

**SUSQUEHANNA CONSERVATION DISTRICT
MEETING MINUTES**

MARCH 21, 2013

ITEM #1 (ATTENDANCE) – Ray Warriner, Dan Farnham, Jean Castrogiovanni, Stu Slocum, Curt Hepler, MaryAnn Warren, Lillian Theophanis, Kathy Blaisure, Kathie Shelly, Bill Zick, Shane Kleiner, Peter Tarby, Marlene Bailey, Robert Fearnley, Laura Holbrook, Jim Garner, Connie Organisciak.

PLEDGE OF ALLEGIANCE

COMMENTS FROM THE PUBLIC – No comments were made.

ITEM #2 (MINUTES) – Castrogiovanni moved Hepler seconded motion to approve minutes as presented. Motion carried.

ITEM #3 (TREASURER’S REPORT) – Farnham has been working with committee to work on budget. We now have two signatures on each check. Hepler moved Theophanis seconded motion to approve report for audit. Motion carried.

ITEM #4 (CORRESPONDENCE) – No comments were offered.

ITEM #5 (REQUESTS FOR ASSISTANCE) – NRCS had no requests for assistance or cancellation this month.

ITEM #6 (AGENCY REPORTS) – NRCS – Marlene Bailey reported for Ain Welmon. Their office has been busy getting ready for the construction season. She highlighted projects that are under construction and will be under construction soon and what program is funding the projects; NRCS is still unable to write CREP contracts but continue to work with landowners on post-planting spray and grassland establishment. DEP – Peter Tarby had written report and highlighted the following: Special Project grant awards were made official at the March 12 SCC meeting; Commonwealth Financing Authority is accepting applications for 5 programs to support conservation projects; Peter talked about winter manure spreading and the Technician Assistance grant which is due March 31.

ITEM #7 (STAFF REPORTS) – Laura Holbrook – Ag Preservation Program had closing on Grosvenor’s farm yesterday. The Preservation Board agreed to accept John Cron as next year’s preservation farm; She is working with John Bencoter on Ed Kelley’s project. Ed is declining his Special Project funding. Laura would like to apply that funding to John Parks project. Theophanis moved to re-direct Kelley’s funding to J. Parks project. Hepler seconded motion. Motion carried; A letter will be going to all landowners that have signed up for Special Project funding. This will inform them of their ranking and how to improve their score. Jim Garner – He was questioned how we are handling additional workload since we are down one employee. Jim is spreading some of the administrative permitting work to others and will be attending a pre-construction meeting tomorrow so Eric can work in office. Mike Walker will be here tomorrow to look at Marcho Nutrient Mgmt plan renewal and inspection.

ITEM #8 (COMMISSIONER DIRECTOR REPORT) – Commissioner Warren was not present at this time.

ITEM #9 (NOMINATING ORGANIZATION REPORTS) – Susq. Co. Forest Landowners Assn. – They held a successful Woods Walk with 70 people participating. Susquehanna Co. Farm Bureau – Spring Meeting will

be held April 20th, tickets are \$15; Theophanis gave a brief summary at the Farm Bureau meeting on how District is handling the impending transition from county. They have offered their support.

ITEM # 10 (COMMITTEE REPORTS) – CBP – Committee met on March 12th and asked approval on letter to send to Special Project applicants. Warren offered to read and make suggestions. Policy – This committee has not met yet. Shelly will contact members to set date. No-Till – No meeting has been held. Wayne is working to get seeders ready for spring plantings. Seedling Sale – All plants have been ordered, asked for volunteers to work at the sale. Personnel – Slocum has reviewed Policy Manual and needs to discuss with committee. He is also looking at job descriptions and talking to employees. Education – May 16, 2013 is Release Day at Salt Springs Park for Trout in the Classroom project. Special speakers will be there to talk about trout fishing and macro invertebrates. Strategic Planning – The Committee will meet on March 28th at 9:00 AM at the Board Room of NRCS Office. They will be working on a short-term plan and consider each program and how much it costs the District. Vehicle – Ford Escape is being lettered today.

ITEM #11 (OLD BUSINESS) – District (Colorado) Truck – Did not receive any bids on truck at Dairy Day. District Manager checked with County Solicitor who said we could advertise again or arrange a private sale. We should keep the price above the \$7,000 range. Interested parties would have to be announced at a public meeting. The District will accept sealed bids by Friday, March 22, 2013 at 3:00 PM and open them at the work session on April 4th. The sale will be authorized at the April District Board Meeting. Slocum moved Castrogiovanni seconded motion. Motion approved. Report/Review of SWOT & Dist. Self-Assessment – The Directors met with Donna Simpson from the University of Scranton for advice; Jim has summarized copies of self-assessment survey available.

ITEM #12 (NEW BUSINESS) – Report from Transition Meeting with Other Districts – The Directors noted it was very informative and helpful meeting. They met with Chairman and board members from Lebanon and Berks County and Luzerne County District Manager, Josh Longmore. They spoke of experiences good and bad. Every program needs to be considered to determine if they are cost effective. Josh has done extensive research on health insurance. Farnham suggested looking at our E&S review fees. Farnham moved to allocate \$5,000 for transitional costs Theophanis seconded motion. Authorized approval for funding needs will be made by Chairman of committee and Board Chair or Vice-Chairman and will be ratified at the next Board Meeting with notification going to all Directors immediately following authorization. Motion approved. Slocum moved Hepler seconded motion to allow utilization of \$4500 as needed through the State Conservation Commission, District Transition Support Project. Motion approved with Warren abstaining from vote. Cottrell Nutrient Management Plan – Received plan from Ed Zygmunt which Willie reviewed and recommended for approval. Warren moved Farnham seconded motion to approve nutrient management plan. Motion carried. Review/Approve Annual Report – Hepler moved Farnham seconded motion to approve the 2012 Annual Report. Motion approved. New Mission Statement – Warren moved Slocum seconded motion to approve new mission statement as read. Motion approved. Other – The new Program and Budget Books were passed out to those present.

ITEM #13(ADJOURNMENT) – Warren moved Hepler seconded motion to adjourn at 9:59AM.

**SUSQUEHANNA CONSERVATION DISTRICT
MEETING MINUTES**

APRIL 18, 2013

ITEM #1 (ATTENDANCE) – Ray Warriner, Curt Hepler, Dan Farnham, Stu Slocum, Brian Severcool, MaryAnn Warren, Lillian Theophanis, Kathy Blaisure, Jim Kessler, Bill Zick, Matt Neenan, Ben Hoover, Kathie Shelly, Peter Tarby, Ain Welmon, Wayne Oakley, Robert Fearnley, Jim Garner, Connie Organisciak.

PLEDGE OF ALLEGIANCE

COMMENTS FROM THE PUBLIC – No comments were made.

ITEM #2 (MINUTES) – Hepler moved Slocum seconded motion to approve minutes as presented. Motion carried.

ITEM #3 (TREASURER’S REPORT) – Farnham moved Slocum seconded motion to approve report for audit. Motion approved.

ITEM #4 (CORRESPONDENCE) – A question was asked on what modification was made to the New Milford Senior Housing project.

ITEM #5 (REQUESTS FOR ASSISTANCE) – NRCS had no requests for assistance or cancellation this month.

ITEM #6 (AGENCY REPORTS) – DEP – Peter Tarby reported the following: Staff costs run almost half of the entire Bay Program budget which is about 45 CD staff and about 8 DEP staff; Christopher Abruzzo is the new Acting DEP Secretary and Karen Books is the new Water Program Specialist. She is filling Fred Fiscus’s former position; Peter has eight farmers in Susquehanna County interested in streambank fencing projects; Trainings taking place soon are PENNVEST Grant application training and Growing Greener grant application training may take place in June; Oyster restoration strategy plans for Maryland and Virginia; States in the Chesapeake Bay watershed are considering a program that gives farmers nearly a decade of amnesty from new environmental regs in exchange for their promise to install BMPs. NRCS – Ain Welmon reported their office was approved to develop 5 more contracts for Comprehensive Nutrient Mgmt. Plan and 1 Forestry contracts under EQIP; No update on CREP; He discussed construction projects underway.

ITEM #7 (STAFF REPORTS) – Robert Fearnley – Fundraising for the local Envirothon has gone very well this year. This year’s event will be held at Elk Mountain Ski Resort. Robert also reported that D&G Roads program has seen interest in several townships that have not been very active in the program, plan to submit applications. The Seedling Sale went very well but we have lots of peach trees due to a mix-up. We still have not received transplants because of frost conditions at the nursery. They should be arriving early next week. Jim Garner – Jim reported that at the work session Scholarship applications were reviewed and a student was chosen for award; He attended a pre-application meeting for the Constitution Pipeline project. There could be 400 acres of disturbance in Susquehanna County; Talked to Attorney Adam Long about CD employment law. His firm will not need a retainer and will charge us on as-needed basis.

ITEM #8 (COMMISSIONER DIRECTOR REPORT) – County Commissioner, Maryann Warren reported the county has several job openings; They are working on the entrance next to Treasurer’s Office and main courthouse foyer; Montrose Rotary Club is donating money for gardens at 88 Chenango Street building; Nutrient Management Compliance Strategy will hopefully be voted on at the July SCC/PACD meeting.

Jim Kessler questioned why he was demoted to an Associate Director. It was suggested he talk to majority Commissioners.

ITEM #9 (NOMINATING ORGANIZATION REPORT) – Susquehanna County Farm Bureau – Their luncheon will be held this Saturday, April 20th. Karl Brown, Executive Secretary of SCC will be the speaker.

ITEM #10 (COMMITTEE REPORTS) – Policy – Kathie Shelly handed out a written report. The Committee will look at vacation, sick days, etc. Need to go with what works for our District, not necessarily what is in another conservation district policy; The committee will have something in writing before the next work session. No-Till – Wayne Oakley told the Board 31 acres have been planted with the seeders so far, none in Susquehanna County; All corn planters are at his house to get ready for the planting season. Budget/Finance – Farnham said the committee will meet tomorrow with a “best guess budget”. Will meet with the County Commissioners to seek support. Personnel – Slocum has written and re-written job descriptions and sent to Shane Kleiner. Hopefully will have finished descriptions by next work session. Strategic Planning – Theophanis said the committee has reviewed all district programs for cost effectiveness. They are recommending to the Board to meet all current commitments and keep all current programs. Next step is timeline for next six months. MaryAnn Warren will take the lead in this committee. Harford Fair – Susq. Co. Forest Landowners have expressed interest in sharing booth again this year.

ITEM #11 (OLD BUSINESS) – Truck Bid – There was one truck bid submitted which was opened at the last work session for \$7,010.00 from Dan Farnham. Severcool moved Slocum seconded motion to approve bid. Motion carried with Farnham abstaining from vote. The payment will be made 30 days after the original bid which was made on March 21. PACD Regional Meeting Review – Jim Garner and Brody Webster attended the meeting at Wilkes Barre. It was a review of the January PACD/SCC meeting. The date for next regional meeting is October 11, 2013.

ITEM #12 (NEW BUSINESS) – Scholarship – Three applications were received for scholarship. A recommendation was made to select Evan Castrogiovanni, a Montrose High School student, to receive scholarship. Severcool moved Hepler seconded motion to approve Evan for scholarship for \$500. Directors would like to ask Jean Castrogiovanni to present award to Evan. She was not at this meeting or work session where recommendation was discussed. Motion carried. E&S Fees – A recommendation was made to revise the E&S fee schedule. (1) Revise Commercial E&S plan fees to \$1,000 base rate for 0-5 acres of area and \$100.00 for each additional acre disturbed. (2) Revise Utility Projects/Wind Farm Fees to \$1,000.00, base and fee per acre to \$100.00 Changes to be effective on May 1, 2013. Projects already underway are to be charged the preexisting fees at the discretion of the District Manager. These revisions would bring our District in line with other neighboring counties. Farnham moved Theophanis seconded motion. Motion carried. Summer Intern – District Manager interviewed three candidates for the position. All three were from Keystone College. He recommended Adam Ware from Tunkhannock. Farnham moved Slocum seconded motion to select Adam as our summer intern to be paid a stipend of \$1,000. Motion approved. Headwaters Conservation Grant Opportunities – This is a funding support organization for the Headwaters RC&D Council which manages grants for conservation programs with a regional impact. Theophanis will talk to Endless Mts. RC&D Council about the organization and report back at work session. Payroll Service Options – Discussed out-sourcing payroll. District Manager had quotes from three

companies. Farnham moved Severcool seconded motion to hire Angelo Ventresca Associates with a non-contracted, open-end agreement. Motion approved. Other – District Manager was questioned on the increased workload due to one E&S position not filled. Jim is trying to do more pre-application meetings and other meetings for the Technician.

ITEM #13 (ADJOURNMENT) – Meeting was adjourned at 10:18 A.M.

**SUSQUEHANNA CONSERVATION DISTRICT
MEETING MINUTES**

MAY 16, 2013

ITEM #1 (ATTENDANCE) – Ray Warriner, Curt Hepler, Dan Farnham, Lillian Theophanis, MaryAnn Warren, Brian Severcool, Stu Slocum, Jean Castrogiovanni, Wesley Parks, Brody Webster, Bill Zick, Kathie Shelly, Jim Kessler, Shane Kleiner, Mike Brickley, Marlene Bailey, Peter Tarby, Jim Garner, Connie Organisciak.

PLEDGE OF ALLEGIANCE

COMMENTS FROM THE PUBLIC – No comments were made.

ITEM #2 (MINUTES) – Hepler moved Castrogiovanni seconded motion to approve minutes as presented. Motion approved.

ITEM #3 (TREASURER'S REPORT) – Castrogiovanni moved Theophanis seconded motion to approve report for audit. Motion carried.

ITEM #4 (CORRESPONDENCE) – A thank you card was received from Elk Lake School to Robert Fearnley for participating at their Career Day.

ITEM #5 (REQUESTS FOR ASSISTANCE) – NRCS had no requests for assistance or cancellation this month.

ITEM #6 (AGENCY REPORTS) – NRCS – Marlene Bailey reported for Ain Welmon District Conservationist. His report highlighted updates on EQIP projects; Conservation Technical Assistance to several landowners; Working with landowners on post planting spray checks on riparian forest buffer practices and with Native Warm Season grass establishment. DEP – Peter Tarby informed the Board of the Independent Fiscal Office issued its latest state revenue estimates. They say state will face a \$520 million deficit in developing the FY 2013-14 budget. Nothing new about restoring funding for CDFAP; Kenn Pattison Section Chief, has retired; Pete has eight potential streambank fencing sites in Susquehanna County; Nutrient Mgmt. Annual Conference will have two regional meetings. First meeting will be held on June 13th at Lancaster Farm and Home Center; An overview of the Nutrient Mgmt. Program Compliance Strategy will be presented at July SCC meeting and hopefully be formally adopted; There is proposed legislation to protect farmers from the public taking photos of their farms. DEP – Shane Kleiner reported on the following upcoming events: PA State Envirothon, Juniata College, May 21 and 22nd; 2013 Management Summit at Ramada Inn, State College on June 4 and 5th; District State EE Conference in Harrisburg on June 19; PACD Joint Annual Conference at King of Prussia on July 15 and 16th; Shane talked about the PA OneStop Ag E&S Planning Module.

ITEM #7 (STAFF REPORTS) – Jim Garner – Jim is busy working on transition items. He has not been able to find someone to do the computer networking; The local Envirothon went very well at Elk Mt. Ski Resort. Blue Ridge H.S. won first three places.

ITEM #8 (COMMISSIONER DIRECTOR REPORT) – Commissioner Warren was not present to give report.

ITEM #9 (NOMINATING ORGANIZATION REPORTS) – Forest Landowners Assn. – June 30th is the date for Annual Picnic at Salt Springs Park. Shane Kleiner will be main speaker.

ITEM #10 (COMMITTEE REPORTS) – Policy – The Personnel Policy has been corrected and will be moving forward on the Management aspect of policy. No-Till – Have had break-down issues with two of the corn planters. Need to have farmers oil and grease machine after 10 acres of use. The committee will discuss and make recommendations. CBP – The Committee will meet on June 11th at Chenango St. Building. Seedling Sale – The Committee will meet for a wrap-up meeting before next CD Board Meeting. QAB – Have received several new applications, need to hold a D&G tour for committee members. The formula used to distribute funds has changed recently. Susquehanna CD will be holding a two-day Dirt and Gravel Roads training in Springville. We need to encourage eastern townships to participate in program.

Attorney Mike Briechle gave an overview of possible Solicitor needs of the District. His fees are \$150 per/hour with no retainer. It was suggested Farnham, Warriner and Kleiner meet with him soon.

Budget/Finance – The Committee should have two IRA proposals soon. Personnel – Job descriptions have been finalized. Strategic Planning – The re-organization plan MaryAnn has been working on has been utilized. She would like to have more input from committee.

ITEM #11 (OLD BUSINESS) – Right-to Know Policy – Need to have a Right-to-Know Officer. Will give information to our Solicitor and need an effective date.

ITEM #12 (NEW BUSINESS) – Received an invitation to Cabot’s Annual Informational Picnic to be held July 20th. This item will be discussed at next work session; Jim Garner requested approval for his attendance at the Manager’s Summit to be held June 4th and 5th. Severcool moved Hepler seconded motion to approve Jim’s attendance at Summit; A pre-construction meeting for Compressor Upgrade will be held soon. District personnel must be trained for the safety aspects. These employees will need safety glasses and flame-retardant coveralls. Warren moved to provide up to \$500 for the needed equipment. Theophanis seconded motion. Motion carried. Transitional funds are still available, if District wants to obligate money for after June 30, we need to so soon. Theophanis moved to have Gail come here in mid-June. Motion withdrawn. Need to develop a list of questions before we ask someone to visit; Warren moved to accept the minutes of Special Meeting held May 10, 2013. Castrogiovanni seconded motion. No roll call was taken but had show of hands. Amend minutes to reflect all District Directors were present except Wesley Parks. Motion passed.

Warren called for an Executive Session to discuss personnel issues.

Farnham moved to rescind earlier motion to out-source payroll services. Motion dies for lack of second. It was noted that \$250 per month rent maybe in MOU with County.

Kessler asked again why he was kicked off Board of Directors. Will take to Executive Session. Meeting convened at 10:39 A.M.

Warren moved to reconvene meeting at 11:47 A.M. Theophanis seconded motion.

Hepler moved Theophanis seconded motion to appoint Jim Garner as District Manager and to accept terms as discussed in Executive Session. Motion carried. Warren abstained from vote.

Motion by Severcool to adjourn meeting at 11:50 A.M.

**SUSQUEHANNA CONSERVATION DISTRICT
MEETING MINUTES
SEPTEMBER 17TH 2013**

Attendance: Brandon Benedict, Jean Castrogiovanni, Dan Farnham, Robert Fearnley, Jim Garner, Maria Hill, Laura Holbrook, Jim Kessler, Wayne Oakley, Jason Pontillo, Kathie Shelly, Stuart Slocum, Pete Tarby, Lilian Theophanis, Mary Ann Warren, Ray Warriner, Eric Watkins

Comments from the Public: None at this time.

Meeting Minutes: Stuart Slocum motioned to approve minutes as presented; Lilian Theophanis seconded. Motion passed.

Treasurers Report: Dan Farnham motioned to approve report for audit; Jean Castrogiovanni seconded. Motion passed.

Correspondence: Highlights from Jim Garner — If directors term is expiring, they need to start the process of nomination starting in November (must be approved by SCC); invitation for a hymn sing for George Gardner. Lilian Theophanis asked if we can use the old format with separated categories when we do correspondence summary.

Requests for Assistance & Cancellation: None at this time.

Agency Reports:

- **NRCS (Jason Pontillo):** Highlighted the NRCS report from Ain Welmon.
- **DEP (Peter Tarby):** Spoke about left over project money, fencing money and highlighted his written report.

Staff Reports:

- **Eric Watkins:** NPDES permits, tech reviews etc.; currently the district has 7 NPDES under review and ESCGP open and under review.
- **Brandon Benedict:** Introduced himself.
- **Wayne Oakley:** One seeder out, no requests for a seeder right now. Ordered all parts for the corn planter yesterday. Reports that there are 27 acres of fall cover crop. He also noted a lot of parts on the corn planters have needed to be replaced which is to be expected with normal wear and tear (ordered 6 thousand dollars' worth of parts).
- **Jim Garner:** Went to a flood control dams meeting. NRCS went out and inspected the flood control dams. He did an exit interview with the summer intern. It went well.
- **Robert Fearnley:** Has sent letters based on awarded grants from last month's meeting for Dirt & Gravel road. Updates on the Silver Lake project — it is almost done; Forest

Lake is in the middle of their project. He is planning on having the Envirothon practice at Salt Springs park October 25th.

- **Commissioner Director report:** Not present at this time but entered meeting later.

Nominating Organizations:

- **Forest landowners:** Stuart Slocum said that there is a bus tour of northern Susquehanna County, historical museum, and a stop at Elk Mountain on October 14th. It is \$40.00 per person and paid up members get a \$5 discount.

Old Business

Item #1 (MOU with County)

- 09:05 AM Ray Warriner called for an Executive Session to discuss potential litigation issues and personnel issues. Michael Brichel (District Solicitor) was present. Returned from Executive Session at 10:25 AM. Special meeting was planned for Friday September 27th at 11:45 AM in the Conference Room of 88 Chenango Street. It will be advertised.

Item #2 (Colorado truck update)

- Colorado truck will leave the premises at the end of the month and payment will be provided at that time.

New Business

Item #1 (District Audit)

- Stuart Slocum motioned to accept the audit and forward copy to DEP; Lilian Theophanis seconded. Motion passed.

Item #2 (Ratify hiring of 2nd Tech.)

- Lilian Theophanis motioned to ratify hiring of 2nd Tech on September 9th at \$10.50 per hour with benefits after completing the probationary period; Stuart Slocum seconded. Motion passed.

Item #3 (Ratify hiring of Admin Assistant)

- Lilian Theophanis motioned to ratify hiring of Administrative Assistant on September 9th at \$10.50 per hour with 25-hour work week; Jean Castrogiovanni seconded. Motion passed.

Item #4 (IRA)

- Stuart Slocum motioned to go with the 3% option; Jean Castrogiovanni seconded. Motion passed.

- Lilian Theophanis motioned to hire Steven DeRiancho as administrator for simple IRA retirement fund; Stuart Slocum seconded.

Item #5 (No-till equipment storage)

- Jean Castrogiovanni motioned to store no-till equipment at Harford Fair grounds; Dan Farnham seconded. Motion passed.

Item #6 (UGWF Funding)

- Jim Garner discussed how we could potentially use the money. Total money was ~\$126,000.00

Item #6 (Nutrient Management Delegation)

- Lilian Theophanis motioned to submit the Nutrient Management Delegation; Stuart Slocum seconded. Motion passed.

Item #8 (Other)

- PACD regional meeting is October 11th (Dan Farnham is attending).
- Lilian Theophanis: Report from banquet committee. Invites have been sent out; the main speaker is Karl Brown. Working with Robert on awards presentation. Robert has done wording for awards and ordered plaques. Working with extension and they have been very helpful. Lilian Theophanis notes that everyone will be paying for tickets for annual banquet except awardees: Karl Brown and Lee Smith and family and their spouses.
- Stuart Slocum: Personnel Policy — sent a letter to staff asking for input. Staff responded with a list of concerns, and he is working on it. Will work with committee, Brian Severcool and Mary Ann Warren, to have a small draft next work session.
- Comments on salary:
 - Ray Warriner wants to make sure verbiage is correct.
 - Dan Farnham recommends using “one-time salary adjustment upon completion of probationary period”.
 - Stuart Slocum motioned to adjust salaries for hourly employees to 20% and 15% for manager at completion of probationary period; Lilian Theophanis seconded. Motion passed.
- Mary Ann Warren proposed a change to the personnel policy — one personal day is given between October 1st and December 31st in addition to the one personal day per quarter. Discussion led to sending it back to the Personnel Committee.

Comments From The Public: None at this time.

Stuart Slocum motioned to adjourn; Lilian Theophanis seconded. Motion passed.

**SUSQUEHANNA CONSERVATION DISTRICT
MEETING MINUTES
OCTOBER 17TH 2013**

Start time: 08:40 AM **End time: 10:01 AM**

Attendance: Jim Garner, Curtis Hepler, Maria Hill, Jim Kessler, Brian Severcool, Stuart Slocum, Pete Tarby, Lilian Theophanis, Mary Ann Warren, Eric Watkins, Bill Zick

Comments from the Public: None at this time.

Meeting Minutes: Mary Ann Warren motioned to table minutes; Brian Severcool seconded. Motion passed.

Treasurers Report: Mary Ann Warren motioned to submit for audit and notes that the ARRA account needs to be transferred over to the General Account. Jim Garner confirms it can be done. Mylert Creek needs some work, but it can be transferred as well. Lilian Theophanis seconded the motion.

Correspondence: Stuart Slocum asks about the total bill for the dam maintenance. Jim Garner says it was \$4,468.00.

Requests for Assistance & Cancellation: None at this time.

Agency Reports:

- **CBP (Pete Tarby):** Said that the expired contracts in Harrisburg for CBP came to light, and now there is \$300,000.00 for supplemental allocations for special projects. May not be highly competitive. Must be spent by June 30th 2014; top candidate to get money for Conservation Nutrient Planning, cover crops, and No-Till.
- **Stream Fencing:** Matt Neenans 21 hundred feet of fencing was completed last week. Three more fencing projects in Susquehanna County.
- There was discussion of laws being too strict on farms.
- Quarterly reports due on October 15th.
- Manure Management grants available for \$1,500 from PACD.
- REAP money still available.

Staff Reports:

- **Eric Watkins:**
 - Spent most of the month reviewing NPDES permits, site inspections, NOI, and time extension grants. The District has granted an extension for 60 days for the Constitution Line permit. NOT was given to Longford Lake Association — this is the first NOT application Eric has approved.
 - Meadows Site: Site inspection has evidence that sediment and water leaving the site due to sediment trap outlet is leaking because it was not installed correctly.

Mary Ann Warren asks to be copied on correspondence.

- **Commissioner Director Report:**
 - There are full-time position openings in 911 including openings for correctional officers.
 - County vehicles have been replaced. They are looking for a new van for the prison.
 - They are working on revamping the voter registration office — how to use the space most effectively.
 - MOU — Was not signed. Mary Ann Warren made a motion to approve as presented. Commissioner Giangrieco said he had not seen the MOU, so it was not voted on and asked for it to be tabled. Mary Ann Warren withdrew motion until next meeting.

Nominating Organizations:

- **Forest Landowners:** Jim Kessler — there was a full bus for the annual bus tour on Monday. Noted that the November 15th Annual Dinner meeting is coming up at Harford Fire Hall. There will be more details given on what the program will look like at a later date.

Committee Reports:

- **Policy and Personnel:** Stuart Slocum is still working on the manual. It will include personal days and safety shoe reimbursement policy.
- **Banquet:** Lilian Theophanis said the banquet went well. Lilian Theophanis wants to get awardees in the paper to do some PR.
- **Budget and Finance:** Jim Garner will have preliminary budget for next month's meeting.
- **Strategic Planning:** Mary Ann Warren has handed out things for the last handful of months, and nothing is happening.

Old Business:

Item #1 (MOU with County)

- Was discussed in the Commissioner's report.

Item #2 (Colorado truck update)

- Jim Garner said that at the work session Dan Farnham let us know that he lost a contract and did not need the truck anymore. Bob Ord was to come over to take a look — Jim Garner said he has not heard from Bob Ord.
- Dan Farnham said that he is now interested in the truck via e-mail. If it is still available, he will bring a check. It was discussed that Dan Farnham can purchase the truck if he has a check by next work session.

- Jim Garner will get ahold of Dan Farnham to let him know that if he pays for the truck prior to next meeting they will transfer it over.

New Business:

Item #1 (Safety shoes for techs?)

- Jim Garner says that it is a requirement for E&S techs to have hard hats, steel toe shoes etc on site visits. We have provided hard hats etc.; the only thing we have not provided is safety shoes. Should an allowance be provided?
- Stuart Slocum recommends that “Required to own and wear safety shoes when in the field.” The District will reimburse up to \$100.00 per year (No more frequent than once every 12 months — trackable via Quickbooks line item for shoes. Date of receipt is when it is entered into Quickbooks; not the date when the receipt is handed-in.)
- Brian Severcool motioned and noted that we will work on a calendar year and to finish out this year on December 31st; Lilian Theophanis seconded. Motion passed.

Item #2 (Invoice for County Dam maintenance)

- Discussed in correspondence. It is a new expense; there needs to be a motion. Gas funds have funding for maintenance; it could possibly fit in there.
- Brian Severcool motioned to ask that next time we can ask to see the bids ahead of time and not after the fact. The motion died for lack of a second.

Item #3 (Report from regional PACD meeting)

- Dan Farnham went to the PACD regional meeting. He is not present. This will be put on agenda for next month’s BOD meeting. Pete Tarby mentioned that there were some policy changes.
- RCD meeting (Lilian Theophanis): Involved in a wings project, so that the RC&D can offer assistance for pipeline seedlings. Strongly urges the BOD to pay dues to keep this organization going, so the District can take advantage of it in the future. Lilian Theophanis will send more information via e-mail.

Item #4 (UGWF funded special project ideas)

- \$126,000.00 available to us in UGWF. Committed ~\$64,000.00 for administrative things which included salary cost share up to 50% and ~\$55,000.00 is left over for the Special Project. This money needs to be invoiced by June 30th, or it goes back to the State. We need to quickly make decisions and get contracts created by the State.
- Brian Severcool wants to work with Woodbourne for environmental trails. They have a large area and could possibly partner with them. He will check with Jerry Skinner, the naturalist.
- Curtis Hepler want to buy 10 acres of land.
- Lilian Theophanis, regarding E3 education and outreach program at Salt Springs Park, wanted to know if we will continue to give \$700.00 each year? Can the money come from this fund? Curtis Hepler suggests upping the amount to \$1,000.00.

- Lilian Theophanis said that at a RC&D meeting that is was mentioned that some of this money can be put into an account for later use as long as it is ear-marked. Will confirm for next meeting.
- Jim Kessler would like to raise enough funds to deal with the adelgid. Woodbourne is contemplating what needs to be done in the future to deal with the invasive insects that are harming the hemlock.
- Mary Ann Warren suggests that we contact the conservatories and preserves to see what their “wish list” is, so we can use it for reference.
 - Stuart Slocum will contact Greenwood, El Rose. Lilian Theophanis will contact Salt Springs. Brian Severcool will contact Woodbourne.
 - Draft letter that states if the Conservation District has funding in the future we would like to contribute the chosen items on their wish list.
- Stuart Slocum recommends using monies for the Envirothon (e.g. giving things to school districts to encourage students to learn about the environment and/or put money towards plaques that we buy each year).
- Board to look over UGWF handout with pre-approved project for ideas to use the UGWF monies for.

Item #5 (Other)

- Mary Ann Warren brings up staff personal days per quarter:
 - Stuart Slocum and Curtis Hepler want to add to the policy that full-time employees have the opportunity to earn up to one day off per quarter that can be accumulated.
 - Mary Ann Warren wants this policy to go into effect, so the employees can plan on a day off with the upcoming holidays.
 - Accumulation of personal day(s) will start October 1st 2013 to be used by December 31st.
 - Curtis Hepler motioned that full-time employees get a paid personal day after their 3-month probation in the next three months, and it must be approved by the District Manager; Brian Severcool seconded.
- Jim Garner needs approval for ACT applications; ready to apply for \$19,000.00 dollars to supplement Brandon. Mary Ann Warren motioned to approve ACT applications. Stuart Slocum seconded.
- Single Audit: We are at the end of our contract with Jones Kohanski. They are interested in extending our contract. We will solicit bids from others. We can take bids if the Board is interested. Bids will be a good idea, so we can compare costs. Mary Ann Warren mentioned that whoever we go with should be specialized in Conservation Districts. The lowest price is not necessarily the best idea. Be sure to make it clear that we are not committed to go with the lowest bid.

Comments From The Public: None at this time.

Mary Ann Warren motioned to adjourn at 10:01 AM; Brian Severcool seconded. Motion passed.

**SUSQUEHANNA CONSERVATION DISTRICT
MEETING MINUTES
NOVEMBER 21TH 2013**

Start time: 08:30 AM **End time: 10:31 AM**

Attendance: Kathy Blaisure, Jean Castrogiovanni, Dan Farnham, Robert Fearnley, Jim Garner, Curtis Hepler, Maria Hill, Laura Holbrook, Shane Kleiner, Brian Severcool, Stuart Slocum, Bill Zick

Comments from the Public: None at this time.

Meeting Minutes:

- Correction to October minutes — “Brian Severcool motioned to pay bill for the Kingsley and Brooklyn dams; Lillian Theophanis seconded. Motion passed.”
- Jean Castrogiovanni motioned to approve October’s corrected minutes; Brian Severcool seconded. Motion passed.

Treasurers Report: Stuart Slocum motioned to approve treasurers report for audit; Jean Castrogiovanni seconded. Motion passed.

Correspondence: Stuart Slocum asked about Time Warner and how much we pay per month. Jim Garner said \$69.99/month.

Requests for Assistance & Cancellation: None at this time.

Agency Reports:

- **DEP:**
 - Various classes being held for E&S techs and Quickbooks at annual conference.
 - D&G — new person in charge — Roy Richardson rep in Harrisburg.
 - Transportation bill if passed will provide a substantial increase in funding for D&G.
 - REAP monies left ~\$3 million
 - Mark Lonergan will be assisting SCCD with permits until we get a new E&S tech.

Staff Reports:

- **Robert Fearnley:** Site showing at Parks for the GG grant. Discussed GG grant, and we are in for less money than we planned. Robert Fearnley and Laura Holbrook will apply for Environmental Education grant for special needs children.
- **Laura Holbrook:** Applied for 7 CBP special projects and received 5 of them. Applied for 4 CNMPs; received all except one (from reallocated funds).
- **Nancy Wattrich on behalf of Lillian Theophanis:** Addressed Salt Springs Park special

projects E3 environmental education program. Any funds that SCCD can provide will help off-set the paying for instructors and the bussing of students.

Commissioner Director Report: NA

Nominating Organizations:

- **Forest Landowners:** Reported from banquet that the PA Game Commission has 1.5 million acres under their control. Had a good dinner with the PA Game Commission about grouse.

Committee Reports:

- **Ag Committee:** December 10th is the quarterly meeting. There is \$10,000.00 left to re-allocate; will have a list of people who are eligible to use the money at the meeting.
- **Seedling:** Everything is ordered for the seedling sale. Prices are similar to last year. Will offer 5 gallon blue berries, northern spy, 2 modern apples, sour cherry, and white peach.
- **Policy and Personnel:**
 - There are concerns regarding the days that the county offices are closed as the switch boards do not work. The concerns are about the days that the county is closed and the days SCCD is closed. Propose that we revisit the holiday schedule.
 - Stuart Slocum motioned that Friday following Thanksgiving is a paid day-off for employees as a one-time day-off; Dan Farnham seconded. Will need to re-visit the holiday schedule. Motion passed.
- **QAB:**
 - 3 projects — 2 projects are done. Apolocan should be done for the end of the year.
 - We need to pay Harford Township; Jim Garner recommends that we take money from the General Account for \$26,400.00 and reimburse the D&G account when the money comes in.
 - Dan Farnham motioned to pay Harford Township form the General Account; Jean Castrogiovanni seconded. Motion passed.
- **Budget and Finance:** Gas well fund will provide a lot of funding. Brody Webster is spending a lot of time figuring out how to represent the restrictive nature of the funding in the budget.

Old Business:

Item #1 (MOU with County)

- County signed the MOU as last presented — need district signatures.

Item #2 (UGWF funded special project ideas)

- Jim Garner asked for input and had some information at work sessions. At the last meeting, he requested proposals from “natural areas”. Interests in, Ag BMPs, Woodbourne, and E3.
- We can make our applications somewhat vague as long as we do not add categories at a later date. Notes that we have to use money by June 30th.

- Jim Garner will come up with wording for the application by next work session.

Item #3 (District Audit Contract)

- VM back from Jones Kohanski, and they will extend our contract for one more year at the current rate.
- Brian Severcool motioned to pursue Jones Kohanski for one more year; Stuart Slocum seconded at the current rate. Motion passed.

New Business:

Item #1 (Dues/Membership)

- Brian Severcool motioned to pay \$500.00 to NACAD for 2013; Dan Farnham seconded. Motion passed.
- PACD — Will talk about at work session and will make a decision at that time.
- RC&D — At work session BOD will make a list of what we want RCND to do, so Brian Severcool and Lillian Theophanis can take it to the December RCND meeting.
- Jean Castrogiovanni motioned to pay \$75.00 to the Farm Bureau; Brian Severcool seconded. Motion passed.
- Jean Castrogiovanni motioned to pay \$300.00 to the PA Envirothon; Brian Severcool seconded. Motion passed.

Item #2 (Scanner purchase)

- Dan Farnham motioned to not exceed \$1,200.00 on scanner and supplies; Stuart Slocum seconded. Motion passed.
- Dan Farnham motioned to not exceed \$6,000.00 to purchase IT items (computers etc) for office; Stuart Slocum seconded. Motion passed.

Item #3 (Report from October regional PACD meeting)

- Dan Farnham tabled for work session. He has a power point to show at work session.

Item #4 (E&S tech)

- Eric Watkins is no longer working for SCCD. An advertisement for his position has been advertised in the paper at the same rate — applications are due by the 29th.

Item #5 (Other)

- Jim Garner has been in touch with regional person for Quickbooks training. People will assess what we are doing and what we have. Will help with the software upgrade transition.

Comments From The Public: None at this time.

Jean Castrogiovanni motioned to adjourn the meeting at 10:31 AM; Brian Severcool seconded.
Motion passed.

**SUSQUEHANNA CONSERVATION DISTRICT
MEETING MINUTES
DECEMBER 19TH 2013**

Start time: 08:37 AM **End time: 10:38 AM**

Attendance: Dan Farnham, Robert Fearnley, Jim Garner, Curtis Hepler, Ben Hoover, Maria Hill, Jim Kessler, Shane Kleiner, Mathew Neenan, Brian Severcool, Stuart Slocum, Pete Tarby, Lillian Theophanis, Ray Warriner, Ain Welmon, Bill Zick

Comments from the Public: None at this time.

Meeting Minutes: Curtis Hepler motioned to accept the November minutes with spelling changes; Brian Severcool seconded. Motion passed.

Treasurers Report: Stuart Slocum motioned to bind the treasurers report over for audit; Curtis Hepler seconded. Motion passed.

Correspondence: None at this time.

Requests for Assistance & Cancellation: None at this time.

Agency Reports:

- **DEP (Shane Kleiner):**
 - PACD training at State College. There will be training for the accounting process for staff and Board members. Will do an orientation for new directors — let Molly know.
 - E&S level one and two training will be conducted in March at Fort Indiantown Gap.
- **NRCS (Ain Welmon):** 62 applications for their programs. They are starting the ranking process; certified 12 enhancements for the Conservation Stewardship program. There is still no Farm Bill.
- **CBP Wyoming County (Pete Tarby):** Will have a new weigh scale system set up to weigh the manure spreader before and after. Did fencing at Josh Harvatine farm. There is a new version of the Act 38 technical manual.

Staff Reports:

- **Robert Fearnley:** Everything is in report. They year is winding down. The D&G road program had projects finish up (Forest Lake and Apolocan). Seedling sale is coming along just waiting on Dave Osborne. Seedling sale on April 12th.
- **Jim Garner:** Has been filling in the gaps with Brandon Benedict — helping with site visits, reviews etc. Brandon Benedict has been training with the engineer at the DEP office. Last week Brandon and Jim met with Latter Day Saints Project; they have one more thing to do, and it will be completed. Constitution Pipeline project has 392 acres —

additional acres due to including the access roads. Computer upgrades are going very slow due to the IT person. Computers have been selected.

Commissioner Director Report: Not present.

Nominating Organizations:

- **Forest Landowners:** The Annual Dinner had a good turn-out and good speakers. Now starting on a new year.

Committee Reports:

- **Ag Committee:** Frank Payne declined the money, and we are working on who to select for the project.
- **Policy:** In reviewing the Board policy, there are a lot of things that need to change now that we are an independent organization. It needs a major overhaul. Appoint committee chairs at the beginning of the year.
- **Seedling:** Do not think any of the prices will need to be changed for this year. Hope to have it in the Wildlife Management news. Hoping to finish it up this week.
- **Personnel:** Made changes to handbook as directed at work session.
- **QAB:** NA
- **Banquet:** NA
- **Special Events:** NA
- **E&S:** NA
- **Budget and Finance:** Brian Severcool motioned to pass proposed budget; Curtis Hepler seconded. Motion passed.
- **Vehicle:** NA
- **Education:** Funding that went to education committee; still looking for \$1,200.00 to be used.
- **Strategic Planning:** NA

Old Business:

Item #1 (Report from October regional PACD meeting)

- Regional meeting Linda Choppia has been re-elected but will not serve very long due to her moving. Think it is important to keep our voice in that organization. It is not very loud at this time. April 4th 2014 is the next regional meeting. Make sure our voice is heard. Dan handed out form to go over at work session. Will complete at work session and will send to Jim Garner to pass on to Karl Brown.

Item #2 (UGWF funded special project ideas)

- Request to State paperwork (including Ag BMPs, stream crossing, spring developments, environmental education, etc.) was sent-in totaling ~ \$59,000.00. A contract will be sent to us at the beginning of the year.

Item #3 (Other)

- Stuart Slocum motioned to accept the changes made to the policy manual; Lillian Theophanis seconded. Motion passed.

New Business:

Item #1 (QuickBooks update)

- Contacted a consultant to assess our needs. Came in and looked at what we have. The consultant (Diana) had a lot of good suggestions. She gave us her proposal about \$70 an hour. She does understand the Conservation Districts very well.
- Curtis Hepler motioned to upgrade with Diana; Lillian Theophanis seconded. Motion passed.

Item #2 (2014 budget proposal)

- See above

Item #3 (Phone upgrade?)

- Brian Severcool motioned to upgrade Verizon contract to include a smart phone for District Manager; Stuart Slocum seconded. Motion passed.

Item #4 (E&S tech)

- Executive Session was called at the end of the meeting — see below.

Item #5 (PACD/SCC Joint Annual Conference)

- January 28th and 29th; 09:00 AM on Tuesday through 12:00 PM on Wednesday.
- Reservations need to be made early to get the hotel deal by the 27th of December.
- Curtis Hepler motioned for the approval of Jim Garner and any directors that want to go to the PACD conference; Brian Severcool seconded; Motion passed.

Item #5 (Other)

- Wesley Parks wants to step down as a full-time Director and wants to come back as an Associate Director.
- Curtis Hepler motioned an executive session at 10:08 AM; Brian Severcool seconded motion to discuss personnel. Motioned passed.
- At 10:37 AM, the executive session ended.
- Brian Severcool motioned to go with Jim Garner's choice of the E&S tech candidate to hire at base pay. If the first person declines, the alternate E&S tech candidate will be contacted; Curtis Hepler seconded. Motion passed.

Comments From The Public: None at this time.

Brian Severcool motioned to adjourn at 10:38 AM; Curtis Hepler seconded. Motion passed.