

# SUSQUEHANNA CONSERVATION DISTRICT

## Board Meeting

DATE: Thursday January 18, 2018 Place: 88 Chenango St.

START TIME: 8:30 A.M.

Approved

- **Start time: 08:37 AM End time: 09:03AM**
- **Attendance:**
  - Members: Bill Bayne, Ray Warriner, Jim Kessler, Brian Severcool, Doug Wood, Curt Hepler
  - Staff: Maria Hill
  - Guests: Ain Welmon, Brody Webster, Pete Tarby
  - *MaryAnn Warren and Jim Garner called in at 0845*
- **Call to Order**
- **Pledge to the Flag**
- **COMMENTS FROM THE PUBLIC**

### Action Items

- **Action on Previous Meeting Minutes**
- Curt motions to accept the December minutes as presented, Brian seconds - motion passed
- **Election of Officers**
- Brian motions to accept the following Nominating Committee recommendation  
Bill Bayne seconds - motion passed
- *Nominating committee recommends the following for 2018:*
  - *Ray Warriner – Chair*
  - *Curt Hepler – Vice Chair*
  - *MaryAnn Warren – Treasurer*
- Pete Tarby swore in Brian Severcool as a Farmer Director and Curt Hepler as a Public Director for another term
  - *Brian Severcool, Springville – Farmer Director – for a term of January 1, 2018 – December 31, 2021*
  - *Curtis Hepler, Hallstead – Public Director – for a term of January 1, 2018 - December 31,2021*
  - *MaryAnn Warren - Commissioner Director – for a term of January 1, 2018 - December 31, 2018*
- **Committee Sign-ups**
- Ray passed around committee sign-up sheet

*MaryAnn entered meeting via phone at 0845*

- **Treasurer's Report**
- MaryAnn motions to bind the treasurer's report over for audit Brian seconds - motion passed
  
- **Building Committee Recommendation**
- Brian motions to accept the following building committee recommendation Curt seconds – motion passed
  - Building Committee recommends hiring Neil Turner, from Dallas PA, as the District's Construction Manager for the Building Project
  
- **Budget Committee Recommendation**
- MaryAnn motions to approve the 2018 budget Ray seconds - motion passed
  
- **Salt Springs Education Grant Request**
- Curt Motions to fund Salt Springs Education Grant of \$2,000 Bill Bayne seconds motion passed
  
- **Scholarship**
- Ray motions to provide a \$500 scholarship MaryAnn seconds - motion passed
  
- **Informational items**
  - Agency Reports
    - NRCS - Ain reviewed report, working on Farm Bill sign up
    - CBP – Pete - SCCD received the tech contract a week ago. Special project contract is in route
  - Nominating Organization Report:
    - Forest Landowners – getting together a program for the following year
  - Correspondence – Jim G. reviewed correspondence.
  - Pipeline projects update
    - ASR – under construction business as usual
  - Growing Greener update – Speaking with landowners and getting landowner commitment paperwork started.
  
- Brian motions to adjourn at 0903 am Ray seconds – motion passed

# SUSQUEHANNA CONSERVATION DISTRICT

## Board Meeting

DATE: Thursday February 15, 2018 Place: 88 Chenango St.

START TIME: 8:30 A.M.

DRAFT

- **Start time: 08:33 AM End time:10:02 AM**
- **Attendance:**
  - Members: Curt Hepler, Brian Severcool, Jim Kessler, Doug Wood, Lillian Theophanis, Bill Burke, Andrew Gardner
  - Staff: Maria Hill, Jim Garner
  - Guests: Ain Welmon, Betsy Arnold, Pete Tarby
- **Call to Order**
- **Pledge to the Flag**
- **COMMENTS FROM THE PUBLIC**

### **Action Items**

- **Action on Previous Meeting Minutes**
- Jim K motions to accept the January minutes with clarification re. the 2018 scholarships to read: *Ray motions to provide the \$500 annual environmental scholarship to a high school senior MaryAnn seconds - motion passed* Brian seconds - motion passed
- **Treasurer's Report**
- Jim K. motions to bind the treasurer's report over for audit Brian seconds - motion passed
- **Building Committee Recommendation/Report**
- Building Committee met with Neil Turner and reviewed the previous bid packages and documents and the separations act
- **Create reserve account for Envirothon scholarship fund? SCC has approved process to utilize UGWF funds**
- Jim Kessler motions to budget \$4,000.00 (out of the \$16,350 approved funds) to provide as awards. Awards will be given to seniors on the Envirothon 1<sup>st</sup> place winning team Brian seconds - motion passed
- **Staff promotional clothing and safety wear**
- At the March work session there will be a meeting to select and review staff promotional clothing.
  - *Appointed Clothing Committee: Brian, Lillian and Bill Burke*
- Andrew Gardner motions to purchased three FR high visibility jackets for \$270 as well as helmet liners Brian seconds – motion passed

- **NRCS civil rights review**
- Ain read and reviewed the civil rights portion of the agreement. Discussed diversity and representation of our boards.
  
- **Taxidermy for education**
- Moving forward and will be sending out the cooper's hawk and the great horned owl to be mounted. Will send out bobcat hide to be tanned
  
- **SCCD insurance**
- Curt motions to select DGK to provide the following insurance – Builders Risk with the \$1,000 deductible, E&O and Bond. We will stay with Erie for our workers compensation and vehicle insurance Andrew seconds - motion passed
  
- **Informational items**
  - Agency Reports
    - NRCS - Ain reviewed report, working on Farm Bill rankings
    - CBP – Pete reviewed report and NEROs report as well as an EPA report. Working in the second draft of the Ag E&S plan.
  - Commissioners Report - MaryAnn sent a report – commissioners sent a letter of commitment and authorized \$175,000.00 to go to the Central Bradford Progress Authority for a study that will do research that will help improve the internet in Susquehanna County. Employment opportunities available on the county website
  - Nominating Organization Report:
    - Forest Landowners – nothing to report
  - Correspondence – Jim G. reviewed correspondence.
  - Pipeline projects update
    - ASR – under construction business as usual
  
- Andrew motions to award the Meshoppen Creek Growing Greener Funding to the landowner(s) that opted to stay in. The funding will not need to be returned to the state. Brian seconds – motion passed
  
- Bill Burke motions to adjourn at 10:02 am Brian seconds – motion passed

# SUSQUEHANNA CONSERVATION DISTRICT

## Board Meeting

DATE: Thursday March 15, 2018 Place: 88 Chenango St.

START TIME: 8:30 A.M.

Approved

- **Start time: 08:32 AM End time: 09:56AM**
- **Attendance:**
  - **Members:** Curt Hepler, Brian Severcool, Jim Kessler, MaryAnn Warren, Bill Bayne
  - **Staff:** Maria Hill, Jim Garner
  - **Guests:** Ain Welmon, Shane Kleiner
- **Call to Order**
- **Pledge to the Flag**
- **COMMENTS FROM THE PUBLIC**

### **Action Items**

- **Action on Previous Meeting Minutes**
- Jim K. motions to accept the February minutes as presented, Brian seconds - motion passed *Bill Bayne Abstained* With correction to commissioner director report
- **Treasurer's Report**
- MaryAnn motions to bind the treasurer's report over for audit Brian seconds - motion passed
- **Building Committee Recommendation**
- Brian motions that Neil Turner, project manager, needs to furnish his E&O insurance by March 23<sup>rd</sup> by 4:00 pm and his work contract must be signed by 4:30 pm Bill seconds – motion passed
- **Appoint new associate director**
- MaryAnn motions to add Brody Webster as an Associate Director, Brian seconds – motion passed
- **Attend NRCS “local work group” meeting?**
- Ain will send the dates
- **Recommendations from personnel committee**
  - *Personnel Committee recommends that the starting wage for the 2018 E&S/ACT position be \$13.50*
- Curt motions to accept the personnel committees recommendation Brian seconds – motion passed
- **Change date of May work session?**
- Brian motions to move the May work session to Wednesday May 2<sup>nd</sup> at 0830am

to be held at 88 Chenango St Montrose PA Bill seconds - motion passed

- **Recommendations from QAB**

- Brian motions to accept the following QAB recommendation MaryAnn seconds-motion passed

- The QAB recommends the following
  - *Add to D&G policy the following: During each application round, a municipality may apply for and receive contracts for both D&G and LVR monies.*
  - *Hold a LVR only round this spring with contracts signed before June 30, 2018 and construction finished by June 30, 2019.*
  - *Approve an additional \$2,900.00 to Little Meadows Borough for addition work on Ashcraft Road. Work includes extension of a 30" pipe that was not in original contract.*
  - *Approve \$141,512.00 for Brinton Road in Silver Lake Township.*
  - *Approve \$160,916.00 for Youngs Road in Jessup Township.*
  - *The last two projects were hold overs from the last round that were waiting for funding. Contracts must be signed before June 30, 2018 and construction finished by June 30, 2019.*

- **4-H fundraiser at the seedling sale?**

- Jim K. motions to allow the Susquehanna County 4H clubs to have a fundraiser at our seedling sale MaryAnn seconds - motion passed

- **Informational items**

- Agency Reports
  - NRCS – reviewed report. All EQIP applications have been ranked. Conducted CREP site visits.
  - NERO – Shane Kleiner’s position has changed and he is now the Watershed Manager. He will still attend board meetings that he can while they find his replacement.
  - Commissioner Report - Clock tower on the court house will be repaired. A company in Bloomsburg will be doing the work. Trehab is researching funding options to bring back a Literacy program to Susquehanna County. Attended a SCC meeting presentation on D&G LVR. Secretary Redding appointed MaryAnn to an Emergency Food Committee – food shortage epidemic. March 24<sup>th</sup> Resource Day at Mountain View High school 9am – 1pm
- Nominating Organization Report:
  - Farm Bureau – Did not have the best turn out at Ag Day legislative meeting due to the snow.
  - Forest Landowners – having a spring woods walk this Saturday March 17 at Bill Maitlands property in Lenox. Will look at his garden, also.
  - Will have a pruning workshop on March 24<sup>th</sup>
- Correspondence – Jim G. reviewed correspondence.
- Pipeline projects update
  - ASR – in the installation phase. Most of the pipeline is in the ground just needs to be stabilized
  - Growing Greener update – all of the paperwork is back to the state. Shane is working on a change of scope for one of the previous grants.

- PACD Spring meeting – April 13<sup>th</sup> – no action items ready at the moment.  
Will discuss possibility of discontinuing winter meeting
- MaryAnn motions to adjourn at 0956 am Jim K. seconds – motion passed

# SUSQUEHANNA CONSERVATION DISTRICT

## Board Meeting

DATE: Thursday April 19, 2018 Place: 88 Chenango St.

START TIME: 8:30 A.M.

Approved

- **Start time: 08:31 AM End time: 10:15 AM**
- **Attendance:**
  - **Members:** Bill Bayne, Andrew Gardner, Brian Severcool, Jim Kessler, MaryAnn Warren, Curt Hepler, Raymond Warriner, Lillian Theophanis, Doug Wood
  - **Staff:** Maria Hill, Jim Garner
  - **Guests:** Bob Wagner, Pete Tarby
- **Call to Order**
- **Pledge to the Flag**
- **COMMENTS FROM THE PUBLIC**

### **Action Items**

- **Action on Previous Meeting Minutes**
- Jim K. motions to accept the March minutes as presented Brian seconds - motion passed
- **Treasurer's Report**
- MaryAnn motions to bind the treasurer's report over for audit Brian seconds - motion passed
- **Building Committee report**
- Banks have been sent all of information related to the building project. Next Friday banks who are interested will submit a commitment letter and proposal letter. Five banks are currently interested
- Have received three estimates for a well. Will get a 4<sup>th</sup> estimate that is scheduled for next Wednesday.
- **Clarification on previous Envirothon award motion**
- MaryAnn motions to amend the February 2018 motion:
  - Jim Kessler motions to budget \$4,000.00 (out of the \$16,350 approved funds) to provide as awards. Awards will be given to seniors on the Envirothon 1st place winning team Brian seconds - motion passed*
  - to read as \$4,000 will be awarded to the 1<sup>st</sup> place winning Envirothon team students. 5 students will each receive \$800.00. The intent of this award is to be used towards the furtherance of the student's educational pursuits. Brian seconds – motion passed
  - MaryAnn motions to enter executive session regarding personnel at 0850am Brian seconds – motion passed*
  - Out of Executive Session at 0910 am*



- **Recommendations from personnel committee**
- MaryAnn motions to accept the termination of Jim Tyler Program Specialist, Andrew G. seconds – motion passed
- *Personnel committee recommends the following:*
- MaryAnn motions that the Program Specialist starting rate will be at \$13.50 per hour Brian seconds - motion passed
- MaryAnn motions to offer the position of Program Specialist to Don Hibbard Jr. of Springville, PA, starting hourly rate at \$13.50 to start work in 2 weeks Andrew seconds - motion passed
- MaryAnn recommends to offer Kylie Hint of Cuba NY to fill open position of Program Specials/ACT at \$13.50/hour Andrew seconds - motion passed
- MaryAnn motions that if the job offers are declined to re advertise the Program Specialists positions ASAP for one week (2 weeks for application deadline). Potential new hires must respond with intentions no later than Monday at 12 Brian seconds - motion passed
- **Borrowing resolution – NA**

*Ray entered meeting at 0947*

**Other –**

- Wyoming, Wayne and Wyoming County have offered to help review plans and provide informal training for staff. They would prefer to review and train in their office vs coming to our office. Jim G. will work with the other counties to figure out fees and work on a reciprocal agreement

**Watershed specialist grant – June 1<sup>st</sup>**

- MaryAnn motions to proceed with the Watershed Specialist Grant, Bill Bayne seconds – motion passed

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**Informational items**

- Agency Reports
  - CBP – Pete reviewed report and went over the Guidelines for Maintaining Streams in your Community booklet
- Commissioner Report – MaryAnn will send out a save the date for a legislative breakfast June 7<sup>th</sup>
- PennState Extension – Extension’s 4H educator resigned. The County is looking into taking over the PennState Extension program.
- Nominating Organization Report:
  - Forest Landowners – put together a calendar ready for the Harford Fair
  - Extension - looking for feedback on extension involvement. Trying to get the PennState Extension program back on track.
- Correspondence – Jim G. reviewed correspondence.
- Pipeline projects update
  - ASR – inspection last Thursday at 0900. All pipe in ground for the Susquehanna area except a small area near the Wyoming County line.
  - UGI – moving slowly.

- Constitution – trying to grow grass
- PACD Spring Meeting – Jim G. Commented that they will need to figure out how the policy process will work if they get rid of a PACD meeting
- MaryAnn motions to adjourn at 10:15 am Jim K. seconds – motion passed

# SUSQUEHANNA CONSERVATION DISTRICT

## Board Meeting

DATE: Thursday May 17, 2018 Place: 88 Chenango St.

START TIME: 8:30 A.M.

Approved

- **Start time: 08:33 AM** **End time: 10:40 AM**
- **Attendance:**
  - **Members:** Curt Hepler, Brian Severcool, Jim Kessler, Doug Wood, Bill Burke, Bill Bayne, Lillian Theophanis
  - **Staff:** Maria Hill, Jim Garner
  - **Guests:** Neil Turner, Bob Wagner
- **Call to Order**
- **Pledge to the Flag**
- **COMMENTS FROM THE PUBLIC**

### **Action Items**

- **Action on Previous Meeting Minutes**
- Jim Kessler motions to accept the April Minutes with corrections to the Commissioner's report Brian seconds - motion passed
- **Treasurer's Report**
- Curt motions to bind the treasures report over for audit Bill Bayne seconds - motion passed
- **Highschool Scholarship**
- Jim Kessler motions to select Kelsey Murphy from Mountain View Highschool as the 2018 Scholarship recipient with a \$500.00 award Brian Severcool seconds - motion passed
- **Intern**
- Jim Kessler motions to select Emmett Jodon as the SCCD 2018 summer intern Brian Severcool seconds - motion passed
- **Bid opening for new office building construction (8:45)**
- Neil opened bids. He will review and recommend the lowest responsible bidder. We will need to potentially rebid the HVAC because we did not receive any HVAC bids. We will award the contracts that we can. Jim Garner will contact the Solicitor today and see how to proceed.
- **Recommendations from personnel committee**
- Plan to finish interviews next week
- **QAB appointment**
- *The QAB recommends appointing Bill Bayne as the QAB (Director) member*
- Brian motions to accept Bill Bayne as the SCCD QAB (Director) member Jim

Kessler seconds - motion passed

- **QAB recommendations**

- Brian motions to accept the following QAB recommendation for Low Volume Paved Road Projects Bill Burke seconds -motion passed

- **QAB Recommendation**

- *Dimock Twp. Kelly Rd*
- *Requested \$5028---In-Kind \$2692*
- *Recommended \$5028*
  
- *Jessup Twp. Lutz Rd.*
- *Requested \$32190---In Kind \$19880*
- *Recommended - \$16,000*
  
- *Springville Twp. Sheldon Hill*
- *Requested \$51465---In Kind \$17002*
- *Recommended \$0 disqualified*
  
- *New Milford Borough*
- *Requested \$85000---In Kind \$2768*
- *Recommended up to \$45000*
  
- *Uniondale East Mountain Rd.*
- *Is submitted as D&G project*
  
- *Forest Lake Twp*
- *Requested \$6356---In Kind \$27130*
- *Recommended \$6356*
  
- *Total recommended \$72384*

- **Envirothon Awards presentation**

- The award date and time will be on June 8<sup>th</sup> at 7pm in Gym

- **Envirothon Trip**

- Students will go to the Penn State Research Center in Manheim and then to the Chesapeake Bay

**Other –**

- **Informational items**

- Agency Reports
  - NRCS – Bob reviewed report and mentioned that DCNR is covering more areas in addition to being the gypsy moth coordinator
- Nominating Organization Report:

- Forest Landowners – they have put together a 16-month calendar that will be ready for the Harford Fair. They are looking to sell advertising for the blank spots on the calendar - business card size for \$50 or \$25 for half of a business card for one month. Advertisements must be submitted by the end of the month
- **Jim Kessler motions to place a \$50 ad in the Forest landowner calendar Brian seconds – motion passed**
  
- Jim G reviewed correspondence
  
- Pipeline projects update
  - ASR – 20 miles of pressure testing was done last week
  - Constitution - grass is growing
  - Uniondale – Jim G. will be meeting with them
  
- Bill Burke motions to adjourn at 10:40 am Jim K. seconds – motion passed

SUSQUEHANNA CONSERVATION DISTRICT  
Special Board Meeting re. SCCD Building  
DATE: Thursday May 31, 2018    Place: 88 Chenango St.  
START TIME: 8:30 A.M.  
Approved

- **Start time: 8:45 AM**    **End time: 8:55 AM**
  
- **Attendance:**
  - **Members:** Curt Hepler, Bill Bayne, Jim Kessler, Doug Wood
  - *Bill Burke, Ray Warriner by phone*
  - **Staff:** Maria Hill, Jim Garner
  
- Curt motions to approve the following budget/financial committee's recommendation to select People's Security bank for the new office building mortgage Jim Kessler seconds - motion passed
  - *The financial committee recommends that SCCD select Peoples Security Bank for the SCCD Building Mortgage Not to exceed \$1,000,000.00 for 20 years and at the following rates (see attached copy of bank proposal)*
    - *2.99% fixed for the 1st 3 years including the 6 month draw period*
    - *3.24% fixed for the next successive 3-year period*
    - *3.49% fixed for the next successive 3-year period*
    - *3.74% fixed for the next successive 3-year period*
    - *3.99% fixed for the next successive 3-year period*
    - *4.24% fixed for the next successive 3-year period*
    - *4.30% fixed for the next successive 3-year period*
  
- The Building Committee, Construction Manager, and District Solicitor recommend the following Contractors be selected for the new SCCD Office Building pending bank funding

**Construction Manager & Building Committee's Recommendation**

  - ***Bid Package 1 – General Construction***
    - *Milnes Companies submitted the low bid in the amount of \$520,235.00.*
    - *The number is less than I had anticipated and I would recommend awarding the Contract to them as soon as the Board gives their approval.*
  - ***Bid Package 2 – Plumbing Construction***
    - *J. Rybnick Mechanical Contractor Inc. was the only contractor who submitted a bid in the amount of \$50,533.00. Their price was well within what I had anticipated.*
  - ***Bid Package 3 – HVAC Construction***
    - *No bids were received on bid day so we must re-advertise for bids. This should not have a serious impact on our schedule as this work will not be needed until the middle of the project.*
  - ***Bid Package 4 – Electrical Construction***
    - *Two bids were received on bid day from Spectrum and Everon. Everon Electrical Contractors, Inc. was the low bidder at \$72,780.00.*

SUSQUEHANNA CONSERVATION DISTRICT  
Special Board Meeting re. SCCD Building  
DATE: Thursday May 31, 2018    Place: 88 Chenango St.  
START TIME: 8:30 A.M.

Approved

- Jim Kessler motions to accept Milnes Companies for General Construction in the amount of \$520,235.00 pending bank funding Bill Bayne Seconds – motion passed
- Bill Burke motions to accept J. Rybnick Mechanical Contractor Inc. for Plumbing in the amount of \$50,533.00 pending bank funding Jim Kessler seconds - motion passed
- Bill Burke motions to accept Everon Electrical Contractors, Inc. for Electrical in the amount of \$72,780.00 pending bank funding Jim Kessler seconds – motion passed
- Curt motions to adjourn at 0855 am Jim Kessler seconds – motion passed

SUSQUEHANNA CONSERVATION DISTRICT  
DATE: Thursday June 21, 2018    Place: 88 Chenango St.  
START TIME: 8:30 A.M.  
Approved

- **Start time: 8:34 AM    End time: 10:02 AM**
  
- **Attendance:**
  - **Members:** Bill Bayne, Lillian Theophanis, Doug Wood, Brody Webster, Brian Severcool, Jim Kessler, Curt Hepler, MaryAnn (in at 0915), Ben Hoover (in at 0924)
  - **Staff:** Maria Hill, Jim Garner
  - **Other:** Ain Welmon
  
- **Action on Previous Meeting Minutes**
- Bill Bayne motions to accept the May 17<sup>th</sup> minutes as presented Brian seconds - motion passed
- Bill Bayne motions to accept the May 31<sup>st</sup> minutes as presented Jim Kessler seconds - motion passed
  
- **Treasurer's Report**
- MaryAnn motions to bind the treasures report over for audit Brian Severcool seconds - motion passed
  
- **Bid opening for new office building HVAC (8:45)**
- No bids were submitted. Jim G. will check with the solicitor on how to proceed
  
- **Recommendations from personnel committee**
- MaryAnn motions to create a part time position titled Resource Conservationist Technician 2 at a rate up to \$16.00/hour with no benefits and not to exceed 48 work hours in a 2 week pay period Brian seconds – motion passed
- MaryAnn motions to offer Ed Price the position of Resource Conservationist Technician 2 Brian seconds – motion passed
  
- **Borrowing resolution**
- Bill Bayne motions to adopt the resolutions as written Brian seconds – motion passed
- Brian motions that after the completion of construction any excess money will be paid back to the bank in the first payment due to the bank so interest will not accrue Bill seconds – motion passed
  
- **Nutrient Management Plan Approval**
- MaryAnn motions to approve the nutrient management plan for Scott Aldrich Brian seconds – motion passed
  
- **Wetland Nutrient Management Training**



SUSQUEHANNA CONSERVATION DISTRICT  
DATE: Thursday June 21, 2018    Place: 88 Chenango St.  
START TIME: 8:30 A.M.

Approved

- MaryAnn motions to send up to 2 representatives to the Wetland Nutrient Management Training Ben seconds – motion passed

Other –

- *Informational items*
- Agency Reports
  - NRCS – Ain reviewed report. Working on CSP and CREP. A local work group will be held on July 17, 2018 at 0930 in Mayfield Pa
- Nominating Organization Report:
  - **Forest Land** – annual picnic at Salt Springs will be held this Saturday afternoon. Ryan Brown will update what DCNR is doing now.
  - **Endless Mountains RC&D** – received 2 large grants and \$25,000.00 is left for a project approved for Susquehanna County on behalf of the Park. The project is for a stream bank buffer. Will need support to carry out the grant. Would need help plantings and removal of invasive plants.
  - **Commissioners Report** - Construction is going on for the clock tower. Trees came down in the storm this week. County is assessing the trees on the Green. Emergency Management Coordinator position is open. MaryAnn said that the Chesapeake Bay trip went very well and the students were great. Unfortunately, they were not able to go kayaking. They built buoys and had a great time. SCCD should consider having competitions amongst the local schools related to the Envirothon.  
Substance Abuse and Recovery Assistance meetings will begin in July.
- Jim G reviewed correspondence
  - Pipeline projects update
  - ASR – currently restoring the Zick meter compressor station
  - UGI – at a standstill
  - Constitution – getting ready to take out RCEs. BMPs are still in place because they don't have enough grass growing
- MaryAnn motions to adjourn at 10:02 am Brian seconds – motion passed

# SUSQUEHANNA CONSERVATION DISTRICT

## Board Meeting

DATE: Thursday July 19, 2018 Place: 88 Chenango St.

START TIME: 8:30 A.M.

Approved

- **Start time: 08:34 AM** **End time: 10:22 AM**
- **Attendance:**
  - **Members:** Bill Bayne, Lillian Theophanis, MaryAnn Warren, Bill Burke, Doug Wood, Jim Kessler, Brian Severcool, Curt Hepler
  - **Staff:** Jim Garner, Maria Hill
  - **Other:** Bob Wagner
- **Action on Previous Meeting Minutes**
- Jim K motions to accept the June minutes as presented Brian seconds - motion passed
- **Treasurer's Report**
- Brian motions to bind the treasures report over for audit Bill Bayne seconds - motion passed
- **Certificate savings account**
- Brian motions to keep the Certificate Savings account at PNB active and to look into putting the money into a money market account or CD Bill Burke seconds – motion passed
- *MaryAnn in at 0852*
- **Building changes**
- Neil will contact the Building Committee with all changes and the committee will discuss changes and bring them to the board
- **Recommendations from policy or personnel committee**
- MaryAnn motions to enter executive session at 0858 regarding personnel issues Brian seconds - motion passed
- Return from executive session at 0904 no action was taken
- **QAB recommendations**
- MaryAnn motions to accept the following QAB recommendation Brian seconds – motion passed
  - *At the current time there are 7 applications that the QAB recommends for approval.*
  - *Auburn Twp. – Overfield Rd. - \$120,821;*
  - *Choconut Twp. – Stanley Lake Rd. - \$78,438;*
  - *Forest Lake Twp. – Cole Rd. - \$116,339.28;*
  - *Franklin Twp. – Buckley Road - \$67,450;*
  - *Gibson Twp. – Powell Rd. - \$131,492.50;*

# SUSQUEHANNA CONSERVATION DISTRICT

## Board Meeting

DATE: Thursday July 19, 2018 Place: 88 Chenango St.

START TIME: 8:30 A.M.

### Approved

- *PA Game Commission – Rose Hollow Rd in Great Bend Twp. - \$40,817;*
- *Silver Lake Twp. – McCormack Rd. - \$149,215;*
- *Total for these 7 applications is \$704,572.70.*

### Other –

- **Informational items**

- Agency Reports
- NRCS – Bob Wagner reviewed report. As of Sept 11, administration of positions are changing at NRCS related to Kay Garner and John Benscoter position
- Nominating Organization Report:
  - **Forest Land Owners** – Ed Price and Jim K assessed the SCCD fair water feature. It needs to be replaced and will work on at the last minutes so they don't have to worry about storage. Will need to make a new stream. Will be selling calendars for \$10 at the fair.
  - **Farm Bureau**- first meeting to go over what policy changes they would like to change at the state level. Picnic will be Aug 30<sup>th</sup> in Lenox. They will be at the Fair this year.
  - **Endless Mountains RC&D** – Lillian is looking for partners for cash and to sponsor a buffer grant because it will make the grant more competitive. Would like the SCCD to consider partnering/sponsoring.
  - **Commissioners Report** – Last two days MaryAnn was at the PACD conference. PACD wants to sell their building on Front St and purchase a condo type building. With the savings costs figured out utilities would be reduced by \$5,500 and taxes by \$1,800 year at the new location. Any remaining money would be put into escrow and PACD's solicitor would review and decide on proper use of funds. PACD delegates voted to purchase the condo type building and sell the current building.
  - Mat Miller introduced himself – he will be taking over for Mike Lovegreen as the Leadership Development Director. Jill Whitcomb spoke on practice keeper.
  - Work on the Susquehanna County maintenance building on Ellsworth drive has begun
  - Bruce Butler is the new director of Public Safety and the Director of 911. Looking to hire an EMA coordinator.
- Jim G reviewed correspondence
  - Pipeline projects update
  - ASR – Inspection reports are entered into a violation spread sheet to compile all like violations across 10 counties and it is very time consuming.
  - UGI – needs an inspection and hasn't been active for a while

# SUSQUEHANNA CONSERVATION DISTRICT

## Board Meeting

DATE: Thursday July 19, 2018 Place: 88 Chenango St.

START TIME: 8:30 A.M.

### Approved

- Constitution – visited last week and they were re-growing grass from the tree removal. Contactor would like to be removed from the permit but they don't have enough vegetation at this point.
  - Last Friday we were notified that the Chapter 105 general permitting program will be changing in September. It will become all web based. Payments will be made via credit card or e-check to DEP. Any money that is owed to the District's will be reimbursed by DEP, minus credit card processing fees. We feel will be hard to assist people via the web. We were not involved in the process, so Districts are sending out comments thru PACD.
- MaryAnn motions to adjourn at 10:22 am Brian seconds – motion passed

# SUSQUEHANNA CONSERVATION DISTRICT

## Board Meeting

DATE: Thursday August 16, 2018 Place: 88 Chenango St.

START TIME: 8:30 A.M.

Approved

- **Start time: 08:34 AM** **End time: 10:22 AM**
- **Attendance:**
  - **Members:** Bill Bayne, Bill Burke, Andrew Gardner, Jim Kessler, Brian Severcool, Curt Hepler
  - **Staff:** Jim Garner, Maria Hill
  - **Other:** Neil Turner, Ain Welmon, Shane Kleiner
- **Action on previous meeting minutes**
- Brian motions to accept the July minutes as presented Jim Kessler seconds – motion passed
- **Treasurer's Report**
- Bill Bayne motions to bind the treasures report over for audit Brian Severcool seconds - motion passed
- **Opening of HVAC bids**
- Martin Plumbing and heating \$49,350
- Scranton Electric - \$33,950
- **Certificate savings account**
- Bill Bayne recommends to transfer the certificate savings account money at PNB to a CD with PNB for 1 year at 1.55% Brian Severcool seconds – motion passed
- **Building change order for roofing**
- Brian motions to approve the change order for the standing-seam roof in lieu of the 26-gauge corrugated roof for an additional \$16,225 Bill Bayne seconds – motion passed
- **Recommendations from personnel committee**
- Jim Kessler accepts with regret Robert Fernley Watershed Specialist retirement as of August 6th 2018 Brian seconds - motion passed
- Brian motions to accept the personnel committee recommendation to advertise the starting rate for the Watershed Specialist position at 13.50/hour Jim Kessler seconds – motion passed
- **QAB recommendations**
- Bill Bayne recommends the following recommendation Brian seconds - motion passed

# SUSQUEHANNA CONSERVATION DISTRICT

## Board Meeting

DATE: Thursday August 16, 2018    Place: 88 Chenango St.

START TIME: 8:30 A.M.

Approved

Dirt & Gravel

Township	In kind	Applied for	Offered
Dimock	\$ 23,000.00	\$ 213,980.00	\$ 200,000.00
Apolocon	\$ 24,000.00	\$ 115,826.00	\$ 60,000.00
Liberty	\$ 24,000.00	\$ 160,000.00	\$ 130,000.00
Springville	\$ 12,000.00	\$ 21,460.00	\$ 21,460.00
Uniondale	\$ 7,200.00	\$ 72,800.00	\$ 72,800.00
Forest Lake	\$ 134,272.00	\$ 116,339.00	\$ 100,000.00
Choconut	\$ 8,700.00	\$ 78,438.00	\$ 70,000.00
Auburn	\$ 2,600.00	\$ 120,821.00	\$ 60,000.00
Gibson	\$ 31,000.00	\$ 131,500.00	\$ -
Brooklyn	\$ 21,000.00	\$ 175,000.00	\$ -
Franklin	\$ 8,700.00	\$ 67,450.00	\$ -
Gibson	\$ 31,000.00	\$ 131,500.00	\$ -
<b>Total</b>			<b>\$ 714,260.00</b>

LVR

Forest

Lake                    \$ 12,750.00    \$ 17,956.00    \$ 17,956.00

- **UGWF money allocation**
- Brian motions to allocate the following UGWF funds \$16,350 for special projects and \$89,015.97 for the building fund Jim Kessler seconds - motion passed
  
- **Harford fair work shift sign-up**
- Passed around sign-up sheet
  
- **Need to open LVR account**
- Bill Bayne motions to open a LVR bank account Andrew seconds - motion passed
  
- **Review well driller bids**
- *Karp Bid: \$9,243 included grout in bid*
- *Bell Bid: \$9,163 plus \$10 per foot for grouting*
- Brian motions to select Karp's well drill bid of \$9,243 Jim Kessler seconds - motion passed

# SUSQUEHANNA CONSERVATION DISTRICT

## Board Meeting

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- **Other –**

- **Leopold Conservation Award**

- Bill motions to support John Benschoter's application for the Leopold Conservation award Jim Kessler seconds – motion passed

### **Informational items**

- **Agency Reports**

- NRCS – Ain reviewed report. On Sept 11<sup>th</sup> they will be holding the Civil Rights meeting in Susquehanna County. FSA asked them to go out a report crop damage from the heavy rains.
- DEP – Watershed Specialist meeting will be on Aug 20<sup>th</sup> managers are encourage to attend. 9<sup>th</sup> of October the annual watershed meeting. there is a small business grant for up to \$9,500 that farmers are eligible for. Emergency permit requests for stream or dam issues are going through Kevin White.
- Nominating Organization Report:
  - **Farm Bureau-** legislative tour organized by John Benschoter will be in East Lemon and the SCCD is invited. Picnic will be on the 31 of August. They will also be at the fair.
- Jim G reviewed correspondence
  - Pipeline projects update
    - ASR – moving along on the restoration
    - Constitution – stable but not at 70% vegetation to get out of permit
- **Support Salt Springs Grant**
- Tabled until next meeting considering the flooding issue. To be revisited when more information is available.
  - Executive at 0942 out at 0953 no action taken
- Director motions to adjourn at 10:22 Director seconds – motion passed

# SUSQUEHANNA CONSERVATION DISTRICT

## Board Meeting

DATE: Thursday September 20, 2018 Place: 88 Chenango St.

START TIME: 8:30 A.M.

Approved

- **Start time: 08:35 AM** **End time: 10:22 AM**
- **Attendance:**
  - **Members:** Bill Bayne, Bill Burke, Andrew Gardner, Jim Kessler, Brian Severcool, Curt Hepler
  - **Staff:** Jim Garner, Maria Hill
  - **Other:** Neil Turner, Ain Welmon, Shane Kleiner
- **Action on previous meeting minutes**
- Brian motions to accept the August minutes presented Bill Bayne seconds – motion passed (MaryAnn abstained)
- **Treasurer's Report**
- MaryAnn motions to bind the treasures report over for audit Brian Severcool seconds - motion passed
- **Contract for HVAC**
- Brian motions to accept Scranton Electric Heating and Cooling for \$33,950 bid Bill Bayne seconds – motion passed
- **Building change order for well conduit**
- Brian motions to accept the change order for conduit under the driveway Bill Bayne seconds - motion passed
- **Recommendations from personnel committee**
- MaryAnn motions to offer Johanana Hirpto at \$13.50/hour as Watershed Specialist Brian seconds – motion passed
- **Nutrient Management Contract**
- MaryAnn motions to renew the Nutrient Management contract for \$14,000 Bill Bayne seconds motion passed
- **Resolution for borrowing funds**
- Brian motions to accept the resolution as amended (Add the rates to number two Resolution 2018-01) Bill Bayne seconds – motion passed



# SUSQUEHANNA CONSERVATION DISTRICT

## Board Meeting

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- **Other –**

- MaryAnn motions to accept Christie Bedene's resignation effect 17 Sept 2018 \_\_\_\_ Ben seconds – motion passed
- MaryAnn requests the continuation of the Chesapeake Bay Technician program in Susquehanna with funding from DEP Brian seconds – motion passed
- MaryAnn motions to accept the ACT agreement pending the opportunity to be used Ben seconds – motion passed
- PACD regional meeting Oct 12<sup>th</sup> in Wilkes Barre
- MaryAnn out at 0905

### **Informational items**

- **Agency Reports**

- DEP – CBP – stream bank fencing working with Nick Holofchak,
- Nominating Organization Report:
  - **Farm Bureau**- Annual dinner Oct 4<sup>th</sup> at the Montrose Bible conference at 5:30pm
  - **Forest Landowners**- Oct 8<sup>th</sup> Bus Trip going to Waverly to see the largest exhibit of local native American artifacts in the region
- Jim G reviewed correspondence/pipeline updates
  - Pipeline projects update
    - ASR – being restored only 600 more feet needed soil stabilization
    - Constitution – stable-waiting for full vegetation and pulling out RCEs
    - UGI- restored, they are topping it now. Rail trail is back in some places
    - October 2-4 QAQC meeting
    - Neil will speak with the grinder pump manufacture re the pipe size into the pump and if a 2-inch line will void the warranty. If it doesn't void the warrant we will keep the 2-inch line in. Neil will get this in writing
    - Brian motions the roof of new office building Forest green color Bill seconds - motion passed
    - Ben motions to lay the decking according to manufacturing spec with additional cost of \$1,900.00 bill seconds – motion passed
    - Curt motions to remove the right foyer wall and leave the left Brian seconds – motion passed
- Ben out at 10:10
- DEP is changing the GP will become online and no longer on paper beginning on October 1<sup>st</sup>
- Watershed Specialist should attend the Oct 9-11 statewide meeting in State College
- District Director nomination time
  - DEP renewed Ag grant for plans for up to 6k per farms for plans for environmental compliance
  - Bill motions to adjourn at 10:18 Brian seconds – motion passed