

**SUSQUEHANNA CONSERVATION DISTRICT  
MEETING MINUTES  
JANUARY 16<sup>TH</sup> 2014**

**Start time: 08:36 AM**   **End time: 09:40 AM**

**Attendance:** Wille Keeney, Laura Holbrook, Shelley Kuntz, Brandon Benedict, Marlene Bailey, Jim Kessler, Bill Zick, Matt Neenan, Ben Hoover, Peter Tarby, Stu Slocum, Brian Severcool, Jean Castrogiovanni, Dan Farnham, Jim Garner, Curt Helper, Maria Hill

**Swear in Directors:** Pete Tarby swore in Curt Hepler and Brian Severcool as District Directors for the next 4 years.

**Election of Officers:**

- Chair - Ray Warriner
- Vice Chair - Curt Hepler
- Treasure - Dan Farnham
- Secretary - TBD
- Brian Severcool moves to nominate the persons forenamed and/or continue the current directors in their positions as the previous year; Stu Slocum seconds. Motioned passed.

**Comments from the Public:** No comments

**Meeting Minutes:** Jean motions to accept as presented; Stu Slocum seconds. Motion passed.

**Treasurers Report:**

- Take a note that the large asset number is accurate, but the funding has a home.
- Brian Severcool motions to pass; Jean Castrogiovanni seconds. Motion passed.

**Correspondence:**

- Shane will go over Financial Statements at next work session.
- Contract for contractors work shop – March 13<sup>th</sup>

**Requests for Assistance & Cancellation:** None

**Staff Reports:**

- **Brandon:** Currently working on the Constitution Pipeline ESCGP Permit with DEP oversight. Finished the final review of the Priesthood Restoration site and submitted NPDES Permit. Completed the final review and approved an NPDES permit for the PENDOT Liberty Township Project. Received a complaint in Susquehanna Borough. Complaint was originally a land dispute with a local bar that turned into an environmental

complaint. Investigated the site with the district manager. We referred the complaint to DEP. Notes that the Rain for Rent site is not in a flood plain in answer to question.

- **Shelley:** Introduced herself
- **Laura:** Frank Payne Jr.'s money will be reallocated accordingly. John Benscoter's project is waiting on better weather to continue with construction.

#### Agency Reports:

- **NRCS:** Handed out report. Points out John Parks still under construction; Rick Empett has been completed. No farm bill passed at this date, so there can't be anything done with CREP.
- **EQIP:** Air quality incentives Susq. was added this year will give PA 4.2 million a year. We qualified b/c of particulates from the D&G road and gas business. Will help with funding CNMP, and forest initiatives.
- **DEP:** Non-D&G can get money if they are Low Volume Roads (LVR) – less than 500 vehicles/day.
- Districts should be looking at their Ag Compliance policy and revising them this year as necessary and reporting to Dave Lewis by June 30<sup>th</sup> that they were reviewed or revised.
- **DEP:** NERO Streambank Fencing Program Milestone Achieved: Most recently in December 2013; the NE Regional Waterways and Wetlands Program executed its 100th Livestock Exclusion (Stream bank Fencing) contract since the commencement of the program.
- Money is almost gone in the REAP program

#### Nominating Organizations:

- **Forest Landowners:** No activity since last meeting

#### Committee Reports:

- **Ag Committee:** spring development design working with John Benscoter on Kane Farm.
- **Dairy Day:** coming up soon; focus on Ag preservation
- Andres crop day is coming up on Feb 11<sup>th</sup> – the district will have a display table.
- **Policy:** Nothing to report
- **Seedling:** A lot of the items have been ordered and deposits have been paid.
- **QAB:** Nothing to report
- **Banquet:** Nothing to report
- **Budget and Finance:** Restructuring of QuickBooks and reports.
- **Personnel:** Numbers of changes were made at last board meeting. Reviewing issues for next works session.
- **E&S:** Nothing to report
- **Planning:** Nothing to report
- **Vehicle:** Nothing to report
- **Education:** Grants to Salt Springs and Woodbourne – Jim Garner will update with more information at a later date.

- **Harford Fair:** Nothing to report
- **No-Till:** Equipment is in for the winter. Seeders need to be calibrated for the corn planter; will go down to Binkley and Hurst.
- Committees will be combined for better use. Raymond will appoint committees.

### Old Business

#### Item #1 (Review contract for UGWF special project funds)

- A template for a simple contract was discussed that could be of use for those who are taking part of the monies (Salt Springs, Woodbourne etc.).
- All the money we requested has been approved.
- We need to be sure the contract clearly explains the time limitations – we will pay them once we have the receipts; we will pay receipts in hand. Make sure that a maintenance section in the contract says that the SCCD will be free and clear of anything after the completion of the project – that the recipient is responsible for maintenance not the district

#### Item #2 (PACD letter to editor?)

- Jim Garner worked with Bradford and Sullivan County managers to come up with new Letter (the letter from PACD) – to make it more localized. Want to run this as a press release in newspapers (Independent, County Transcript etc.).
- This means that we would receive about 5 times more D&G road funds than currently.

#### Item #3 (Other)

- None

### New Business

#### Item #1 (Committee appointments)

- See above

#### Item #2 (Dairy Day booth?)

- Board thinks that SCCD should participate in Ag Day (previously named Dairy Day) on March 7<sup>th</sup>.

### **COMMENTS FROM THE PUBLIC**

- No comments
- Jean Castrogiovanni motions to adjourn at 9:40 AM; Brian Severcool seconds motion. Motion passed.

**SUSQUEHANNA CONSERVATION DISTRICT  
MEETING MINUTES  
FEBRUARY 20<sup>TH</sup> 2014**

**Start time: 8:38 AM**   **End time: 11:15 AM**

**Attendance:** Laura Holbrook, Brandon Benedict, Jim Kessler, Bill Zick, Matt Neenan, Stu Slocum, Brian Severcool, Dan Farnham, Jim Garner, Curt Helper, Maria Hill, Ain Welmon, Brody Webster, Ray Warriner

**Comments from the Public:** No comments

**Meeting Minutes:** Curt Hepler motions to accept minutes; Brian Severcool seconds. Motion passed.

**Treasurers Report:** Dan Farnham motions to hold over for audit; Brian Severcool seconds. Motioned passed.

**Correspondence:** No comments

**Requests for Assistance & Cancellation:** None

**Staff Reports:**

- **Brandon:** Not a lot going on in the field due to the snow. Finished administrative review for the Constitution Pipeline; it was incomplete again. They may appeal our decision. There is one active complaint in Susquehanna borough – not sure if we have jurisdiction – it may be a civil matter. We have been coordinating with DEP regional office.
- **Laura:**
  - a. Dan Farnham motions to fund Kevin Stockholm, Ken Odowd, John Frystack, and Bill Beeman with the ability to fund Bill Jones and Tom Kropa if the funds are available (Act 13 Ag BMP); Curt Hepler seconds. Motioned passed.
  - b. Brian Severcool motions to replace Frank Payne Jr. with Jack McKee project because he is the next highest CBP special project ranked; Dan Farnham seconds motion. Motion passed.
  - c. Board reviewed and agrees with Laura's scoring procedure.
  - d. Curt motions to accept Ag Committee 2014 CB special projects recommendations at \$10,000.00 max of Joe Machakinas Roof Gutters and Underground Outlet, Rob Ryan Waste Storage, Jason Campbell HUAP and Claud Bennett Concreted Barnyard (piggy back with EQIP) because they are the highest ranking on CBP list; Stu Slocum seconds. Motion passed.
  - e. Curt Hepler motions that CB Special Project Funding from all grant monies shall not exceed 80 percent of the total project cost removing the \$10,000 per project cap; Brain Severcool seconded. Motion passed.

- f. Curt Hepler moves to rescind the previous motions, "...CB Special Project Funding from all grant monies shall not exceed 80 percent of the total project cost; Brain Severcool seconded," in lieu of conversation; Brain seconds. Motion passed.
- **Robert:** Seedling Sale – local paper ran the press release, started to get orders – was in the Mulligan Shopper this week; working on growing greener grant contracts. Work at Parks barnyard has been held up for the winter. Phase II of Dubois restoration – going over what Clauser has planned; will be able to submit a permit once it's approved by them. D&G road – went over townships and municipalities with trained individuals – would like to get more trained so they can qualify for funding.
  - **Jim Garner:** Attended 'lessons learned' pipeline post construction meeting in Scranton – entirely environmental. Spending time with Shelley and Brandon in the field to help give them experience. Attended permit pre-application meeting in Wilkes-Barre Re: Uniondale Pipeline project – it will be a fairly large project.

#### Agency Reports:

- **NRCS:** Ain Wellmon – finished ranking applications. President signed 2014 farm bill – still awaiting information on how this will affect their work load. Land owner assistance helped 31 landowners since last meeting. Ain thoroughly reviewed the NRCS cooperative agreement specifically the civil rights and marketing section.
- **EQIP:** Included in Ain's report.
- **DEP:** Not present

#### Nominating Organizations:

- **Forest Landowners:** Running into conflicts such as weather for possible host sites for Spring walk.

#### Committee Reports:

- **Ag Committee:** none
- **Policy and Personal:** Waiting on confirmed date for meeting. Meeting will be held after BOD meetings (Stu Slocum, Brian Severcool, and Matt Neenan).

Amendments to Policy: Page 19 under vacation allowance

- Stu Slocum motions to amend vacation allowance to say that “*employees will receive 1 additional day of paid vacation time for each full year of continuous service beyond the initial year*”. “*Future vacation time will be addressed after district reevaluates budget committee*” has been removed from policy; Brian Seccs (3 yes, 1 no). Motion passed.
- Stu Slocum motions wording to be added to the Personal Day section: “*Personal leave time may be used in ½ day or whole day increments*”; Brian Severcool seconds. Motion passed.
- Stu Slocum motions the word “*County*” to be removed from the Military Leave section and will be replaced with the word “*District*”; Curt Hepler seconds. Motion passed.
- Stu Slocum motions that the wording “*relationship of Susquehanna County Conservation District’s Policy and procedures handbook to the Susquehanna County Personnel Policy and Practice Manual (4-10-21606-0-0)*” to be removed from the policy manual; Brian Severcool seconds. Motion passed.
- **QAB:** Nothing to report
- **Special Events:** Nothing to report
- **Budget and Finance:** Nothing to report
- **Vehicle:** Nothing to report
- **Education:** Nothing to report

Old Business

**Item #1 (Consider removing/changing \$\$ cap on CBP special projects)**

- See above

**Item #2 (RC&D reps for the district?)**

- Brian Severcool will work with Lillian Theophanis on possibly switching regular and alternate positions.

**Item #3 (Equipment update?)**

- Brian Severcool motions to purchase a new laptop for E&S tech and a scanner for QuickBooks with the remainder of prior approved upgrade money; Stu Slocum seconds. Motion passed.
- Brian motions to purchase a vacuum cleaner with a \$500 cap; Curt Hepler seconds. Motion passed.

**Item #4 (Constitution Pipeline project update)**

- Came in administratively incomplete: 2 times. SOP says send it back, and the permit application will be considered withdrawn, and money will not be refunded. Discussed with DEP regional office; initially agreed and we did such. The Constitution Pipeline disagreed and came in for a meeting and discussed their option of re-application process or to appeal.

They will need to appeal through an environmental hearing board. They felt if they reapplied, they should only pay the \$500 permit fee. DEP has decided to wave their reapplication fee (\$100 per acre fee has been waived) because of a comment response document. DEP says we are allowed to charge whatever we would like but are not interested in backing us if we charge the entire application fee. Board concluded that take action will be taken at a later date.

### **New Business**

#### **Item #1 (Possible local legislative event?)**

- Jim sent out e-mail for a possible legislative event. Did not get a lot of response from directors, but those who responded are appeasable. Wysox Fire hall will cost us \$125 to rent. It does not include the food etc. Farm Bureau legislative meeting at Dairy Day should have a good turnout, so it could be done there. Jim has been asked by FB to attend and represent the District. Board concluded that our proposed legislative event has been postponed.

#### **Item #2 (NRCS cooperative agreement)**

- See above

#### **Item #3 (Staff shirts?)**

- Will be discussed at a later date.

#### **Item #4 (Staff training?)**

- Shelley Kuntz and Brandon Benedict - Basic E&S training
- Laura Holbrook - Advanced Ag training
- Robert Fearnley - Watershed training
- Curt Hepler motions that we approve all staff training; Stu Slocum seconds. Motion passed.

#### **Item #5 (Student assistance?)**

- Request from teacher for job shadowing. The teacher would accompany student on job shadowing. The school has liability coverage as long as teacher accompanies student. Board discussed and approved.
- Curt Hepler motions that the SCCD will be offering one scholarship this year; Stu Slocum seconds. Motion passed.

### **COMMENTS FROM THE PUBLIC**

- No comments
- Curt Hepler motions to adjourn at 11:15 AM; Dan Farnham seconds. Motion passed.

**SUSQUEHANNA CONSERVATION DISTRICT  
MEETING MINUTES  
MARCH 20<sup>TH</sup> 2014**

**Start time: 08:30 AM**   **End time: 10:47 AM**

**Attendance:** Ray Warriner, Jim Garner, Shelley Kuntz, Laura Holbrook, Marlene Bailey, Pete Tarby, Wayne Oakley, Lillian Theophanis, Curt Hepler, Stu Slocum, Brian Severcool, Jim Kessler, Dan Farnham, Bill Zick, Maria Hill, MaryAnn Warren (via phone)

**Comments from the Public:** None

**Meeting Minutes:** Curt Hepler motions to accept the current minutes as amended; Brian Severcool seconds. Motion passed.

**Treasurers Report:** Dan Farnham motions to hold report over for audit; Stu Slocum seconds. Motion passed.

**Correspondence:** Jim reviewed correspondence.

**Requests for Assistance & Cancellation:** None

**Staff Reports:**

- **Laura:** Reviewed monthly report (attached)
- **Shelley:** Reviewed monthly report (attached)
- **Wayne:** It is too cold to do much, but farmers have been calling and setting up dates to use equipment. April 1<sup>st</sup> is when the first seeder is planned to go out. Still waiting on parts that were supposed to be in on Monday.
- **Brandon:** Reviewed monthly report (attached)
- **Commissioner Director report:** Had immediate changes in commissioner's office. Will be new faces. 8 positions open. People have asked about the turnover in 911 – it is hard to be a 911 employee – it is a very stressful job and not everyone can do it. A lot of renovations are being renovated to make the Courthouse row offices looks more professional. CD Director nominations were due on Friday. They will be looked at and put on the agenda at some point. Recommends that the recycling center should not be used for the seedling sale. The recycling center is now in chaos due to inmate situation and the liabilities that come with the current situation. Going forward we have to send a letter requesting the use of the recycling center.  
Seedling sale left-overs should be sold at the same price as if they pre-ordered. If we cannot sell them at the regular price they should be donated to schools and organizations.



### Agency Reports:

- **NRCS:** Reviewed monthly report (attached)
- **DEP:** Reviewed monthly report (attached)

### Nominating Organizations:

- **Forest Landowners:** Will have a walk on April 5<sup>th</sup> with the program to start at 10 AM at Kathy Shelley tree farm. Anyone is invited. Breakfast buffet at fire hall.

### Committee Reports:

- **Ag Committee:**
  - Dan Farnham motions to increase rental fees on both seeders to 10%; Stu Slocum seconds. Motion passed.
  - Curt Hepler motions that we only give the 10% discount to farmers who hands the check to technician before he leaves the site; MaryAnn Warren seconds. Motion passed (Ray Warriner abstained from vote).
  - Brain Severcool motioned to write CBSP grant for \$20,000.00 in hopes of recovering No till losses; Stu Slocum seconded. Motion passed.
  - Curt Hepler motions to drop the 5% discount after 30 days and add 1.5% on to bill after 30 days and include an envelope with the bill with the SCCD address; Brain Severcool seconds. Motion passed.
- **Policy and Personal:** Will meet after BOD meeting.
- **QAB:** Nothing to report
- **Special Events:** Will contact Bridgewater Township; Jim is looking into places to hold seedling sale and will update at a later date.
- **Budget and Finance:** Nothing to report
- **Vehicle:** Nothing to report
- **Education:** Nothing to report
- **Strategic Planning:** Nothing to report
- **Budget and Finance:** Nothing to report

### Old Business

#### Item #1 (RC&D rep)

- Mike Lovegreen was invited to attend our BOD meeting. He will attend meeting next month.
- Ray Warriner motions that we change the delegate from Brian Severcool to Lillian Theophanis and Brian will become the alternate; Stu Slocum seconds. Motion passed.

#### Item #2 (Constitution Pipeline project update)

- The Constitution Pipeline wants to have another pre-application meeting to discuss their best management practices. They will be in town on April 3<sup>rd</sup> and will meet with us then. Jim will discuss their application fee.

## **New Business**

### **Item #1 (Dirt and Gravel Road Program promotion event)**

- We have been asked to host a tour for senator Gene Yaw on May 8th (tentatively 10am-2pm with lunch). He wants to see some of the sites that we are working on and a completed work site(s) as well. We might not have anything in progress at that time unless we have a demonstration site. He is inviting press. We are not sure on the details yet.

### **Item #2 (Review E&S fee schedule)**

- We do not have a category if an individual wants to do a project and needs an E&S plan.
- Curt Hepler motions that we have an individual E&S fee for \$300 for 0-5 acres; Stu Slocum seconds. Motion passed.
- Dan Farnham motions to grandfather in the current applicant; Curt Hepler seconds. Motion passed.

### **Item #3 (Staff shirts)**

- Will look locally as long as the prices are competitive.

### **Item #4 (Other)**

- Stu Slocum motions to pay \$100.00 to Woodworking promotion at Harford Fair; Brian Severcool seconds. Motion passed.
- Curt Hepler motions that MaryAnn put together a full-page ad for the Harford fair; Lillian seconds. Motion passed (MaryAnn abstained from vote).
- Mary Ann Warren motions to accept the PACD policy Re: how the delegate was to vote with the direction that we vote with whichever works out to benefit us the most; Stu Slocum seconds. Motion passed.

## **COMMENTS FROM THE PUBLIC**

- No comments
- Stu Slocum motions to adjourn at 10:47 AM; Curt Hepler seconds. Motion passed.

**SUSQUEHANNA CONSERVATION DISTRICT  
MEETING MINUTES  
APRIL 17<sup>TH</sup> 2014**

**Start time: 08:41 AM**   **End time: 12:00 PM**

**Attendance:** Ray Warriner, Dan Farnham, Jean Castrogiovanni, Brian Severcool, Stu Slocum, Jim Garner, Lillian Theophanis, Mary Ann Warren (via phone), Shelley Kuntz, Laura Holbrook, Bill Zick, Jim Kessler, Shane Kleiner, Ain Welmon, Pete Tarby, Matt Neenan, Mike Lovegreen, Maria Hill

**Comments from the Public:** None at this time

**Meeting Minutes:** Brian Severcool motions to accept minutes as presented; Jean Castrogiovanni seconds. Motion passed.

**Treasurers Report:** Dan Farnham motions to hold treasurers report over for audit; Stu Slocum seconds. Motion passed.

**Correspondence:** Jim reviews correspondence reviewed item 41 Re: AECOM location

**Requests for Assistance & Cancellation:** None at this time

**Agency Reports:**

- **NRCS:** Reviewed attached report
- **DEP:** Reviewed attached report

**Staff Reports:**

- **Jim:** Reviewed attached report
- **Laura:** Reviewed attached report
- **Shelley:** Reviewed attached report
- **Commissioner Director Report:** Talked about the construction going on at Court House, and the openings in 911. Mentioned that the interviews for Veteran Affairs job have not been done yet and that the SCCD Director is tentatively on the agenda for next week.

**Nominating Organizations:**

- **Forest Landowners:** April 5<sup>th</sup> had their annual walk – 25 people attended very informative.

**Committee Report:**

- **Ag Committee:** Met last month

- **Policy and Personal:** Will cover in executive session
- **QAB:** Nothing
- **Special Events:** Looked into time and place for fall banquet site and committed to the Montrose Bible Conference; the date is confirmed for October 21<sup>st</sup> – looking for potential speakers. We will be working with Penn State as a joint annual banquet. Banquet will be shorter and will start earlier, so it should end earlier.
- **Budget and Finance:** Nothing to report
- **Vehicle:** Nothing to report
- **Education:** Have not met yet – calling for a meeting on May 1<sup>st</sup>.
- **Strategic Planning:** Nothing to report
- **Budget Finance:** Nothing to report

### Old Business

#### Item #1 (RC&D Rep)

- Lillian Theophanis and Mike Lovegreen discussed the Endless Mountains RC&D; SCCD has been member for over 40 years. RC&D has access to additional forms of funding that the District does not have access to.
- Brian Severcool motions to keep our membership with RC&D active, so we have an active voice; Lillian Theophanis seconds motion. Motion passed.

#### Item #2 (Staff Shirts)

- Tabled for work session.

#### Item #3 (Constitution Pipeline project update)

- Met with the Constitution Pipeline again. They talked about resubmitting application in the middle of May. They asked what resubmittal fee was going to be and offered only to repay the permit fee. Jim said it will cost more than that. They are going to discuss and come back with a resubmittal fee offer.
- Jim will let them know it is not their decision and the SCCD Board will come up with fee, and we will let them know what the fee will be.

### New Business

#### Item #1 (IT proposal from ICS)

- Brian Severcool motions to accept the recommendation of the manager for ICS; Lillian Theophanis seconds. Motion passed.

#### Item #2 (Project and Budget book)

- Shane reviewed the purpose of the budget book.

### **Item #3 (Proposed Salt Springs Contract Change)**

- Dan Farnham motions to approve the request for the scope of work adjustment; Stu Slocum seconds (Lillian Theophanis abstained). Motion passed. See attached.

### **Item #4 (Other)**

- Curt Hepler motions to send Jim Garner to the Managers Summit in June; Dan Farnham seconds. Motion passed.
- Brian Severcool motions to reimburse Jim Garner for the water cooler for \$15; Dan Farnham seconds. Motion passed.
- Board wants to sending thank you letter to the Bridgewater Township for the seedling sale and request use for next year. Call supervisor to see if they need any plants.
- Executive session at 10:20 AM to discuss personnel issues.
- Mary Ann Warren motions to return to regular meeting at 11:32 AM; Curt Hepler seconds.
- Stu Slocum did not return to the regular meeting.
- Curt Hepler motions to increase hours available for Maria Hill to work from 25 hrs. per week to 30 hrs. per week; MaryAnn Warren seconds. Motion passed unanimous.
- Curt Hepler motions to replace the first paragraph under the vacation policy section with a new policy – *Full time employees earn one and a quarter vacation days each quarter and may use those days as earned throughout each year. Approval by the district manager is required with a minimum of ½ day increments per request.*
- Example: July 1 – Sept 30 after that time frame you will have earned one and a quarter days leave. You can use the days accumulated after that quarter. Probationary period will restrict use of days.
- Effective April 17<sup>th</sup> 2014; Brian Severcool seconds (4 yes, 1 nay). Motion passed.
- Brian Severcool motions that we give Robert Fearnley 2.5 days of extra vacation time because of his prior experience with the SCCD; Lillian Theophanis seconds (3 yes, 3 nay). Motion dies for lack of a majority.

### **COMMENTS FROM THE PUBLIC**

- No comments
- Curt Hepler motions to adjourn at 12:00 PM; Brian Severcool seconds. Motion passed.

**SUSQUEHANNA CONSERVATION DISTRICT  
MEETING MINUTES  
MAY 15<sup>TH</sup> 2014**

**Attendance:** Jim Garner, Lillian Theophanis, MaryAnn Warren (via phone), Shelley Kuntz, Bill Zick, Jim Kessler, Marlene Baily, Pete Tarby, Ben Hoover, Matt Neenan, Kelley Thornton, Chad McKenrick, Brandon Benedict, Maria Hill, Jim Kessler, Curt Hepler, Kathy Blaisure, Brian Severcool, Brody Webster

**Comments from the Public:** None at this time

**Meeting Minutes:** Lillian Theophanis motions to accept minutes as presented; Curt Hepler seconds. Motion passed.

**Treasurers Report:** Motions to hold treasurers report over for audit. Motion passed.

**Correspondence:** Jim Garner reviews correspondence.

**Requests for Assistance & Cancellation:** None at this time

**Agency Reports:**

- **NRCS:** Reviewed attached report.
- **DEP:** Reviewed attached report.

**Staff Reports:**

- **Jim:** Reviewed attached report
- **Laura:** Reviewed attached report
- **Shelley:** Reviewed attached report
- **Commissioner Director Report:** NA

**Nominating Organizations:** NA

**Committee Reports:**

- **Ag Committee:** Have not met since last time.
- **Policy and Personal:** Have not met yet; looking to see who replaces Stu Slocum - waiting to hear back from Ray Warriner with direction. Looking to hold meeting in the evenings.
- **QAB:** NA
- **Special Events:** Next meeting in June.
- **Budget and Finance:** NA
- **Vehicle:** NA
- **Education:** Lillian will contact Kathy Shelley.

- **Strategic Planning:** NA
- **Budget Finance:** No meeting yet

### **Old Business**

#### **Item #1 (RC&D rep guidance)**

- We need to have an assignment/guidance, so we can get our money's worth. We need to have a committee to address that. Lillian and Brian will come up with a recommendation.

#### **Item #2 (Staff Shirts)**

- Mary Ann Warren motions to buy 3 shirts, 1 jacket, 1 hat, for employees. The directors have the opportunity to purchase their own items. June 5<sup>th</sup> deadline to order; Brian Severcool seconds. Motion passed.
- Lillian recommends staying close to what colors we have purchased in the past.

#### **Item #3 (Constitution Pipeline project update)**

- Submitted an application for an alternative BMP to the area engineer for the silt fence. Has not been approved at this point.

#### **Item #4 (Recap of Senator Yaw tour)**

- Senator Yaw was here last week with three of his aids. Took a bus tour of all phases of D&G road sites. 60+ miles and approx. a dozen sites were visited. PACD reps, the District Manager from Bradford County, and a reporter were on the trip as well. The Senator seemed impressed with what we can get done with 20k. All and all a day well spent.

### **New Business**

#### **Item #1 (Change of credit card provider)-**

- Lillian Theophanis moved to approve credit card application through First National Bank; Brain Severcool seconds. Motion passed.

#### **Item #2 (Scholarship winner selection)**

- Robert Fearnley will let the board know who the winners were.

#### **Item #3 (2014 summer intern)**

- Kelley Thornton introduced herself.
- Jim Kessler motions to adjourn; Jean Castrogiovanni seconds. Motion passed.

**SUSQUEHANNA CONSERVATION DISTRICT  
MEETING MINUTES  
JUNE 19<sup>TH</sup> 2014**

**Start time: 8:43 AM**   **End time: 10:41 AM**

**Attendance:** Maria Hill, Jim Garner, Curt Hepler, Jean Castrogiovanni, Shane Kleiner, Jim Kessler, Dan Farnham, Brody Webster, Pete Tarby, Ain Welmon, Wayne Oakley, Bill Zick, Lillian Theophanis

**Comments from the Public:** None at this time

**Swear in Director:** Shane Kleiner swore in Jim Kessler.

**Meeting Minutes:** Jim Kessler motions to accept minutes as presented; Lillian Theophanis seconds. Motion passed.

**Treasurers Report:** Dan Farnham motions to hold treasurers report over for audit; Jean Castrogiovanni seconds. Motion passed.

**Correspondence:** Jim reviewed correspondence.

**Requests for Assistance & Cancellation:** None at this time

**Agency Reports:**

- **NRCS:** Reviewed attached report
- **DEP:** Reviewed report

**Staff Reports:**

- **Jim:** Introduced new E&S tech - Wesley Congdon. Did the first site visit on Monday with Wesley.
- **Laura:** NA
- **Shelley:** NA
- **Commissioner Director Report:** NA
  - Lillian Theophanis will help Jim Garner with letter to SCC re impact fee.

**Nominating Organizations:**

- **Forest Landowners:** Usually have picnic at the end of June – it has been cancelled for this year. Went to Mansfield University for a seminar re: The Emerald Ash Borer – it has been found in 14 new counties last year. This year they found four including Susquehanna county.



## **Committee Reports:**

- **Ag Committee:** Christie Bedene will start as the new CBP tech in a couple of weeks. Discussed the trib strategy.
  - Lillian Theophanis motions to accept the current CB trib strategy with the updating of dates; Jim Kessler seconds. Motion passed.
- **Policy and Personnel:** Lillian motions to adopt new cell phone policy “*A cell phone will be provided to District Employees by the Susquehanna County Conservation District for District Business only while away from the office. The cell phone will be signed out with the keys to District vehicle. If the phone has been damaged, displaced or lost it should be reported to the District Manager immediately.*” Jim Kessler seconds. Motion passed.
- **QAB:** Jean Castrogiovanni motions to accept the recommendations from the QAB; Jim Kessler seconds. Motion passed.
- **Special Events:** Committee met June 10<sup>th</sup>. The next special events meeting will be on September 2<sup>nd</sup> at 9:30 AM. Annual Banquet will be at Dryers Lodge on Oct 21<sup>st</sup> at 6 PM.
- **Budget and Finance:** NA
- **Vehicle:** NA
- **Education:** NA
- **Strategic Planning:** NA

## **Old Business**

### **Item #1 (RC&D rep guidance)**

- Lillian is attending the RC&D meeting tomorrow – June 20<sup>th</sup>. She asked that if anyone has any questions or concerns to send her an e-mail, and she will bring them to her meeting and report back.

### **Item #2 (Dubois Creek project update)**

- In the process of taking bids. Information is at the SCCD website. There was a site showing that was attended by contractors.

### **Item #3 (Constitution Pipeline project update)**

- Contacted us and offered to submit at \$10,000 E&S review fee.
- Curt Hepler motions to accept a review fee of \$10,000.00 from the Constitution Pipeline project; Jim Kessler seconds. Motion passed.

## **New Business**

### **Item #1 (Review CBP implementation plan)**

- See above

### **Item #2 (Watershed specialist grant)**

- Lillian Theophanis motions to accept to apply for Watershed Specialist Position; Dan Farnham seconds. Motion passed.

### **Item #3 (Equipment purchases?)**

- Dan Farnham motions to purchase a printer and a portable GPS unit not to exceed \$1,000.00; Lillian Theophanis seconds. Motion passed.

### **Item #4 (Health insurance plan changes?)**

- Jean Castrogiovanni motions to accept the new health plan - *Geisinger Health Plan: Solutions* proposed by the budget committee; Lillian Theophanis seconds. Motion passed.

### **Item #5 (QAB recommendations)**

- See above

### **Item #6 (Hiring of new staff)**

- Jim Kessler motions to hire Wesley Congdon as of Monday June 16<sup>th</sup> starting at the hourly rate of \$10.00 as the Conservation Technician; Lilian Theophanis seconds. Motion passed.
- Lillian motions to hire Christie Bedene as the new CBP Technician; Jim Kessler seconds. Motion passed.

### **Item #7 (Other)**

- Curt Hepler motions to let Jim Garner and appropriate directors decide best plan of action for the No-Till C.D. at NBT Bank; Jim Kessler seconds. Motion passed.
- Curt motions executive session at 10:14 AM for Personnel reasons.
- Executive session ended at 10:41 AM.
- Motions made in Executive Session:
  - Curt Hepler motioned to accept Laura Holbrook and Shelley Kuntz's resignation; Lilian Theophanis seconded. Motion passed.
  - Jim Kessler motions to separate Policy and Personnel committee; Jean Castrogiovanni seconded motion. Motion passed.
  - Motion to prepare to have one staff person on each committee by work session. Motion passed.
  - Dan Farnham motioned to make the administrative assistant position full time at 40 hours/week with benefits with Maria Hill in that position; Jim Kessler seconded motion. Motion passed.
  - Jim Kessler motioned to fill other E&S tech position; Jean Castrogiovanni seconded. Motion passed.
- Motions to adjourn at 10:41 AM. Motion passed.

**SUSQUEHANNA CONSERVATION DISTRICT**  
**MEETING MINUTES**  
**JULY 17<sup>TH</sup> 2014**

**Start time: 08:39 AM**   **End time: 10:58 AM**

**Attendance:** Wesley Congdon, Christie Bedene, Jean Castrogiovanni, Brian Severcool, Brody Webster, Jim Kessler, Lillian Theophanis, Curt Hepler, Bill Zick, Ain Welmon, Pete Tarby, Jim Garner, Maria Hill

**Comments from the Public:** None at this time

**Meeting Minutes:** Jean Castrogiovanni motions to accept minutes as presented; Jim Kessler seconds. Motion passed.

**Treasurers Report:** Lilian Theophanis motions to hold treasurers report over for audit; Jim Kessler seconds. Motion passed.

**Correspondence:** Jim Garner reviewed correspondence.

**Requests for Assistance & Cancellation:** None at this time

**Agency Reports:**

- **DEP:** Reviewed report.
- **NRCS:** Reviewed attached report.

**Staff Reports:**

- **Jim:** Jim introduced the new Chesapeake Bay tech, Christie Bedene.
- **Christie:** Introduced herself.
- **Wesley:** Reviewed attached report.

**Commissioner Director report:** NA

**Nominating Organizations:**

- **Forest Landowners:** Are deciding what they are doing at the fair. Need people signed up to man the booth etc.

**Committee Reports:**

- **Ag Committee:** Last meeting was in June. Participating members have been diminishing in the last two years. Recommends that we add more people. Jim Kessler, Ain Welmon, Brody Webster, Lillian Theophanis were mentioned to be added to the committee.
- **Policy and Personnel:** Meetings will be after work sessions starting in August.
- **QAB:** NA

- **Special Events:** September 2<sup>nd</sup> is next meeting for Annual Banquet.
- **Budget and Finance:** NA
- **Vehicle:** NA
- **Education:** NA
- **Strategic Planning:** NA

### Old Business

#### Item #1 (RC&D rep guidance/RC&D Survey)

- Lillian Theophanis attended the RC&D meeting and discussed how the RC&D could work with the Districts to have more meaningful relationships. Lillian will send out notes via email from the last meeting.

#### Item #2 (Dubois Creek project update)

- Four bids were submitted ranging from approx. \$155,000.00 to \$232,000.00.
- All bids were over the funds we have. Talked to the solicitor, and he said that we could start over. We will have to go back to Aaron Clauser and have him redesign the project to downsize it, and the bids will have to be resubmitted. In the meantime, Robert Fearnley sent a request to DEP to find out if there is other money that has been turned back in because it was unused. Jim will keep the board updated on the fund situation.

#### Item #3 (Constitution Pipeline project update)

- We are meeting with them and DEP area engineer tomorrow. They are creating a new BMP. They will need to create a BMP that will be accepted and approved by DEP.

### New Business

#### Item #1 (PACD/SCC conference recap)

- Jim Garner attended the PACD conference last week in Altoona, PA. On Wednesday, the Governor signed the budget, and everything is still in place from where we were. Spilt of Act 13 funds ended up the same ratio as last year; 50% going to impacted and 50% going to the non-impacted. We should have ~ \$300,000.00 including CDFAP. We will now be able to use 100% of ACT 13 money to make up the difference on salaries and benefits except for the manager whereas before we were only able to use 50%.

#### Item #2 (Hiring of new staff)

- Lillian Theophanis motions to hire Mark Fortese as first E&S tech start date July 21<sup>st</sup>, 2014; Brian Severcool seconds. Motion passed.

### **Item #3 (QAB guidance)**

- PennDOT has tried to pass the QAB process and submit grant applications. QAB will need to come up with new policies to address how we rank and verify Low Volume Roads (LVR) regarding how to deal with the new money that D&G is getting.

### **Item #4 (Other)**

- Lillian Theophanis motions that Jason Campbell be granted monies from the CBP special projects based on ranking list up to \$10,000.00; Brian Severcool seconded. Motion passed.
- Brian Severcool motions to send Christie Bedene to Cornell University for Soil Health workshop; Lillian Theophanis seconded. Motion passed.
- Jim Kessler motions for executive session for personnel reasons; Curt Hepler seconds. Motion passed at 10:34 AM.
- Motion by Curt Hepler to resume regular meeting at 10:57 AM; seconded by Jim Kessler.
- No action was taken during to executive session.
- Jim Kessler motions to adjourn at 10:58 AM. Motion passed.

**SUSQUEHANNA CONSERVATION DISTRICT  
NO MEETING HELD IN AUGUST 2014  
(BOARD MEETING WAS ORIGINALLY SCHEDULED DURING THE HARFORD FAIR WEEK.)**

**SUSQUEHANNA CONSERVATION DISTRICT  
MEETING MINUTES  
SEPTEMBER 17<sup>TH</sup> 2014**

**Start time: 8:42 AM**   **End time: 12:08 PM**

**Attendance:** Bob Wagner, Jim Kessler, Curt Hepler, Bill Zick, Jim Garner, Brian Severcool, Maria Hill, Lillian Theophanis, Dan Farnham, Brody Webster, Ben Hoover

**Comments from the Public:** None at this time.

**Meeting Minutes:** Jim Kessler motions to accept minutes as presented; Brian Severcool seconds. Motion passed.

**Treasurers Report:**

- Dan Farnham motions to hold Julys treasurers report over for audit; Jim Kessler seconds. Motion passed.
- Dan Farnham motions to hold September treasurers report over for audit; Jim Kessler seconds. Motion passed.

**Correspondence:** Jim Garner reviewed correspondence.

**Requests for Assistance & Cancellation:** None at this time.

**Agency Reports:**

- **DEP:** Reviewed attached report.
- **NRCS:** Reviewed attached report.

**Staff Reports:**

- **Jim:** Reviewed attached report.
- **Commissioner Director report:** NA

**Nominating Organizations:**

- **Forest landowners:** This weekend there is a Woods walk at Doug Sheldon's farm to look at his wild life activities, food plots and different species of crops. The Columbus Day fall bus trip on Oct 13<sup>th</sup> will feature Wagner Lumber.

**Committee Reports:**

- **Ag Committee:** Brian Severcool motions to accept the policy recommended from the Ag Committee *“to institute a 5% deposit on BMP projects funded through the conservation district; this would include ACT 13 and Chesapeake Bay Special Projects. The 5% would*

*be based on the project estimate and not to exceed \$500.00. The \$500.00 max reflects the \$10,000.00 payout limit we have on BMP projects. This deposit must be made when the Landowner/District agreement is signed and is refundable, by check, when receipts are handed in for completed projects. If the recipient of the funding does not complete their project or cancels it, the deposit will be forfeited”;* Jim Kessler seconds. Motion passed

- **Policy and Personnel:** Meetings are after the work sessions each month. The Personnel Policy is being reviewed and a draft will be passed on to the Board and Budget Committee.
- **QAB:** NA
- **Special Events:** The Board encourages staff to attend and would like staff to briefly go over what projects they are doing. Lillian Theophanis motions that the SCCD will pay for all employees cost of the annual banquet ticket. Comp time will be awarded as appropriate for hours worked. Comp time will be determined by the district manager. A 5-minute presentation will be required. No Mileage will be given. Brody Webster seconded. Jim Kessler motions that the awardees will be Mike Talabisca for the Teacher of the year, No-Till – Rick Empett, D&G - Silver Lake Township supervisors, Farmer Cooperator of year – Craig Roe, and a certificate of appreciation for the staff; Brian Severcool seconds. Motion passed.
- **Budget and Finance:** Budget Committee will meet to go over budget.
- **Vehicle:** NA
- **Education:** NA
- **Strategic Planning:** NA

### Old Business

#### Item #1 (RC&D rep guidance)

- Lillian Theophanis attended the RC&D meeting last Friday. The new chair Willey Norton is encouraging active participation. They have prioritized tasks for Laura – the office manager. They have also created a new committee specifically for funding in addition to many other committees. They are considering hiring an assistant to help the office manager. Lillian Theophanis has volunteered to be the secretary for RC&D.

#### Item #2 (Dubois Creek project update)

- The project is moving along well. They have removed 80 truckloads of material. Three structures are in place with six more left to place. It takes approximately a day to build each structure. They are on schedule to complete the project on time.

#### Item #3 (Constitution Pipeline project update)

- Received second plan revision this week. It came in on the last day. We are planning on meeting with them to go over it.

### New Business



**Item #1 (UGWF funding allocation)**

- Budget committee will review, and they will report back.

**Item #2 (Hiring of new staff)**

- Will discuss in executive session.

**Item #3 (Banquet awardees?)**

- See above

**Item #4 (New ag funding policies)**

- See above

**Item #5 (PACD regional meeting attendance)**

- Oct 17<sup>th</sup> in Wilkes-Barre. Dan Farnham and Bill Zick plan to attend.

**Item #6 (2013 Audit)**

- Dan Hepler motions to accept audit as written and send to DEP. Lillian Theophanis Seconds. Motion passed.

**Item #7 (Other)**

- Curt Hepler motions to Pay Farm Bureau dues \$75; Lillian Theophanis seconds. Motion passed.
- Dan Farnham motions to store No-Till equipment at Harford fair; Jim Kessler seconded. Motion passed.
- Brian Severcool motions that S.C.C.D. contributes \$10,000.00 from UGWF towards to DuBois Creek to make the project viable; Lillian Theophanis seconded. Motion passed.
- Dan Hepler motions to upgrade 2 computers, a printer and monitors; Lillian Theophanis seconded. Motion passed.
- Brian Severcool motions to accept the Growing Greener amendment for 60k and 10k from UGWF; Lillian Theophanis seconds. Motion passed.
- Brian Severcool motions to pay for the \$700.00 full-page ad in the Susquehanna County Platt book; Lillian Theophanis seconds. Motion passed
- Manager calls for an executive session for personnel at 10:50 AM.
- Out of Executive Session at 12:05 PM.
- Brody Webster motions that the District Manager is to make a counter offer to potential employee with approval of labor atty. Adam Long; Jim Kessler seconded. Motion passed.
- Brian Severcool motions to adjourn at 12:08 AM; Dan Farnham seconded. Motion passed.

**SUSQUEHANNA CONSERVATION DISTRICT  
MEETING MINUTES  
OCTOBER 16<sup>TH</sup> 2014**

**Start time: 08:36 AM**   **End time: 10:35 AM**

**Attendance:** Maria Hill, Jim Garner, Wesley Congdon, Christie Bedene, Shane Kleiner, Ray Warriner, Lillian Theophanis, Dan Farnham, Jim Kessler, Brian Severcool, Brody Webster, Pete Tarby, Bill Zick, Ain Welmon

**Comments from the Public:** None at this time

**Meeting Minutes:** Dan Farnham motions to accept minutes; Jim Kessler seconds. Motion passed

**Treasurers Report:**

**Correspondence:** Jim Garner reviewed correspondence.

**Requests for Assistance & Cancellation:** None at this time

**Agency Reports:**

- **DEP:** Reviewed attached report.
- **NRCS:** Reviewed Ag census from 2007-2012; there are roughly the same amount of farms.
- Reminder that PACD regional meeting will be tomorrow. Chapter 102 and 105 meeting is being held at the end of the month at state college.

**Staff Reports:**

- **Wes:** Reviewed attached report.
- **Christie:** Christie reviewed attached report. Dan Farnham motions to accept the trainings and fees with hotel etc. associated with Ag Erosion and Sediment Control on Oct 30 and the Manure Management Train the Trainer; Brian Severcool seconds. Motion passed.
- **Jim:** Reviewed attached report.
- **Commissioner Director Report:** NA

**Nominating Organizations:**

- **Forest landowners:** NA

**Committee Reports:**

- **Ag Committee:** NA

- **Policy and Personnel:** Will go over Personnel Policy at work session.
- **QAB:** Will need to meet to make policy regarding the low volume roads.
  - Jim Kessler motions that Dan Farnham will be on the QAB board; Lillian Theophanis seconds. Motion passed.
- **Special Events:** Reviewed the time frames for each speaker at the Annual Banquet.
- **Budget and Finance:** Met earlier this week. Discussed UGWF funding and allocations and proposed salary adjustments. With the new D&G funds and UGWF, the Budget committee recommends that the Vehicle committee look into getting a new vehicle. Parameters would be a full-size pickup (4 door, ½ ton) with about 30-40k to budget.
- **Vehicle:** NA
- **Education:** NA
- **Strategic Planning:** There is a grant for strategic planning. If board wants, they can choose to use the grant to bring in a facilitator to help with strategic planning.

### Old Business

#### Item #1 (RC&D rep guidance)

- Lillian reviewed some ideas that the RC&D came up with such as planting on pipeline right away and biomass pelletizing.

#### Item #2 (Dubois Creek project update)

- Project has been successfully completed. Jim is planning on doing a press release.

#### Item #3 (Constitution Pipeline project update)

- Wes reviewed attached report.

### New Business

#### Item #1 (UGWF funding allocation)

- Lillian Theophanis motions to use \$106,935.00 for Administrative supplement of salaries, and the remaining will be used for special projects for the state fiscal year; Brian Severcool seconds. Motion passed.
- Brian Severcool motions that we put 100% of UGWF funding into savings for an office space pending SCC approval. Dan Farnham seconds. Motion passed.
- A committee will be put together to start the process of an office space
- Dan Farnham motions to give, for all hourly employees, a \$1.00 raise effective immediately; Brian Severcool seconds. Motion passed.
- Personnel Committee recommends that the 20% increase after the 90-day probation period will be stricken due to the new starting rate. Only raises will be merit based and COLA adjustments.
- Brody Webster recommends that the Personnel Policy Develop the job description for a possible D&G technician.
- QAB will need to decide what to do with the new money.

**Item #2 (ACT Agreement)**

- Lillian Theophanis motioned to accept the ACT funding; Brody Webster seconded. Motion passed.

**Item #3 (PACD regional meeting report)**

- Dan Farnham will take part in the PACD meeting tomorrow.

**Item #4 (UGWF Allocation from Budget Committee)**

- See above

**Item #5 (Other)**

- Brody Webster motions to go into executive session at 10:30 AM for Personnel reasons; Lillian Theophanis seconds. Motion passed.
- Out of executive session at 10:35 AM.
- Motion to increase the District Managers (Jim Garner) salary by \$2,080.00 per year: Motion seconded. Motion passed.

**Item #6 (2013 Audit)**

- Dan Farnham motions to adjourn at 10:35 AM; motion seconded. Motion passed.

**SUSQUEHANNA CONSERVATION DISTRICT  
MEETING MINUTES  
NOVEMBER 20<sup>TH</sup> 2014**

**Start time: 08:37 AM**   **End time: 10:42 AM**

**Attendance:** Maria Hill, Jim Garner, Ray Warriner, Dan Farnham, Jim Kessler, Brian Severcool, Brody Webster, Pete Tarby, Matt Neenan, Ain Welmon, Curt Hepler, Lillian Theophanis

**Comments from the Public:** None at this time

**Meeting Minutes:** Curt Hepler motions to accept minutes as presented; Dan Farnham seconds. Motion passed.

**Treasurers Report:** Dan Farnham motioned to bind both the October and November treasurers report over for audit; Brody Webster seconds. Motion passed.

**Correspondence:** Jim Garner reviewed correspondence.

**Requests for Assistance & Cancellation:** None at this time.

**Agency Reports:**

- **DEP:** Reviewed attached report.
- **NRCS:** Reviewed attached report.

**Staff Reports:**

- **Wes:** Reviewed attached report.
- **Christie:** Reviewed attached report.

**Commissioner Director Report:** NA

**Nominating Organizations:**

- **Forest Landowners:** The annual dinner meeting will be held tomorrow night (November 21<sup>st</sup>) at Harford fire hall. The main speaker is Dave Jackson from Center County Penn State Extension.

**Committee Reports:**

- **Ag Committee:** Upcoming meeting on Tuesday December 9<sup>th</sup>.
- **Policy and Personnel:** NA
- **QAB:** Meeting Dec 9<sup>th</sup> after Ag meeting.
- **Special Events:** A meeting was held right after last month's districts meeting; it went well.
- **Budget and Finance:** No big changes. At the next work session, there will be a proposed budget.

- **Vehicle:** A base model for both Chevy and Ford are about \$27-28,000. The Chevy has a CNG option for ¾ ton. Not available on ½ ton. It will be an additional \$9500.00. It would be approx. \$37,936 with the base model for the costar with CNG. There is not a CNG option on the Ford. Looks like it is a moot point right now b/c there are not any CNG stations that we can use. If anyone has any suggestions, bring it to the work session.
- **Education:** Nothing to report.
- **Strategic Planning:** Grant through SCC for \$1,000.00 to do strategic planning with the board. Board thinks it is a good idea.

### Old Business

#### Item #1 (RC&D rep guidance)

- Lillian Theophanis attended focus group at Keystone College. Discussed the needs for the region. Lillian recommended wild life plantings in pipelines right away. The Conservation District is growing, and we need more facility space; it could be a conflict of interest b/c money is coming from pipeline, enhancement of education program at Salt Springs Park. Working on Pelletizing program with Bruce Chase.

#### Item #2 (Personnel policy)

- Policy was presented.

#### Item #3 (Constitution Pipeline project update)

- Wes Congdon and Jim Garner met with reps yesterday at Wilkes-Barre for another review. It is still not adequate. DEP gave them 20 more business days to make appropriate changes.
- An invoice will be sent to the constitution pipeline at 75% of the original fee as per policy.

### New Business

#### Item #1 (Vehicle search report)

- See above

#### Item #2 (New phone equipment)

- We will not be part of the counties updated phone system. Jim has researched phone systems. Looking at Frontier and Time Warner, 6 phones plus a fax line. Frontier wants to rent equipment which will cost more per line.
- Curt Hepler motions the purchase of phone equipment minus the conference room phone from TEI as proposed; Lillian Theophanis seconds. Motion passed.

#### Item #3 (Appoint officer nomination committee)

- Officers of the nominating committee will be Brian Severcool, Lillian Theophanis, and Jim Kessler.

#### **Item #4 (Nutrient Mgt. program review)**

- Mike Walker did a program review of our delegation agreement to make sure we are fulfilling our obligations. After the first of the year we should have a report back to us.

#### **Item #5 (PACD regional meeting report)**

- We are among the minority with a lot of the issues that we are facing with natural gas. Misinformation seems to be a big problem relating to natural gas activity. A lot of counties are asking how we are using the D&G funding.

#### **Item #6 (Other)**

- Jim Garner showed board the new sign for 88 Chenango.
- Strategic Planning will be responsible for dealing with the New Building.
- Still working on RFP for auditor. Snyder and Clemente have been doing our financial report and journal entries. If they continue, they could not be our auditor.
- Curt Hepler motions that we are going to hire two levels of auditors one to do end of year journal entries and one to do the official Audit; Brody Webster seconded. Motion passed.
- Ray Warriner motioned for an executive session for personnel reasons at 10:42 AM; motion seconded. Motion carried.
- Brody Webster made a motion to immediately revise the employee starting rate to \$12.00 - \$13.36/hour; Lillian Theophanis seconded. Motion carried, all were in favor.
- Dan Farnham made a motion to offer Kelly Thornton a winter intern position at a stipend not to exceed \$1,000.00, the final amount to be determined by the District Manager; Brody Webster seconded. Motion carried, all were in favor.
- Ray Warriner motioned to adjourn the meeting; motion seconded. Motion passed.

**SUSQUEHANNA CONSERVATION DISTRICT  
MEETING MINUTES  
DECEMBER 18<sup>TH</sup> 2014**

**Start time: 08:41 AM**   **End time: 09:52 AM**

**Attendance:** Maria Hill, Jim Garner, Dan Farnham, Jean Castrogiovanni, Jim Kessler, Brian Severcool, Brody Webster, Pete Tarby, Ain Welmon, Curt Hepler, Lillian Theophanis, Shane Kleiner, Bill Zick, Wes Congdon, Kelley Stewart, Ray Warriner

**Comments from the Public:** None at this time.

**Meeting Minutes:** Jean Castrogiovanni motions to accept minutes as presented; Brian Severcool seconds. Motion passed.

**Treasurers Report:** Dan Farnham motions to bind the treasurers report over for audit; Lillian Theophanis seconds. Motion passed.

**Correspondence:** Jim Garner reviewed correspondence.

**Requests for Assistance & Cancellation:** None at this time.

**Agency Reports:**

- **DEP:** Reviewed attached report.
- **NRCS:** Reviewed attached report.

**Staff Reports:**

- **Wes:** Reviewed attached report.
- **Christie:** Reviewed attached report.

**Commissioner Director Report:** NA

**Nominating Organizations:**

- **Forest Landowners:** Met last night to plan activities for next year. A lot of activities were planned. The most notable activity is to visit a farm that has delivered the National Christmas tree to the White House.

**Committee Reports:**

- **Ag Committee:** Met last week.
- **Policy and Personnel:** NA
- **QAB:** Meeting today
- **Special Events:** NA



- **Budget and Finance:** NA
- **Vehicle:** NA
- **Education:** NA
- **Strategic Planning:** We received the grant for the consultation for strategic planning. Jim Kessler and Dan Farnham will get together this week to get things moving.

### Old Business

#### Item #1 (RC&D rep report)

- Mike Lovegreen and Lillian Theophanis met with someone who knew about pelletizing. Learned it was not cost effective to produce pellets. More information to come.

#### Item #2 (Personnel policy)

- Brian Severcool motions to pass the Personnel Policy for 2015; Lillian Theophanis seconds. Motion passed.

#### Item #3 (Constitution Pipeline project update)

- Met with them last week at a pre-submission meeting. We should receive all new copies today along with a new check (75% of initial check).

#### Item #4 (Vehicle search report)

- Brody Webster motions to purchase a new truck from the New Holland dealership. Included with the purchase of the truck is delivery, municipal plate, and tank of gas for \$27,943.00; Dan Farnham seconds. Motion passed.

#### Item #5 (Phone equipment update)

- We were updated that we will continue to be on the county phone system, and they will provide the phones.

### New Business

#### Item #1 (District Budget)

- Lillian requests that the board add \$800.00 under education for Salt Springs to be used for reimbursable education expenses for this year b/c they are very consistent with our goals.
- Brian Severcool motions to accept budget with changes to the education line; Jim Kessler seconds. Motion passed.

#### Item #2 (Strategic Planning)

- Received grant from leadership development committee. Jim spoke with two other potential facilitators. Mike Lovegreen is an option; he has done several others. Peter Wolfhurst is available. He will send Jim a proposal with his costs.
- Jim Garner will request proposals.

**Item #3 (RFP from Audit firms)**

- Ray Warriner motions that we accept Jones Kohanski with the three-year contract; Brian seconds. Motion passed.

**Item #4 (Dairy/Ag Day Participation)**

- Ag Day will be on Friday March 6<sup>th</sup> at Elk Lake School. Lillian Theophanis motions to have two tables at Ag Day; Jim Kessler seconds. Motion passed.

**Item #5 (Other)**

- Brian Severcool motions that we send Christie and Wes to training (Agronomic training) at Penn State; Lillian Theophanis seconds. Motion passed.
- Jean Castrogiovanni motions to adjourn at 09:52 AM; Brian Severcool seconds. Motion passed.