

SUSQUEHANNA CONSERVATION DISTRICT

Approved  
MEETING MINUTES  
December 17<sup>th</sup> 2015

**Start time: 08:36 AM    End time:11:07AM**

**Attendance:** Maria Hill, Curt Hepler, Jim Garner, Dan Farnham, Jim Kessler, Brian Severcool, Kathy Blaisure, Shane Kleiner, Ain Welmon, Bill Zick, Lillian Theophanis

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

**Meeting minutes**

Jim Kessler motions to accept the minutes with changes Brian seconds - motion passed

**Treasures Report** –

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

**Correspondence** –

Jim Garner reviewed correspondence.

Lillian motions to send a letter to the commissioners regarding the Ag. committee board after the first of the year Jim Kessler seconds – motion passed

Note – Lillian will help with Jim G. write letter to commissioners

**Requests for Assistance & Cancellation-** none at this time

**Reports:**

**Agencies:**

NRCS reviewed report – noted that Claude Bennett’s barnyard is now completed

DEP: reviewed report - last training on DGLVR GIS training is the 15<sup>th</sup> of January for the new software. There will be the staff conference at state college tentatively the 2<sup>nd</sup> or 3<sup>rd</sup> of March

**Staff:** see attached

**Commissioner Director: --**

**Nominating Organizations:**

Forest landowners – had good attendance at their annual banquet last month

**Committee Reports:**

- **Ag Committee** – Board requests that the Ag committee have more figures related to income for the work session so this can be voted on in January.  
*Bill Zick motions to accept the policy change for rankings of Chesapeake Bay Special Projects “New Ranking system will change how many points will be awarded to distance from the stream (item 1). Old system was too vague on the point scale for each increment. New system is more defined ranking each distance with one set of points. Next item adjusted is the requirement for CNMP or NMP (Item 3a and 3b). This will not change for BMP’s that require one for construction (barnyards, manure storages, etc.) however will change for BMP’s that don’t require one (spring developments, water control structure, grazing systems, etc.). All other items*

*are the same as before" Brian seconds – motion passed*

- Policy –
  - Brian motions to pass the Personnel Policy with the addition of a floating holiday. The use of the floating holiday will be determined annually by the board at the December board meeting for the following year Lillian second's motion passed.
  - Brian motions that the 2016 floating holiday will be used on the 23<sup>rd</sup> of December of 2016 Lillian seconds - motion passed
- Personnel- NA
- QAB-
  - Jim Kessler motions to accept the following recommendations from the QAB for funding Brian seconds -motion passed
    - Silver Lake Township – Pop's Hobby Lake Road - \$109,780.00
    - Forest Lake Township – Crowley Road – \$154,011.00
    - Harford Township – Oliver Road – \$51,100.00
    - Apolacon Township – Lake O' Meadows Road – \$64,006.00
    - Auburn Township – Riley Road – \$90,926.50
- Special Events – NA
- Budget and Finance-
  - Lillian motions to trade in the 2013 Ford Escape for a brand new Ford Escape from Simmons & Rockwell Jim Kessler seconds – motion passed
  - Jim G. or Curt Hepler will contact Simmons & Rockwell this month
- Education- NA
- Building committee –Jim G. met with John Puzzo as a potential designer. He gave us a bid price. The board will look at one more designer. In the January 2016 board meeting there will be a recommendation to select a designer.
- Strategic planning - NA
- RC&D – The open house at Tall Pines was not very well attended. Two people filled out forms. There was one very good candidate for the discount.

### **Old Business**

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

We can do the loan process we just cannot call it a revolving loan.

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

Atlantic sunrise – we are still in the administrative completeness part

Constitution – just made a major modification b/ c they are outside their permit boundary

Triad- static for the moment

NE direct – not very far along in the process yet

### **Item# 3 solicitor search**

Lillian motions to retain Mr. Littman as the District's solicitor Brian seconds - motion passed  
Dan will contact Mr. Littman

Jim Kessler motions to cost share \$1,000.00 for the Salt Springs education grant Brian seconds-  
motion passed (Lillian abstained)

### **New Business**

#### **Item #1 2016 operating budget**

Lillian motions to approve the budget with the addition of the vehicle purchase Brian seconds  
motion passed

#### **Item #2 Lease with County for Office space**

Brain motions to accept the County lease agreement to rent 88 Chenango St at \$1,250.00 per  
month for the next 2 years Jim K seconds – motion passed

#### **Item#3 CDFAP**

Brian motions to approve the 2015-2016 Conservation District UGWF Allocation worksheets  
with the Special Project funds of \$48,662.06 to be used for the Building Fund Lillian seconds-  
motion passed

#### **Item #4 -other**

Dan motions to upgrade our internet to a connection that can handle our equipment with Time  
Warner Cable and not replace the sonic wall Lillian seconds - motion passed

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

Brian motions to adjourn at 11:07 AM Dan seconds - motion passed

SUSQUEHANNA CONSERVATION DISTRICT

Approved  
MEETING MINUTES  
January 21<sup>st</sup> 2016

**Start time: 08:33 AM**    **End time:11:15 AM**

**Attendance:** Maria Hill, Jim Garner, Ray Warriner, Dan Farnham, Jim Kessler, Shane Kliener, Brian Severcool, Matt Neenan, Ben Hoover, Peter Tarby, Ain Welmon, MaryAnn Warren, Edgar Warriner, Kathy Blaisure, Bill Zick

Shane swore in Jim Kessler – Farmer Director, Ray Warriner– Farmer Director, and MaryAnn Warren – Commissioner Director for another term

Brian motions to nominate Ray as Chairman, Curt Hepler as Vice Chairman, and Dan as Treasurer Jim Kessler seconds - motion passed

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

**Meeting minutes**

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

**Treasurer's Report** –

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

**Correspondence** –

Jim reviewed correspondence

**Requests for Assistance & Cancellation-** none at this time

**Reports:**

**Agencies:**

NRCS: Ain reviewed report, reviewing EQUIP applications, CNMP for Rob Reyan has been approved

DEP: reviewed report and noted the Conference for District staff at State College

CB: reviewed report and noted that the Susquehanna is river of the year for PA so there will be a \$10,000.00 grant for the Endless mountains heritage regions

**Staff:** See attached reports

**Commissioner Director:** Major renovations are beginning in the historical records office. Assessment will be moved down to the basement conference room in the County Office Building. District Justice Office will be moved to the back door area of the court house. Job openings in 911 and for correction officers. The State has zeroed out Penn state extensions line item went from \$214 million to \$0. MaryAnn asked concerned citizens to contact their legislators. NEPA community health care opened Feb 1<sup>st</sup> in the Tannery building.

**Nominating Organizations:** NA

**Forest landowners-** NA

## **Committee Reports:**

- Ag Committee – NA
- Policy – NA
- Personnel- NA
- QAB-
  - MaryAnn Motions to accept the following recommendations from the QAB for funding Lillian seconds motion passed
    - Bridgewater Township – Wood Road - \$69,600.00
    - Choconut Township – Johnson Road - \$53,389.00
  - Maryann motions that Wesley Congdon will be Chad McKennrick's designated voter for the QAB Brian seconds – motion passed
- Special Events – Seedling Sale volunteers will sign up in the February meeting
- Budget and Finance- NA
- Education- NA
- Building committee –NA
- Strategic planning - NA
- RC&D –Lillian reported that RC&D gave Jamie Tiffany of Springville a \$500.00 grant to purchase a pellet stove. RC&D will do a press release when the weather is better to promote the District and RC&D

## **Old Business**

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

Next week will be one year since we have sent letter of intent with NBT for the Growing Greener loan. Today the funds will be available for two completed projects . The first payments to landowners will be able to be paid now. We will withhold the interest. If there is any overage in interest it will be refunded to the landowners

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

- NE Direct – NA
- Constitution - expecting them to start cutting trees shortly. They have a partial clearance from FERC
- Atlantic Sunrise – Still administratively incomplete

### **Item# 3 solicitor search**

MaryAnn motions to accept Paul Litwin as the District Solicitor based the recommendation from the committee and based on his experience Lillian Seconds – motion passed

#### **Item#4 Vehicle Purchase**

Lillian motions to rescind her motion to purchase the vehicle Jim Kessler also rescinds his second *“Lillian motions to trade in the 2013 Ford Escape for a brand new Ford Escape from Simmons & Rockwell Jim Kessler seconds – motion passed”* – motion passed (MaryAnn and Ray abstained)

Brian motions to purchase a 2016 Ford Escape for \$27,945.00 less \$4,949.00 Costar discount and \$14,000.00 trade in allowance for the 2013 Ford Escape from New Holland Ford with \$8,996.00 total cash outlay Lillian seconds – motion passed

#### **New Business**

##### **Item #1 meeting schedule**

Brian motions that the Board of Director board meetings and work sessions will be at 88 Chenango St. at 8:30 am for the next 6 months Dan seconds – motion passed

##### **Item #2 Building Budget**

Jim G. will have figures to present at the work session for the building down payment and monthly payments

##### **Item#3 Building Designer**

John Puzzo discussed his design process and costs.  
Building committee will have a recommendation and or a clear direction for what we need to do for the next board meeting.

##### **Item #4 –Winter conference attendance**

MaryAnn will check her schedule and let Jim G. know if she can attend

##### **Item #5 –Bay project ranking**

##### **Item #6 –reallocation of bay funds**

MaryAnn motions to reallocate Jason Campbell’s \$10,000.00 allocation from the Chesapeake Bay special project fund to Ron White. If Ron White cannot complete the project by June 30<sup>th</sup> 2016 the funding will be given to Dave Kipar Lillian seconds – motion passed

##### **Item #7 –Nutrient Management plan approvals**

MaryAnn motions to accept Eugene Trowbridge’s Nutrient Management Plan for Eugene Trowbridge Jim Kessler seconds – motion passed

MaryAnn motions to accept Eugene Trowbridge's Nutrient Management Plan for Bill Burke Brian – Motion passed

**Item #8 –Contractors workshop funding**

MaryAnn motions to purchase items for the contractor's workshop at \$1,500 Dan seconds - motion passed

**Item #9 –102/105 delegation agreement letter of intent**

Lillian motions to send a letter of intent to continue to be part of the 102/105 program Jim Kessler seconds - motion passed

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

MaryAnn motions to adjourn at 11:15 AM Brian seconds - motion passed

SUSQUEHANNA CONSERVATION DISTRICT

Approved  
MEETING MINUTES  
February 18<sup>th</sup> 2016

**Start time: 08:39 AM    End time:10:24 AM**

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

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

**Meeting minutes**

Curt Hepler motions to accept the minutes as presented Dan Farnham seconds - motion passed

**Treasurer's Report** –

Dan motions to bind the treasurer's report over for audit Curt Hepler seconds - motion passed

**Correspondence** –

Jim G. reviewed correspondence

**Requests for Assistance & Cancellation-** none at this time

**Reports:**

**Agencies:**

Fish and Boat Commission – handed out 2016 stocking date flyer, “Save our Susquehanna” – donations are appreciated. WCO has aprox. 23 vacancies across the state.

NRCS: Ain reviewed report and noted that they have been ranking program applications which were completed Feb 18<sup>th</sup>, started working on 8 Nutrient Management Plans

Ain reviewed the civil right portion of the co-operative agreement

Chesapeake Bay: Pete reviewed attached report, noted that the Governor proposed a new budget and that there is no decreases related to the funding for the District

**Staff:** See attached reports

**Commissioner Director:** NA

**Nominating Organizations:** NA

**Forest landowners-** NA

**Committee Reports:**

- Ag Committee – The committee recommended the price of the no-till planters and seeders stay the same for 2016.

*Curt Motions that the 2016 prices stay the same for the 2016 year Dan seconds – motion passed*



- Policy – handed out Procedure Policy to be voted on in the March board meeting
- Personnel- NA
- QAB- NA
- Special Events –
- Budget and Finance- NA
- Education- NA
- Building committee –see below
- Strategic planning - NA

### **Old Business**

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

Working on a letter stating we are tax exempt.

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

- Constitution – staff had safety training for the pipeline, trees are being cut. They called and said that they cut more trees than they should have on their own property.
- Atlantic Sunrise – still working on be administratively complete
- *Brian motions to purchase 3 pairs of FR clothing with a cap of \$300.00 Lillian seconds– motion passed*

#### **Item# 3 Building Designer**

Building committee recommends that we hire John Puzo as our building designer.

Dan Motions to hire John Puzo as SCCD's building designer Brian seconds – motion passed

*Note: Chairman abstained from discussion*

### **New Business**

#### **Item #1 Financial interest forms**

Board will fill out forms

#### **Item #2 Report from PACD Winter Meeting**

The intent for CDFAP monies is to be used for District Operations and it is concerning that the roll over monies were taken for other purposes. The roll of Chesapeake Bay program will change – Pete Tarby will have more detailed direction. DEP has to come up with a statement of policy related to compliance and enforcement for the Chesapeake Bay program. When that is completed then the technician contracts will go out.

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

Passed sign-up sheet around

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

Passed sign-up sheet around

### **Item #5 –Harford Fair Ad**

Curt motions to pay for a full page ad in the Harford Fair book – note that if we can get an inside cover full page ad for a reasonable price we will go with that - Brian seconds motion passed

### **Item #6 –RC&D Dues**

Brian motions that we fund RC&D one more year Lillian seconds - Motion passed

### **Item #7 –NRCS review of Civil Rights portion of the cooperative agreement**

See “Committee Reports”

### **Item #8 – Staff Conference**

Brian motions that Maria attend the staff conference at State College Lillian seconds – motion passed

### **Item #9 –102 advanced training?**

Dan motions that Jim Tyler and Wes attend the 102 advanced training in State College at the Ramada Lillian seconds - motion passed

### **Item #10 –Chesapeake Bay Project Rankings**

Brian motions to approve the Chesapeake Bay Special Project ranking list Curt seconds – motion passed

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

Entered into executive session for personnel reasons at 10:15, returned from executive session at 10:23

motion to accept raise recommendations from the personnel committee motion seconded- motion passed

motion to adjourn at 10:24 AM motion seconded - motion passed

SUSQUEHANNA CONSERVATION DISTRICT

Approved MEETING MINUTES

March 17<sup>th</sup> 2016

**Start time: 08:36 AM    End time: 10:24 AM**

**Attendance:** MaryAnn Warren, Maria Hill, Jim Garner, Curt Hepler, Brian Severcool, Peter Tarby, Ray Warriner, Lillian Theophanis, Jim Kessler, Bill Zick

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

**Meeting minutes**

Curt motions to accept the minutes as presented Brian seconds - motion passed *MaryAnn abstained*

**Treasurer's report**

MaryAnn motions to bind the treasurer's report over for audit Lillian seconds - motion passed

**Correspondence** –

Jim G. reviewed correspondence

**Requests for Assistance & Cancellation-** none at this time

**Reports:**

**Agencies-**

NRCS: see attached

DEP- see attached

Chesapeake Bay – reviewed report - mentioned Nicki Kasi is the new DEP CBP manager – has worked with DEP for many years. Technical contracts approved. On July 1<sup>st</sup> there will be funds for technicians, will require 50 compliance inspections instead of 100 farm visits. Renewed Growing Greener proposal. The New PNDI will charge \$40.00 to print a receipt. Government entities are exempt. The Farm Bureau meeting in Wilkes-Barre is scheduled for the middle of April

**Staff:** see attached reports

**Commissioner Director:** signed a lease with Interfaith. Moving departments temporarily due to construction. Some departments will be moved to Interfaith's old location on public Ave.

MaryAnn was appointed to SCC advisory committee but will have to work out new scheduling.

Suicide Awareness committee will present findings next Wednesday after the commissioners meeting. Talked with NRCS at the PACD meeting about inspections and maintenance of dams.

This will be discussed with the county. April 10<sup>th</sup> -16<sup>th</sup> is volunteer week. Would like to do an article on things the District has done over the years highlighting what we have volunteered.

MaryAnn will send a press release via email to Jim G. to send it send out to the papers. Some bridges in Susquehanna County will be part of the Rapid Bridge replacement project.

**Nominating Organizations:**

Forest Landowners - Woods Walk at Bill Baynes will be next Saturday about a salvage operation and what it looks like

**Old Business**

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

Josh Longmore had an old letter about a line of credit that his solicitor had for tax exempt status. Sent it to the bank and it appears that will work for NBT. Our solicitor doesn't think this is enough.

Jim G. will talk with Josh Longmore and get in contact with his solicitor

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

- Atlantic Sunrise - Aug 31<sup>st</sup> submitted to us – not admin complete
- Constitution – have not heard about earth moving
- Triad – Wes is reviewing
- NE Energy pipeline- nothing new
- FR coveralls are in town to pick up

### **Item# 3 Building Committee**

Met with John Puzo a few weeks ago. Have drawings back and sent on to committee

### **Item# 4 Seedling Sale volunteers**

Talked to Abby Onyon to get with 4H kids who would need community service. If anyone has contact with youth group let Jim G. know.

### **Item# 5 Final committee appointments**

Will send out list

### **Item# 6 Close 2 CBP Admin accounts**

MaryAnn motions to close 2 CBP admin bank accounts - money in CB bank accounts to be credited to the General bank account to be used for CBP items Lillian seconds – motion passed

### **Item# 7 Adopt District Policy**

Brian motions to accept the Procedure Policy effective immediately Jim Kessler seconds – motion passed

### **New Business**

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

Board is ok with the Ad to be placed in the Harford fair book

## **Item #2 Staff Report**

Learned that our Growing Greener grants do not need to have a signed check before we can submit for reimbursement. Confirmed this with DEP.

Maria's session on "Efficient & Accurate use of Accounting Practices" went well. There were a lot of questions and participation.

## **Item#3 PACD regional mtg. attendance/ policies**

Curt, Brian, Lillian votes Option 4 SW recommendation

JK- option 2

Tabled for April work session Jim G. will get more information for the next work session

## **Item #4 –Nutrient Management plans**

MaryAnn motions to accept the recommendation of the Ag committee to write 5 Nutrient Management plans Lillian seconds - motion passed

## **Item #5 –Possible change of May work session date**

The May work session will be moved to Tuesday 10<sup>th</sup> of May due to the Envirothon falling on the current work session date

## **Item #6 –QAB recommendations**

MaryAnn motions to accept the following QAB recommendations Lillian seconds – motion passed

- Springville Township- Garrison Rd -\$36,778.00
- Harford Township- Bartholomew Rd - \$12,200.00 (will be used as demonstration/education project)
- Susquehanna Deport Borough – Erie Ave - \$36,806.25 (LVR Project)
- Send out the spring round of DGLVR applications

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

motion to adjourn at 10:24 AM motion seconded - motion passed

SUSQUEHANNA CONSERVATION DISTRICT  
MEETING MINUTES  
April 6<sup>th</sup> 2016  
Special Board meeting

**Start time: 08:52 AM**    **End time: 9:01 AM**

**Attendance:** Maria Hill, Jim Garner, Brian Severcool, Shane Kleiner, Lillian Theophanis, Jim Kessler, Ray Warriner, Pete Tarby, Curt Hepler, MaryAnn Warren

**New Business**

**Item #1 approve job description for the DG/WS position**

The Personnel Committee recommends that the job creation and the job description of the *Dirt & Gravel Low Volume Road/Water Program Specialist* position be approved

Curt motions to amend the previous motion to also include that the job description be accepted--  
“to accept the Personnel Committee’s recommendation to approve “the job creation and the job description of the Dirt & Gravel Low Volume Road/Water Program Specialist” Brian seconds – motion passed

**Item #2 Approve budget for the DG/WS position**

Curt motions to accept the budget change to fund the new position “*Dirt & Gravel Low Volume Road/Water Program Specialist*” Lillian seconds - motion passed

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

Ray motions to adjourn at 9:01 AM Jim K. seconds - motion passed

SUSQUEHANNA CONSERVATION DISTRICT

Approved Meeting Minutes

May 19<sup>th</sup> 2016

**Start time: 8:39 AM    End time:10:59 AM**

**Attendance:** Maria Hill, Jim Garner, John Puzo, Brian Severcool, Ain Welmon, Lillian Theophanis, Jim Tyler, Curt Hepler, Ray Warriner, MaryAnn Warren (via phone), Jim Kessler

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

**Meeting minutes**

Curt motions to accept the April minutes as presented Brian seconds – motion passed

**Treasurer's report**

Curt motions to bind the treasurer's report over for audit Brian seconds - motion passed

**Correspondence** –

Jim G. reviewed correspondence

**Requests for Assistance & Cancellation-** none at this time

**Reports:**

**Agencies-**

NRCS: reviewed attached report

DEP- reviewed attached report

**Staff:** see attached reports

**Commissioner Director:**

**Nominating Organizations:**

Forest Landowners – No Activity

***Old Business***

**1. Bank loan update**

Letter from Terana has been sent to NBT and PS Bank. They should be back to us in about a week with a loan package with interest rate options. Edgar will review with Jim G. to see what is a good deal as part of a budget meeting.

**2. Pipeline projects update**

- Atlantic Sunrise - In technical review process sent out comment letters
- Constitution – conference call yesterday. Want to remove tress that they have cut.
- NED - on hold
- Triad – in technical review process sent out comment letters

## **2. Building committee report**

Building plans were not approved

## **3. Seedling sale committee report**

Jim Kessler discussed possible reasons why profits are down. Seedling Sale committee will consider increasing the prices next year to maintain a profit

## **4. Chesapeake Bay Program reboot update/Dana Aungst mtg.**

- PACD keeping a tally of how many districts are keeping contracts and who are dropping out.
- Do not have a SOP in hand but we do have a contract in hand.
- June 1<sup>st</sup> there will be a meeting with Dana Aungst.
- Community has mentioned they don't want us to go from educating to be an inspector/ "black hat"
- Requested that Jim G. will have solicitor review SOP and tell us what the legal ramifications would be specifically related to inspecting people who we already know do not have a Nutrient Management plan.
- Will have a budget meeting next week

## **5. District board treasurer**

Still down a QAB member and Treasurer

## **New Business**

### **1. Hire new staff?**

MaryAnn motions to hire Holly Longacre for the SCCD Dirt and Gravel, Low Volume Road Water Program Specialist position at \$12.50/hour beginning immediately Curt seconds - motion passed

### **2. Scholarships**

Lillian motions to select scholarship applicant A (Rachel Serfilippi) Susquehanna Community School to receive the \$500.00 scholarship MaryAnn seconds – motion passed

### **3. Envirothon Awards**

June 9<sup>th</sup> at 10 AM at Blue Ridge. Jackets will be presented to winning County team



#### **4. Manager Summit**

Curt motions to send Jim G. to the Manager Summit on Jun7-8<sup>th</sup> at State College Brian seconds – motion passed

#### **5. QAB recommendations**

Curt motions to accept the following QAB Recommendations Lillian seconds – Motion passed

Springville Twp.	\$ 100,000.00	\$ 96,166.00
Gibson Twp.	\$ 109,923.00	\$ 109,923.00
Friendsville Borough	\$ 71,000.00	\$ 71,000.00
Brooklyn Twp.	\$ 42,119.55	\$ 42,119.00
Harford Twp.	\$ 126,440.00	\$ 126,440.00
Silver Lake Twp.	\$ 127,897.00	\$ 127,897.00
Auburn Twp.	\$ 61,967.00	\$ 61,967.00
Forest Lake Twp.	\$ 144,502.00	\$ 144,502.00
<b>Total</b>	<b>\$783,848.55</b>	<b>\$780,014.00</b>

Lillian motions to accept the following Dirt & Gravel projects extension Brian seconds- motion passed

##### **1 year Extension Requests**

Bridgewater - Wood Road

Harford - Tyler Lake

Susquehanna Depot Borough – Erie Ave

There will be a Special Board meeting held on May 26<sup>th</sup> at 08:30AM at the Conservation District to discuss the Building Plans and Policy

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

MaryAnn motions to adjourn at 10:59 AM Curt seconds - motion passed

SUSQUEHANNA CONSERVATION DISTRICT

Approved  
June 16<sup>th</sup> 2016

**Start time: 0835 AM    End time:11:28 AM**

**Attendance:** Maria Hill, Jim Garner, Ben Hoover, Lillian Theophanis, Shane Kleiner, Ray Warriner, MaryAnn Warren, Brian Severcool, Curt Hepler, Jim Kessler, Chad McKennerick, Bob Wagner, Kathy Blaisure

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

**Meeting minutes**

Jim Kessler motions to accept the May Board minutes and Special Board minutes as presented  
Curt Hepler seconds – motion passed

**Treasurer's report**

MaryAnn motions to bind the treasurer's report over for audit Jim Kessler seconds - motion passed

**Correspondence** –

Jim G. reviewed correspondence

**Requests for Assistance & Cancellation-** none at this time

**Reports:**

**Agencies-**

**Fish & Boat:** Senate Bill 1168 –bill to set their own fees including license fees. Looking for support to maintain this ability. This will be reviewed annually so the fees are not too aggressive. Bass season is this Saturday – need licenses on private ponds. July 4<sup>th</sup> is fish for free day – everybody can fish anywhere without a license.

**NRCS:** Bob Wagner – still filling in for the biologist. Ben Hoover and Harold Luther projects needed to have some things finished up and will be signed off on shortly. Explained the “Request for Engineering” process and what that could mean for turnaround time on project designs. Mentioned that NRCS will continue to work with SCCD and will be sure projects/designs are done in light of what John Benscoter said in a Farm Bureau meeting.

**DEP-** reviewed attached report – Managers Summit meeting was last week - a lot of discussion was building cohesion with District Boards , looking at what resources boards need to do their job. If there are any recommendations let Shane know.  
Number of items for a vote for PACD – increase of dues, and who can be a regional director. MaryAnn has been formally approved by the senate to be on SCC board.

**Staff:** see attached reports

**Commissioner Director:** Construction will begin in Historical Records with the second floor being started in about a week and half. Working on the Treasurer's area so District Justice can come out of the old jail building. ~4.5 million dollar job. Many job opportunities at the court house. Assessment is at First National Bank on Church St. during construction. Was asked to be on PACD nominating board. Ag Preservation board still needs: building contractors, 2 farmers and at large member etc. Commissioners need to have names brought forward for the Ag Preservation Board. A township supervisor and person at large will be on the agenda next Wednesday for the Ag Preservation Boards. Letters have been sent out from the nominating organization and they will have until August to respond - the Commissioners will select directors after that time.

Discussed the situation that she has been dealing with – John Benscoter in an open Farm Bureau meeting said that the conservation district is falling apart as well as that there is not good communication. It was confirmed by Ain that he had made these comments. 2 County Farm Bureau directors contacted the commissioner's office to discuss having the district manager fired. **Something the board is considering is if we would/should bypass John in the design process on projects due to the lack of trust because of his statements in Farm Bureau meeting. No action taken at this time. If there is to be any discussion with John have Jen and or Ain present**

#### **Nominating Organizations:**

Forest Landowners – discussed nominating process and who may be candidates no action taken in their meeting. Having annual summer picnic July 16<sup>th</sup> 1:00 at Salt Springs Jim Perkins will talk about honey bees

### **Old Business**

#### **1. Pipeline projects update**

- Atlantic Sunrise – still in technical review
- Constitution – plan to go back in and pick up the trees they cut down -doing a modification to their plan
- NED –on hold
- Triad – on hold

#### **2. District board treasurer?**

Curt motions to make MaryAnn the interim treasurer Lillian seconds – motion passed

#### **3. Building committee report**

Curt motions to accept the plans as redesigned Lillian seconds – motion passed

#### **4. Deputy Secretary Dana Aungst mtg.**

New person overseeing the Chesapeake Bay. Had a meeting with 6 others – it was a good exchanged and productive. Talked about the Bay Report and Inspection Report.

#### **5. Policy committee**

Brian motions to accept the Dress Code policy effective Monday June 20<sup>th</sup> Lillian seconds – motion passed

#### **6. Dam meeting report**

9 township supervisors 3 Brooklyn 3 Springville and 3 Harford, State Conservationist and 3 NRCS engineers attended. Nothing new was discussed; County could take part in an intense inspection program. Still discussion on who is responsible, County Commissioners are questioning that they are responsible for maintenance of these dams

### **New Business**

#### **1. Watershed Specialist Grant**

Current Watershed Specialist grant will be extended for the next 7 months. We will need to put suggestions forward about the new grant requirements. Within the next 6 months the board should get suggestions - Personnel Committee and Kathy will look at this.

#### **2. PACD dues**

Nothing to vote on yet. By the work session Jim G will have something to review. We are waiting on what we find out.

#### **3. QAB recommendations**

No action

#### **4. CBP tech contract?**

Tabled

#### **5. CB Special Projects**

Lillian motions to approve the CB Special Projects with a score of 50 or above Brian seconds – motion passed *Curt abstained*

Lillian motions to accept the Manure Management and Ag E&S Control Planning Technical Assistance Policy as presented by the Ag Committee Ray seconds – motion passed

## **6. Invitation to attend National Night Out**

Curt motions to send Jim G and Wes to National Night Out on August 2<sup>nd</sup> Lillian seconds - motion passed

## **7. Training request**

- Brian motions to send Christie to Penn State for *Farming for Success* training Curt seconds – motion passed
- Brian motions to send Jim G to the PACD *Joint Annual Conference* July 27-28<sup>th</sup> Lillian seconds – motion passed

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

Curt motions to adjourn at 11:28 AM Brian seconds - motion passed

SUSQUEHANNA CONSERVATION DISTRICT

Approved  
July 21<sup>st</sup> 2016

**Start time: 08:30 AM**    **End time: 10:23 AM**

**Attendance:** Maria Hill, Jim Garner, MaryAnn Warren, John Puzo, Jim Garner, Bob Wagner, Bill Bayne, Jenn Matthews, Ray Warriner, Ben Hoover, Jim Kessler, Curt Hepler, Lillian Theophanis, Edgar Warriner, Kathy Blaisure

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

**Meeting minutes**

MaryAnn motions to accept the June Board minutes as presented Curt Hepler seconds – motion passed

**Treasurer's report**

MaryAnn motions to bind the treasurer's report over for audit Lillian seconds - motion passed

**Correspondence** –

Jim G. reviewed correspondence

**Requests for Assistance & Cancellation-** none at this time

**Reports:**

**Agencies-**

NRCS –Bob Wagner. reviewed attached report. Highlighted that CNMPs for Dennis Bunnell and Ron White have been written and approved. Carleton Farms is signed up for riparian buffers

Pasture walk in Bradford County at Mr. Moyers is being held by RC&D at this moment

Bob Wagner will get Jim G. plans for Bonavita's spring development

**Staff:** see attached reports

**Commissioner Director:** job opportunities at the court house, looking for a Chief Clerk, Clerk of Courts.

Ag Preservation board is almost full. Still need a building contractor member to be full. Trying to put a training together for new Ag Preservation Board.

**Nominating Organizations:**

Forest Landowners – Forest landowners had annual summer picnic on Sunday. Jim Perkins talked about bees and pollinators.

Bill Bayne – Farm Bureau has things resolved with John Benscoter. Said the issue was largely due to a misunderstanding.

## **Old Business**

### **1. Pipeline projects update**

- Atlantic Sunrise – technical deficiency letter (from DEP) was sent at the end of last week it was 81 pages' long for overall project
- Constitution – re submitted this week for a modification to their plan to clear downed trees
- Triad – re submitted a technical review

### **2. Building committee report**

John Puzo reviewed plans that will go to Planning today. Planning meets on Tuesday. Will get this into COG before we get into bid specs. Two unanswered questions - how are we heating and cooling? Foundation type? Building committee will meet directly after this meeting and get back to the board. We have letter from municipal authority re: availability of sewage hook-up, and working on twp. driveway permit.

General time frame we are looking at: at least 2 weeks before it goes to C.O.G. They will have about 2 weeks for their review.

### **3. CBP tech contract**

Went to training Tuesday – SOP and inspection reports. Still a lot of information that isn't clear. There is increased funding for the contract was \$57,000.00 and has added \$8,500.00

DEP is looking to have an increased presence on PA Farms. Letter from DEP will be going out to all farms to let them know that someone will be doing inspections on their farm. We will have a mailing list to work from. We are supposed to do 50 inspections per technician per year. If a farmer comes into the office with all information that will count as a farm visit. We do an admin complete review of plans not a technical review. If on site and we see water pollution that is to be documented. Still intended to have generous time frame to get into compliance ~180 days.

No contract available to sign yet. Contract will be retroactive to July 1<sup>st</sup> once signed. If we opt out, we will not be allowed to opt in for a length of time. If we opt in, we can opt out at the end of any contract year.

Could use Nutrient Management Delegation agreement for liability protection in case of a lawsuit. Jim was asked to check with solicitor for confirmation on this coverage.

### **4. PACD executive council items**

Lillian motions to select option 2 Curt seconds motion --- Lillian motions to rescind "Lillian motions to select option 2 Curt seconds motion" Curt seconds – motion passed to rescind

Curt motions to select option 1 Jim Kessler seconds - motion passed (MaryAnn abstained)

## **5. Update on DuBois Creek GG project**

We are scaling the construction back without compromising the entire project because there isn't enough funding to do the entire project. We intend to reapply for GG funding to finish the project. BT Adams will be doing the construction on this project.

## **New Business**

### **1. QAB recommendations**

MaryAnn Motions to accept and approve the following QAB recommendations Lillian seconds - motion passed

- Choconut Township \$72,855.00
- Franklin – Buckley Road \$65,860.
- New Milford Borough \$51,764
- Thompson Township \$18,200.00
- MaryAnn motions to extend Herrick township Bunnell farm road for an additional year  
Lillian seconds motion passed

QAB will do another round. At the end of August, we expect to have contracts back prior to September board mtg.

### **2. Fair sign ups**

Passed signup sheet

### **3. Nutrient Management Delegation**

MaryAnn motions to sign Nutrient management delegation agreement, Ben Hoover seconds - motion passed

### **4. Other**

Mr. Vibbard- discussed his bill and our next steps. District manager will check plantings with farmers before and after Vibbard planting. If that checks out manager is to formally file complaint with magistrate.

Curt motions to move forward with filing complaint for Mr. Vibbard for not paying his 2015 No-Till bill MaryAnn seconds - motion passed

Jenn Matthews said that Ain will handle the workload for any business related to the District. Benscoter will not handle any of the district business. Discussed the form to be used for engineering request.



Lillian motions to continue to keep John Benscoter in the loop to design district work MaryAnn seconds – motion passed (Ben Hoover abstained)

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

MaryAnn motions to adjourn at 10:23 AM Jim K. seconds - motion passed

SUSQUEHANNA CONSERVATION DISTRICT

Approved  
August 18 2016

**Start time: 08:31 AM**    **End time: 10:12 AM**

**Attendance:** Maria Hill, Jim Kessler, Shane Kleiner, Bill Bayne, Jim Garner, Ain Welmon, Curt Hepler, Jim Garner, Brian Severcool, Ben Hoover, Ray Warriner, Lillian Theophanis, Paul Kelley

Curt started meeting at 0831AM Ray Warriner took over meeting at 0842AM

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

**Meeting minutes**

Curt motions to accept the July Board minutes as presented Lillian seconds – motion passed

**Treasurer's report**

Jim K. motions to bind the treasurer's report over for audit Brian seconds - motion passed

**Correspondence** –

Jim G. reviewed correspondence

**Requests for Assistance & Cancellation-** none at this time

**Reports:**

**Agencies-**

NRCS – Reviewed report. Noted that they have Certified plans – CNMPs, and High Tunnel

Growing Greener – checking on Harold Luther's construction and area engineer will certify it today. Frystack has started excavation but plans are still being designed

DEP – reviewed report and noted

Sept 22<sup>nd</sup> DG training in York county, CDFAP was approved at the last meeting  
Minor Change to Nutrient Management delegation agreement - Inspections are covered for liability

**Staff:** see attached reports

**Commissioner Director:** Not Present

**Nominating Organizations:**

Forest Landowners – are working on the fair set up. Everything is coming together as planned

SUSQUEHANNA CONSERVATION DISTRICT

Approved  
September 15<sup>th</sup> 2016

**Start time: 0833 AM    End time: 1021 AM**

**Attendance:** Maria Hill, Jim Garner, Kathy Blaisure, Bill Bayne, Lillian Theophanis, MaryAnn Warren, Ben Hoover, Curt Hepler, Pete Tarby, Denny O’Riley, Adam Rauch, Doug Wood

**Comments from the public** – none

**Meeting minutes**

Ben Hoover motions to accept the August Board minutes as presented Lillian seconds – motion passed – *Mary Ann Abstained*

**Treasurer’s report**

MaryAnn motions to bind the treasurer’s report over for audit Lillian seconds - motion passed

**Correspondence** –

Jim G. reviewed correspondence

**Requests for Assistance & Cancellation-** none at this time

**Reports:**

**Agencies-**

NRCS – submitted report

DEP – reviewed report and highlighted USDA report. Hope to have announcements for Growing Greener and Special Projects soon.

**Staff:** see attached reports

**Commissioner Director:** Construction renovations have started on the court house. Assessment is still at FNB. The new construction will make the courthouse handicap accessible from the main entrance Employment opportunities are available on the county website under “Employment Opportunities”

State Conservation Commission meeting – a lot of discussion on standard animal weights. 30 to 40 more CAOS because of the weights changes. Lancaster’s District Manager sent out their own letter to farmers who will be inspected in the year so the farmers have a heads up directly from the Conservation District

**Nominating Organizations:**

Farm Bureau – Bill Burke from Auburn was nominated for the board. Will need to be resubmitted to the chief clerk, for the next application round since it missed the deadline.

## **Old Business**

### **1. Pipeline projects update**

- Atlantic Sunrise – they are still responding to their technical comments
- Constitution –they have sent in revisions. Should be approved the next couple of weeks
- Triad – has been approved
- A Pre-application meeting for pipeline project starting at the Union Dale compressor, through Forest City, going to the Jessup gas to electric conversion plant is planned

### **2. Building committee report**

Researching the air heat pump and natural gas boiler to see which is less expensive in the long run

The committee likes the Electric Mitsubishi units. Committee will wait to hear back from John Puzo with figures on costs of each unit before making a recommendation

### **3. CBP tech contract updates**

Beginning Oct 3<sup>rd</sup> DEP wants us to start doing Chesapeake Bay inspections. We may not have a fully executed contract by the 3<sup>rd</sup>.

Lillian motions that the District will not start doing inspections until we have a fully executed Chesapeake Bay contract Bill Bayne seconds – motion passed

### **4. Update on DuBois Creek GG project**

Stream work has been completed. Contractor has temporarily stabilized the site. B.T. Adams submitted their final bill for work completed.

Other partners still need to do tree planting so we can sign off and close out the project.

Kathy Blaisure from the NSRWA will talk to Robert F. today to see what NSRWA needs to do to complete their part of the grant/tree planting

## **New Business**

### **1. Training requests**

- MaryAnn motions to send Christie Bedene, Wesley Congdon, Jim T, Robert Fearnley, and Hollie Longacre to the 102/105 annual meeting in State College at the end of October  
Lillian seconds – motion passed
- MaryAnn motions to send Hollie Longacre to Watershed training in State College Bill seconds – Motion passed
- MaryAnn motions to send staff to Stoll Resource Center for stream restoration training if appropriate Bill seconds – motion passed

### **2. Banquet and Banquet awards approval**

MaryAnn motions to approve the following Ben seconds - motion passed

- Hold banquet at the Montrose VFW November 1<sup>st</sup> Event will start at 6:00pm – 6:30pm meal
- Awards
  - Farmer/Cooperator of the year– Claude Bennett
  - No-Till cooperator of the year – Jenny Clifford
  - DG Cooperator – Harford Township
  - Educator – Mike Talabiska
  - Community Cooperator – Church of Jesus Christ Latter Day Saints possibly have young lady singers
  - Bill Stewart – recognize
- Invite Dairy Royalty as guests
- Guests are free and \$10 fee will be charged to the paying public

### 3. QAB Recommendations

MaryAnn motions to approve QAB the recommendation Lillian seconds - motion passed

<b>QAB Recommendations 9-15-16</b>		
* recommend		
<b>Dirt &amp; Gravel Projects</b>		
<b>Township</b>	<b>Road</b>	<b>Amount</b>
*Apolacon	Lake Of Meadows	\$104,974.00
*Auburn	Ervin	\$68,247.00
Brooklyn	Wright	\$71,425.00
Choconut	Carmalt	\$72,493.00
*Forest Lake	Day	\$126,800.00
*Franklin	Johnson	\$67,425.00
Gibson	Creek	\$279,030.20
*Harford	Lower Podunk	\$137,122.50
Jackson	Dropp	\$49,575.00
Jessup	Sterling	\$289,960.00
*Middletown	Upham	\$24,160.00
New Milford	Creek	\$121,836.70
*Silver Lake	Sweeney	\$145,669.50
*Springville	Stark to Diaz	\$15,548.00
<b>Total project applications:</b>		<b>\$1,574,265.90</b>
<b><u>LVR Projects</u></b>		
*Forest City Borough	Public access road from Depot St. to Main St. LVR Road	<b>\$21,170.00</b>
Susquehanna Borough	Prospect Street	<b>\$22,225.00</b>
<b>Total LVR project applications:</b>		<b>\$43,395.00</b>
<b>LVR Allocation:</b>		<b>\$64,407.00</b>

### 4. District Audit

Handed out audit for review and would like to have motion to approve it at the October meeting

### 5. Ag Committee Report

Ag Committee plans on keeping the No-Till equipment rental costs the same as last year  
The No-Till program came close to breaking even for the year, to date

Ben motions to store No-Till equipment for \$450.00 at Harford fair over the winter Bill seconds  
– motion passed

**6. Other:**

Lillian reviewed RC&D grant Request for Support of Endless Mountains Legacy: Riparian and Food Forest Buffer Initiative

Bill motions to send a letter of support for the Endless Mountains Legacy: Riparian and Food Forest Buffer Initiative Ben seconds – motion passed

Lillian recommends that we include \$1,056.00 in our 2017 budget for dues to RC&D

As well as include \$1,500-\$2,000.00 for Friends of Salt Springs Park for reimbursable money for 2017 year

**Public Comment:**

PACD region meeting is Oct 21 in Wilkes Barre

Ben motions to adjourn at 10:21AM Lillian seconds - motion passed

SUSQUEHANNA CONSERVATION DISTRICT

Approved  
October 20<sup>th</sup> 2016

**Start time: 0834 AM    End time: 1123 AM**

**Attendance:** Maria Hill, Jim Garner, Edgar Warriner, Bill Bayne, Jim Kessler, Bob Wagner, Ray Warriner, Shane Kleiner, Andrew Gardner, Lillian Theophanis, Brian Severcool, Curt Hepler, Doug Wood, Pete Tarby, Bill Bayne, Jim Garner, MaryAnn Warren

**Comments from the public** – none

Shane Kleiner swore in Andrew Gardner as a Public District Director (term ends December 31, 2018)

**Meeting minutes**

Curt motions to accept the September Board minutes as presented Lillian seconds – motion passed

**Treasurer's report**

Jim Kessler motions to bind the treasurer's report over for audit Lillian seconds - motion passed

**Correspondence** –

Jim G. reviewed correspondence

**Requests for Assistance & Cancellation-** none at this time

**Reports:**

**Agencies-**

DEP CBP – reviewed report and noted that the Susquehanna county CBP contract has been finalized.

NRCS – reviewed report. Working on several CTAs that concern SCCD such as Harold Luther, waiting to hear back from Engineer for ok. Harvatine's Spring Development is finished waiting on paperwork. Susquehanna County NRCS is without a biologist.

DEP –

- PACD NE regional meeting will be held in Wilkes-Barre on 2<sup>nd</sup> floor will be held tomorrow (10/20/16)
- PACD/SCC winter meeting Ramada Inn Jan 24-25<sup>th</sup>
- Watershed Specialist workgroup has been decided on and will discuss terms and duties and responsibilities of Watershed Specialist Agreement. If anyone has any questions let your regional representative know

**Staff:** see attached reports



**Commissioner Director:**

Alan Hall has stepped down as chair. Betsy Arnold is now the chair and Alan is vice chair  
With the boards support MaryAnn will put a link to “Thank a family farmer “on this District Facebook page. Construction is going well at the court house. Treasurer’s office will be moved and fully staffed Monday

Old Jail – looking at ways to preserve

County put \$750,000.00 of ACT 13 money to go to waterline and American Waters Co. is also funding a portion of the waterline. The gas line is moving forward also

Drug Take back is this Saturday. Drug Take Back is a national program for unused prescription bottles to be properly disposed of.

Lana Adams has been hired as the new chief clerk to start on November 7<sup>th</sup>

Added public comment to commissioner’s agenda

Gave ACT 13 money to Harford township to assist with infrastructure in their township

**Nominating Organizations:**Farm Bureau –

1. Policies were adopted at last meeting.
  - To prevent prescription drugs from being advertised on television
  - Prevent County commissioners from serving more than two terms
  - Lillian and Bill Bayne have been nominated for SCCD Board of Director’s

Forest Landowners –

- Fall Bus tour to the Syracuse Experimental forest was very well attended. They have a lot of experiments/projects that they are working on. Sugar Maple, Norway Spruce studies
- **Annual Dinner meeting** – Harford Fire Hall Nov 19th at 7pm public is welcome. Speaker will talk about forests in Alaska

RC&D -

- Kim Gridley – has applied for \$100,000.00 for Riparian Buffer initiative
- Kim would like to meet with the district at the November work session
- Lillian would like the District to have an alternative energy program workshop to support the biomass grant with RC&D. The program could piggy back on Ag Day or have a smaller event on our own

## **Old Business**

### **1. Pipeline projects update**

- Constitution –had a pre construction meeting are ready to pick up felled trees
- Triad – approved but nothing has moved forward
- Uniondale – had a pre app meeting about a month ago
- NED- application withdrawn

### **2. Building committee report**

The Building Committee recommends the Electrical heating system (mini splits) for the building with the proper backup heating system if necessary. If there is no back up heating system required, we will get it in writing. The guarantee on the heating equipment's capacity to heat will need to be in writing.

The use of an electrical heating system will allow the possibility of the use of solar power in the future will help offset electric fees

Committee will speak with John Puzo to confirm the heating equipment's ability to heat in negative temperatures

### **3. District Audit**

MaryAnn motions to approve the 2015 Audit Lillian seconds - motion passed

### **4. Update on DuBois Creek GG projects**

Harold Luther's project is waiting on engineer to sign off

Harvatine's spring development is completed and the barnyard being worked on

DuBois Creek. NSWRA and Sportsman's club cannot fund trees that they agreed to plant in the grant. Jim G. will send another hard copy letter and provide more ideas and guidance on what needs to be done as well as the time line for response back to both parties

### **5. Banquet update**

We have about 90 RSVPs. We are moving along on schedule.

## **New Business**

### **1. CDFAP/UGWF and proposed special projects**

MaryAnn motions to approve the following use of CDFAP/UGWF funds -- \$16,350 to go to special projects and \$93,030.00 to go to capital reserve for our Building fund for a total of \$109,380.00 CDFAP funds Lillian seconds - motion passed

### **2. QAB recommendations**

Ray Warriner motions to accept the following QAB recommendation Lillian seconds - motion passed

<b>Township</b>	<b>Road</b>		<b>Amount</b>
Brooklyn	Wright	D&G	\$ 71,425.00
Choconut	Carmalt	D&G	\$ 74,688.00
Jackson	Dropps	D&G	\$ 49,575.00
<b>D&amp;G Project Applications:</b>			<b>\$ 195,688</b>
Susquehanna Borough	Prospect Street	LVR	\$ 22,225.00
<b>LVR Project Applications:</b>			<b>\$ 22,225.00</b>

### **3. Budget committee report**

Budget Committee met last week to review reports. Will meet again to discuss overall budget. Goal is to have a budget by the end of the year presented to the board for approval.

### **4. Computer software vendor issue**

Curt motions to pay ICS for QuickBooks \$445.00 Bill seconds - motion passed  
We will request the activation code for QuickBooks that ICS sold us so we can check with QuickBooks to see if it was ever activated

### **5. ACT contract**

Curt motions to sign the ACT contract Jim Kessler seconds - motion passed

6. **PACD policy to be voted on at regional mtg.**

Curt motions to accept the PACD policy process as presented Jim K – motion passed

Curt motions to allow Associate Directors to be appointed as regional directors and be able to vote Lillian seconds – motion passed

**Public Comment:**

Brian motions to adjourn at 11:23 Lillian seconds - motion passed

# SUSQUEHANNA CONSERVATION DISTRICT

## Monthly Board Meeting

DATE: Thursday, November 17, 2016      Place: 88 Chenango St.

**Start time: 8:32 AM**    **End time: 10:36 AM**

**Attendance:** MaryAnn Warren, Bill Bayne, Ain Welmon, Jim Garner, Brian Severcool, Curt Hepler, Maria Hill, Lillian Theophanis, Matt Neenan, Ben Hoover, Jim Kessler, Kimberly Gridley

- **Call to Order**
- **Pledge to the Flag**
- **COMMENTS FROM THE PUBLIC**

### **Action Items**

- **Action on Previous Meeting Minutes**  
Brian motions to accept the October minutes as presented MaryAnn seconds - motion passed
- **Treasurer's Report**  
MaryAnn motions to bind the treasurer's report over for Audit Lillian seconds - motion passed
- **Building committee recommendation**
- The Building committee would like recommend that the District select the Mitsubishi electric heating and cooling system or better to be installed in the new building. Noted that the Mitsubishi warranty stated that the system will work at 85-90% when the temperature is minus 13 degrees. The system will work at a 100% when the temp is 5 degrees above 0. MaryAnn recommends that before the bid package is official it is reviewed by our solicitor to ensure that we are covered with the legality paragraph regarding the "protective language"
- Brian motions accept John Puzo - District Building Designer's recommendation on the heating and cooling system based on the square footage- "to meet the specifications of the Mitsubishi electric heating and cooling system or better installed in the new building" and to move forward with the building project Lillian seconds -motion passed
- **Growing Greener applications**
- Lillian motions to have the District pursue all of the Growing Greener applications and submit all to DEP Brain seconds - motion passed - *Note: Curt and Ben abstained*

- **QAB recommendations**

- Ben motions to accept and fund the following QAB recommendations Lillian - motion passed
  - Jessup Township, Sterling Road: \$163,940.00
  - Gibson Township, Creek Road: \$200,000.00
  - New Milford Township, Creek Road: \$107,136.00
  - Gibson Township, Beaver Creek Road – Amendment: \$3,830.00
  - Harford Township, Tyler Lake Road – Approval on revised plan – no additional funds required (\$14,500.00 was approved in 2015)
  - **Total Requested: \$474,906.00**

## **Reports**

- **Agency Reports**

- **NRCS:**
  - o Reviewed report and noted that Harold Luther's project was approved, Will Harvatine's project will be approved by Bob Wagner shortly, Frystack's design has been approved and is planning to start in two weeks
  - o NRCS will have an engineering spot check. Claude Bennett will be part of the spot check

- **Staff Reports** – attached

- **Commissioner Director Report** - NA

- **Nominating Organization**

- Forestland owners – Annual Meeting this Saturday November 19<sup>th</sup> at the Harford Fire Hall dinner will be at 7pm.
- Farm bureau – Micky Clem received the Woman farmer of the year award

## **Informational items**

- Pipeline projects update
  - **Constitution Pipeline** – submitted several revisions to permit, currently clearing trees that should be done around Christmas
  - **UGI** – received application. Pipeline is going through multiple counties. We are the lead county because we have the most disturbed acreage.

- **Update on Growing Greener projects**

- Growing Greener Phase II - The District has sent a letter to the NSWRA and Rod & Gun Club asking for their intentions on completing their portion of the Growing Greener Grant "DuBois Creek Restoration Phase II". We have not heard back from either of them to date. As a follow, up our solicitor is sending a letter to NSWRA and Rod and the Gun Club in another attempt to receive response. He noted that the letter is not intended to be threatening.
- We cannot close out the grant until these parties do their part which means the contractor cannot be paid out. The grant withholds 20% of funding until we submit a final report.

- Lillian motions to have our Solicitor send another letter by December 1<sup>st</sup> to the NSWRA and the Rod & Gun Club stating that if do not receive a response on their official intentions to complete their portion of the grant we will take out a line of credit. If we do not receive an office response the District will **take the line of credit out on December 15<sup>th</sup>** to pay B.T. Adams (contractor on the Growing Greener project). **Any interest accrued on the line of credit will be the NSWRA and the Rod & Gun club's responsibility to re-pay in addition to completing their portion of the in-kind work related to the grant.** Brian seconds – motion passed
- **Correspondence** – JG reviewed correspondence
- **Kimberlie Gridley, EMRC&D**
- New Executive Director of RC&D introduced herself and gave a status report. Kimberly has a background in natural resources. Noted that her role is to find funding and where RC&D fits as a resource. Has applied for a Riparian Buffer grant. Offered RC&D services and plans to come our Districts meetings at least quarterly. Would like to have RC&D meeting in Susquehanna county 2x a year. The District wants to know what our money/dues is getting us from RC&D. Let Kimberly know what we want our money to go to. Meetings are the 2nd Friday of the month at 10:30
- **Other**
- **'16-'17 UGWF Special Projects**
- Lillian motions to fund the Salt Springs Educational Program Grant with '16- '17 UGWF funds and the District General budget. \$500.00 will be funded with the FY '16-17 UGWF money and \$700.00 out of the District's General budget for a total of \$1,200.00. Brian seconds - motion passed
- Lillian motions to allow the Master Gardner's to select which project expenses they want to have reimbursed from the projects that have already been approved for '16 - '17 UGWF monies the total amount eligible for reimbursement remains at \$5,500.00 Brian seconds - motion passed
- **PACD**
- Jim G. will talk to MaryAnn regarding PACD's new position. We will discuss at the work session on what our role is before the new positions is finalized
- **COMMENTS FROM THE PUBLIC**
- Jim Kessler motions to adjourn at 10:36 am Lillian seconds – motion passed

# SUSQUEHANNA CONSERVATION DISTRICT

## Monthly Board Meeting

Approved

DATE: Thursday, December 15, 2016

Place: 88 Chenango St.

**Start time: 8:32 AM**    **End time: 10:23 AM**

**Attendance:** Maria Hill, Jim Garner, Bill Bayne, Ray Warriner, Doug Wood, Brian Severcool, Curt Hepler, Ain Welmon, Shane Kleiner, Matt Neenan, Ben Hoover, Pete Tarby, Lillian Theophanis, MaryAnn Warren

- **Call to Order**
- **Pledge to the Flag**
- **COMMENTS FROM THE PUBLIC**

### **Action Items**

- **Action on Previous Meeting Minutes**
- Bill Bayne motions to accept the November minutes as presented Curt Hepler seconds - motion passed
- **Treasurer's Report**
- MaryAnn motions to bind the treasurer's report over for Audit Curt seconds - motion passed
- **Create separate building fund bank account**
- MaryAnn motions to create/open a separate "Building Fund" bank account. Funds that are put in and earn interest will have the interest transferred back into the appropriate account(s) Brian seconds – motion passed
- **Select 2017 floating holiday**
- Brian motions to have July 3<sup>rd</sup> for the 2017 floating holiday MaryAnn seconds – motion passed
- **New Health Insurance plan**
- MaryAnn motions to accept the Blue Cross Blue Shield Platinum 2 health insurance plan Jim Kessler seconds – motion passed



- **Renew RC&D dues?**
- Write a letter to RC&D with concerns and note that the District cannot take sides with the Incinerator situation.
- MaryAnn motions to table “Renew RC&D dues” Jim Kessler seconds – motion passed
- **Associate Director appointments**
- MaryAnn motions to re-appoint the following Associate Directors effective today *December 15<sup>th</sup> 2016*: Matt Neenan and Edgar Warriner
- Appoint as new Associate Directors: Doug Wood, Denny O’Riely Jr. and Lillian Theophanis\* *Note that Lillian will become an Associate Director on January 1<sup>st</sup> 2017 after her term as Director expires on December 31<sup>st</sup> 2016* - Brian Seconds – motion passed

Discussed inviting Jerry Skinner to Board meetings

MaryAnn recommends adding Matt Neenan to the Budget Committee

- **2017 District meeting schedule**
- Brian motions keep the District meetings, times and locations the same in 2017 Bill seconds – motion passed
- **AG Committee Recommendations**

### **Ag Committee Recommendations**

- **Mary Ann motions to accept the following Brian seconds – motion passed**  
All new CBSP applications that will be ranked after December, and have a score above 50 points be submitted to DEP for funding
- **Curt motions to accept the following Brian seconds – motion passed**  
No-Till pricing will be kept at the current prices of \$22.00/acre for the Corn Planters up to 30 acres and \$19.00/acre over 30 acres on one delivery,

\$17/acre for the Seeders, and a \$10 discount for the first 600 acres (CBSP grant fall cover crop) and a \$3 discount for fall cover crop.

- **MaryAnn motions to accept the following Curt seconds – motion passed**  
To accept the 2017 No-Till Agreement with the addition of a line for county name and township name
- **Lillian motions to accept the following Brian seconds – motion passed**  
To rebuild the current seeder #2 (Haybuster) to working order (~\$7,000), and to apply for a CBSP grant to cover the cost of purchasing an Interseeder.
- **MaryAnn motions to accept the following Brian seconds – motion passed**  
To keep the 1<sup>st</sup> Tuesday of March, June, September, and December for Ag Committee meetings, will be held on March 7<sup>th</sup>, June 5<sup>th</sup>, September 5<sup>th</sup>, and December 5<sup>th</sup> 2017
- **Brian motions to accept the following Curt seconds – motion passed**  
Apply for the manure management grant from PACD to hold workshops in Susquehanna County. Locations for workshops will be at Susquehanna, Hallstead, Montrose, Auburn, and Clifford.
- **2017 District Budget -**
- No-Till repairs are costly. Consider a vendor for repair work such as calibration, consider adding in No-Till contract a maximum number of days that equipment can be rented at a time before the No-Till specialist can remove equipment (3 day max. was discussed)
- Seedling sale committee will reassess prices for plants and will have figures for January's work session to review the markups
- Ray recommends that we start a building mortgage before the economy changes. Jim G. will get a 3<sup>rd</sup> bank option and give to MaryAnn so she can start the building mortgage paperwork
- Lillian motions to accept the 2017 Budget Brian seconds - motion passed
- The Directors will donate\* a Price Chopper gift card for Children and Youth raffle Jim G. will pick up gift card and bring to court house. *\*From personal money not related to the Districts funds*

- MaryAnn has a letter to send to PACD on Leadership Development position
- **Training request** –
- MaryAnn motions to send Christie Bedene and Wes Congdon to the Agronomic training at State College on Jan. 19-20<sup>th</sup> (\$99/a night for hotel and \$220 registration fee each \$840.00 total Lillian seconds – motion passed

## **Reports**

- **Agency Reports**
  - **NRCS:** highlighted report and noted that tomorrow is last day for NRCS applications for the 2<sup>nd</sup> round
  - Growing greener –
    - Jim Frystack - project is 90% done. The underground outlet still needs to be competed
    - Will Harvatin – project is completed and Bob Wagner is doing the certification paperwork
  - **DEP CB** – installed 9 projects in the NE region, Penn State survey had 10% returned and showed that that 4x as much conservation practices are being applied than what are in the NRCS databases, Deadline for DEP environmental education grant is tomorrow
  - **NERO** – PACD meeting will be Jan 24-25<sup>th</sup> Ramada Inn at State college – registration is on PACD site
  - Advanced training – partial day or forestry
  - DCED – noted that the legal opinion of PDA’s Chief Counsel that conservation districts are not a local government unit within the scope of that term as used in the Local Government Unit Debt Act and therefore are not regulated under LGUDA.
  - Practice Keeper is an online program for tracking that will be used for CBP and will also include 102/105. There will be training.
  - Will do a director training after today’s meeting as well as in January
- Brian motions to send MaryAnn to the PACD meeting Lillian seconds - motion passed
- MaryAnn motions to make Lillian an alternate for PACD Brian seconds – motion passed

- **Staff Reports** – attached
- **Commissioner Director Report** – Alan Hall is the Chair of the Commissioners again and Betsy is the Vice Chair. Construction at the court house should be done in April of 2017, treasures office is back in place, regarding the ACT 13 use of funds the Commissioners do not believe that they spent money incorrectly. They spoke with the Counties solicitor and SCC before any money was spent. Invited the Auditor General to the County to review files.
- **Nominating Organization**
  - Forestland owners – Bob Hobbs presented Life in Alaska at annual meeting at Harford Fire Hall
  - Farm Bureau – did well in Harrisburg. Lillian will send card on behalf of Board

### **Informational items**

- **Pipeline projects update**
  - **Constitution** - still picking up trees that were cut in the spring
  - **UGI** - is a 3 county project Lackawanna, Wayne and Susquehanna are included. It is complete and being reviewed technically by each county
  - **Triad** – permitted but has not moved forward
  - **Atlantic sunrise** – doing technical review
- **Update on GG projects**
  - Harold Luther's project is complete and we have made the final payment
  - Harvatine's project – 99% done
  - Frystack's project is just about done
  - Phase II – trees are planted and the Rod & Gun Club committed to doing their 5-year maintenance on the project so the final report will go out today
- **Growing Greener applications update**
- Working through the list to see who is still interested and working with NRCS to get figures on projects
- **Policy – to be approved in January 2017 Meeting**
- Handed out to be passed in January

- **Correspondence**
- Jim G. reviewed correspondence
- **COMMENTS FROM THE PUBLIC**
- **None**
- MaryAnn motions to enter executive at 10:09 for personnel Bill seconds – motion passed
- Returned from executive session at 10:18
- Jim Kessler motions to adjourn at 10:23 am MaryAnn seconds – motion passed