

SUSQUEHANNA CONSERVATION DISTRICT
89 Industrial Dr., Montrose, PA 18801
Monthly Board Meeting
DATE: December 15, 2022
START TIME: 9:00 A.M.

Attendance-

Directors-Jack McKee, Doug Wood, Jim Kessler, Lillian Theophanis, Bill Bayne, Brian Severcool, Betsy Arnold, Bill Shay and Ed Price joined remotely

Agency- Ty Moon, Cait Skibiel & Austin Noguera joined remotely

Staff- Don Hibbard, Jennifer Ramey and Adrian Gregory

- Call to Order- Lillian at 9:00
- Pledge to the Flag
- Comments from the Public, if any (5 minute limit per attendee)
- Agency Reports
 - NRCS- Ain Welmon written
 - DEP- Cait Skibiel written & oral
 - DCNR- Austin Noguera written & oral
 - Fish & Boat Commission-Ty Moon oral report
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Action Items

- Action on previous meeting minutes Betsy made a motion to accept the November's minutes as written. Doug seconded. Motion approved.
- Treasurer's Report- Jack made a motion to accept and file for audit. Bill Seconded. Motion approved.
- Review and approval of monthly expenses- Betsy made a motion to accept the monthly expenses. Jack seconded. Motion approved
- Associate Director Appointments- Betsy motions to appoint as new Associate Directors Lillian Theophanis & Jack McKee * Note Lillian & Jack will become Associate Directors on January 1, 2023 after both of their terms as directors expire on December 31, 2022. Seconded by Bill. Motion approved.
- Friends of Salt Springs Park – Jim made a motion that we approve Salt Spring request for funding in the amount of \$2,400. Betsy seconded. Motion approved.
- Transfer of funds – Bill motions to allow the District Manager to transfer funds received from all Commonwealth of Pennsylvania/DEP Grant Center/Environmental Protection into the corresponding deposit accounts. Per the recommendation of DEP & SCCD's auditor, Kohanski & Company, for a more streamlined accounting purpose. Seconded by Brian. Motion approved.
- Committee Recommendations – Personnel committee recommends
 - Brian made a motion to allow Don & Jen to carry over extra vacation and sick time due to not being able to use them throughout the year due to the training

and vacancies of positions. Don has 6 days & Jen has 5 to be used by February 28, 2023. Seconded by Bill. Motion approved.

- Brian made a motion to allow district manager, to use her discrepancy to open & close the office due to inclement weather during the winter months and going forward. Jim seconded. Motion approved.
- Training Request- None

Informational items

- Commissioner Director Report
 - The year winding down
 - Employee Christmas Luncheon today
 - 911 center fully staffed
- Nominating Organization Report
 - Farm Bureau- Bill Bayne
 - PDA funding for invasive species
 - There will be a meeting soon on back road weight limits
 - Forest Landowners- Jim Kessler
 - Annual Dinner Meeting on January 19, 2023 at the Bible Conference at 5:30
- District Manager Updates
 - Chris has 32 inspections
 - Employee evaluation has been conducted
 - CAP projects/ reimbursements are moving forward- Reyan barnyard completed by Christmas.
 - ACAP is to be set in place hopefully by January
 - EE Grant submitted for interpretive trail
 - Year-end paperwork is being completed
 - 1099's in process
 - Scholarship information has been sent to Susquehanna County School Guidance Counselors
 - Seedling Sale is live
- Program Coordinator update-
 - Working on overhauling the internship position. We want to create a water quality testing and evaluation that the intern can help run. Also, the intern can help with riparian buffer maintenance.
- Correspondences- Reviewed
- Staff Reports- Reviewed
- Comments from Public- Lillian enjoyed being a director since 2005 and really like being chair for 4 years. Everyone thanked Lillian for her service.
- Adjourn- Jim made a motion to adjourn at 9:55. Doug seconded. Motion approved.