

SUSQUEHANNA CONSERVATION DISTRICT

Monthly Board Meeting

Approved

DATE: Thursday, January 19, 2017

Place: 88 Chenango St.

Start time: 8:30 AM **End time: 10:03 AM**

Attendance: Maria Hill, Jim Garner, Bill Burke, Bill Bayne, MaryAnn Warren, Ain Welmon, Shane Kleiner, Andrew Gardner, Lillian Theophanis, Brian Severcool, Curt Hepler, Carl Deluca, Pete Tarby, Doug Wood, Jim Kessler, Kimberly Gridley, Ben Hoover, Matt Neenan

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

Action Items

- **Swearing in of new directors**
- Shane Kleiner swore in MaryAnn Warren and Bill Burke

- **Election of officers**
- Brian motions to accept the following Officers for 2017 Bill Burke seconds – motion passed
 - Chair - Ray
 - Vice Chair – Curt
 - Treasurer - MaryAnn

- **Action on Previous Meeting Minutes**
- MaryAnn motions to accept the December minutes as presented Brian seconds - motion passed

- **Treasurer's Report**
- MaryAnn motions to bind the treasurer's report over for Audit Bill Bayne seconds - motion passed

- **Renew RC&D dues?**
- Kim Gridley explained that she talked with S.C.A.N. about RC&Ds stance on environmental issues and what their role is - RC&D is not an advocacy group. Also, discussed what the RC&D dues will cover – dues justification.
- Brian motions to renew/pay the RC&D 2017 dues Andrew seconds – motion passed (7 yes - 1 no)

- **Policy updates**
- Brian motions to accept the following policy Curt seconds - motion passed
 - **Procedure Policy Handbook Page 21**- Added to the Procedure Policy that any new Director or Associate Director will have a handbook and an orientation scheduled with-in 30 days of being appointed to the board
 - **Orientation for new Directors and Associate Directors [3-10-121516-0-0]**
Purpose: To ensure that new Directors and Associate Directors are educated about the organizational culture, procedures, as well as provide a clear understanding of expectations.
Policy Within 30 days of being appointed to the board any new Director or Associate Director will receive the Master Procedure Policy Manual and the Personnel Policy Manual and an orientation will be scheduled.
- Brian Severcool motions to pass the following policy Bill Bayne seconds - motion passed
 - **Procedure Policy Handbook Page 32** -Tracking on mailed items –
 - **Mailings [4-4-121516-0-0]**
Purpose: To ensure that mailings of value are not lost in the mail
Policy: Tracking will be added to any physical item being shipped that is valued at or over \$20.00. Note that tracking may be added to any mailing, when necessary, such as important documentation, contracts or software.
- Andrew motions to pass the following policy Brian seconds - motion passed
 - **Procedure Policy Handbook Page 24** – Interim Approach – change how long before an interim approach could expire. Change from 6 months to 12 months. Currently if the board passes an interim approach in the January meeting it will need to be re-approved in June to keep the policy in place for the calendar year. Interim Policy or Procedure must follow the “Normal Approach” to become an approved Policy or Procedure which typically happens in November – December time frame.
 - **Interim Approach**
Policy: When circumstances require immediate approval, interim Policy or Procedures may be developed and approved by the Board.

 Interim Policy or Procedures expire twelve months after approval or sooner. Interim Policy or Procedure must follow the above Normal Approach to become an approved Policy or Procedure.

- Bill Bayne motions to accept the following policy Brian seconds - motion passed
 - **Personnel Policy Handbook**
 - Page 10 **Annual Reviews** - change date that evaluations need to be completed from November board meeting to October board meeting. This will allow sufficient time to have the Personnel Committee recommendations from the evaluations sent to the Budget committee to include in the proposed budget.
- Ben motions to pass the following policy as a permanent policy Brian seconds - motion passed
 - Page 14 **Dress Code policy**– Approved in June board meeting. No changes.
- **OAB recommendations**
- MaryAnn motions to hold a Dirt and Gravel workshop/training Brian seconds - motion passed
- **PACD votes**
- Brian motions to accept the bylaw changes for PACD Attachments A&B Jim Kessler seconds – motion passed
- Brian motions to accept the bylaw changes for PACD Attachment C Andrew seconds – motion passed
- Andrew motions to approve the concept for the Water Resource Extraction Fee Bill Bayne seconds – **motion not approved** (3 yes - 5 no)
- **PACD delegate list update**
- Jim will update the delegate list with the following delegates - MaryAnn, Jim G and Lillian
- **Training request**
- MaryAnn motions to send Robert and Hollie to PALMS training Brian seconds - motion passed

Reports

- **Agency Reports**
 - **NRCS:** reviewed reports and noted that they worked on the GG application figures with Robert
 - **DEP CB:** Chesapeake Bay report showed that 9 of the 13 indicators improved. Special Projects announcement (request for projects) should be made shortly.
 - **NERO:** Introduced Carl Deluca (Shane's supervisor). Reviewed conference dates. Reviewed RTK law.

- **Staff Reports** – attached
- **Commissioner Director Report** - Brad Sebring has been appointed as the Contractor Director for the Ag Preservation board as well as appointed to the Penn State Ext. board
- You can report crime via the commissioner's website that is anonymous.
- Construction project is going smoothly. Job openings are available at the court house.
- **Nominating Organization**
 - **Forestland Owners** – putting together programs for the year. New meeting location is now at St. Marks church in New Milford
 - **Farm Bureau** – changed meeting time to 6:00 for March - November at Claverack building.

Informational items

- **Pipeline projects update**
 - **Uniondale** – 3 county project, technical review is done and will be sent back to them next week
 - **Constitution** – 70-80% done with tree removal
 - **Triad** – just received federal approval last week
 - **Atlantic sunrise** – in technical review
- **Update on GG projects & applications update**
 - The District has applied for the following Growing Greener grants:
 - County Wide Spring Developments.....\$71,808.00
 - Priority Watershed Spring Developments\$32,651.00
 - Wyalusing Watershed Barnyards\$583,419.00
 - Tunkhannock Creek Watershed Barnyards.....\$567,000.00
 - Meshoppen Watershed Barnyards..... \$1,025,184.00
 - Total.....\$2,280,062.00
- **Building update**
 - Building Plans have been returned from permitting. Several comments need to be addressed. John P. will be at the building committee meeting today at 10 to go over the plans.
- **Correspondence**
 - Jim G. reviewed correspondence
- **COMMENTS FROM THE PUBLIC**
 - **None**
- MaryAnn motions to adjourn at 10:03 am Jim Kessler seconds – motion passed

SUSQUEHANNA CONSERVATION DISTRICT

Monthly Board Meeting

Approved

DATE: Thursday, February 16, 2017

Place: 88 Chenango St.

Start time: 8:33 AM **End time: 10:40 AM**

Attendance: Maria Hill, Jim Garner, Bill Bayne, MaryAnn Warren, Ray Warriner, Doug Wood, Pete Tarby, Jim Kessler, Brian Severcool, Curt Hepler, Matt Neenan, Curt Hepler, Ben Hoover, Matt Neenan

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

Action Items

- **Swearing in of new directors**
- MaryAnn swore in Bill Bayne-Public Director-Term expires December 31st 2020
- **Action on Previous Meeting Minutes**
- Curt Hepler motions to accept the January minutes as presented MaryAnn seconds - motion passed
- **Treasurer's Report**
- Brian Severcool motions to bind the treasurer's report over for Audit Ben Hoover seconds - motion passed
- **Policy updates**
- Brian motions to accept the following vehicle policy Curt - motion passed

Personnel Manual Page 22 Vehicle Use – added: District employees must provide a valid state driver's license at the start of employment and on an annual basis (January of each year) for the operation of a vehicle for work purposes as it relates to job requirements. If there is a change in ability to meet job requirements, the District Manager must be notified immediately.

- **Website update**
- Ben Hoover motions to accept Weebly as our new website provider MaryAnn seconds - motion passed
- **New nominating organizations**
- Curt motions to give Jim Garner the authority to send SCC the following organizations to be added as nominating organization Bill Bayne seconds – motion passed
 - Add - Ag Preservation, QDMA, Bee Keepers

- MaryAnn motions to remove the following organizations from the Nominating Organizations because they no longer exist Bill Bayne seconds – motion passed
 - Remove - Co-Op Wool Growers, County Farmers Union, County Rural Development
- **Fair book ad**
- Board is ok with the ad layout and content. The top picture will be swapped out with a better before picture or a construction picture. We will send the board 2 pictures of before and construction for the ad and they will choose which one they want added to the fair book ad.
- **Building committee**
- Curt reviewed and recommended “Low E” insulation
- Discussed if the wiring should be installed for future use of solar. Decided wiring for solar is not a big deal to do after the fact. Solar is changing and being updated. BOD would likely install wiring at the time of installation of solar if and when they can add it to the building.
- Building committee will look more into the future of solar and make a recommendation

Reports

- **Agency Reports**
 - **NRCS:** District Board read and acknowledged the civil rights portion of the agreement
 - **DEP CB:** highlighted upcoming meetings as well as NEROs report. Frank has requested that each District compile acres, farms, cows, etc. that we have done manure management plans and submit to DEP.
- **Staff Reports** – attached
- **Commissioner Director Report** – MaryAnn voted no on charging for the water extraction fee at the PACD meeting. Only Tioga and Susquehanna voted no as per the Districts Boards request. The County has a lot of job openings available that can be found on the county website. Court house renovation is still on target for opening in April. Looking into the jail will do a study to see what they can do with it. Johnson Controls (JCI) is the contractor for the courthouse project.
- **Nominating Organization**
 - **Forestland Owners** – expected to do a woods walk in the spring, location has fell through. They working on figuring it out so they can set a new date. Need to find a location first.
 - **Farm Bureau** – no meeting this month due to weather had a telephone conference. Intended to have Bob Klein to discuss the drug problem in the county. Working on Ag Day.

Informational items

- **Pipeline projects update**
 - **Uniondale Reinforcement** – They want to do a trail surface on the project. Rails to Trails would like to include pipes in the pipe replacement in the individual permit. Meeting on March 1st to get it squared away.
 - **Triad** – NA
 - **Constitution** -NA
 - **Constitution** – They are temporarily shut down from removing trees for the winter. They are planning on submitting another major modification
 - **ASR** – We just sent the second review back to DEP. They have their FERC approval now.
- **Correspondence**
- Jim G. reviewed correspondence
- MaryAnn motions to recess the meeting until 09:31am for John Puzo Bill Bayne seconds – motion passed
- Bill Bayne motions to return to the regular board meeting at 09:45am Brian Seconds – motion passed
- **Building Committee**
- John Puzo reviewed the build plans and the building committee recommended that the board accept the building plans and specification book with revisions regarding the insulation. Once a bid package is put together they recommend charging \$100.00 per plan set and bid spec book and note that anyone requesting a plan set would call ahead and request plans to be printed.
- Discussed the Separation Act. John Puzo has not had to deal with that before. Need to see if COG will release the plans to the Board vs a General contractor because the Separation Act is requiring SCC be the General Contractor. SCCD will contact COG and go from there.
- BOD will talk with COG about signature on plans and will let John know after bid goes out
- Ben Hoover motions to accept the recommendation from the building committee to accept the final building plans and specification book as revised (inclusion of the Low-E insulation) motion Brian seconds - motion passed
- **COMMENTS FROM THE PUBLIC**
- Bill Bayne motions to adjourn at 10:40 Brian seconds – motion passed

SUSQUEHANNA CONSERVATION DISTRICT
Monthly Board Meeting
Approved
DATE: Thursday, March 16, 2017 Place: 88 Chenango St.

Start time: 8:40 AM **End time: 10:40 AM**

Attendance: Maria Hill, Ain Welmon, Bill Bayne, Jim Garner, MaryAnn Warren, Brian Bendock, Brian Severcool, Curt Hepler, Jim Kessler, Doug Wood, Ray Warriner (9am), Dave Kaniski

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

Action Items

- **Action on Previous Meeting Minutes**
- MaryAnn motions to accept the February minutes as corrected Brian S. seconds - motion passed

- **Treasurer's Report**
- MaryAnn motions to bind the treasurer's report over for Audit Brian seconds - motion passed

- **QAB Items**
- Jim K. motions to accept the following QAB recommendation Brian S. seconds - motion passed
 - QAB Recommends a new project for \$4,688 - Friendsville Borough Binghamton Rd. (related to last year's project - needed additional fill)

- **Watershed Specialist Contract**
- MaryAnn motions to accept the Watershed Specialist Contract for \$46,750.00 Bill Bayne seconds - motion passed

- **PACD Regional Meeting Items**
- Brian motions to vote **No** to section 1 "Election of Region Directors" (re. associate directors on executive board) in the PACD policy Jim K. seconded - Motion passed
- Brian motions to vote for **B** under Decision before meeting (re: one vote per district) Bill seconds – motion passed

- **Items from Ag committee**
- **NA**

- **Open one bank account (Online Orders) / close two GG accounts (GG DuBois Creek Phase II and GG Barnyard)**
- MaryAnn motions to open the Online Orders bank account and close GG DuBois Creek Phase II and GG Barnyard bank accounts Bill seconds – motion passed

Reports

- **Agency Reports**
 - **NRCS: Ain reviewed report**
 - **Fish and Boat Commission – Brian introduced Dave Kaneski Fish and Boat Officer. He will be covering Chad McKenrick's region in addition to other areas. Dave Kaneski is covering 1200 square miles.**
Currently a bill is up again to allow the FBC to set their own license fees. Trout stocking is postponed due to weather. April 15 is opening day for trout.
 - **Staff Reports – attached**
 - **Commissioner Director Report – March 24th the District Magistrates new office will have an open house from 9-11 am - they will have doughnuts and coffee. Many employment opportunities on the Susquehanna County website. Starting to interview for director of IT and Public Safety Directors. Human Resource Services Day will 1:00 Echo will be there. A Light lunch will be served 12-130. The Dairy Princess 12:30 will be serving ice cream. Court house remodeling is still set to be completed for April.**
 - **Nominating Organization**
 - **QDMA we have received their form to be a nominating organization**
 - **Forestland Owners – NA**
 - **Farm Bureau – Spring Lunch at 1130 Bible Conference on April 8th 15\$ for lunch. Open offices have been invited to speak**

Informational items

- **Pipeline projects update**
 - **Uniondale Reinforcement** – received technical deficiency responses
 - **Triad** – felling trees by hand
 - **Constitution** -shut down for winter
 - **ASR** – sending back second round of comments
- **Correspondence**
- Jim G. reviewed correspondence

Informational items

- **Building committee update**

- Building committee will review bids and make a recommendation to the board. John Puzo will be part of the review process. We will have a special committee (Bid Committee) to review bids so there are no conflicts of interest. Ray will create the bid committee.

- MaryAnn motions to run a legal ad to award bids at the May work session if there are enough bids submitted on the 20th of April Curt – motion passed

- **Tour update**

- Will get a smaller bus for the Manure Management bus tour.

- **Envirothon**

- Plan to go to the Bay for the Envirothon trip. We are waiting to hear back from the school to make sure that the dates/logistics are set.

- **Other**

- **Snow days**

- Brian motions that due to the severe weather on March 14th and March 15th the board is issuing 2 additional personal days for 2017 to all applicable* employees to use at their discretion in the 2017 calendar year Curt seconds – motion passed **note that seasonal, employees do not receive personal days*
- *The Governor said it was not safe to travel and to stay off the roads even though it was not technically a State of Emergency.*

- **Seedling sale volunteers**

- Jim will contact Envirothon participants for helpers

- **COMMENTS FROM THE PUBLIC**

- Director motions to adjourn at 10:40 Director seconds – motion passed

SUSQUEHANNA CONSERVATION DISTRICT

Monthly Board Meeting

Approved

DATE: Thursday, April 20 2017

Place: 88 Chenango St.

Start time: 8:31 AM **End time: 10:00**

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

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

Action Items

- **Action on Previous Meeting Minutes**
- Curt motions to accept the March minutes as presented Andrew seconds - motion passed
- **Treasurer's Report**
- Curt motions to bind the treasurer's report over for audit Bill Bayne seconds - motion passed
- **Open bids for new building construction**
- MaryAnn motions to open the bids for the SCCD Building Project that were due at 0830am today for review Brian seconds – motion passed (*Note: Ray Abstained*)
 - **Patrick Mooney – Mooney Builders LLC**
 - General Construction (*Not including HVAC, Electrical, Plumbing*) - Lump sum contract price - **\$988,351.00**
 - **Todd W Smith – Smittys Construction Inc**
 - General Construction - **\$909,837.00**
 - **Heat Tech and Plumbing LLC (Johnson City)**
 - HVAC Only - **\$111,570.00**
 - Building committee will have a meeting to come up with a recommendation and report back to the board. MaryAnn suggested that we look for a general contractor to have on the building committee.
- **Items from Ag committee**

SUSQUEHANNA CONSERVATION DISTRICT

Monthly Board Meeting

Approved

DATE: Thursday, April 20 2017

Place: 88 Chenango St.

- Ben motions to accept the following Ag Committee policy Brian seconds - motion passed
 - *Funding for Chesapeake Bay Special Projects Grant be allocated to one project per landowner per grant application period, with a maximum of \$10,000 per project. If the landowner has more than one SP-1 on file, then the SP-1 with the earliest date will be used for the application period.*

Reports

- **Agency Reports**
 - **NRCS** - Ain reviewed report. Noted that there is an increase in CREP
 - **DEP NERO** – Shane reviewed report. Noted PACD regional meeting tomorrow, big topic will be the proposed change in E&S policy. Asked that attendees bring some special projects for discussion at meeting. Reviewed harassment policy.
 - **CBP** – Pete reviewed report. Noted that DEP cost shares CREP program and since year 2000 they have obligated \$37,318,240.00 towards the CREP program. SCCD Christie Bedene has completed the 50 ag inspections for the year and has more completed to be credited to next year.
 - **Staff Reports** – attached
 - **Commissioner Director Report** – passed out the 2017 Benefits and Rights for Older Pennsylvanians booklet. Courthouse construction will continue through June. Plan to be in there by July. Job openings – still looking for a chief clerk. Can find applications and job descriptions on the website. Human Resources Services Day went well. This will be an annual event. Agencies were able to interact with one another and learned how about the services that are provided

Nominating Organizations

- **Forestland Owners** – Jim Kessler said the Forest Landowners are considering the larger fair space this year and they will discuss it at their next meeting
- **Farm Bureau** – had Spring Lunch meeting and went well

Informational items

- **Pipeline projects update**
 - **Uniondale** – nothing new
 - **Triad** – nothing new
 - **Constitution** – still picking up trees
 - **ASR** – nothing new
- **Other**
 - **Harford Fair Booth** –
 - Curt motions to purchase an additional space/booth at the Harford fair next to our current space to allow for more room for our displays Brian S seconds - motion passed

SUSQUEHANNA CONSERVATION DISTRICT

Monthly Board Meeting

Approved

DATE: Thursday, April 20 2017

Place: 88 Chenango St.

- **Fish Sale** –
- Advertised on webpage, paper, FB page, and Radio
- **Managers Summit**
- MaryAnn motions to send Jim G. to the Managers Summit Brian S seconds - Motion passed
- **Building Update**
- SCC approved our ability to enter into necessary contracts to complete our building project at their last meeting
- Chapter 102 changes – DEP wants to take over individual NPDES permits and there will be a lot to discuss
- **PA Clean Water Farm Award Program**
- Curt motions to Nominate Claude Bennett for the PA Clean Water Farm Award (PACD) MaryAnn seconds – motion passed
- Jim G will look more into the EDUs and report back to the board
- **Correspondence**
- Jim G. reviewed correspondence
- Ray motions for an executive session at 945 to regarding personnel MaryAnn seconds - motion passed
- Return from executive session at 9:58. No action taken
- Ben motions to adjourn the meeting at 10:00 Director seconds - motion passed

SUSQUEHANNA CONSERVATION DISTRICT

Special Board Meeting

DATE: Wednesday May 3, 2017 Place: 88 Chenango St.

START TIME: 8:30 A.M.

Approved

- **Start time: 8:33 AM End time: 9:13**
- **Attendance:** Maria Hill, Jim Garner, Curt Hepler, Brian Severcool, Lillian Theophanis, Jim Kessler, MaryAnn Warren, Jim Garner, Ben Hoover, Bill Bayne
- **Call to Order**
- **Pledge to the Flag**
- **COMMENTS FROM THE PUBLIC**

Action Items

- **Action on Previous Meeting Minutes**
- MaryAnn motions to accept the April Minutes as corrected Ben seconds - motion passed
- **Action on new office building construction bids**
- MaryAnn motions to reject all bids based on lack of complete bids Brian seconds - motion passed
- Jim G. will check with SCC regarding a performance bid
- **Intern**
- Joshua Matulevich will start May 16th and plans on being at the office 3 days a week
- **COMMENTS FROM THE PUBLIC**
- MaryAnn motions to go into executive session at 8:59am to discuss personnel issues director seconds – motion passed - Out of Executive session at 9:12. No action taken.
- MaryAnn motions to adjourn at 9:13am Brian seconds – motion passed

SUSQUEHANNA CONSERVATION DISTRICT

Board Meeting

DATE: Thursday May 18, 2017 Place: 88 Chenango St.

START TIME: 8:30 A.M.

APPROVED

- **Start time: 8:32 AM End time: 9:47**
- **Attendance:** Maria Hill, Bill Bayne, MaryAnn Warren, Pete Tarby, Jim Garner, Andrew Gardner, Doug Wood, Curt Hepler, Lillian Theophanis, Brian Severcool,
- **Call to Order**
- **Pledge to the Flag**
- **COMMENTS FROM THE PUBLIC**

Action Items

- **Action on Previous Meeting Minutes**
- MaryAnn motions to accept the May 3rd Minutes as corrected Ben seconds - motion passed
- **Treasurer's Report**
- MaryAnn motions to bind the treasurer's report over for Audit Bill Bayne seconds - motion passed
- **Watershed Specialist Grant**
- MaryAnn motions to accept the Watershed Specialist 2-year grant Brian seconds – motion passed
- **Training request**
- Christie would like to go to the Farming for Success (previously “Agronomy Day”) \$65 for room \$10 for registration
- MaryAnn motions to send Christie Bedene to the Farming for Success training Curt seconds – motion passed
- **Letter of support request**
- Brian motions to write a letter of support for Bradford County’s Interseeder Grant Application Andrew seconds – motion passed
- **Credit Card Limit Request**
- Curt motions to increase the credit card limit with FNB - (Jim Garner) to \$6,000.00 and to keep the No-Till credit card (Wayne Oakley) at \$1,000.00 for a total of \$7,000.00 Bill Bayne seconds– motion passed

- **2017 Scholarship**
Curt motions to select scholarship applicant A (Haley Rhone from Susquehanna Community High School) to receive the \$500.00 scholarship Bill Bayne seconds – motion passed
- **Building Committee**
- Building committee recommends that we accept the building plans as redesigned.
 - 3 modules that are 66' long. Will have the driveway included in the bid as well as the electrical, plumbing, etc.
- Brian motions to proceed with the building plans with the following changes - the bathroom door will open to the hall way at the top of the stairs instead of opening to the kitchen and the bathroom door will open in and not out, the kitchen sinks will be flipped to the opposite side for plumbing purposes Bill seconds – motion passed
- **Close Account**
- MaryAnn motions to close the GG Priority Watershed bank account Brian seconds – Motion passed
- **QAB**
- MaryAnn motions to accept the following QAB recommendation Brian seconds – Motion passed
- **Dirt and Gravel Roads**
 - *Auburn Twp. – Jayne Road - \$57,240.00 grant -- \$7,082.00 in-kind*
 - *Bridgewater Twp.- Peterson Rd. - \$80,000.00 grant - \$47,885.00 in-kind*
 - *Clifford Twp.-Stoney Lonesome Rd. - \$79,245.00 grant - \$15,000.00 in-kind*
 - *Springville Twp. - Philips Rd. - \$11,008.00 grant - \$11,174.00 in-kind*
- **LVR Project**
 - *Montrose Boro. – Griffis Street - \$21,810.00 grant - \$5,402.20 in-kind*
 - *Susquehanna Depot Boro. – Front Street - \$4,275.00 - \$1,000.00 in-kind*
- Note: MaryAnn left meeting at 9:26AM
- **Agency Reports**
- **CBP** - Pete reviewed report. Noted that the Bay is being scored higher and blue crabs are doing well.
- **Commissioner** – Court House construction is on track. Hope to move in July. Currently searching for Director of Assessment. Looking for someone with management skills. Looking for a Chief Clerk. MaryAnn is attending Phase III

listening session for the Chesapeake Bay. MaryAnn will be a panelist at the Managers Summit to discuss the relationship between County and Districts. MaryAnn has hours in Forest City for the public as a community outreach.

- **Farm Bureau** – on May 27th from 10am-2pm at Andres the Farm Bureau, Commissioners, Rotary and the District Attorney are having an educational program “Drug Turn Back” to help educate the community.
- **Staff reports** – Attached

Informational items

- **Pipeline projects update**
 - **Uniondale Reinforcement** – they have started work and proposing a major modification
 - **Triad** – all staked out and have a notification that they are ready to start. Pre-construction meeting scheduled next week
 - **Constitution** -cleaning up trees
 - **ASR** – back in the office for review
- COMMENTS FROM THE PUBLIC
- Brian motions to adjourn the meeting at 9:47am Andrew seconds – motion passed

SUSQUEHANNA CONSERVATION DISTRICT

Board Meeting

DATE: Thursday June 15, 2017 Place: 88 Chenango St.

START TIME: 8:30 A.M.

APPROVED

- **Start time: 8:33 AM End time: 9:47 AM**
- **Attendance:** Maria Hill, Jim Garner, Bill Bayne, Keith Cameron, MaryAnn Warren, Ryan Brown, Kris Ely, Ain Welmon, Lillian Theophanis, Jim Kessler, Brian Severcool, Curt Hepler, John Puzo
- **Call to Order**
- **Pledge to the Flag**
- **COMMENTS FROM THE PUBLIC**

Action Items

- **Action on Previous Meeting Minutes**
- Bill Bayne motions to accept the May 18th Minutes as presented Jim Kessler seconds - motion passed
- **Treasurer's Report**
- Jim Kessler motions to bind the treasurer's report over for audit Brian Severcool seconds - motion passed
- **Nutrient Management Delegation**
- MaryAnn motions to accept the Nutrient Management Delegation Agreement as recommended by the Ag committee Brian Severcool seconds – motion passed
- **Ag Committee Recommendations**
- Brian Severcool motions to accept the following recommendations and added that the SCCD will no longer do business with Joe Vibbard due to him not paying his 2015 no-till bill and Jim Garner will follow up with Cherie Bonavita regarding her Chesapeake Bay Special Project one more time Jim Kessler seconds – motion passed
 - **Ag Committee**
 - *Recommend the SCCD cease pursuing Joe Vibbard for the 2015 no-till corn planter rental bill for \$880.57.*
 - *If Cherie Bonavita does not complete and turn in the receipts for the spring development project by June 30th 2017, the committee recommends utilizing \$5,074 from Chesapeake Special Projects towards No-till repair.*
 - *Recommends that the SCCD accept the new Nutrient Management & Manure Management Delegation Agreements.*

- **QAB**
- MaryAnn motions to accept the following QAB recommendation Brian seconds – Motion passed
 - **Dirt and Gravel Roads**
 - *We had requests from three townships (Silver Lake, Auburn and Bridgewater) for extensions on their road projects. Auburn and Silver Lake were waiting for DSA approvals, which we now have and Bridgewater was waiting for permit and installation of box culvert. Extensions will be to September 2017.*
- **Agency Reports**
- **NRCS**- Ain reviewed report and went over the history and facts of the CTA
- **DCNR** – on July 1st Ryan Brown will add Wayne county as part of the region he covers which also includes Susquehanna County. Ryan has been doing education on Emerald Ash bore and invasive plants. Foresters are watching the spotted lantern fly.
- **FSA**: reviewed report and noted the county committee elections and nominations are open today for the LAA
- **Commissioner** – Construction is behind at the courthouse. The scaffolding, plastic etc. will be down by the 4th of July. Hired a Chief Clerk – Martin Kane he will begin Monday. Director of assessment has also been hired will also begin Monday. The Chesapeake Bay Environmental Center trip was a great educational experience.
- **Farm Bureau** – good turnout at the Drug Turn back program at Andres
- **Forest Landowners**- the picnic Sunday 25th at Salt Spring will likely be cancelled.
- **Salt Springs** – Has put together programs for the summer including a photography class, and beginning archery class.
- **Staff reports** – Attached

Informational items

- **Pipeline projects update**
 - **Uniondale Reinforcement** – currently welding pipe on right away in Susquehanna county. Major modification has been submitted to us and we are starting completeness review.
 - **Triad** – Started work week of June 5th
 - **Constitution** – still removing trees
 - **ASR** – Technical review completed. Susquehanna county has no comments

Jim G. reviewed correspondence

Envirothon trip – are expecting FY '17 - '18 CDFAP funds to be similar to '16 -'17. If we want to do something again for an Envirothon trip we should start working on it now. Suggestion to possibly walk the gorge at Watkins Glenn.

Fair Committee update – we will have the same display material as in the past. Plan on doing the butterfly display again.

4th of July – will have a no-till machine and a hay wagon in the 4th of July parade. A banner has been ordered.

Building Committee: Reviewed plans. Still need a few things from Eric and Joe, the site needs to be staked out, and the plans need to have the elevations updated.

- COMMENTS FROM THE PUBLIC
- Brian Severcool motions to adjourn at 9:47am Jim K seconds – motion passed

SUSQUEHANNA CONSERVATION DISTRICT
Board Meeting
DATE: Thursday June 29, 2017 Place: 88 Chenango St.
SPECIAL MEETING
APPROVED

- **Start time: 8:34 AM End time: 9:14AM**
- **Attendance:** Maria Hill, Jim Kessler, Jim Garner, Ben Hoover, Curt Hepler, Lillian Theophanis, John Puzo, Brian Severcool, Bill Bayne
- **Call to Order**
- **Pledge to the Flag**
- **COMMENTS FROM THE PUBLIC**

Action Items

- **Approve Building Plans**
- Brian motions to accept the building plans as presented, to put the project/plans out for bid and submit to COG for review Jim Kessler seconds - motion passed
- **Advertisement Building Plans**
- Jim Kessler motions to Advertise the Building Project/plans in the Montrose Independent and the Scranton Times and noted that second time bidders will have the \$100 fee waived. First time bidders will pay \$100.00 fee Brian Seconds – motion passed
- **COMMENTS FROM THE PUBLIC**
- Ben motions to adjourn at 9:14am Brian seconds – motion passed

SUSQUEHANNA CONSERVATION DISTRICT

Board Meeting

DATE: Thursday July 20, 2017 Place: 88 Chenango St.

START TIME: 8:30 A.M.

Approved

- **Start time: 8:30 AM End time: 10:10AM**
- **Attendance:** Maria Hill, Jim Garner, Bill Bayne, Lillian Theophanis, MaryAnn Warren, Jim Kessler, Brian Severcool, Curt Hepler, Shane Kleiner, Pete Tarby, Ain Welmon, Keith Cameron (NRCS Intern), Doug Wood
- **Call to Order**
- **Pledge to the Flag**
- **COMMENTS FROM THE PUBLIC**

Action Items

- **Action on Previous Meeting Minutes**
- Jim K. motions to accept the June 17th minutes as presented Brian seconds - motion passed
- Brian motions to accept the June 29th Special Meeting Minutes as presented Jim Kessler seconds - motion passed
- **Treasurer's Report**
- MaryAnn motions to file for audit the treasurer's report Bill Bayne seconds - motion passed
- **QAB recommendations**
- Brian motions to accept the following QAB recommendation Bill Bayne seconds – motion passed
 - New contracts for the following (because they exceed 20% of original) - Choconut contracts for Canada Road and Carmalt Road.
 - Canada Road from \$72,855.00 increase to \$95,960.00
 - Carmalt Road from \$74,688.00 increase to \$99,381.00.
- Brian motions to accept the following QAB recommendation MaryAnn seconds – motion passed
 - Cancel contract with Forest City for the Forest Lane project. Contract is for \$21,170.00. Forest City was unable to get a right of way on an alley they thought they owned.
- Brian motions to accept the following QAB recommendations Bill Bayne seconds – motion passed
 - The QAB recommends the following projects for funding. The contracts will not be sent to the municipalities until funding is received from the state.

D&G Applications				
Municipality	Road	Grant Amount	In-kind Amount	QAB Recommends
Apolacon Twp.	Ryan Road	\$156,001.00	\$69,448.00	\$126,001.00
Brooklyn Twp.	Kent Cross Road	\$52,650.00	\$27,587.50	\$152,650.00
Dimock Twp.	Michaels Hill Road	\$117,432.00	\$9,688.00	\$100,000.00
Forest Lake Twp.	Valley Road	\$138,368.00	\$89,858.00	\$138,368.00
Gibson Twp.	Helens Road	\$179,145.00	\$32,665.00	\$150,000.00
Harford Twp.	Oliver Road	\$182,786.00	\$14,848.00	\$150,000.00
Liberty Twp.	Mucky Run Road	\$296,350.00	\$55,394.00	\$150,000.00
Little Meadows	Ashcraft Road	\$74,876.00	\$7,000.00	\$74,876.00
Rush Twp.	Deer Lick Road	\$89,319.00	\$14,024.00	\$89,319.00
Union Dale	East Mountain Road	\$155,000.00	\$17,000.00	\$100,000.00
			Total	\$1,231,214.00

LVR Applications				
New Milford Boro.	Summit Street	\$21,002.00	\$2,751.00	\$21,002.00

- **CBP tech agreement**
- MaryAnn motions to accept the Chesapeake Bay Agreement for the '17-'18 year
Brian seconds – motion passed
- **Agency Reports**
 - **NRCS**- reviewed report
 - **PA DEP** – reviewed meeting dates. There will not be an annual training for 102/105 this year. Working towards doing them regionally throughout the year.
 - **CBP** – reviewed report. Chesapeake Bay Special Project announcements should be made in the beginning of August.
 - **Commissioner** –Court house has 6 floors that the elevator stops at even though there are only 3 floors because of the different height of the school house compared to the court house. The new Chief Clerk is doing well. Will have an open house the beginning of August. The final date will be announced in the paper.
The new PACD president is Chuck Duritsa from Westmoreland Conservation District, 1st Vice President is Mike Price from Beaver County Conservation District and 2nd Vice President is Donald Koontz from Mercer County Conservation District.
SCC – annual report showed some history and who participates in the Dirt and Gravel Program. Appointed Nutrient Management advisory board members. Phase 3 listening session was interactive and went well. Visited Jim Hershey's 600 acre of farm. Very informative about cover crops. MaryAnn will not be at the August SCCD meeting because she will be in Armstrong county to look at the "soil mobile"

- **Forest Landowners**- will work with SCCD at the Harford fair, working on the 2019 picture calendar that will have photos submitted of trees that will go in the calendar. July 25th will go over to booth check out the removing the wall.
- **Staff reports** – Attached
- **Endless mountains RCD** – reviewed report

Informational items

- **Pipeline projects update**
 - **Triad** – Clearing and might put pipe in the ground next week
 - **Constitution** – 85% of trees are now cleared and 50%-70% of the restoration of the right away
 - **ASR** – still not permitted
 - **UGI** – under construction
- **Jim G. reviewed correspondence-**
 - 2 nominating organizations have been added - Ag Easement board and Susquehanna Branch QDMA
- **Nutrient Management Delegation –**
 - Still waiting on updated nutrient management delegation so we can sign it
- **Building Committee**
 - 21 people requested bid documents. We will notify the commissioners that we may need a lease extension and will follow up later in the year.
- **Educational Mounts**
 - Brian motions to proceed with sending out the animals to the taxidermist Jim K. seconds – motion passed
- COMMENTS FROM THE PUBLIC
- MaryAnn motions to adjourn at 10:10 am Jim K seconds – motion passed

SUSQUEHANNA CONSERVATION DISTRICT

Board Meeting

DATE: Thursday August 17, 2017 Place: 88 Chenango St.

START TIME: 8:30 A.M.

Approved

- **Start time: 0832 AM** **End time: 0953AM**
- **Attendance:** Maria Hill, Curt Hepler, Brian Severcool, Jim Kessler, Doug Wood, Ben Hoover, Bill Bayne, Jim Garner, Lillian Theophanis, Ray Warriner
- **Call to Order**
- **Pledge to the Flag**
- **COMMENTS FROM THE PUBLIC**

Action Items

- **Action on Previous Meeting Minutes**
- Brian motions to accept the July minutes as presented Jim K. seconds - motion passed
- **Treasurer's Report**
- Jim K. motions to bind the treasurer report over for audit Brian seconds - motion passed
- **Open construction bids for review**
- Jim K. motions to open the building bids for review Brian seconds – motion passed
- Committee will review the bids and make a recommendation to the board who they would award the bid to.
- **Set date for awarding bids**
- The board will award bids on Aug 31st at 10:00AM at the sccd office. The September 7th work session will be canceled
- The building committee will meet on Tuesday 22nd 0830 at SCCD office to review the bids.
- **Agency Reports**
 - **NRCS** – attached
 - **NERO** – attached
- **Staff Reports:** attached
- **Nominating Organization Reports**
 - **Forest Landowners:** the fair booth is put together. Took down partition in booth.
 - **Farm Bureau-** held legislative tour last Thursday and it went well. All of the Susquehanna County Commissioners, Senator Yaw, and Pa State Rep. Fritz attended.
 - **RC&D** – Governor's council met and recommended that RC&D run on a bare minimum status and to maintain their 501c3. The final decision will be made at next month's meeting. SCCD could submit a form 990 so the RC&D can

- keep it's 501c3. Lillian recommends that we do not take on that responsibility. Would recommend that Tioga county do this.
- Ray motions to accept Lillian's RC&D recommendation to not submit the 990 form Ben seconds - motion passed
- **Other**
- Sept 27th D&G conference fee is \$175 plus hotel \$85/day
- Ray motions to send Jim G. and Robert to the Dirt & Gravel annual training Brian seconds - motions passed

Informational items

- **Pipeline projects update**
 - **Triad** – starting to put pipe in ground. Compliance conference call last week to get them back on track.
 - **Constitution** – still picking up trees
 - **ASR** – reviewed and sent back to DEP
- **Jim G. reviewed correspondence**
 - **Chesapeake Bay Special Projects** – Last Friday we received our Chesapeake Bay Special Projects announcement. We have been awarded \$119,000.00 (includes purchase of Interseeder). We sent out the contracts to Farmers.
- **Annual Banquet** – November 1st, 8th, and 15th are the tentative dates for the annual banquet. The Annual Banquet/Anniversary Committee will meet Thursday August 24th at 0900 am
- COMMENTS FROM THE PUBLIC
- Ben motions to adjourn at 9:53am Jim K. seconds – motion passed

SUSQUEHANNA CONSERVATION DISTRICT

Board Meeting

DATE: Thursday September 21, 2017 Place: 88 Chenango St.

START TIME: 8:30 A.M.

Approved

- **Start time: 08:33 AM** **End time: 10:09AM**
- **Attendance:** Maria Hill, Jim Garner, Ben Hoover, Bill Bayne, Ain Welmon, Ray Warriner, Doug Wood, Pete Tarby, Jim Kessler, Brian Severcool, Curt Hepler, Lillian Theophanis, MaryAnn Warren
- **Call to Order**
- **Pledge to the Flag**
- **COMMENTS FROM THE PUBLIC**

Action Items

- **Action on Previous Meeting Minutes**
- Curt motions to accept the August minutes as presented Jim K. seconds - motion passed
- **Treasurer's Report**
- Jim K. motions to bind the treasurer's report over for audit Bill Bayne seconds motion passed
- **Ag committee recommendations**
- Curt Motions to accept the following recommendations from the Ag Committee Brian seconds – motion passed
 1. The committee recommends that we keep pricing for the InterSeeder consistent with the no-till seeder pricing and allow for the cover crop discount when applicable
 2. The committee recommends that the District keep the seeders and corn planter that we currently own and revisiting the idea to sell any of them at a later date
- **Draft grant application form**
- Send to solicitor to review
- **QAB recommendations**
- Curt motions to accept the following QAB recommendations Brian seconds – motion passed
 - The QAB requests the following townships be granted an extension till 9/30/2018:
 - Gibson Township – Creek Road
 - Middletown Township – Upham Road
 - Thompson Township – Barton Road
 - Harford Township – Tyler Lake Road

- **Agency Reports**
 - **NRCS** – Ain reviewed report.
 - **NERO & Chesapeake Bay** – Pete reviewed reports. Practice Keeper is now available. Contact Steve Tagline for more information on Practice Keeper
- **Staff Reports:** attached
- **Nominating Organization Reports**
 - **Forest Landowners:** There will not be a fall bus tour this year however they will have a tree farm tour on Oct 7th at Jim Kessler's Tree Farm open to public Registration at 9:30am and will head to the woods at 10:00am.
 - Note that Curt Hepler's farm is also having a farm tour on Oct 7th at 9:30am
 - **Farm Bureau-** Annual meeting will be on Oct 4th 2017. They are also recommending repealing the Separations Act of 1913
 - **Building Committee update:** We will have to re-advertise because there was a problem with the wording related to specifications. Will see if we can get an exemption on prevailing wages. Will look into other options of constructing the building such as creating or working with a committee or group/501c(3) that can construct buildings without the restrictions the District has. Jim G. will report back to board next month
 - **Commissioner Report** – Sept. is suicide awareness month. The County purchased signs for all 6 schools for anti-bullying. MaryAnn spoke at Out of the Darkness Walk. Working on the Rainbow Alliance because there are no LGBT alliances in Susquehanna County. The newly renovated entrance of the Court house is open. An open house will be happening in the future. Commissioners meeting will be moved to the lobby conference room on the Lake Ave. side of the building.
- **Other**
 - Brian motions to have our solicitor send a letter to the Chesapeake Bay Program in regards to the changes occurring in our signed contract without notification or approval by the District Ben seconds - motion passed
 - Curt motions to use \$16,350.00 of UGWF funds for Special Projects and the remaining \$93,186.00 to go to our building fund (capital reserve) for a total of \$109,536.00 Brian seconds – motion passed
 - Brian motions to send Christie and Wes to the Annual Nutrient Management training in November Curt seconds - motion passed
 - Ben motions that the District will not have a 2017 Fall Fish sale Brian seconds – motion passed

Anniversary committee – The 70th Annual Banquet will be at the Montrose VFW on the 8th of November. Rich Fritzky will be speaking on Projects that he has been working on with the PA Game Commission. Denise Coleman will also be speaking. Awards are on track and coming along. The committee will send Jim G. the list of the awards and names by next week that will be passed along to the board via email. The board will respond if they are in agreeance with the names and awards put forward. Jim G. will call Bill Bayne with the award information.

Informational items

- **Pipeline projects update**
 - **Constitution** – 80% done picking up trees
 - **ASR** – Has approvals from the state. JT is at a pre-construction meeting this morning. Safety training will happen at the District sometime in the next couple of weeks
 - **UGI** – almost all the pipe is in the ground. Two stream crossings are being worked on
- **Jim G. reviewed correspondence**
- COMMENTS FROM THE PUBLIC
- Ben motions to adjourn at 10:09am Brian seconds – motion passed

SUSQUEHANNA CONSERVATION DISTRICT

Board Meeting

DATE: Thursday October 19, 2017 Place: 88 Chenango St.

START TIME: 8:30 A.M.

APPROVED

- **Start time: 08:33 AM** **End time: 09:51 AM**
- **Attendance:** Maria Hill, Jim Garner, Bill Bayne, Ain Welmon, Lillian Theophanis, Andrew Gardner, Jim Kessler, Brian Severcool, Curt Hepler, Doug Wood, MaryAnn Warren
- **Call to Order**
- **Pledge to the Flag**
- **COMMENTS FROM THE PUBLIC**

Action Items

- **Action on Previous Meeting Minutes**
- Brian motions to accept the September minutes as presented Jim K. seconds - motion passed
- **Treasurer's Report**
- Jim K. motions to bind the treasurer's report over for audit Bill Bayne seconds motion passed
- **District Audit**
- Jim Kessler motions to accept the 2016 District Audit Brian seconds – motion passed
- **ACT contract**
- Bill Bayne motions to accept the ACT contract as presented Brian seconds - motion passed
- **Policy update**
- Brian motions to accept the Emergency Policy as presented Bill seconds – motion passed
 - **Emergency Policy**
 - *The objective of this policy is to establish guidelines by which decisions will be made to close the SCCD office and or cancel or postpone SCCD activities during emergency events including inclement weather.*
SCCD will make every effort to maintain normal work hours even during inclement weather. SCCD is committed to the safety and security of its employees. As such, the decision to close the office and or postpone activities is based on the overall concern for the safety and security of the SCCD and employees. Unless otherwise directed, all employees are expected to report to work at their regular time and to remain at work throughout the course of their regularly scheduled workday. If an employee believes that she/he cannot commute safely between his/her home and place of work during periods of inclement weather, the employee is required to notify the District Manager and use either vacation, personal, sick or earned compensatory leave time. In the event that the SCCD office is closed employees will be paid for a regular work day.
Should inclement weather conditions arise or be anticipated that would make it unsafe to continue operations of the SCCD, the District may elect to close the SCCD office. To close and or postpone the opening and or early closure of the SCCD office the District Manger will follow the procedure outlined below:

1. *The District Manager will assess the nature, the severity, and the anticipated recovery of the SCCD office due to the potential inclement weather/emergency and advise the Chair of the findings.*
 2. *The District Manager and Chairperson will discuss the potential inclement weather/emergency. The Chairperson* will make the decision to close the SCCD office and or postpone the opening and or early closure.*
 - a. *The Chairperson will contact the District Manager by 6:15AM for delays and closures. *In the event the Chairperson is unavailable (s)he will notify the Vice Chair who will be responsible for contacting the District Manager by 6:15 AM for delays and closures. Note that the Chairperson may contact the District Manager at a different time if a delay or closure would happen after the workday has begun.*
 3. *The District Manager will notify employees no later than 1.5 hours prior to the beginning of their regular scheduled work time.*
- Brian motions to accept the mirror District FMLA policy as presented Jim K. seconds – motion passed
 - **FMLA Mirror Policy** - Add to Personnel Policy under Section “EMPLOYEE BENEFITS AND LEAVE” after Leave of Absence

“District - Family Medical Leave Policy” (D-FMLP)

Purpose: The District is a covered employer in regards to FMLA but employees may not be covered. In the event that an employee is not covered under FMLA the District intends to substitute FMLA with a District Family Medical Leave Policy (D-FMLP) that mirrors FMLA. Like FMLA the D-FMLP provides a means for employees to balance their work and family responsibilities by taking unpaid, job-protected leave for certain reasons. The D-FMLP is intended to promote the stability and economic security of families as well as the nation's interest in preserving the integrity of families. Note: that the District is not required to substitute FMLA with a District Family Medical Leave Policy and therefore has discretion on employee eligibility.

- Bill motions to accept the District Investment Policy as presented Jim K seconds – Motion passed

- **District Investment Policy** [1-19-071510-0-0]

Purpose: Identify the kinds of investments the District may make with district funds.

Scope: It applies to all monies invested by the Susquehanna County Conservation District.

Policy: The Susquehanna County Conservation District Board of Directors shall be permitted to invest funds consistent with sound business practices in the following kinds of investments.

United States Treasury bills

Short-term obligations of the United States Government or its agencies or instrumentalities.

Deposits in savings accounts, time deposits, or share accounts of institutions insured by the Federal Deposit Insurance Corporation, Federal Savings and Loan Insurance Corporation, or the National Credit Union Share Insurance Fund to the extent that such accounts are so insured and for any amounts above the insured maximum, those amounts shall be secured by collateral pledged by the depository pursuant to Act 72 of 1971 (72 P.S. § 3836- 1 et seq.).

Obligations of the United States of America, the Commonwealth of Pennsylvania or any political subdivision of the Commonwealth of

Pennsylvania, or any of their agencies or instrumentalities backed by the full faith and credit of these government units.

Pennsylvania Treasurer's INVEST Program for Local Governments and Nonprofits.

Pennsylvania Local Government Investment Trust (PLGIT).

- **PACD regional mtg. vote**
- Brian motions to accept Armstrong County's Allocation Proposal MaryAnn seconds – motion passed
- MaryAnn motions to accept PACDs recommendation to not support the shortening of plan review time frames Brian seconds – motion passed

- **Nutrient Management Plan**
- MaryAnn motions to accept Denis Coleman's 2018-2020 Nutrient Management plan as presented Brian seconds – motion passed

- **Banquet awards**
 - Jim Kessler motions to accept the following Annual Banquet Awardee recommendations Bill seconds – motion passed
 - Farmer cooperator of the year - Jim Frystak - Bridgewater twp.
 - Dirt and Gravel road outstanding cooperator of the year - Apolacon Twp.
 - No Till farmer of the year - Edward Chianese – Susquehanna Oakland twp.

- **QAB Request**
- MaryAnn motions to accept the following QAB recommendation Brian seconds – motion passed
- *The QAB recommends one-year extensions for the contracts for Forest Lake, Silver Lake, Clifford, and Auburn Townships. The poor weather during the spring and summer prompt these requests.*

- **88 Chenango Building Lease**
- Brian motions to accept the year lease agreement for 88 Chenango St. Montrose PA with the County for another year (\$15,000/year) Bill seconds – motion passed
- *MaryAnn abstained*

- **Agency Reports**
 - **NRCS** – currently accepting assistance for FY 2018. 72 applications for 1st round of applications. Any applications after 10/20/17 will be considered for the 2nd round.
- **Staff Reports:** attached
 - **Commissioner Report** – Currently working on the County budget. Tax increases are not expected. Working on a New Building for the Public Safety Office in order to be in compliance with state requirements. 10 acres were donated in the Gibson area for the Public Safety Building site. Studies have been run to make sure a building will function in the location with broadcasting etc

- **Nominating Organization Reports**
 - **Forest Landowners:** The Woods walk last Saturday was successful with a good turnout. After the woods walk they went to Diaz's Manufacturing for a tour of their facility which went well. Annual Dinner will be on November 17th at the Harford Fire Hall \$20 a ticket Guest Speaker will be Sandy Babuka and she will speak on Alaska
 - **Farm Bureau-** Working to repeal the Separations Act of 1913. Spoke with legislators regarding Separations Act of 1913.
- **Building Committee update:**
- Creating a 501(c) 3 to avoid the Separations Act –DEP and Solicitor think that it is more of an issue of the source of funding. It would not change our situation of restriction because it is still public money.
- John Puzo thinks the building plans would need minor changes to be accepted for stick built construction.
- Looking into a lease agreement situation. Jim G. & Brian Severcool will speak with solicitor and report at the work session

- **Other**

Informational items

- **Pipeline projects update**
 - **Constitution** – trees are all picked up. Waiting for final stabilization for winter
 - **ASR** – Started a few weeks ago
 - **UGI** – Pipe is in and complete. Will go back in and finish trail surface and drainage
 - **Triad** – Underway. Working on stream crossings.
- **Anniversary Committee** –
- Invites went out to over 700 people. Menu has been finalized.
- **Jim G. reviewed correspondence**
- COMMENTS FROM THE PUBLIC
- Brian motions to adjourn at 0951 am Bill seconds – motion passed

SUSQUEHANNA CONSERVATION DISTRICT

Board Meeting

DATE: Thursday November 16, 2017 Place: 88 Chenango St.

START TIME: 8:30 A.M.

APPROVED

- **Start time: 08:33 AM** **End time: 09:53 AM**
- **Attendance:** Ray Warriner, MaryAnn Warren, Curt Hepler, Bill Bayne, Jim Garner, Maria Hill, Shane Kleiner, Andrew Gardner, Brian Severcool, Jim Kessler, Doug Wood Jr.
- **Call to Order**
- **Pledge to the Flag**
- **COMMENTS FROM THE PUBLIC**

Action Items

- **Action on Previous Meeting Minutes**
- MaryAnn motions to accept the October minutes as presented Jim K. seconds - motion passed
- **Treasurer's Report**
- MaryAnn motions to bind the treasurer's report over for audit Curt Hepler seconds - motion passed
- **QAB Recommendations**
- Curt motions to accept the following QAB recommendations Brian seconds - motion passed
 - *The QAB recommends extensions of one year be given to Jessup and New Milford Townships.*
 - *The QAB recommends Susquehanna Depot Borough's contract be increased from \$4,275.00 to \$5,750.00, an increase of \$1,475.00.*
 - *The QAB recommends Dimock Township's contract increase from \$100,000.00 to \$102,214.00, an increase of \$2,214.00.*
- **2018 Health Insurance**
- MaryAnn motions to keep our current health insurance plan for 2018 Brian seconds - motion passed
- **Reports:**
 - **Nominating Organizations:**
 - **Forest landowners** – Annual dinner meeting tomorrow evening at Harford
 - **Farm Bureau** – Annual meeting was at the beginning of the week. Had several proposals for policies. Plan of work for the 2018 year has been completed.

- **Commissioner Report**

- Presented the budget with no tax increases. There are eight openings at the court house that are listed on the employment opportunities webpage. There will be a health care forum on Nov 17th with Senator Yaw who will speak on the opiate crisis. Working on bringing a literacy program back to the county.

Informational items

- **Jim G. reviewed correspondence**

- **Building committee** – Jim G. spoke with three architects that may be interested in being a project manager for the District's building project. Jim will forward the current set of building plans to project managers.

- **Pipeline projects update**

- **Constitution** – they are growing grass.
- **ASR** – Started a few weeks ago and then were shut down for a day because of a court case.
- **UGI** – doing drainage work
- **Triad** – most of the pipe is in the ground

- **COMMENTS FROM THE PUBLIC**

- Curt motions to adjourn at 09:53 am Brian seconds – motion passed

SUSQUEHANNA CONSERVATION DISTRICT

Board Meeting

DATE: Thursday December 21, 2017 Place: 88 Chenango St.

START TIME: 8:30 A.M.

Approved

- **Start time: 08:37 AM** **End time: 10:03 AM**
- **Attendance:** Ray Warriner, Jim Kessler, Brian Severcool, Lillian Theophanis, Curt Hepler, Maria Hill, Jim Garner, Bill Bayne, Bill Burke, Pete Tarby
- **Call to Order**
- **Pledge to the Flag**
- **COMMENTS FROM THE PUBLIC**

Action Items

- **Action on Previous Meeting Minutes**
- Curt motions to accept the November minutes as presented Brian seconds - motion passed
- **Treasurer's Report**
- Jim K. motions to bind the treasurer's report over for audit Curt Hepler seconds - motion passed
- **Audit RFP**
- Jim K. motions to accept Jones Kohanski 3-year agreement for audit services Curt seconds - motion passed
- **Construction mgr. RFP**
- The Building committee will meet with construction managers after the 1st of the year (tentatively the week after the January work session). Jim G. will set up interviews.
- **Time / locations of 2018 BOD meetings**
- Brian motions to hold the 2018 Board meetings at 88 Chenango St. Montrose PA 18801 on the first and third Thursdays of the month at 0830AM Jim K. seconds - motion passed
- **UGWF grant applications**
- Jim K. motions to award Salt Springs \$3,670 for the UGWF grant Curt seconds – motion passed
- **Pa Envirothon donation?**
- Curt motions to donate \$1,000 to the PA Envirothon Brian seconds – motion passed

- **Floating holiday for 2108**
- Brian motions that the 2018 floating holiday will be on Monday December 24th
Bill Bayne seconds – motion passed

- **Ag Day participation**
- Curt motions to have three booths (2 inside & 1 outside) at Ag Day Brian seconds
- motion passed

- **PACD conference attendance**
- Curt motions to send PACD representatives (Jim G. & MaryAnn) to the PACD conference Bill Bayne seconds – motion passed

- **Training request**
- Brian motions to send Christie and Wesley to the PA Agronomic Education Conference
Curt seconds – motion passed

- **2018 Raises**
- Jim K. motions to accept the Personnel raise recommendations not to exceed 4% on existing wages Bill Bayne. seconds – motion passed

- **Summer Intern**
- Brian motions to advertise for the 2018 summer intern Curt seconds - motion passed

- **Ag Committee Recommendations**
- Brian motions to accept the Ag Committee recommendation Bill Bayne seconds – motion passed
 - Ag Committee Recommendations*
 - *The committee recommends that we keep pricing for the cover crop program in 2018 the same prices as in 2017*
 - *The committee recommends dropping the amount of fall cover crop discounted acres from 600 to 300 due to the lack of Special Project funding for this program, will be readdressed in one year.*

- **Informational items**
 - Agency Reports
 - Pete reviewed the Chesapeake Bay & Bob Wagener reviewed the NRCS report
 - Staff Reports
 - Nominating Organization Report
 - Farm Bureau – meeting time will be at 6:30pm from now until march
 - QDMA – they sent in the Director Nominations for Susquehanna County and they appreciated the opportunity
 - Nominating Committee – will have recommendations at the work sessions
 - Correspondence
 - Pipeline projects update
 - ASR – Minor problems for rock construction entrances etc.
 - Growing Greener update – Speaking with landowners and getting landowner commitment paperwork started.

- **Other**
- Brian motions that qualified employees who have a qualifying incident will use FMLA and or the District FMLA equivalent in accordance with District Policy Curt seconds - motion passed
- Curt motions to adjourn at 10:03 am Brian seconds – motion passed