

Susquehanna County Conservation District
Board Meeting Minutes - Approved
January 17, 2019
8:30 AM
88 Chenango Street
Approved Minutes

Attendance:

Members – Raymond Warriner, Curt Hepler, Brian Severcool, Jack McKee, Bill Bayne, Jim Kessler, MaryAnn Warren, Doug Wood

Other - Pete Tarby, Ain Welmon

>Pete Tarby, DEP swore in Jack McKee, Farmer Director (2019-2022), and MaryAnn Warren Commissioner Director (2019).

>Motion by Jim Kessler to nominate and elect the current officers, Raymond Warriner, Chairman, Curt Hepler, Vice-Chair and MaryAnn Warren, Treasurer
Second by Brian Severcool, motion passed

>Courtney Braunn was introduced to the Board as the new Watershed Specialist.

Agency reports were given by Ain Welmon, NRCS and Pete Tarby, DEP

The 2019 Committees were discussed with the following members, to date:

AG Committee: Curt Hepler, Jim Kessler, Bill Burke, Ain Welmon, Pete Tarby, Tia Kissinger

Policy: Brian Severcool, Jennifer Ramey, Lillian Theophanis, MaryAnn Warren

QAB: Ain Welmon, Bill Bayne, Courtney, Rep. from Fish & Boat

Budget/Finance: MaryAnn Warren, Jennifer Ramey, Jack McKee, Lillian Theophanis

Strategic Planning: Curt Hepler, MaryAnn Warren, Pete Tarby, Jennifer Ramey

Personnel: Raymond Warriner, Curt Hepler, MaryAnn Warren

Special Events: MaryAnn Warren, Bill Bayne, Jim Kessler, Doug Wood

Building Committee: Curt Hepler, Brian Severcool, Lillian Theophanis

Vehicle: Doug Wood, Brian Severcool, Curt Hepler

Nominating: Brian Severcool, Lillian Theophanis, Jennifer Ramey

There are still openings on committees if anyone would like to participate, up to 4 Directors on a Committee

>Approval of December 20, 2018 minutes by Curt Hepler, second by Bill Bayne, motion passed

>MaryAnn Warren made a motion to accept the Treasurer's report and file for audit, with concerns. Second by Bill Bayne, motion passed

>MaryAnn Warren made a motion to adopt the proposed budget, with concerns. Second by Curt Hepler, motion passed

>Building Committee update was given

>MaryAnn suggested an Open House at the new building on Friday, May 10th, a day long event. Light lunch food available during the day with SCCTC catering later in the day, early evening. Agreed, will move forward.

Approved trainings, etc.

- Ag Day including a training, Elk Lake School
 - Crop Day, Andre's
 - Susquehanna County Resource Day, Mt. View School Campus
 - 102/105 basic training, State College
 - Contractors' Workshop, Keystone College
- *Jim Garner to make arrangements for all trainings, etc. for technicians

>Discussion regarding the Intern position

Motion by Curt Hepler to increase the stipend to the amount of \$1,500. Second by Bill Bayne, motion carried

>Personnel Committee recommends a Receptionist position with a salary range of \$10- \$12 per hour with a 90 day probation period and benefits per the personnel policy. Motion by Brian Severcool to create the position of Receptionist per the Personnel Committee's recommendation, second by Jim Kessler. Motion carried.

*Jim Garner will submit advertisements, Jennifer will interview with someone from the Personnel Committee

>Executive Session regarding Personnel, motion by MaryAnn Warren, second by Jim Kessler.

>Action from Executive Session, motion by Brian Severcool to increase the hourly rate of pay for Jennifer Ramey to \$23 effective, 1/21/19, second by Curt Hepler, motion carried

MaryAnn Warren made a motion to adjourn at 11:45 AM, second by Jim Kessler, motion carried.

**Susquehanna County Conservation District
Board Meeting Minutes - Approved
February 21, 2019
8:30 AM
88 Chenango Street
Approved Minutes**

Attendance:

- **Members:** Curt Hepler, Bill Bayne, Jim Kessler, Doug Wood, Jack McKee, Brian Severcool, Lillian Theophanis, MaryAnn Warren
 - **Staff:** Jennifer Ramey
 - **Others:** Peter Tarby, John Benscoter, Dave Kaneski, Bryan Bendock
- **Meeting Called to Order by Curt Hepler at 8:35AM, Followed by a moment of silence in remembrance of Bob Wagner**

Comments from the public:

- Dave Kaneski from PA Fish & Boat Commission reported that David Raulfs has been appointed the new Waterway Conservationist. PA Fish & Boat Commission are also accepting applications for waterways conservation officers. Looking for 20 applicants and you do not need your ACT 120 to apply.

Agency Reports:

- DEP – Peter Reviewed report and discussed the concerns of elimination of funds by Governor Wolf.
- NRCS – John Benscoter Review
Lillian motions to accept and acknowledge the civil rights USDA agreement. Second by Brian Severcool.
MaryAnn motions based off of John’s recommendation to have a staff member be in contact with the farmers to support NRCS with Growing Greener Grants and Chesapeake Bay Programs. If no staff is available, reach out to the directors for help if they are physically able to do so. Second by Brian. Motion passed.

Action on previous minutes

- Motion made by MaryAnn to Accept January 2019 minutes with the following change to indicate that Doug Wood was in attendance of the meeting. Seconded by Brian Severcool. Motion passed.

Director Appointment

- Lillian Theophanis was sworn in as Public Director by Peter Tarby to serve a 4 year term.

Treasurer's Report

- MaryAnn motions to file the treasurer's report for audit. Second by Brian. Motion passed.

QAB recommendations

- MaryAnn motions to approve a workshop with local townships to determine the spending of LVR monies and to spend admin money for promotional items. Second by Brian Severcool. Motion passed.
- MaryAnn also motions to approve the extension for Brooklyn Township, Kent Cross Road until August 2019. Seconded by Brian Severcool. Motion passed.

Recommendations by Personnel Committee

- Motion made by MaryAnn to hire Adrian Gregory as receptionist at a payrate of \$11.00/hour with a start date of February 25, 2019. Payrate to be increased to \$12.00/hour after a successful 90 day probation period. Second by Brian. Motion passed.
- Motion made by MaryAnn to have Jim Garner contact the applicants that applied for the Chesapeake Bay Position during the timeframe of August 2018-October 2018 to determine their interest as of present. Expected timeframe to have contact made is one week. Second by Brian. Motion passed.
- Motion made by MaryAnn to approve staff trainings. Second by Bill Bayne. Trainings as follows: Building for Tomorrow Workshop, Chesapeake Bay meeting, Manure Management Workshop, D&G Stream Crossing, Storm Water and Soil Workshop, 102/105 Basic & Advanced Training, NE Square Table Meeting and 102/105 Round Table. Also, staff to attend Ag Day, NE Regional Contractors Workshop, Elk Lake College and Career Day, Resource Day and Contractors Workshop

Commissioner Director Report

- MaryAnn reported that the County is looking to hire a new Chief Clerk.

Financials

- MaryAnn motions to approve monthly expenses. Second by Brian. Motion passed.

- Motion made by MaryAnn to give staff employees who are regularly using their personal cell phones a \$20/month cell phone reimbursement. These employees are Jen, Don, Tia and Courtney. Second by Lillian. Motion passed.

Building Needs & Topics

- IT - Curt motions to contract Covenant Technology Group with a 1 year contract of the Premium Remote options for IT needs. Second by Brian Severcool. Motion passed.
- Phone – MaryAnn motions to use Covenant Technology Group to review the Quotes presented by Guyette and Nextiva to make recommendations as to what we need and who to use. Second by Brian. Motion passed.
- Copier – Motion made by Brian to use Topp Business Solution based off of a recommendation from Jennifer. 36 month lease with a payment of \$170.20/month.
- Second by Lillian. Motion passed.
- Moving Company – Motion made by Jack to contract Matheson Warehouse & Transfer Company to move districts contents at a fee of \$2271. Second by Bill Bayne. Motion passed

Miscellaneous Topics

- Recommendation made by Lillian to have the annual award presented to the family of Bob Wagner during the latter part of the day during our open house at the new building on May 10, 2019.
- Motion made by Brian to hold the annual Spring Fish Sale. Second by Jim Kessler. Motion passed
- Jim Kessler expressed that the Forest Landowners were looking to have a spring woods walk. A location for this event TBD.

- **Adjournment**

MaryAnn motions to adjourn meeting at 10:55AM. Second by Bill Bayne. Motion passed.

SUSQUEHANNA CONSERVATION DISTRICT

Board Meeting

DATE: March 21, 2019

Place: 88 Chenango St.

START TIME: 8:30 A.M.

Approved

Attendance:

- **Directors:** Bill Bayne, Jim Kessler, Jack McKee, Brian Severcool, Lillian Theophanis, Bill Burke, MaryAnn Warren, Ray Warriner **(entered via telephone at 9:34a.m.)**
 - **Associate Directors:** Doug Wood
 - **Staff:** Jennifer Ramey
 - **Others:** Peter Tarby, Ain Welmon, David Raulfs
-
- Meeting Called to Order by MaryAnn at 8:35AM.
 - Pledge to flag
 - Comments from the public

Agency Reports:

- ***DEP*** – Peter reviewed and discussed the NERO report.
- ***NRCS*** – Ain reviewed and discussed report. Contract writing has been pushed back due to the government shutdown.
- ***PA Fish & Boat Commission*** - David Raulfs presented general information and upcoming events including a mentor youth trout day on April 6th and opening day of Trout season on April 13th

Action on previous minutes

- Motion made by Bill Bayne to accept the February minutes with amendments to indicate that there was an error in the Spelling of Bryan Bendock's name, David Raulfs title is Waterway Conservationist for PA Fish & Boat Commission, Lillian was sworn in as a public Director, Staff trainings were documented and only employees who currently use their cell phones for work use were to be reimbursed. Currently sharing and using personal cell phones for work use are Jen, Don, Tia and Courtney. Also, we will hold a Spring Fish Sale. Second by Jim Kessler. Motion passed.

Treasurer's Report

- Jim motions to file the treasurer's report for audit. Second by Brian. Motion passed.

- Bill Bayne motions to approve monthly expenses. Second by Jim. Motion passed.
- The board requested Wayne Oakley attend the April Work Session on April 4th to discuss the process for invoicing the No-Till equipment.

Commissioner Director Report

- MaryAnn reported that the County is still looking to hire a new Chief Clerk and applications are being accepted for other open employment positions. Interviews are currently taking place.
- MaryAnn reported that once SCCD moves to their new building, the Economic Development will move into the 88 Chenango location.

Personnel Committee

- MaryAnn reported that the interviews for the Chesapeake Bay Tech position are currently on hold.

Nominating Organization Committee

- Bill Bayne reported that there will be a farm bureau meeting on May 11, 2019 at 11:30 located at the Montrose Bible Conference.
- Jim Kessler reported that no spring woods walk took place.

Building Needs & Topics

- Lillian reported that she is working with Spectrum to expedite the Permit issues with Penelec.
- Lillian reported that Carl from Covenant will be submitting a bill for 8 1/2hrs of work @ \$50/hour.

- MaryAnn recommended for Carl purchase the IT rack that is needed for the new building and have him bill us for it.
- Lillian reported that the occupancy permit will be coming directly from COG.
- Brian reported that he has received 2 snow removal bids and is still waiting for Lawn maintenance bids.
- Brian reported that he had been in contact with Mt Airy Cleaning and they would like to come do a cleaning at the new building to be able to give us a quote.

Summer Intern

- Motion made by Bill Burke to hire Curtis Spila as the summer intern with a \$1500 stipend. Seconded by Bill Bayne. Motion passed

Local work session - NRCS

- April 11th – Lillian and Jack to attend the NRCS work session in Mayfield.

***9:32 Motion made by Brian Severcool to enter into an executive session regarding personnel. Seconded by Bill Burke.**

***9:34 Ray Warriner entered via telephone.**

***9:52 Executive session ends regular meeting resumes.**

Motion made by Bill Bayne to place Jim Garner on paid administrative leave from March 21 2019 through March 25, 2019. Jim to report to the office on March 26, 2019. Seconded by Bill Bayne. Motion passed.

Motion by Brian Severcool to allow the Chair of the Personnel Committee have the authority to discipline or terminate probationary employees without further board approval. Second by Bill Bayne. Motion passed

Informational Items

- Jim Kessler motions to appoint MaryAnn, Jen and Brian as voting members for PACD.
- Jim Kessler will go to Maple Hill to pick up the seedling sale order the Wednesday or Thursday before the seedling sale.
- Lillian reported that she spoke with Teri Wagner to get her approval that during the SCCD open house, a tree planting ceremony will take place in memory of Bob Wagner.
- SCCD will attend the Science fair at the Elk Lake School as an exhibitor on April 25th from 5:00p.m.-8:00 p.m.
- Correspondences reviewed.

Adjournment

Bill Burke motions to adjourn meeting at 10:55AM. Second by Bill Bayne. Motion passed.

Susquehanna County Conservation District
Work Session April 4, 2019
Location: 89 Industrial Drive
Start Time: 8:30a.m.

Attendance;

- **Directors:** Ray Warriner, Curt Hepler, Bill Bayne, Brian Severcool, Jim Kessler, Lillian Theophanis, MaryAnn Warren
- **Associate Directors:** Jack McKee, Doug Wood
- **Staff Members:** Jennifer Ramey, Wayne Oakley
- **Agency:** Shane Kleiner

Furniture Assembly

- New office furniture put together and assembled by all in attendance

Action Items

- Motion made by Lillian to eliminate the position of Program Coordinator. Seconded by Jim Kessler. Motion Passed
- Curt Reviewed the quote for landscaping received from VanCott's Nursery. The quote of \$1456 includes materials to consist of native plants, trees, etc. Quote also includes the cost of labor.
- Motion made by Jim Kessler to use VanCott's Nursery for landscaping. Seconded by Jack McKee. Motion passed.

Informational Items

- Wayne reported on the invoicing process for no-till. A 10% discount is given to the farmer if paid within 30 days. Jen will get a quote on new invoices to reflect the 10% discount if pd within 30 days, after 30 days and also if bill is 90 days past due a 1.5% finance charge will be added. Also, new invoice quote should have a remit to address on them so that the payment is not being sent to Wayne. Quote to be presented at next board meeting.
- The seeder is in need of repairs. Wayne reported that M&M Machine Shop will do repairs.
- Lillian reported that Spectrum will expedite the hook up as soon as the permit from Penelec is received.
- Jen reported that the staff is working on getting all materials and information together for Envirothon. It was discussed that the current donations for Envirothon were around \$11000 and that the budget for the Envirothon Trip this year should not exceed \$6000.

Options for the trip include the Stroud Water Research Center and the Chesapeake Maritime Museum.

- Seedling Sale will take place at the new building on April 13th. Key Club Students will be available to help.
- Annual Spring Fish Sale will be May 26th at the new building.

Work Session adjourned at 10:55
No motions were taken

SUSQUEHANNA CONSERVATION DISTRICT

Board Meeting

DATE: April 18, 2019

Place: 88 Chenango St.

START TIME: 8:30 A.M.

Approved

Attendance:

- **Directors:** Bill Bayne, Jim Kessler, Jack McKee, Brian Severcool, Lillian Theophanis, Curt Hepler, and MaryAnn Warren
- **Associate Directors:** Doug Wood
- **Staff:** Jen Ramey and Adrian Gregory
- **Agency:** Ain Welmon, Pete Tarby, Shane Kleiner
 - Meeting Called to Order by MaryAnn at 8:34AM.
 - Pledge to flag
 - Comments from the public

Agency Reports:

- Dep- Peter Tarby reviewed and discussed the NERO report.
NRCS- Ain Welmon reviewed and discussed report. Lillian And Jack discussed the local NRCS Work Session that they attended.

Action on Previous minutes:

- MaryAnn motioned to approve minutes and Lillian second. Motion passed.

Treasure Report:

- MaryAnn motioned to file Treasure's report for audit. Bill second. Motion passed.
A recommendation was made to have Jen research the building monies in the bank accounts.

Commissioner Director Report:

- MaryAnn Warren reported that Rob Hyde accepted the position of Chief Clerk.
- New sidewalks are being installed at the courthouse to make them handicap accessible.

QAB Recommendations:

- Shane reported on QAB recommendations per Courtney and the following was discussed: New LVR projects to contract:
- John C. McNamara Road Silver Lake Township- \$22,152.00
- Kelly Road Dimock Township- \$13,413.00

- Winans Road Dimock Township- \$7,498.00
- Prospect Street Susquehanna Borough Depot- \$2,375.00
- Total: \$ 45,438.00-This will get all of our LVR funds committed and ensure we have funding for the next year

Contract Cancellations:

- Recommendation to cancel contract for Middletown Township Upham Road. It was originally contracted in Sept. 2016. An extension was made on Dec.18, 2017 and expired on Nov. 30, 2018. 3 attempts were made to contact the township about this road, but there has been no response. Contract amount was \$24,160.00. Bill Motioned to accept QAB recommendations. MaryAnn seconded. Motion passed.

Extensions:

- Recommendation to approve an extension for the Youngs road project in Jessup Township due to the weather conditions in 2018. MaryAnn motioned. Lillian Second. Motion passed.

Building needs:

- Bill Bayne reported that water needs to be flushed from lines and hot water heater, He will take that project on.
- Brian received a proposal for cleaning from Patrick Robinson. There will be other bids collected as the Robinson bid was high.
- Lillian gave an update on the new building and recommended getting a sign for the end of the road at the new building. Jen recommended that Adrian should be on the task of getting quotes and designing it.
- Post-pone May 10th open house until the fall in which we will be planting a Sugar Maple in memory of Bob Wagner.

Informational Items:

- Suggestion was made to start AG meetings again after the work session on May 2.
- Chesapeake Bay interviews were conducted on April 15th. Recommendation from Jen to hire Nate Harpster as new CB Tech. He will start at \$15.50 an hour and after a successful 90 days probation, rate of pay will increase to \$16 an hour. Brian motioned to hire Nathan Harpster. Bill second. Motion passed.
- Nominating Organization report from Jim Kessler. There will be a Salt Springs Walk for Forest Land Owners on June 23rd to look at flood damage, Archeology and the history of Salt Springs.
- Farm Bureau meeting May 11th at 11:30 in the Bible Conference.
- Possible black top in front of new building. Shane explained how a Geo-Grid works. Mary Ann will research cost of Geo Grid.
- Recommendation made on how to conduct Seedling Sale in the future.

- Curt Hepler made a suggestion that Jen, MaryAnn and new CB Tech go on the Envirothon trip.
- Suggested the Legislative Breakfast needs to be scheduled. MaryAnn will check the legislative schedules.
- MaryAnn motion to approve the following trainings. Brian second. Motion passed.
 - Jen to Managers Summit
 - Jen to 2019 Managers Boot Camp on June 18-20.
 - Don, Tia and Courtney to Wetland Workshop.

Correspondence

- Jen reported that Jim Garner filed for Unemployment. Jen will contact Ben about insurance.

***10:12 Motion made by MaryAnn Warren to enter into an executive session regarding personnel. Seconded by Bill Bayne. Motion passed**

***Executive session ended at 11:24.**

***Board meeting resumes at 11:24.**

- Motion made by MaryAnn to adjust time sheets to show comp time or overtime to be paid. Jim Kessler second. Motion passed.
- Motion made by MaryAnn to amend prior motion to allow employees to decide if they want to receive comp time or overtime pay at employee discretion. Jim second. Motion passed.
- Motion made by Brian to accept and approve the work session minutes with the addition of the date of work session. Second by Bill Bayne. Motion passed.
- MaryAnn motions to adjourn at 11:44. Second by Bill Bayne. Motion passed.

Susquehanna County Conservation District
Board Work Session Minutes -
May 2, 2019
8:30 AM
88 Chenango Street

Attendance:

Members- Brian Severcool, Curt Hepler, Lillian Theophanis, Jack McKee, Jim Kessler, Bill Bayne.

Staff- Jennifer Ramey, Adrian Gregory, Wayne Oakley.

New building:

- Discussed shelving in the basement. Board would rather build them than purchase premade because of durability.
- Permission to order water cooler and microwave. MaryAnn is ordering new fridge.
- Jen will talk to post office about mail box placement. Once we know where it goes, we can purchase one from Andres.
- Jen suggested we run an ad in Mulligans saying that we have moved locations.
- Adrian is still getting quotes on a sign for new building. Curt suggested Aluminum Sandwich with corrugated plastic. Adrian is to get a quote from Rosenkrans in Great Bend. Lillian suggested to increase sign to 4' by 6'.
- Jen is to speak to tire place next door and see if we can have permission to put a sign up next to theirs. Also, we will put up the small sign (from 88 Chenango) at the end of our new location driveway.
- Lillian got a non-motioed approval to get an Ethernet from Guyette.
- Brian will call Karp and ask for a full report.
 - Water test
 - Purge well
 - Gallons per minute

Approved Trainings

- Jen and Don can attend Wind Turbine Meeting on May, 31st.

Treasurer's Report

- Jen will Check last year's Envirothon account to see if any monies are leftover.
- Jen will Check Education fund to see how much is in there.
- Curt would like to give all three scholarship applicants \$500 if possible.

- Lillian suggested we look into a 5013C certification.
- Envirothon budget needs to be increased. Courtney should go on trip instead of Jen along with Nate Harpster.
- It was reported by Jen that we have \$160,000 in the building fund. Curt inquired about the total cost of the new building and what we have paid so far. Jen will get the numbers next meeting.

Susquehanna County Conservation District

Board Meeting Minutes

May 16, 2019

8:30 AM

88 Chenango Street

Approved

Attendance:

Directors-Lillian Theophanis, Bill Bayne, Jim Kessler, Brian Severcool, Curt Hepler, Jack McKee

Associate Directors- Doug Wood,

Staff- Jennifer Ramey and Adrian Gregory

Agency- Ain Welmon

- Meeting called to order at 8:37 by Curt Hepler
- Pledge to the flag
- Comments from the public

Agency Report- Reviewed by Ain Welmon.

- EQIP certified 1 Comprehensive Nutrient management plan.
- Farm Bill program is currently writing 3 Forest Management Plans, 1 Grazing Contract and 1 Livestock Contract.
- 42 CREP contracts are up for re-enrollment. NRCS has been assisting 10 farmers with post planting spray checks on Riparian Forest Buffer Practices
- The Emergency Watershed Protection Program is currently working with townships and borough on 23 projects to help address the threats to life and property during a natural disaster.

Action on Previous minutes-

- Jim made a motion to approve. Lillian second. Motion passed.

Treasurers Report-

- Lillian Motions to file the Treasurer's report for audit. Jim Second. Motion passed. Suggestion was made that Jen reviews the contract with Covenant computers to see if we are locked in at 1 year.

Monthly Expenses-

- Lillian requested to see a report from the Seedling Sale.
- Curt suggested paying some of the principle on the mortgage. Jen reported on the monies in the accounts. Brian made a motion to pay \$150,000 on the principle of our mortgage; \$50,000 from general and \$100,000 from building fund. Jim Second. Motion passed. \$60,000 will be left in the building fund for future expenses.
- Brian made a motion to approve monthly expenses. Bill second. Motion passed.
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- **Introduction of Nate Harpster to the Board Members**

Action on Previous work session minutes

- Brian motioned to approve the work session minutes and approved the following purchases and travel requests that were discussed at the May work session. Bill second. Motion approved.
 - Approval given to Jen and Don to attend the Wind Turbine meeting on May, 31st 2019 at DEP regional office- Wilkes Barre.
 - Approval given to purchase Ethernet from Guyette.
 - Approval given to purchase of microwave and water cooler.

QAB Recommendations- reviewed by Courtney Braunns

- Jessup Township has spent \$144,000 of the \$163,00 on Youngs Road. The remaining \$19,000 can be spent on stream stabilization. Trout unlimited will do that work.
- Lillian Motioned to accept the QAB recommendations. Brian Second. Motion approved.

Informational Items

- Brian suggested moving the parking lot back 5 or 6 feet for easier turn around radius.
- Brian is to talk to MaryAnn about Geo-Gridding and get paving quotes. Paver suggestions; Stafursky's, Power's and Harris.
- Curt suggested that Tech's join the board meetings once in a while.

- Brian Suggested a company picnic.
- Brian suggested building a pavilion outside of the new building.
- Jen suggested that the basement of the new building is cleaned-up. Lillian will supervise and set up some guild lines for the clean-up. Brian will purchase lumber locally. Brian, Curt and Bill will build shelves in the closet.
- Robinson Design Company won the bid for the new sign. We will have it built using Bebond. The bid was \$551 we will go up to \$651 if we have too.
 - Other sing bids came from: Rosenkrans @ \$980 installation additional
 - Molenkos @ \$1080 Installation additional
- Mountain Aire won the bid for cleaning services. Brian motioned to hire Mountain Aire Cottage Care. Jim second. Motion passed.
 - An additional bid from: Patrick Robinson came in @ \$234 a week
- Curt suggested that Jen buy's a fire safe lock box to keep downstairs with important stuff in it. The box is to be 18" and a \$250 limit. Bill motioned. Lillian second. Motion passed
- Suggestion made by Curt that Envirothon winners are to receive a jacket and \$100 Visa gift card in lieu of the trip. Lillian motioned. Brian second. Motion passed.
- Curt suggested that we Brian purchase an American flag and outside picnic table for the staff. Brian made a motion to have Jen purchase both items. Bill second. Motion passed.
- **Nominating Organization Report**-Given by Bill Bayne
 - **Forest Land Owners**
 - Picnic is June 23rd. They will dedicate a bench to Bob Wagner
 - Fall Woods Walk is Sept. 14th or 21st.
 - Bus trip to Gray Towers will be Oct 14th.
 - **Farm Bureau**
 - Spring meeting is June 11th
 - Vanderbilt farm visit on Aug 15th.

Jim Motioned to adjourn at 11:20. Bill second. Motion passed

**Susquehanna County Conservation District
Board Work Session Minutes -
June 6, 2019
8:30 AM
88 Chenango Street**

Attendance:

- Members- Bill Bayne, Jack McKee, Brian Severcool, Curt Hepler and Lillian Theophanis
- Staff- Jen Ramey and Adrian Gregory
- Agency- Shane Kleiner

Discussions:

- Don Hibbard came in and explained the Brooklyn township Easement situation. The board feels that this issue should be out of Don's hands because it isn't an E & S issue. Shane suggested we contact the county with a chairman and the manager, suggesting to the county that they have the township put the material back so the swale isn't encroached upon. The county might want to get their legal aid involved because the maintenance of the easement is on Susquehanna County.
- Salaries and encouragement were discussed.
- Ag meeting next week Wednesday June 12th at 10 am.
 - Discussion about funds for food at meetings.

New Building:

- Brian will bring in brush hog, next week and cut down the grass.
- The closet downstairs needs to be tested out for size and durability.
 - Shane will get a retention schedule from DEP.
- The paving of the parking lot needs to be rebid with new specs.
 - Drainage needs to be a separate bid.
 - Bids need to be in by June 18th and paving needs to be done by August 2nd.
 - Any work done over \$25,000 needs to meet prevailing wage requirements.
- Covenant Computers progress and contract was discussed. Adrian is to call Carl and ask him about backing up our computers.
- Jen or staff member can pick up the sign in the company vehicle when it is finished.

Training Requests:

- Nate- Masser Potato Farm
- Tia- Nutrient Management Certification test in Harrisburg on June 19th. Suggestion to get boards approval for any staff to travel to any training or test to get necessary certification.
- Tia & Nate- AG outreach in Tunkhannock.

Vehicle maintenance:

- Brian is going to talk to Montrose Tire about tires for the car.
- It was suggested that Jen look into the insurance and policy's for vehicle use during events in the evening or on weekends.

Susquehanna County Conservation District
Board Meeting Minutes - Approved
June 20, 2019
8:30 AM
89 Industrial Drive

Attendance-

Members- Bill Bayne, Brian Severcool, MaryAnn Warren, Jack McKee, Curt Hepler, Jim Kessler, Doug Wood, Ray Warriner and Lillian Theophanis

Staff- Adrian Gregory

Agency- Ian Welmon and Pete Tarby

Call to Order- 8:32 A.M.

Pledge to the flag

Agency reports-

- NRCS- given by Ian Welmon
- DEP- Given by Pete Tarby

Action Items-

- Changes to minutes; Bills name needs to be added to the building of the shelves and all bids need to be reported when announcing a winning bid. MaryAnn makes a motion to approve the May 2019 minutes after the corrections have been made. Brian Second. Motion passed.
- DGK insurance- Do we have a depreciation report? We need one to go along with the financial. Ray recommended also need an inventory of building assets. Anytime we purchase anything the cost and date needs to be in an Inventory. Ray recommends that we start making an inventory report immediately. After the report is finished, we can assess the report of our assets and report to DGK insurance and change the policy to suit our needs.
- MaryAnn motioned to give Jennifer Ramey, SCCD Business Manager signature authority on Peoples Security Checking account(s) and NBT Bank Checking account(s). A copy of the June 2019 approved minutes needs to be attached to bank authorization papers. Brian Second. Motion approved.
- Ray motioned to have \$50,000 out of building fund go into general checking. Notes in Quickbook on accountability of funds. MaryAnn second. Motion passed.

Treasurer's Report-

- MaryAnn Motions to accept the profit and loss as well as the monthly expenses from June 4-17. Next month May 17- June3 needs to be reviewed. Bill seconded. Motion passed.
- Brian asked about Mountain Aire payment being more than he thought. Curt said it was because the initial cleaning is more intense.
- MA mentioned that the no-till phone was going over and we need make some changes. Jen is to talk to Wayne about his calls and see what we can do to fix it.

QAB Recommendations-

- Increase Middletown Townships Upham road by 20% or \$4,832 due to laying Geotech and increased stone prices
- Increase Great Bend Township, Rose Hollow Road by 20% or \$8163 due to erosion and a landslide activity just outside the project boundaries.
- Increase silver Lake, John C. McNamara Drive in the amount of \$2400
- Increase Dimmock Township, Kelly Road in the amount of \$1,160
- Increase Dimmock Township, Winans Road in the amount of 1372
- Increase Forest Lake Township, Cobb Hill Road in the amount of \$1271
- Increase New Milford Borough, Johnston Street in the amount of \$2350
- Purchase equipment; Laser Level for \$549, Measuring Rod for &104.76, Traffic Counter Kit \$469 and a Tape Measure for \$18.99.
- Extend Dimmock Township, Kelly Road until September 30th.
- MaryAnn made the motion to approve the QAB recommendations and include them in the minutes. Lillian Seconds. Ray abstains. Motion approved.

Easement-

- Don sat in and led discussion. MA discussed how the easement information wasn't disclosed to Don by the previous staff members. MaryAnn asked if we can change the permit now that circumstances are different. Pete said yes. At this point in time Ray recommends that Don talks to Brooklyn Township about removing the fill. And then we can take it from there.

Ag Committee recommendations-

- Rewrite Growing Greener Grants from prior.

- 1-year extension for Rob Ryan and Claude Bennett-ask Shane
- Recommend to board to change Cobb's agreement- Change to roof gutters for run off from Milk house \$2139 Cost share. Pete Tarby will fill out paperwork to use \$2000 from no-till cover crop (that is not going to get used) for the project. Apply for Milk House System in August, Small Business Grant through DEP.

MaryAnn Motions to approve AG Recommendations. Lillian Second. Motion passed.

Informational items-

- Lillian recommends staff needs to be trained on heating and air conditioning systems. Please contact Scranton Heating and Air.

10:03 entered into Executive session. 10:27 out of Executive session.

10:27 entered back into board meeting.

Nominating Organization report-

- Jim Kessler -Forest Land Owners Annual Picnic Sunday June, 12th. Bench dedication and flood history of the park.
- Bill Bayne- Farm Bureau-Legislative Tour Aug. 15th.

Curt recommends that up to \$200 from a SCCD account gets withdrawn to pay for the purchase and installation, in a designated spot, for Bob Wagner's Sugar Maple. \$ 125 donations have already been received. Bill motion. Lillian seconds. Motion approved.

Jack made a motion to get a basic water test. Bill seconds. Motion approved.

Jim motions to adjourn. Brian Second. Mot

ion approved. Meeting adjourns at 11:04

Susquehanna County Conservation District
Board Work Session Minutes -
July 3, 2019
8:30 AM
89 Industrial Drive

Attendance:

Members-Bill Bayne, Lillian Theophanis, Jim Kessler, Curt Hepler, Briand Severcool and Jack McKee

Staff- Jen Ramey and Adrian Gregory

Introduction of Eric Shearing our intern

Vehicle Maintenance:

- Brian recommends a target month of October to change to Falken tires from Montrose Tire on the company car.
- Curt recommends new oil pan for the truck at the time of oil change. Until then check oil every 2 weeks.
 - Brian recommends that we use a Ford Auto Shop like Montrose Motors or Simmons Rockwell for the repair.

Building topics

- Lillian suggest we have an Instagram account.
- T-shirts for Dirt and Gravel road program-further discussion at next board meeting.
- Family picnic at Jim Kessler's house around Lab
- or Day.
- Annual banquet Brian suggests we target for October.
- The board members would like a page of staff accomplishments at the next board meeting.
- Water is pooling near the sewer grinder cap. Curt recommends a decorative rail to deter water from the building and grinder.
 - Also, the snow plow will notice the rail and not plow the sewer cap.
 - Lillian suggest to extend the landscaping down around to that cap.
 - Brian volunteered to bring his skid steer and dig the holes for the sign and decorative post.
 - 3 posts (1 corner and 2 regular) and 2 rails are needed for the back
- Sign building
 - Jack recommended 6' by 6' and 12' long.
 - Curt suggested 3 ½ feet in the ground, 3 ½ feet at the bottom

- 4 metal plates- 32 four-inch-long lag bolts
- Jim informed us about post caps
- Everything is to be purchased from Andres if they have it

Paving

- Brian is getting quotes from Harris Paving, Pro Seal and Meshach to take some fill out of the sides and put it in the middle with some modified to get rid of dip in driveway. We then can black top next year.

Drainage

- Curt suggested that the drain tile pipe gets extended to wooded area. Jim Kessler will get quotes by the hour from Bill White and Carp Excavating to dig a ditch and add crushed stone. We will supply the pipe.

Meeting adjourned 11:05

Susquehanna County Conservation District

Board Meeting

July 25, 2019

8:30 AM

89 Industrial Drive

Approved Minutes

Attendance:

Directors- Jim Kessler, MaryAnn Warren, Ray Warriner, Curt Hepler, Jack McKee, Lillian Theophanis, Doug Wood and Brian Severcool.

Agency- Ain Welmon and Peter Tarby

Staff- Jennifer Ramey, Wayne Oakley and Adrian Gregory

Call to order- 8:25

Pledge to the American Flag

No- Till report- Wayne Oakley

- Corn Planter- 331 acres
- Cover crop- 6 Acres
- Seeder-296.5 Acres
- Interseeder had a broken frame due to being poorly manufactured. Wayne had a professional welder fix the interseeder. The John Deere Corn Planters won't stay running. Wayne suggested that the district look into purchasing a slightly used one or rebuild one of the planters we already own. Ray suggested looking into the prices of used 4 row no-till commercial planter.
- The truck has 102,000 miles on it. Still runs great but the letter is peeling off. Calibers and brakes were replaced on 7/17/2019
- MaryAnn makes a motion to change the no-till cell phone plan to a higher plan amount to accommodate the minutes being used to avoid overages until the busy season has concluded. After busy season ends, change plan back to basic coverage. Curt second. Motion approved.

Agency Report-

- NRCS-Ain Welmon gave an oral and written report
- DEP- Peter Tarby gave an oral report. Also gave highlights on the PACD/NCCS Conference.

Previous Minutes-

- MaryAnn motioned to approve the June 2019 minutes. Lillian second. Motion passed.

Treasurer's report-

- Curt motioned to accept the June Treasurer's report and file for audit. Lillian second. Motion passed.
- MaryAnn motions to accept the May Treasurer's report and file for audit. Brian second. Motion passed.

- MaryAnn motioned to accept the May monthly expenses. Lillian second. Motion passed.
- MaryAnn motioned to accept the June monthly expenses. Curt second. Motion passed.
- MaryAnn suggest writing a letter to Carl of Covenant Computer about letting us pay him for the D Drive back-up. We should C.C Paul our lawyer.

MaryAnn motioned to enter into Executive Session to discuss personal at 9:05

Out of Executive Session at 9:30 – No actions taken

9:30 board meeting resumes.

Action Items

MaryAnn made a motion to appoint the following as Associate Directors.

- Doug Wood
- Ben Hoover
- Ed Price
- Edgar Warriner

Ray abstains. Brian Seconds. Motion passed.

The board would like Jen to send a letter to Denny O'Reilly Jr. and Matthew Neenan notifying them that we are relieving them of their positions as Associate Directors due to lack of attendance.

MaryAnn motions to pay Brian Severcool \$150 for brush hogging and hole digging for installation of sign and fencing. Curt second. Motion passed.

CB Tech agreement-

- MaryAnn motions to approve and sign the Chesapeake Bay Contract Agreement. Curt second. Motion passed.

QAB Recommendation- Courtney Braunns, Watershed Specialist, recommended the following:

- Apolacon Township, Russell Road- Increase grant amount to \$12,000. MaryAnn motion to accept recommendations. Lillian second. Motion approved.

Staff Trainings-

- Tia- Rodale Institute, Annual Field Days 7/19/2019
 - PSU Research & Ext center 8/7/19 & 8/8/2019

Curt motioned to approved. Lillian second. Motion passed.

Building needs-

- MaryAnn motions to increase our contents value from \$30,000 to \$46,000 on the insurance policy through DGK based on current inventory. Jen to contact DGK to make the changes. Seconded by Brian. Motion passed
- MaryAnn motions to have Kohanski auditors do a full audit for 2018 at a higher cost not exceeding \$5000. Curt second. Motion approved

- Ray suggest that in reference to the outside building work to be done that we do the drainage, pre-paving work, landscaping and then pave the parking lot. The paving must be advertised and bid out.
- MaryAnn motions to purchase 80 tons of modified to make driveway/parking lot improvements and purchase drain tile. Jim second. Motion passed.

Commissioner Director Report – MaryAnn gave oral report.

- They are moving ahead with the area of Aging Agency.
- Accepting applications for the Deputy Chief Clerk.
- MaryAnn suggested that our staff setup a tables at the National Night Out events.

Informational Information

- Lillian made a motion to purchase the fireproof and waterproof safe presented to the board. Brian second. Motion passed.
- MaryAnn suggest Don’s annual review be done and any increase given will be retroactive from April 2019. Jen can write his review from the time that she started until now. MaryAnn will review before presenting it to Don.
- Nominating Organization Report – oral report given by Jim Kessler
 - Harford Fair- Forest Landowners will pay their half for the tent later in the year. Jim will pick up Eric the Thursday before the fair for setup.

Courtney Braunn, Watershed Specialist and Tia Kissinger, Resource Conservation Specialist gave Watershed Report - possible Growing Greener Grants

- Mr. Empet Rain Gutters
- Pat Flagherty- Choconut Creek Maintenance grant.
- Lillian made a motion to set up an Instagram Account to target more of the community. Jen and Don to oversee. Jack second. Motions passed.
- Lillian made a motion to approve the purchase of T-shirts for the dirt and Gravel road program. Quote and design from Robinson’s Design totaling \$1025. Jim second. Motion passed.
- Brian made a motion to close at 3:00 on September 6th for the District’s working picnic. The picnic is to start at 4:00pm and the staff is to be paid for the entire day. Jen is to check with Shane to see if the district can pay for the picnic. Jim Kessler offered to hold the picnic at his home. Lillian second. Motion passed.

Correspondence-

Brian made a motion to send Jen and Tia to the Lackawanna Rail Trail Ribbon Cutting and tour on Wednesday July 31, 2019. Jim second. Motion passed.

**Jack called an Executive session at 11:28 to discuss personnel Executive session ended at 11:51
Regular board meeting resumed at 11:51**

Brian motioned to have the policy committee review the districts personnel policy in regards to salary and vacation time. Lillian seconded. Motion passed.

Curt motions to adjourn at 12:05. Seconded by Jack. Motion passed.

Susquehanna County Conservation District
Board Meeting Minutes - *Approved*
August 15, 2019
8:30 AM
89 Industrial Drive

Attendance:

Members-MaryAnn Warren, Brian Severcool, Bill Bayne, Jack McKee, Jim Kessler, Ray Warriner and Ed Price

Agency- Roy Richardson and Shane Kleiner

Staff- Jen Ramey and Adrian Gregory

8:30 Pledge to the flag

Comments from the public

Agency Reports-

- Shane Kleiner gave an oral report.
 - Small Business Grants, would be great for farmers, are opening up in September or October with a November closing.
 - Managers Summit is on the September 4th and 5.th.
 - Dirt and Gravel Road Conference September 24th & 25th.
- Roy Richardson
 - Discussed how well Courtney Braunns and Jen Ramey are doing at their job. Also, he encouraged us to make Dirt & Gravel Road Program a full-time position.

Action Items-

- MaryAnn made a motion to approve the July 2019 minutes. Brian seconds. Bill Abstains. Motion approved.
- MaryAnn motioned to accept the Treasurer's report. Bill Seconds. Motion approved.
- MaryAnn motioned to accept the Monthly Expenses. Bill seconds. Motion approved.
- Employee Evaluation- The Personnel Committee suggest that Don Hibbard gets a \$1 an hour raise proactive a year from his start date. Brian motioned to approve. Bill seconds. Motioned passed.
- MaryAnn motions to accept Tia Kissinger's resignation with regrets. Jim seconds. Motion approved.
- Manure Management position is to be posted immediately in local paper and with the PACD with a deadline to apply of September 6.
- Report from Nate -CB Tech.
 - Letter from John Bencoter-
 - Nate explains Joe Loomis project and his request for more money. Shane suggest maybe a maintenance grant is more suitable.
 - Nate explains Cobb's project and reports that an addition was put on after grant approval.

- Ray suggests talking to Pete Tarby about these two projects.
- Robertson Preservation Project- appraisal is over the limit. MaryAnn suggest looking into the Ag Preservation Standards. MaryAnn will also talk to the commissioners about gathering an Ag Preservation Board.
- Nate had permission to apply for Multi-use Riparian Forest Buffer Grant.

Staff trainings-

- Don- Stroud Water Research Center, September 24th and 25th
- Don & Courtney-Sullivan County CD, Envirothon Coordinator Meeting October 29th
- Courtney- Toftrees Sate College, Watershed Specialist Meeting October 2nd-4th
- Nathan-Harrisburg, Nutrient Management Orientation August 21st
- Nathan- Bloomsburg, Surveying August 28th
- Jen- Toftrees State College D & G Conference September 24th & 25th
- Brian motions to approve the staff trainings. Bill Second. Motion passed.

Informational Items-

- Correspondences
 - Jen is to look into who Andrew Shaw the lawyer is and what did we use him for.
- Jen has permission to do regular maintenance on the company vehicles.
- Courtney has permission to work at the Harford Fair Friday night.
- Jen has permission to book Salt Springs for the company working picnic and find a caterer.
- Commissioner Director Report –
 - Meals on wheels- Still trying to change it back to delivering 5 days a week.
 - First responders received \$10,000.
 - New machines will be placed in voting locations to help minimize error.

MaryAnn motioned to adjourn at 10:20. Brian second. Motion passed.

**Susquehanna County Conservation District
Board Meeting
September 19, 2019
8:30 AM
89 Industrial Drive, Montrose, PA 18801
Approved Minutes**

Attendance:

Directors- Ray Warriner, MaryAnn Warren, Ed Price, Brian Severcool, Jim Kessler, Lillian Theophanis, Curt Hepler and Doug Wood.

Staff- Jen Ramey and Adrian Gregory

Agency- Peter Tarby and John Bencoter

Pledge to the flag

Comments from the public

- Thank you letter from E&S Tech, Don Hibbard was read

Agency Report

- Written and oral report given by Pete Tarby for DEP
- Written and oral report given by John Bencoter for NRCS

Action Items

- Action on previous minutes - no motion was made
 - Change Shane Loomis to Joe Loomis.
 - Add Commissioner's Report.
- **Treasurer's Report**- motion made by MaryAnn to accept. Second by Lillian. Motion passed.
- **Monthly Expenses**- Motion made by MaryAnn to accept. Second by Lillian. Motion passed.
- **UGWF**- A reserve account in the amount of \$99,984.90 pending SCC approval. We then can relabel the account and use it for maintenance, education, building needs, etc.
 - Motion made by MaryAnn to accept the UGWF reserve account for business needs. Second by Lillian. Motion passes.

QAB recommendations -

Project Extensions:

Silver Lake Township McComick Road until January 1, 2020

Forest Lake Township Cole Road until October 15, 2019

Forest Lake Township School House Road October 15, 2019

New Dirt and Gravel Grant Proposals:

Springville	Herb Button Road	\$78,491.00
Dimock	Peterson Road	\$165,000.00
Rush	Bedford Road	\$99,168.00
Forest Lake	Green Road	\$137,866.04
Apolacon	Canada Road	\$160,914.60
Choconut	Mattes Road	\$100,068.00
Silver Lake	Snow Hollow Road	\$165,725.84
Liberty	Shadow Brook Drive	\$71,805.00
Clifford	Wildenburg Road	\$67,845.00
Brooklyn	Zicks Hill	\$50,000.00

*The price on Choconut Township Mattes Road is subject to change slightly when Maria Dreese from CDGRS visits the site on 9/18. It is a stream crossing and modifications might need to be made on pipe size.

Total: 1,096,883.48

New Low Volume Grant Proposals

Silver Lake	Kelly Road	\$95,033.33
Oakland Borough	3rd & Pierce	\$31,390.00

Total: \$126,423.33

- **Recommendations from the Personnel Committee**
 - Recommend hiring Michael Kolessar to open Resource Conservation Specialist position. Fulltime position with a starting pay of \$15.50. After a successful 90-probationary period, pay will increase to \$16/hr. Peter Tarby commented on Michael's experience of working with him at DEP as an intern and complimented us on hiring him.
 - Brian motioned to hire Michael Kolessar as the Resource Conservation Specialist. Lillian second. Motion passed.
 - Recommend hiring Erica Sidorowicz as Watershed Specialist. Fulltime position with a starting pay of \$15.50/hr. After a successful 90-day probationary period, pay will increase to \$16/hr.

- Brian motioned to hire Erica Sidorowicz as the Watershed Specialist. Lillian second. Motion passed.
 - Recommended to create fulltime Dirt and Gravel Road Technician position as recommended by Penn State Dirt and Gravel Road Program.
 - Brian motioned. Lillian second. Motion approved.
 - Recommended to move Courtney to the Full-time Dirt and Gravel Road position with a \$1.00/hr increase in pay.
 - Brian motioned. Curt second. Motion passed.
- MaryAnn motioned to have Ray Warriner, chairman, sign the Nutrient Management & Manure Management Delegation agreement. Lillian second. Motion passed.
- **Staff Trainings**
 - Conservation Planning Course in Grantville-Nate. MaryAnn motioned. Lillian second. Motion passed.
 - PACD Regional Meeting in Wilkes-Barre- Jen. MaryAnn motioned. Brian second. Motion passed.
 - 4th Annual Upper Susquehanna Watershed Forum in Binghamton- Don and Nate. Brian motioned. Bill second. Motion passed.
- MaryAnn suggest to pay to copying lease a month in advance to avoid late charges.
- Jen inquired about a grant for Salt Springs. A motion has been made in previous minutes to approve it. It is up to Salt Springs to submit the SCCD with bills for reimbursement.
- Newly hired Watershed Specialist, Erica Sidorowicz, to attend the Watershed training on 10/2-10-4.
- Brian motioned to create a Site Design position. Lillian second. Motioned passed. A Site design position job description to be created. The position created will be part-time at 24hrs/week, \$18/hr rate of pay and a 3% retirement match.
 - If the job description is created and approved by board members prior to the work session, advertisement to be placed in newspapers. Advertisement to be placed on PACD website and the SCCD website.
- Bill motioned to add Lillian and Doug to the Personal Committee. Brian second. Motion passed. MaryAnn abstained.
- **Audit Review**- Kelly from Kohanski & Co presented the review findings for the 2018 audit.

Informational Items

- **Commissioners report** - Oral report given by MaryAnn.
 - MaryAnn announced that she will not be returning as the Commissioner Director for SCCD after the end of the year.
 - New voting machines will be in the buildings. These machines will minimize error.
 - September is Recovery month
 - Suicide Awareness Month - Candle light vigil at 6:00p.m. on Saturday, September 28th on the Green.
 - September is Preparedness month - 30 days 30 ways is a great website to help.

- MaryAnn recommended that we have two of the SCCD staff on stand-by to assist the EOC in emergency situations.
- Multiple job openings are available at the courthouse

Susquehanna County Farm Bureau report- Oral report given by Bill Bayne

- Annual Dinner & meeting to be held on October 3rd at the Montrose Bible Conference. Reserve tickets by September 28th. \$18/ticket

Forest Landowners Report- Oral report given by Jim Kessler

- Forest Landowners Annual bus trip October 14th tickets are \$35.

Board Member report-

- Bill Burke phoned the district on September 13th stating that he will be sending in his letter of resignation from his duties of director.
- Raymond will not be returning to the district after his term
- 2 farmer director positions will be open. It was recommended that we check into changing Curt's status to farmer director, so we have 1 farmer and a chair available.

Correspondences-

- Brian motioned to donate \$50 to the Trehab feed-a-friend event. Bill Bayne Seconded. Motion Passed.

Building Needs-

- Karp excavating won the bid to do the wing wall and move the pile of dirt for \$6750. Curt motioned. Lillian second. Ray abstained. Motion approved.
 - The other bid was from Bill White but pulled out of the job after the bid was received due to equipment breakdowns.
- It was decided that the SCCD will finish the driveway using DSA. Courtney will get the parameters of the parking lot and a rough estimate of the cost. After that, we will put an ad in the paper on October 2 to receive bids for the job. The deadline for companies to hand in a sealed envelope with bids will be Oct. 16 and the job is to be completed on the 30th of October. MaryAnn motioned. Bill Second. Motion approved.

Curt Motioned to adjourn at 11:55. Lillian second. Motion approved.

Susquehanna County Conservation District
Board Meeting Minutes - Approved
October 17, 2019
8:30 AM
89 Industrial Drive

Attendance:

Members- Ray Warriner, Curt Hepler, Jim Kessler, Brian Severcool, Ed Price, Doug Wood, Jack McKee, Bill Bayne and Lillian Theophanis

Staff-Jennifer Ramey and Adrian Gregory

Agency- Ain Welmon, Jennifer Nelson and Jennifer Mathews

8:30 Pledge to the flag

Comments from the public

Agency reports-

- Written and oral report for NRCS given by Ain Welmon
- Written report for DEP from Peter Tarby

Action items-

- Curt motioned to accept August board meeting minutes. Jim Second. Motion approved.
- Jim motioned to accept September board meeting minutes. Brian second. Motion approved.
- Bill motioned to accept the Treasurer's report. Curt second. Motion approved.
- Brian motioned to accept monthly expenses. Jim second. Motion approved.
- Curt motioned to Renew ACT 2019-2020. Bill second. Motion approved.
- Staff Trainings- Brian motioned to approve, Bill second. Motion approved.
 - Act 38/ch91 NM training on Nov. 6, Nate and Mike- Bloomsburg
 - Introduction to Conservation Planning on Nov. 12th, Michael- Grantville
 - Excavator Program on Nov. 14th, Courtney and Don- Barnesville
 - Career Fair on Nov. 21st, 2 technicians- Mountain View High School
 - NE Region Legislative on Monday Oct. 28, Jen- Hawley

Informational Items-

- Ag Preservation update
 - Nate has received three quotes for the Robertson Farm Survey. Funds need to be encumbered by the end of the year.
 - Ag Preservation Board needs to be formed to allocate moneys for project.
- Commissioner Director Report- No report given. MaryAnn not present.
- Lackawanna County invited us to join their Junior High Envirothon.

- Bill motioned to make Endless Programming our new IT provider and terminate the contract we have with Covenant Computers. Lillian second. Motion approved.
- Introduction of new staff members - Erica Sidorowicz and Mike Kolessar.
- Ed reported that the Envirothon training went well. Jen mentioned placing a thank you ad in the paper for all of the donations.
- Correspondences
- Budget Committee Meeting
 - Needs to setup automatic delivery with Hinds for Propane.
 - Possible scholarship increases to \$2000, \$1000 each for two students.
 - Envirothon prize – Ideas were discussed. Gift cards, trip, etc.
- Business Manager updates
 - Personal committee needs to have a meeting soon to discuss the applications for Engineering Design Technician.
 - Jen & Brian will work together to line up a snow plow vendor.
 - New technicians and student volunteer are doing a great job and are adjusting well to their positions.
 - Lillian motioned to give our student volunteer Jeremiah, mileage reimbursement. Brian second. Motion passed.

Curt motioned to go into Executive Session regarding personnel at 9:44. Out of executive session at 10:07

Regular session resumed at 10:07

- In appreciation for the increase of work load and performance a motion was made by Lillian to provide 5 additional days of paid vacation as a one-time merit award to business manager, Jennifer Ramey. Awarded vacation days must be used by December 31st. Brian second. Motion approved.
- Jim made a motion to have Lillian and Doug evaluate the business manager. Brian seconded. Motion passed.
- Lillian motioned to have the unused monies in the grant to Salt Springs be rolled over into the 2020 fiscal year. Jim Seconded. Motion passed.
- Curt recommended that we review the DGK Insurance policy for the next work session.

Jim Kessler made a motion to adjourn at 10:19. Jack seconded. Motion passed.

Susquehanna County Conservation District
Monthly Board Meeting - Approved Minutes
Date: November 21, 2019 Place: 89 Industrial Drive - 8:30AM

Attendance-

Members-Bill Bayne, Doug Wood, Brian Severcool, Curt Hepler, Jim Kessler, Jack McKee, Lillian Theophanis and MaryAnn Warren

Staff- Jennifer Ramey and Adrian Gregory

Agency- Shane Kleiner-DEP, Robert Sax- DEP, Jen Nelson- NRCS, Concetta Schirra and Tom Stoll- FSSP

Pledge to the flag

Comments from the public

Agency Reports-

- NRCS- Jen Nelson gave an oral and written report
- DEP- Shane Kleiner gave an oral and written report
 - Introduction of Robert Sax, Community Relations DEP

Presentation from Tom Stall, Friends of Salt Springs:

- Expressed gratitude to the SCCD for the funding and support over the years
- Introduction of Concetta Schirra - Environmental Educator
- Riparian Buffer project is FSSP's main project next year.
- Grant request of \$3700 funding for 2020. Jack motioned to approve funding. Bill second. Motion approved.

Action Items:

- Previous minutes- Jim motioned to approve. Brian seconds. Motion approved.
- Treasurer's report- Lillian motioned to approve and file for audit. Bill seconds. Motion approved.
- Monthly expenses-Lillian motions to approve. Jim seconds. Motion approved.
- Brian nominated Bill to be on the nominating committee. Lillian seconds. Motion approved.
- QAB recommendations- Jack made a motion to accept. Lillian second. Motion approved.

Extensions:

- Jessup Township, Youngs Road until August 30, 2020
 - Gibson Township, Powell Road until December 30, 2020
 - Franklin Township, Buckley Road until September 20, 2020
 - Auburn Township, Overfield Road until October 31, 2020
-
- Jim motioned to close the Growing Greener Wyalusing Creek Barnyard account. Jack second. Motion approved.
 - Bill made a motion to move forward with opening 2 new Growing Greener accounts: Wyalusing Watershed HUAP's and Priority Watershed Spring Development II, when the funds are received. Jim second. Motion passed.
-
- Snow plow and cindering bids:

- Holbrook Landscaping- plow and cinder \$140
- Steve Mead Plowing- plow and cinder \$150
- R.L.E- plow and cinder \$100- Winning bid
- Brian made a motion to accept RLE's bid and use RLE to plow and cinder SCCD's driveway for 2019-2020 Winter season. Bill second. Motion approved.
- Staff training requests - Bill motioned to approve. Brian second. Motion passed.
 - Advanced GIS Training, State college on December 10th- 11th, 2019 - Courtney and Jen
 - Building for tomorrow, state college on February 12th -13th, 2020- All available staff
 - PACD SCC Meeting January 22nd-23rd, 2020 - Jen and Commissioner Director

Information Items:

- Commissioner Director Report
 - Betsy Arnold was welcomed by Curt and other board members.
 - MaryAnn reported that 15 million has been saved for the Public safety complex.
 - MaryAnn is starting a non-profit for children in New Milford. The organization focus will be leadership skills, life skills, emotional support and mentoring. She would like the districts support.
- Shane recommended that we send the nominating organizations a letter looking for nominations.
 - Bill reported that the farm bureau has nominated Jim Kessler and Robert Fearnley as Directors.
 - Doug Wood was asked to fill the unexpired term of Farmer Director position currently held by Bill Burke. Doug must fill out the required paperwork with the commissioners.
- Forest landowner- Jim gave an oral report.
 - Annual dinner meeting with discussion on poisonous plants

Budget committee update:

- Jen reported the budget is balanced this year based on true numbers and one more meeting with the budget committee will take place at an upcoming date and can be presented at the next board work session or board meeting.

Business Managers update:

- Nutrient Management audit is to take place on January 6th, 2020.
- Liability Insurance- no need to increase it at this time as there is sufficient coverage.

Staff reports:

- Nate is to contact the Robertson Farm to see if they want to move forward and pay for a new appraisal.

MaryAnn called an executive session at 9:50 to discuss personnel

Entered back into regular board meeting at 10:14

- MaryAnn made a motion that all hourly staff will receive December 26, 27, 30 and 31 off with pay. Business manager is to use any remaining vacation/merit award days that were given to her in October. The business manager will then receive holiday pay for any days not covered by those vacation days. Lillian second. Motion approved.
 - An ad is to be placed in the paper advising the public that SCCD will be closed December 25, 2019 – Jan 1, 2020. Reopening January 2, 2020

MaryAnn made the motion to adjourn at 10:24. Jim second. Motion approved.

**Susquehanna County Conservation District
Approved Board Meeting Minutes
December 19, 2019 8:30 AM
89 Industrial Drive, Montrose, PA 18801**

Attendance:

Directors- Ray Warriner, Curt Hepler, Robert Fearnley, Bill Bayne, Ed Price, Jim Kessler, Brian Severcool, Doug Wood, Lillian Theophanis, Jack McKee Staff- Jen Ramey Agency- Peter Tarby & Ain Welmon
Commissioner – Elizabeth Arnold

Call to Order –Ray called the meeting to order at 8:35am

Pledge to the flag

Comments from the public – None

Agency Report

- • Written and oral report given by Pete Tarby for DEP
- • Written and oral report given by Ain Welmon for NRCS

Action on previous minutes – Brian made a motion to approve the November minutes with changes. Minutes to reflect that the business manager is to use her remaining awarded vacation merit days that were given in October before receiving holiday pay during the Christmas break. Seconded by Bill Bayne. Motion passed.

Treasurer’s Report- Motion made by Brian to accept. Second by Lillian. Motion passed.

Monthly Expenses- Motion made by Brian to accept. Second by Bill. Motion passed.

Review and approval of proposed 2020 budget – Lillian made a motion to accept the proposed 2020 budget. Seconded by Jim. Motion passed

- • Lillian made a motion to discontinue the annual fish sale. Seconded by Brian. Motion passed
- • Lillian made a motion to remove Ray Warriner and MaryAnn Warren as signors on all Checking accounts at NBT Bank and Peoples Security Bank effective 12/31/2019. Lillian Seconded. Motion passed
- • Brian made a motion to remove Ray Warriner as the signor on the mortgage account at Peoples Security Bank. Lillian Seconded. Motion passed.
- • Brian made a motion to increase Receptionist, Adrian Gregory’s rate of pay to \$14/hour effective immediately and change her job title to Administrative Assistant based on the recommendation from the personnel committee. Lillian seconded. Motion passed

Nominating committee – Brian motioned to elect the following directors for 2020:

Lillian Theophanis – Chair

Curt Hepler – Vice Chair

Jack McKee – Treasurer

Elizabeth Arnold – Commissioner Director

Motion Seconded by Bill Bayne – Motion passed

**Susquehanna County Conservation District Board Meeting Minutes December 19, 2019 8:30 AM
89 Industrial Drive, Montrose, PA 18801**

Informational Items:

- • **Commissioner Director Report** – Elizabeth reported that they are moving forward with the new safety building and they are hoping to break ground in April. Courtroom is under construction.
- • **Ag Preservation Update** – Robertson farm will be encumbered by year end.

- **2020 Committee Members-**

Agricultural: Curt Hepler, Jim Kessler, Ain Welmon, Peter Tarby, Jen Ramey, Nate Harpster, Mike Kolessar

Policy: Brian Severcool, Lillian Theophanis, Elizabeth Arnold, Jennifer Ramey

QAB: Bill Bayne, Ain Welmon, Robert Fearnley, Courtney Braunns, PA Fish & Boat Representative

Budget/Finance: Jennifer Ramey, Jack McKee, Lillian Theophanis, Doug Wood, Adrian Gregory

Strategic Planning: Curt Hepler, Robert Fearnley, Pete Tarby, Jennifer Ramey

Vehicle: Brian Severcool, Curt Hepler, Jennifer Ramey

Personnel: Curt Hepler, Jennifer Ramey, Lillian Theophanis, Doug Wood, Robert Fearnley

PR/Special Events: Elizabeth Arnold, Bill Bayne, Jim Kessler, Doug Wood, Jennifer Ramey, Adrian Gregory

Building: Curt Hepler, Brian Severcool, Lillian Theophanis, Jennifer Ramey

Nominating: Brian Severcool, Lillian Theophanis, Bill Bayne, Jennifer Ramey

- **Business manager updates** – Jen reviewed the no-till status of equipment. Contractor’s workshop will be held March 25, 2020. SCCD received the approval for the Envirothon Mini Grant that was applied for in the amount of \$800. Erica is currently working on a grant through DEP that would provide available funds to install an interpretive trail here at the district. Jen reported that the fire alarm system was not being monitored but is working with Everon to get the matter resolved. This is due to when it was installed and not having internet service at time of installation.

Jen will check with Cintas and Action Fire Safety about getting fire extinguishers for the office as there is currently none on premise.

The solicitor has recommended that we should not consider bringing on a volunteer to help with design work as it is too much of a liability. Jen will check into the requirements for a part-time position and what the number of hours worked is to qualify for part time employment per the personnel committee’s recommendation.

Jen will contact Milnes Engineering to fix the building issues – Siding on building and doors in storage closet.

- Correspondences reviewed
- Staff reports reviewed

Brian made a motion to adjourn at 9:58. Jim seconded. Motion passed.

Board meeting reconvened at 10:00am.

Ray motioned to add Lillian Theophanis and Jack McKee as signors on all Checking accounts at NBT Bank and Peoples Security Bank effective 12/31/2019.

Signors on accounts will be Jennifer Ramey (Business Manager), Lillian Theophanis (Chair), Curtis Hepler (Vice Chair), Jack McKee (Treasurer). Brian seconded. Motion passed.

Ray motioned to add Curt Hepler and Lillian Theophanis as signors for the mortgage account at Peoples Security Bank. Brian Seconded. Motion passed.

Ray motioned to adjourn @ 10:09am. Seconded by Brian. Motion passed