

**Susquehanna County Conservation District
Board of Directors Meeting
January 16, 2020
Location: 89 Industrial Drive Montrose, PA 18801 9:00AM
Approved Minutes**

Attendance:

- Directors: Brian Severcool, Lillian Theophanis, Jack McKee, Jim Kessler, Ed Price, Bill Bayne, Robert Fearnley, Doug Wood, Curt Hepler and Elizabeth Arnold
- Staff: Jennifer Ramey and Adrian Gregory
- Agency: Brian Bendock- Fish and Game Commission, Peter Tarby- DEP and Ain Welmon- NRCS

Call to Order – Lillian called the meeting to order at 9:01AM

Pledge to the flag

Comments from the public – Thank you card from Adrian Gregory read

Agency Reports

- Ain Welmon gave an oral and written report.
- Peter Tarby gave an oral and written report.
- Brian Bendock gave an oral report.
 - Agency is extremely low in officers.

Action Items

- Previous meeting previous- Bill made a motion to approve. Robert seconded. Motion approved.
- Treasurer's Report- Curt made a motion to approve and file for audit. Brian seconded. Motion approved.
- Monthly expenses- Jack made a motion to approve. Bill seconded. Motion approved.
- Brian made a motion to purchase a digital level for Dirt and Gravel roads program at a cost of \$134.99. Bill seconded. Motion approved.
- Staff Training
 - Curt made a motion for Mike Kolessar to attend Nutrient Management Orientation on 3/18/2020 in Harrisburg and continue to do the trainings to get Act 38 certified. Robert Seconded. Motion passed
- Brian made a motion to have Carter Bayne from Mountain View school complete his 9th Grade Career Exploration Unit involving 6 hours of job shadowing with our technicians. Jack seconded. Motion approved.
- Brian made a motion to have Jen, Don and Courtney attend the Northern Tier & Education Conference at Elk lake School on March 19, 2020. Bill second. Motion approved.

Lillian motioned to enter into Executive Session at 9:45 to discuss personnel. Out of Executive session at 9:56. Entered back into regular board meeting at 9:56.

Recommendations from the personnel committee – Brian made a motion to accept the recommendations of employee wage increases from the personnel committee. Bill Seconded. Motion passed.

Brian made a motion to pay for the employee dental and vision costs at a rate of \$28.87/month per employee. Bill Seconded. Motion passed.

Robert made a motion to change Jennifer Ramey's title from Business Manager to District Manager. Curt Seconded. Motion passed.

Nominating Organization

- Farm Bureau- oral report given by Bill Bayne.
 - Annual meeting in May
 - Ag Day at Elk School on March 6th.
 - Salt Springs State Park will have a presentation on their tree buffer project. Also, a presentation on "How to protect your watershed."
 - Ed Price will give a presentation on the Envirothon - current issue – Stormwater management
- Forest Landowners- oral report given by Robert Fearnley
 - Spring Woods Walk on March 21st.
 - Summer picnic on June 20 at Salt Spring State Park.
 - Columbus Day Trip

Commissioner Director Report

- The new county commissioner, Judy Hershel, will serve on the Area of Aging Board, Betsy has been introducing her to other board members.
- The Court room renovation at the Courthouse is almost finished. Carpet needs to be installed.
- Susquehanna County is moving forward with the new 911 center. Hoping to break ground in the spring
- Postcards will be mailed to county residents in reference to new dates and guidelines for elections.

Director Training

- Jen recommended that any new or existing directors attend the annual Back to Basics Director Training being held at the Monroe County Conservation District. Betsy, Lillian, Bill and Jack will attend on February 27, 2020. 9:30AM-3:00PM

Business Manager update

- All employees are currently enrolled in retirement plan.
- All but 2 fulltime employees have enrolled in the health insurance offered by the district.
- Jen discussed the visits with Cintas and Action fire and safety. More research needs to be gathered.

- Two new Growing Greener Accounts were opened – Wyalusing WS HUAP & Priority Spring Development II
- 1099's - completed and mailed
- The district is registered for Ag Day. The Montrose Bible Conference has been reserved for the Contractor's workshop. Seedling Sale and Envirothon prep is underway.

Committee Reports

- Lillian requested that Committee reports to the agenda as a bullet point.
- Lillian recommends that PR/Special Events committee picks a chair and add Donald Hibbard as members. Also suggests that they meet soon to discuss SCCD Open House, Annual Banquet and Tree planting Ceremony for Robert Wagner.

Correspondences

Staff Reports

Comments from public

- Brian thanked Lillian for her first month of service as Chair
- Lillian thanked board members, agency and Betsy Arnold for their attendance and service.

Curt made a motion to adjourn at 10:45. Brian second. Motion passed.

Susquehanna county Conservation District
89 Industrial Drive, Montrose, PA 18801
Monthly board meeting – Approved minutes
February 20, 2020

Attendance:

Members- Brian Severcool, Doug Wood, Robert Fearnley, Jack McKee, Jim Kessler, Betsy Arnold, Bill Bayne, Ed Price and Lillian Theophanis

Staff- Jennifer Ramey, Wayne Oakley, Adrian Gregory

Agency- Ain Welmon, Jennifer Matthews and Peter Tarby

Call to order- Lillian called the meeting to an order at 9:00 a.m.

Pledge to the flag

Public Comments -

- Word of appreciation to Don Hibbard from Ed Sherwood- A homeowner who placed a complaint.

Agency Reports

- NRCS- Written and oral by Ain Welmon
- DEP- Written and oral by Peter Tarby
 - Announced his retirement
 - Carl Deluca will be our contact until he is replaced
- DEP- Written report by Shane Kleiner

Action Items

- Action on previous minutes- Robert made a motion to approve. Jim Seconded. Motion approved.
- Treasurer's report- Jack made a motion to approve. Robert seconded. Motion approved.
- Monthly expenses- Jack made a motion to approve. Bill seconded. Motion approved.
- Insurance renewals- Recommendation made by district manager to switch insurance and auto coverage to Astra Insurance, a division of Capital Group, and save \$2691 yearly for the same coverage with a 2 million-dollar umbrella. We currently have a 1 million-dollar umbrella with Selective. Brian made a motion to approve. Robert seconded. Motion approved.
- Taxidermy- Doug made a motion to take the owl, hawk and flying squirrel to Cessna Taxidermy for preservation, not to exceed a total of \$650. Jim seconded. Motion approved.
- Scholarship- Bill made a motion to grant two Susquehanna County School District seniors going into Environmental or Agricultural studies a \$1000 scholarship. Brian seconded. Motion approved.

- Parking lot bids- Brian made a motion to put an ad in the paper to receive parking lot bids. Project should be completed by the end of May. Bill seconded. Motion approved.
- No-Till increase- Doug made a motion to increase the corn planter rental to \$24 an acre from \$23. Jim second. Motion approved.
- No-till repairs- Brian made a motion to fix the John Deere 1750 and review the profit and loss statements in a year to see if we want to continue the no-till program. Pete suggests that Nate promote using the inter-seeder as a cover crop planter in mid-season. A suggestion was made do a plot of land for demonstrations. Ag Committee should discuss next meeting.
- Vehicle lease- Brian made a motion to move forward and look at models and prices for the new DGLVR vehicle lease. Jim second. Motion approved.
- Watershed specialist- Jim made a motion to accept Erica Sidorowicz, Watershed Specialists resignation with regrets. Jack seconded. Motion approved.
- Trainings- Nate to go to Riparian buffer training in March. Robert seconded. Motion approved.
 - Jen can approve trainings without board approval if they are one day with no lodging and is beneficial to the staff and their programs.

Informational Items

- Commissioner Director report- oral report given by Commissioner Arnold
 - Commissioners are working on getting the public up to speed on the new voting machines. There will be a demonstration at AG day and Women's Empowerment Conference. Also, there is video on how to use voting machines on the commissioner's new website.
 - Commissioners are hoping to break ground on the new 911 center in the next few months.
 - A Health and Resource Day will be held at Mountain View School in September.
 - Commissioners will go to conference next month.

Lillian motioned to move into Executive session at 10:20 to discuss personnel. Out of Executive session at 10:56. Entered back into regular session at 10:56.

- Staff – Brian made a motion to terminate John Bencoter effective immediately due to ongoing issues that have not been corrected. Bill seconded. Robert abstains. Motion approved.

Robert motioned to adjourn at 11:00. Brian seconded. Motion approved.

Susquehanna County Conservation District
Board of Directors Meeting
April 16, 2020
Location: Teleconference 9:00AM
Approved Minutes

Attendance

Directors- Jack McKee, Doug Wood, Brian Severcool, Robert Fernley, Bill Bayne, Lillian Theophanis and Betsy Arnold.

Staff- Jen Ramey and Adrian Gregory

Agency- Ain Welmon

Call to order 9:07

Pledge to flag

Comments from the public- none

Agency report- NRCS oral and written report given by Ain Welmon

Action Items

- Previous meeting minutes - Bill made a motion to approve. Brian seconded. Motion approved.
- Treasurer's Report- Jack made a motion to approve and file for audit. Robert seconded. Motion approved.
- Monthly expenses- Brian made a motion to approve. Bill seconded. Motion approved.
- Parking lot bid- Brian motions to accept the bid from Agawam Farms for the parking lot in the amount of \$19091.57 with SCCD purchasing the DSA and trucking in the amount of \$ 7250. Jack seconded. Motion approved.
- Pollinator contest- Brian made a motion to award the winner of the contest a \$25 visa gift card will be awarded to the top pick. The first 25 participants will receive an ice cream voucher from a local creamery for participating in the contest. We will post the contest poster on our website, Instagram and Facebook. Children ranging from Kindergarten – 6th grade are eligible to participate. Entries must be mailed to SCCD 89 Industrial Dr Montrose, PA 18801. Deadline for entries is May 31, 2020. Bill seconded. Motion approved.

Commissioner Director Report

- New work order that everyone is to wear a mask.
- Commissioners are busy on teleconferences and webinars.
- Great turn out on the Food Drive for food pantries.
- 911 building moving forward.
- There is limited access to the courthouse at this time.

Nominating Committee

- Forest landowners- Bill nominates Richard A. Schwab for forester of the year
- Ed Price nominates Melanie Zevan for educator of the year.
- Ain Welmon nominates John Parks as farmer of the year.
- D&G Technician nominates Dimock Township as Township of the year.
- Brian motions to accept these recommendations for our Annual Banquet award winners. Bill seconded. Motion passed.

Manager Update

- David Beichler, new Chesapeake Bay Technician started working on Tuesday, 4/14/2020. He is set up with email, a laptop and Clean Water Academy.
- SCCD was approved for mini-grant for rain barrel workshop in the amount of \$1902.
- Contacted donors for the Envirothon and many of them will let us keep their donations for education.

Correspondences

Staff reports

Comments from the public

- Brian would like to congratulate Jen and Lillian for a good first teleconference board meeting.

Adjourn - Brian made a motion to adjourn at 9:57. Bill second. Motion passed.

REMINDERS:

Next Board Meeting: May 21, 2020 – 9:00AM Teleconference

Susquehanna County Conservation District
Board of Directors Meeting - Teleconference
May 21, 2020

Location: 89 Industrial Drive Montrose, PA 18801 9:00AM
Approved Minutes

Attendance:

- Directors: Brian Severcool, Lillian Theophanis, Jack McKee, Jim Kessler, Ed Price, Bill Bayne, Robert Fearnley, Doug Wood, Curt Hepler and Elizabeth Arnold
- Staff: Jennifer Ramey, Adrian Gregory and David Beichler
- Agency: Ain Welmon-NRCS

Pledge

Public comments

- Jen spoke with a farmer who complimented the District on doing a good job with No-till in Wayne's absence.
- Introduction of David Beichler, new Chesapeake Bay Technician. David gave a short biography then the directors asked him general questions.

Agency Report

- NRCS- Written and oral given by Ain Welmon

Action Items

- Previous Meeting Previous- Ed Price clarified the Spelling of Melanie Zevan's name and needs to be corrected. Robert made a motion to approve minutes after corrections are made. Jack second. Motion approved.
- Treasurer's Report- Curt made a motion to approve and file for audit. Jack second. Motion approved.
- Monthly expenses- Brian made a motion to approve. Bill seconded. Motion approved.
- Scholarship recipients are Olivia Martin of Blue Ridge and Nicole Anthony of Susquehanna in the amount of \$1000 each. Brian made a motion to accept. Bill second. Motion passed.
- Return to work guidelines:
 - Susquehanna County moves into the yellow phase on May 22.
 - Staff will be on a rotating schedule, still working remotely when possible. Breaks are to be taken in the individuals office or outside.
 - Customers are allowed in the building one at a time, face masks required, appointments recommended.
 - Customers will meet with technicians in common space.
 - All surfaces are to be sanitized after visitors leaves.
 - Adrian will answer the door, while talking to them through the glass window, ask them three covid-19 questions and have them sign in.

- Jim made a motion to accept these guidelines. Bill second. Motion Approved.

Recommendations from Personal Committee- none

Commissioner/ Director report

- Courthouse will open doors on May 22, 2020. Face masks, and temperatures are still required. Appointments preferred.
- Recycling will open by appointment only

Nomination Organization reports

- Farm Bureau- Given by Bill
 - Meetings being held by teleconference.
 - All activities cancelled as of now.
- Forest Landowner- Given by Jim Kessler
 - Meeting being held by teleconference.
 - All activities cancelled as of now.
 - Harford Fair will move forward. SCCD has paid for the booth and will plan on attending until further notice.

Event Committee Report

- Annual Banquet invites have been mailed.
- Letters for award recipients have been mailed.

District Manager Updates

- Jen has been in contact with PACD and DEP on a regular basis. The state is looking at budget cut-backs so central office is looking for an employee wages and benefits spreadsheet.
- Also, the state wants all conservation districts to write letters to the legislators about the importance of conservation districts.
- 102 permitting roll-out. Managers are trying to get an extension to be better prepared and educated on this process.
- Parking lot will move forward when Agawam Farms can get an availability of contractors and workers.
- Wayne is expecting Covid-19 results back tomorrow. Dr. release is required before he returns to work.

Correspondences

- Unemployment determination of prior employee was discussed.

Staff Reports

- Bill questioned the DSA and how it gets to Harrisburg.

Comments from the public

- Betsy inquired about who to contact for a landowner who has algae in his creek.
- Brian expressed his appreciation for the staff and our continuing work through these difficult times. Directors agreed with Brian.
- Lillian expressed her missing the regular in-person meetings.

Jim motioned to adjourn at 10:10. Brian second. Motion passed.

SUSQUEHANNA CONSERVATION DISTRICT

Monthly Board Meeting

DATE: June 18, 2020 Place: Teleconference

Approved Minutes

START TIME: 9:00 A.M.

Attendance

Directors: Curt Hepler, Ed Price, Jim Kessler, Robert Fearnley, Bill Bayne and Doug Wood

Staff: Jennifer Ramey and Adrian Gregory

Agency: Ain Welmon (NRCS) and Shane Kleiner (DEP)

Call to Order – Meeting was called to order by Vice-Chairman, Curt Hepler at 9:00am

- Pledge to the Flag
- Comments from the Public – Appreciation email to Watershed Specialist, Nate Harpster was read
- Agency Reports
 - **Ain Welmon of NRCS gave a written and oral report**
 - **Shane Kleiner of DEP gave a written and oral report**

Action Items

- Action on previous meeting minutes- Bill made a motion to approve. Jim second. Motion approved.
- Treasurer's Report- Jim made a motion to approve. Jim second. Motion approved.
- Review and approval of monthly expenses- Bill made a motion to approve. Jim second. Motion approved
- Strategic Plan- Bill Bayne suggests changing the date to June 18, 2020 on the acknowledgement page. Jim made a motion to approve with date change. Bill second. Motion approved
- Vancott's Estimate on landscaping- Doug made a motion to approve. Jim second. Motion approved.

- Oakland Borough letter of support- board agrees to have Courtney write the letter of support

requested and send a copy to board members to have for their records. Motion made by Bill. Second by Jim. Motion approved

- **Recommendations from the Personnel Committee-** none

Informational items

- **Commissioner Director Report-** None

- **Nominating Organization Report**

- ▪ Forest landowners- Jim reported that they are planning on having a booth at The Harford Fair.
- ▪ Farm Bureau- Bill Bayne reported that Farm Bureau plan on having a booth at The Harford Fair.

- **Committee Reports – PR/Special Events**

- ▪ Annual Banquet Update- RSVP are coming back to the district.

- **Business Manager Updates**

- ▪ Opening of the district still up in the air- depends on when the county goes green.
- ▪ Robertson AG Preservation has been approved by the State. The next step finalizing the right of way.
- ▪ Nate is working with Dave on the next AG Preservation project, Cobb Farm.
- ▪ 102 permitting is going well and the staff are getting trained.
- ▪ Met with Althea from Snyder & Clemente on 6/17/2020 to start the pre-audit process.
- ▪ Parking lot has been started and DSA was laid. Ray will be back soon to finish with top soil and grass seed.

- **Correspondences**

- **Staff Reports**

- **Pipeline projects update-** moving along with Atlantic Sunrise and Constitution

- **Comments from Public-** none

Adjourn - Doug made motion to adjourn at 9:40. Jim second. Motion approved.

SUSQUEHANNA CONSERVATION DISTRICT

Monthly Board Meeting

DATE: July 22, 2020

Place: 89 Industrial Drive, PA

START TIME: 9:00 A.M.

Attendance :

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

Staff- Jennifer Ramey and Adrian Gregory

- Call to Order
- Pledge to the Flag
- Comments from the Public

Agency Reports

- DEP- written and spoken via teleconference by Shane Kleiner
- NRCS- written by Ain Welmon and Lillian pointed out some key points

Action Items:

- Action on previous meeting minutes- Bill made a motion to approve, Jack seconded. Motion passed.
- Treasurer's Report- Jack made a motion to approve, Curt seconded. Motion passed.
- Review and approval of monthly expenses-Bill made a motion to approve, Doug seconded. Motion passed.
- QAB Recommendations- Jessup Township, Youngs road extension needed due to lack of DSA. Bill made a motion, Brian seconded. Motion passed.
 - QAB committee needs to be properly formed. Shane suggest that Courtney is the chairman, the three voting members are Bill Bayne, an employee from PA fish and Boat and an employee from NRCS. Robert Fernley to serve as an advisor. Curt made a motion to carry on based on the suggestion of Shane. Brian seconded. Motion passed.
- Training request- Courtney to attend Stream Crossing Replacement Workshop in Kersey, PA. Brian made a motion to approve, Bill seconded. Motion passed.

- Working remotely- New coop, Extension on return date change from last coop. New date is tentatively August 10th, subject to change.
- Recommendations from the Personnel Committee- none

Informational items:

- **Commissioner Director Report-** none
- **Nominating Organization Report-** Forest Landowners walk in Penn's woods on October 4 at 10:00 a.m.
- **Committee Reports-** none
- **Harford Fair-** Cancelled
- **Business Manager Updates-**
 - Contractors Workshop- Brian made a motion to cancel and put an ad in the newspaper. Doug seconded. Motion passed.
 - Chesapeake Bay Renewal has been accepted.
 - Mike and Dave have made 54 farm inspections.
 - Growing Greener project on Lesch farm, Nate is moving forward with that. Any additional cost above the GG grant will be the responsibility of the landowner.
 - Curt asked to see a profit and loss statement next board meeting. Shane said the statement will be inaccurate due to the budget is only 5/12 approved, just as in the state's budget.
- **Correspondences**
- **Staff Reports**
- **Pipeline projects update** (See Pg. 2 of Don Hibbard's Monthly Report)
- **Comments from Public-** none

Adjourn- Doug made a motion at 10:45 to adjourn. Jim seconded. Motion passed.

SUSQUEHANNA CONSERVATION DISTRICT
Monthly Board Meeting
DATE: August 20, 2020 Place: 89 Industrial Drive, PA
START TIME: 9:00 A.M.

Attendance: Brian Severcool, Doug Wood, Robert Fearnley, Lillian Theophanis, Curt Hepler, Jim Kessler, Jack McKee, Bill Bayne, Betsy Arnold

Agency: Shane Kleiner – Teleconference

Staff: Jennifer Ramey, Adrian Gregory, Mike Kolessar

- Call to Order
- Pledge to the Flag
- Comments from the Public-
 - Thank you letter From Olivia Martin, Blue Ridge scholarship recipient
- Agency Reports
 - DEP- Shane Kleiner- written and oral report given
 - NRCS- written

Action Items

- Action on previous meeting minutes- Bill Made a motion to approve, Jim seconded. Motion passed.
- Treasurer's Report- Curt made a motion to approve, Jack seconded. motion passed.
- Review and approval of monthly expenses- Bill made a motion to approve, Jack seconded. Motion passed.
- MOU between Susquehanna County and Bradford County for review of Nutrient Management plans- Brian made a motion to approve, Bill seconded. Motion passed.
- Recommendations from the Personnel Committee- Personnel committee recommends giving Mike Kolessar a \$1.00 raise. Brian made a motion to raise Mike Kolessar's pay to \$17 an hour, retroactive to July 16, 2020, which is the date of the last personnel committee meeting. Seconded by Jim. Motion passed.
- Potential conflict of interest for GG grants- Brian made a motion to approve the removal of Robert Fearnley's name from Priority Spring Development Grant #4100080875 based on the potential conflict of interest with the possibility to reapply next round of grants under a different grant #, with a new grant writer, and new design. Bill Seconded. Motion approved.
 - Shane suggest the board decides on a protocol for board members applying for grants.
- Training requests- Curt made a motion to approve all trainings necessary for Act 38 certification, Jim seconded. Motion approved.

Informational items

- Commissioner Director Report

- Broke ground on the 911 center. Many other offices will move into the building, so it will be a multi-purpose space.
 - Commissioners received a grant to purchase 12 disinfecting sprayers for volunteer fire company's vehicle and county vehicles.
- Nominating Organization Report
 - Bill reported the Farm Bureau Cancelled their October meeting.
 - Jim reported that the Walk in Penn's Woods will still take place on October 4, 2020.
- Committee Reports- none
- Nutrient Management update- ACT Mike Kolessar
 - Explained the difference between Nutrient Management and Manure Management
 - 3 farmers have removed themselves from the program, 2 will remain
 - 27 letters were sent out to farmers inquiring of their status in the program.
- Business Manager Updates
 - Worked with pre-auditors to collect needed documents, it has now been handed over to Kohanski to begin audit.
 - Profit and lost statement- Not available due to the ongoing D&G issues in 2018- Currently working with the center for D&G to determine the amount of funds that need to be transferred out of General to D&G checking
 - Parking lot specs
 - New staff report format
 - Ag Preservation Board has been formed. The members are Guy Parrish, Jenny Clifford, John Tewksbury, Leonard Wheatly, and Zeb Raub.
 - Jen will be having neck surgery August 26, 2020.
- Correspondences
- Staff Reports
- Pipeline projects update (See Pg. 1 of Don Hibbard's Monthly Report)
- Comments from Public, if any

Doug made a motion to adjourn at 11:10, Curt seconded. Motion passed.

SUSQUEHANNA CONSERVATION DISTRICT

Monthly Board Meeting

DATE: September 17, 2020 Place: 89 Industrial Drive, PA

START TIME: 9:00 A.M.

Attendance:

Directors-Curt Hepler, Jim Kessler, Bill Bayne, Robert Fearnley, Ed Price, Doug Wood, Lillian Theophanis, and Jack McKee

Staff- Jennifer Ramey and Adrian Gregory

Public-Ed Kelley and Lydia (Last name not given)

Call to Order- 9:00

Pledge to the Flag

Comments from the Public-

- Thank you letter from Lee and Anne Stang to Wayne Oakley for the speedy service.
- Thank you letter from Jen Ramey to Directors and staff for the gifts, prayers, and cards during recovery.
- Ed Kelley discussed his Growing Greener Grant. Nate and Shane Kleiner will follow-up with the board when they do a site visit.

Agency Reports-

- NRCS- Written report by Ain Welmon
- DEP- Written report by Shane Kleiner

Action Items

- Action on previous meeting minutes- Robert motions to accept the minutes with one amendment to employee pay increase. Bill seconded. Motion passed
- Treasurer's Report- Jack made the motion to accept. Jim seconded. Motion passed.
- Review and approval of monthly expenses-Doug made the motion to accept. Jim seconded. Motion passed.

- QAB recommendations-Robert made a motion to accept. Bill seconded. Motion passed.

Four new contracts have been formed

Middletown Township Middle Road will be added to the list of 5 other tabled projects.

Bill made a motion to cancel Brooklyn Township's, Zick Hill Road Contract and put the money on hold to write a new contract for some mediation work next year (Per Roy Richardson suggestion). Doug seconded. Motion passed.

- MOU Between Susquehanna County and Wyoming County- Bill made a motion to accept. Jim seconded. Motion passed.

Informational items

- Commissioner Director Report
 - Moving dirt on the 911 center
 - \$234,000 have been donated to local small business to help cover the everyday cost while capacity is still down. This is made possible with cooperation from The Cares program.
 - Monies have also been donated to qualifying fire companies who have had a lost of income this year due to COVID.
 - 4H is having a chicken and biscuit fundraiser on Saturday
 - Suicide Remembrance at Salt Springs Friday night
 - County Wide Action Plan meeting on October 1 at 1:00 by Zoom. The committee is looking for participants.
 - Bill Bayne's and Doug Wood's term as director is expiring the end of year 2020. Betsy has asked the both of them to stay on and they have agreed.
- Nominating Organization Report
 - Farm Bureau- oral report given by Bill Bayne
 - Policy Meeting Sept. 22nd at 6:30
 - Forest Landowners- report given by Jim
 - FB is participating along with Rail Trail council in Penns Woods walk Sunday October 4th at 10:00.
 - Rail Trail Council is hosting a hike on Saturday September 19th, meeting near Little Ireland Road at 10:00.
 - Trappers Association

- 38,000 doe permits still available
- Susquehanna County Federation Field Day is September 26th in New Milford
- Sportsman's Flea Market September 19th in Tunkhannock
- Committee Reports
 - Jack has agreed to be added to the AG Committee
- District Manager Updates
 - Audit is at Kohanski & Co.
 - Administrative Assistant and UGWF allocations are in progress
- Correspondences - Reviewed
- Staff Reports - Reviewed
- Pipeline projects update
- Comments from Public, if any - NONE

Adjourn- Doug made a motion to adjourn at 11:23. Jack seconded. Motion approved.

SUSQUEHANNA CONSERVATION DISTRICT
Monthly Board Meeting
DATE: October 15, 2020 Place: 89 Industrial Drive, PA
START TIME: 9:00 A.M.

Attendance:

Directors- Curt Hepler, Jack McKee, Brian Severcool, Robert Fearnley, Doug Wood, Bill Bayne, Ed Price, Jim Kessler.

Staff- Jennifer Ramey and Adrian Gregory

Agency – Shane Kleiner, DEP - Teleconference

Public- Thomas Stall

- **Call to Order-** Curt called the meeting to order at 9:00 a.m.
- **Pledge to the Flag**
- **Comments from the Public-** Tom introduced himself as the President of Salt Spring State Park and he attended the meeting to discuss the grant request for Salt Springs State Park.
- **Agency Reports**
 - NRCS – Written report provided
 - DEP - Written and oral report

Action Items

- Action on previous meeting minutes-Jim made a motion to approve September's minutes with the amendment that FB (Farm Bureau) gets changed to FL (Forest Landowners). Brian seconded. Motion passed
- Treasurer's Report- Jack made a motion to approve. Jim seconded. Motion passed.
- Review and approval of monthly expenses- Betsy made a motion to approve. Jim seconded. Motion passed.
- Salt Springs Grant- Betsy made a motion to approve Salt Spring's Grant. \$3700 will be reimbursed, \$2000 rollover from 2019 & \$1700 requested for 2020. Salt Springs State Park to submit receipts for the reimbursement.
- Motions to be made as discussed in work session on the following:
 - Review and approval of NM and MM Delegation Agreements- Jim made a motion to approve. Brian seconded. Motion passed.

- Review and approval of ACT Allocation Funding- Jim made a motion to approve. Brian seconded. Motion passed.
- Landowner Agreement- Doug made a motion to approve. Bill seconded. Motion passed.
- Inter-seeder repair- No motion made as no estimate was given.
- Training Requests- Betsy made a motion that SCCD send our CB Tech, David Beichler, to Introduction to Conservation Training. Jim seconded. Motion passed.
- MOU Schuylkill County Conservation District- Betsy made a motion to approve. Brian seconded. Motion passed.
- Money Market Account - Brian made a motion to put \$50,000 on the principal mortgage payment as long as the originator of the funds was from PUC. Bill seconded. motion passed.
- Health Insurance - Betsy made a motion to change our current Geisinger Health Insurance Plan to Geisinger All Access Pro Plan effective December 2020 due to premium increases on the current plan. Jack seconded. Motion passed.
- Fire extinguisher quote- Betsy made a motion to hire Safety Service and Consulting to install fire extinguishers. Jack seconded. Motion passed.
 - Safety Service & Consulting-\$319, winning bid
 - Cintas- \$557.70
 - Action Fire & Safety- \$567
- Snow removal quote- Betsy made the motion to hire Start to Finish Landscaping as our snow plowing company. Robert seconded. motion passed.
 - Start to finish landscape- \$75 for snow removal and \$50 for cindering, Winning bid
 - RLE- \$80 for snow removal and \$105 for plowing and cindering.

The board entered into Executive Session at 9:52a.m. to discuss GG Grant and personal committee. Out of Executive session at 11:08 a.m. and resumed regular board meeting

- Employee time off - Bill made a motion to close the district building on December 24 th and December 31 st. Employees will be paid for the days the district is closed. Brian seconded. Motion passed.
- Resource Conservation Specialist Position- Bill made a motion accept Mike Kolessar's resignation with regrets and to advertise and allow the district manager to start the interview process. Brian seconded. Motion passed

Adjourn- Jack made a motion to adjourn at 11:12 a.m. Brian seconded. Motion passed.

SUSQUEHANNA CONSERVATION DISTRICT

Monthly Board Meeting

DATE: November 19, 2020

Place: 89 Industrial Drive, PA

START TIME: 9:00 A.M.

Attendance:

Directors- Curt Hepler, Jack McKee, Brian Severcool, Robert Fearnley, Doug Wood, Bill Bayne, Jim Kessler, Lillian Theophanis.

Staff- Jennifer Ramey and Adrian Gregory.

Call to Order- Lillian at 9:00 a.m. •

Pledge to the Flag

Comments from the Public- Salt Springs 2021 Grant paperwork was provided. Concetta Schirra will attend next month's meeting to answer any questions.

Agency reports

Action Items

- QAB recommendations- Curt made a motion to approve. Robert seconded. Motion passed.
- Amendments:
- Amend Oakland Borough's Low Volume contract for 3rd Ave & Pierce St. with an additional \$6,000.00. This is to partially cover the expense of 2 change orders while the project was in construction. New Dirt & Gravel Contracts:
 - • Choconut Township- Carmalt Road- \$35,644.00
 - Silver Lake Township- O'Reilly Road-\$147,198.00
 - Liberty Township- Cabin Hill Road- \$91,347.60
 - Herrick Township- Paye Hill- \$136,965.45
 - Rush Township- Bedford Road- \$133,965.45
 - Middletown Township- Foran Road- \$59,539.90
 - Total: \$604,064.95
 - Action of previous meeting minutes- Bill made a motion to approve October's meeting minutes once the amendment of who seconded the Salt Spring Grant gets added. Jim seconded. Motion passed.
 - Treasurers Report- Jack made a motion to approve. Brian seconded. Motion passed.
 - Review and approval of monthly expenses- Bill made a motion to approve. Brian seconded. Motion passed.

- Motion on Ed Kelley reimbursement for GG Grant- Bill made a motion to reimburse Ed Kelley \$16,405.70 based on the cost from receipts and the maximum amount of work allowed by the grant of 5000 2 feet. Jack seconded. Motion passed.
- Inter-seeder repair - Curt made a motion to buy the materials needed to fix the Inter-seeder up to \$500. Doug seconded. Motion passed.
- Purchase of video camera to be used for education - Jim made a motion to approve. Brian seconded. Motion passed.
- Endless Mountain Programming Quote- G Drive Access- Brian made a motion to approve. Bill seconded. Motion passed.
- Building issues- Curt made a motion to fix the issues, spending no more than \$1000. Jim seconded. Motion passed.
 - Men's bathroom timer shuts light off within a minute.
 - The emergency light in men's bathroom no longer works.
 - Generator is not turning on when lights go out and is reading an over crank error code.

Informational Items

- Commissioner Director Report- none
- Nomination Organization Report- Brian asked if Lillian, Curt, and Jack would like to continue in their current positions.
- Lillian suggests the directors do something nice for the staff for Christmas to show their appreciation. Suggestions of lunch and candy were made. Curt made a motion to buy lunch for each staff member up to \$25/person and a box of Sees chocolates up to \$25/person. Bill seconded. Motion passed.
- Introduction of David Beichler- The directors introduced themselves. Dave gave a short bio, a resident of Fleetville, Pennsylvania. He is a graduate of the Pennsylvania State University with a bachelor's degree in Environmental Resource Management Soil Science with a minor in Watersheds and Water Resources. Ag Committee meeting Monday December 7th, 2020.
 - 30 out of 50 farm visits have been made so far this year. 53 farm visits were made last fiscal year.
- MOU with Schykill County needs to be signed, Bradford and Wyoming have already been signed.
- District Manager Updates
 - No till update- \$22,000 total income was brought in by no-till this year. Almost \$7000 more than last year. Truck has 118,951 miles on it. Wayne is requesting a backup camera, SCCD magnet for the side of the truck where the labels are peeling off, and new tires. Curt made a motion to purchase the no-till vehicle a back-up camera, door magnet and new tires. Brian seconds. Motion passed.
 - DEP update- Offices will continue to work remotely through June 2021.
 - Seedling Sale update-Orders have been placed and down payments made.
 - Sale date will be April 24, 2020.

- Correspondences
- Staff reports
- Pipeline projects update
- Comments from the public

Adjourn- Doug made the motion to adjourn at 10:12. Brian seconded. Motion passed.

SUSQUEHANNA CONSERVATION DISTRICT

Monthly Board Meeting

DATE: December 17, 2020

Place: 89 Industrial Drive, PA

START TIME: 9:00 A.M.

Attendance

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

Staff- Jennifer Ramey and Adrian Gregory

Agency- Ain Welmon

Public- Concetta Schirra

Call to Order- Jen called the meeting to order at 9:05 a.m.

Pledge to the Flag

Comments from the Public

Agency Reports

- NRCS- Ain Welmon- written and oral report
- DEP- written report

Action Items

- Action on previous meeting minutes- Curt made a motion to approve. Jim seconded. Motion passed.
- Treasurer's Report- Jack made a motion to approve and file for audit. Jim seconded. Motion passed.
- Review and approval of monthly expenses- Curt made a motion to approve. Jack seconded. Motion passed.
- Friends of Salt Springs Grant request for funding 2021-Jim made a motion to approve funding as requested for 2021. \$1700 will be devoted for 3 programs; Riparian Buffer and Watershed Protection, Public programs/special request, and Avid (deer impact studies). Jack seconded. Motion passed.
- 2021 Budget- Bill made a motion to approve. Jim seconded. Motion passed.
- Computer upgrade (4) Don, Courtney, Dave, Adrian- Curt made a motion to buy 4 computers at \$499.99 each and the proper applications for connectivity. Jack seconded. Motion approved.

- 2019 Audit update- Audit draft has been accepted. Mark from Kohanski & Co will work on finalizing it. Final 2019 Audit Approval to be made at the January Board meeting.
- County Wide Action Plan (CAP)- Brian made a motion to submit our application for the CAP Program and partner with Lackawanna and Luzerne county. Bill Seconded. Motion approved
- Bennett GG Grant- Curt requested the Bennett's attend the next BOD meeting to explain the operations of the Barnyard and future plans. Recommendation was made for Nathan Harpster, Watershed Specialist to also attend next month's board meeting.
- Remote work capabilities- Doug made a motion to purchase a Zoom membership at \$149.99. Curt seconded. Motion passed.
- Building need -
 - Dumpster quotes- Brian made a motion to rent a dumpster from Joe's Disposal. Jim seconded. Motion approved.
 - Generator Update- Brickhouse accessed the generator and the fuel regulator was malfunctioning. Hines (installed the original) ordered a new one and installed it on Tuesday. As of yesterday, it was not working correctly and has been shut off until Brickhouse can inspect the generator.
 - Pipe work- Bill made a motion to contract Bill White for the job of combining the existing pipes with an estimate of \$850. Curt seconded. Motion passed.
 - Parking Lot- Curt made a motion to advertise in February for parking lot bids to extend the rear parking lot area. Brian seconded. Motion passed.
- Training Requests- Brian made a motion to register Jen for the NACD meeting at a cost of \$50. Jim seconded. Motion passed.

Entered into Executive Session to discuss Personnel- at 9:58. Returned to regular board meeting at 10:19.

- Curt made a motion to except the recommendation from the Personnel committee for employee increase with additional increases for the 3 individuals who will take over the duties of the eliminated position of Resources Conservation Technician. Doug seconded. Bill abstained. Motion passed.
- Doug made a motion based on the Chairman's evaluation to give the district manager a 4% increase and the additional increase for the additional administrative work and assistance needed with the elimination of the Resource Conservation Technician position. Brian seconded. Bill abstained. Motion passed.

Informational items

- Commissioner Director Report- None
- Nominating Organization Report- Bill said Farm bureau has nothing to report at this time. Jim said Forest Land Owners has nothing to report at this time.
- Committee Reports- Lillian and Jen will be restructuring the committees in the new year.
- District Manager Updates- Jim Robertson Ag Preservation closing took place on December 10, 2020.

- Correspondences
- Staff Reports
- Comments from Public, if any
 - Lillian would like to thank Brian for the staff Christmas cards.
 - Lillian would like us to send Betsy a thank you card for forming the Ag Preservation Board.
 - Lillian would like a Christmas Card sent to Shane Kleiner to thank him for all his assistance and congratulating him on his wedding.

Adjourn- Brian made a motion to adjourn at 10:35. Bill seconded. Motion passed.