

**SUSQUEHANNA CONSERVATION DISTRICT**  
**89 Industrial Dr., Montrose, PA 18801**  
**Monthly Board Meeting**  
**DATE: August 17, 2023**  
**START TIME: 9:00 A.M.**

**Attendance:**

**Directors-** Bill Bayne, Jack McKee, Doug Wood, Jim Kessler, Lillian Theophanis, Curt Hepler, Bill Shay, Brian Severcool, & Ed Price

**Staff-** Jennifer Ramey, Don Hibbard & Adrian Gregory

**Agency-** Cait Skibiel

**Public-** Michael Oakley & Ken Rauch

- **Call to Order-** Meeting was called to order by Chairman, Doug Wood @ 9:00am
- **Pledge to the Flag**
- **Comments from the Public-** None

**Agency Reports**

NRCS- written report

DEP- Cait Skibiel written and oral report

**Action Items**

- Action on previous meeting minutes- Curt made a motion to accept the July minutes as written. Bill S. seconded. Motion approved.
- Treasurer's Report- Bill S. made a motion to accept and file for audit. Jim seconded. Motion approved.
- Review and approval of monthly expenses- Bill B. made a motion to accept the monthly expenses. Jim seconded. Motion approved.
- Resignation of Conservation Specialist/E&S Tech, Aaron McNamara & Chesapeake Bay Tech, Chris Santore- Bill S. made a motion to accept with regrets the resignation of both. Ed seconded. Motion approved.
- Fill vacant Conservation Specialist/E&S position & Chesapeake Bay Tech position- Curt made a motion to hire Jason Branning as Conservation Specialist/E&S Technician. Bill B. seconded Motion approved.
- QAB recommendations- Bill B. made a motion to accept the following QAB recommendations. Curt seconded. Motion approved.
  - **QAB recommendations for August 2023**
    - The QAB recommends allocating an amendment of \$60,000.00 to Harmony Township for the Waterworks Rd project.
    - The QAB recommends to update program policies to state the following:

**CONTRACTING**

- The applicant is to be contractually responsible to provide in-kind contributions at a minimum of 10% of the total project costs

### **CONSTRUCTION:**

- No funds will be released to the grantee until a pre-construction meeting has occurred between applicant and QAB representative
- Grantees must inform the Conservation District as to which DSA supplier will be utilized 30 days prior to the placement of DSA
  
- Accounting/Payroll - Curt made a motion to discontinue the use of Angelo Ventresca's office for payroll, taxes and accounting services and switch to Erin's Tax and Accounting for district payroll, taxes, and accounting services. Jim seconded. Motion approved.
- Aldrich BMP bids- Curt made a motion to accept the bid from D&M construction for the bid amount of \$567,000. Ed seconded. Motion approved. The other bids were as follows:
  - Rauch Construction- \$639,700
  - Creekside Concrete Construction- \$596,000 bid received after deadline
- SCCD Stormwater BMP- Brian made a motion to hire a surveyor, Mike Rinaldi, to survey the whole property and stake the boundaries after the review of some E&S BMP concerns. Bill S. seconded. Motion approved.
- Training Request-Bill made a motion to accept all training requests. Brian seconded. Motion approved.
  - Susquehanna River North Branch Vol. Clean-up - Don, Devyn & Nate
  - 2023 Annual DGLVR Workshop - Devyn
  - Susquehanna County Twp Officials meeting – Devyn, Jen & Don
  - PACD – NE Regional Meeting – Jen & Don

### **Informational items**

- Commissioner Director Report-None
- Nominating Organization Report
  - Forest Landowners, Jim Kessler- fair booth is set up and going well, only one participant has answered all the tree fruit and nuts id's correctly
  - Trappers Association, Ed Price- Fair is going well, many pelts have been sold
  - Farm Bureau, Bill Shay & Bill Bayne- Legislative tour went well
    - Annual picnic is August 30, 2023 at 5 p.m. in Gibson
- District Manager Update
  - CDFAP allocations have been accepted
  - Fair booth is set up and going well
  - Camp took place and was a great event
  - 2023-2024 ACAP allocation was received
- Correspondences- reviewed
- Staff Reports- reviewed
- Comments from Public- none
- Adjourn- Jim made a motion to adjourn at 10:13. Bill S. seconded. Motion approved.