT  
MEETING MINUTES  
September 17<sup>th</sup> 2015

**Start time: 08:34 AM**    **End time: 10:36 AM**

**Attendance:** Maria Hill, Jim Garner, Commissioner Warren, Jim Kessler, Brian Severcool, Curt Hepler, Ain Welmon, Chad McKenrick, Lillian Theophanis, Ray Warriner, Shane Kleiner, Bill Zick

**Comments from the public** – none

**Meeting minutes**

Curt Hepler motions to accept the minutes as presented Commissioner Warren seconds - motion passed

**Treasures Report** –

Commissioner Warren to bind the treasures report over for audit Lillian seconds - motion passed

**Correspondence** –

Jim Garner reviewed correspondence

**Requests for Assistance & Cancellation-**

- None at this time

**Reports**

- Agencies
  - Fish and Boat Commission - SOS campaign purchase a fishing license and button and money going towards saving Susquehanna River
  - NRCS – reviewed report: see attached
  - DEP – reviewed report: see attached
- Staff: reports attached
- Commissioner Director: discussed Court House job openings. Asked if the district has received the rental agreement back from the County. We have not seen agreement at this date.
- Nominating Organizations: Forest landowners – fall woods walk 19<sup>th</sup> of September , fall foliage bus trip to Crystal Springs tree farms Lehigh Valley on Oct 12<sup>th</sup>

**Committee Reports:**

- Ag Committee –
  - Curt motions to have corn planters set at 30 inches Lillian seconds - motion passed
  - Brian motions that the No-Till 10% discount for bills paid when the no-till equipment is picked up will no longer be applied if the bill is for the \$100 minimum charge – any no-till bills over the minimum \$100.00 charge will still be eligible to receive the 10% discount Jim Kessler seconds – motion passed
- Policy – plan to have a draft for directors to review before November meeting
- Personnel
  - Brian motions that injured employees can only return to work when they are cleared for full duty by a medical doctor Jim Kessler motion passed
- QAB – meeting after board meeting

- Special Events –
  - 2015 Annual Banquet awardees are:
    - Rick and Dana Empett – Farmer Cooperator of the year
    - Concetta from Salt Springs -County Educator of the year
    - Envirothon team
- Budget and Finance- need to start on next year's budget
- Vehicle- na
- Education- na
- Building committee – na

### **Old Business**

#### **Item # 1 Line of credit**

Discussed line of credit. Decided not to engage specialized tax atty. due to cost. More info sent to DCED for review. Seem to be getting closer.

#### **Item# 2 Pipeline projects update**

Discussed Atlantic Sunrise, Triad and NED projects

### **New Business**

#### **Item #1 District Audit**

Curt motions to accept the audit from Jones Kohanski Lillian seconds - motion passed

#### **Item #2 Approval of banquet awards**

See above

#### **Item # 3 ACT contract**

MaryAnn motions to accept and sign the ACT contact for \$16,219.00 Brian seconds - motion passed

Lillian motions to ratify the approval of the E&S training at the end of the month for staff Brian seconds - motion passed

Executive session at 10:18 to discuss personnel issues - no action was taken during executive session – executive session ended at 1030

Commissioner Warren rescinded her motion to second the minutes due to inadequate detail

**Public Comment:** no comments from the public

Director motioned to adjourn at 10:36am Director seconded - motion passed

SUSQUEHANNA CONSERVATION DISTRICT  
MEETING MINUTES  
October 15<sup>th</sup> 2015

**Start time: 0838AM**    **End time: 1033 AM**

**Attendance:** Maria Hill, Curt Hepler, Jim Garner, Dan Farnham, Jim Kessler, Lillian Theophanis, Bill Zick, Jason Diaferio, Diane Nowalk, Bruce Chase

**Comments from the public** – no comments at this time

**Meeting minutes**

Dan motions to accept the minutes as presented for August and September Jim K. seconds - motion passed

**Treasures Report** –

Dan motions to bind the treasures report over for audit Jim K. seconds - motion passed

**Correspondence** –

Jim Garner reviewed correspondence.

Feed a friend donation –a copy of the brochure will be emailed to directors with details on where to drop off donations based on the deadline.

**Requests for Assistance & Cancellation-**

- None at this time

**Reports**

**Agencies:** -FSA reviewed report– mentioned new program called grass land initiatives similar to CREP in rental payment but they are able to hay and graze except between April 1<sup>st</sup> - July 31<sup>st</sup>  
-NRCS reviewed EQIP, CREP potential applicants and re-enrollment

**Staff:** see attached

**Commissioner Director:** not in attendance

**Nominating Organizations:** Forest landowners annual fall foliage trip – great day learned about what you have to do to get a tree in the white house. The annual dinner will be on November 20<sup>th</sup> at the Harford fire hall. Sara Johnson from TNC will talk about the wooly adelgid at Woodbourne and emerald ash bore in the local area.

**Committee Reports:**

- Ag Committee – see below
- Policy – na
- Personnel- na
- QAB –see below
- Special Events – na
- Budget and Finance- Brody Webster is moving out of the area and has resigned from the SCCD Board. Edgar Warriner will replace Brody on the Budget and Finance committee.
- Vehicle- na
- Education- na
- Building committee –Talked to Larry O’Riley – not interested in selling land along SR 706. Met with Bruce Bonnice 706 W – talked about long term lease and possibility of building

an office.

- Strategic planning - na

### **Old Business**

#### **Item # 1 Line of credit update**

Bank approval packet is planned to have the final signature today. DCED needs more information on projects – waiting on letter from bank.

#### **Item# 2 Pipeline projects update**

Constitution – did a major modification, set up a pre-construction meeting changed to conference call. Pre-construction to be rescheduled

Invited to the second pre application meeting for a project in New Milford Township to compress natural gas

Triad – In the very beginning stages. 9 miles from Lennox to Clifford. Expect permit submission before the end of year

Atlantic Sunrise – have 9 miles in the county, counties involved have done a completeness review and only found a few deficiencies

#### **Item# 3 Choconut D&G amendment**

Lillian motions to approve the additional funding of \$3,849.00 for Choconut Township Dirt and Gravel Roads project on Shamberger Road Dan seconds – motion passed

#### **Item# 4 CBP Special Project Ranking (Timing)**

Jim Kessler motions to have Chesapeake Bay Special Projects ranked two times a year - May 31<sup>st</sup> and Dec 31<sup>st</sup> Lillian Seconds – motion passed

### **New Business**

#### **Item #1 RC&D Presentation**

Bruce Chase presented about Biomass – goal is to help approx. two families per sponsoring county with funding to cost share to purchase a cord wood or pellet stove. Board will discuss sponsoring in the work session

#### **Item #2 No-Till Repairs**

Dan motions to cash in the No-Till C.D. to have repairs made by Wayne Oakely to the Kinze repairs not to exceed \$7,500.00 Lillian seconds – motion passed

#### **Item # 3 Health Insurance**

Jim G. will gather information on our funding by program to see what we can cover. Will discuss in work session

#### **Item #4 Nutrient Management Plan Writing**

Jim Kessler motions to have a ranking system put in place to allow SCCD to write Nutrient Management plans Curt seconds - motion passed

**Public Comment:** no comments from the public

Jim K. motions to adjourn at 10:33 AM Lillian seconds - motion passed