

SUSQUEHANNA CONSERVATION DISTRICT
89 Industrial Dr., Montrose, PA 18801
Monthly Board Meeting
DATE: January 19, 2023
START TIME: 9:00 A.M.

Attendance-

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

Agency- Cait Skibieli from DEP

Staff- Don Hibbard, Devyn Saylor and Adrian Gregory

- Call to Order- Doug called the meeting to order at 9:00
- Pledge to the Flag
- Comments from the Public- none
- Agency Reports
 - NRCS- written
 - DEP- Cait Skibieli written & oral
 - Fish & Boat Commission- written report

Action Items

- Action on previous meeting minutes- Robert made a motion to accept the December 2022 minutes as written. Brian seconded. Motion approved.
- Treasurer's Report- Ed made a motion to accept and file for audit. Robert Seconded. Motion approved.
- Review and approval of monthly expenses- Bill made a motion to accept the monthly expenses. Brian seconded. Motion approved.
- PACD Voting Delegates- Jim made a motion to have Jen, Don, Betsy, & Brian as PACD Voting Delegates. Bill seconded. Motion approved.
- QAB Recommendations- Robert made a motion to accept. Bill seconded. Motion approved.

QAB Recommendations January 2023

- Due to excess money being left over from a previous 5 year agreement in 2018 with the SCC and our current 5 year agreement coming to an end June 30, 2023 additional spending needs to take place in the amount of \$797,093.32
- **The QAB recommends** funding the remainder of the sites that had applied during the application period with the exception of Herrick township. Herrick township is ineligible due to them starting work before ranking even took place. These projects include the following: Auburn Township's Wilcox Road for \$268,790.00, Middletown Township's Guiton Road for \$78,370.00, Apolacon Township's Lake-O-Meadows Road for \$46,990.00, Choconut Township's Mattes Road for \$119,561.00, and Forest Lake Township's Lester Road for \$160,000.

- **The QAB also recommends** funding the remainder of the Liberty Township, Lyons Rd project that we were only originally able to fund \$80,000. This would add \$116,805.68 bringing the total contract amount to \$196,805.68.
 - **The QAB also recommends** amending the Middletown Township, Curly Road contract to account for additional cross pipes they need in the amount of \$1,760 bringing the total contract amount to \$115,777.00.
 - All of this spending will bring us to a total of \$792,276.68 leaving \$4,816.64 for admin funding.
 - **The QAB recommends** allowing New Milford Borough to use some additional funding if necessary.
 - **The QAB recommends** opening an application period for Low Volume Roads to fund an additional project to help spend the additional funding of \$75,413.09.
- Committee Recommendations – none
 - Training Request- Brian made a motion to send Jen & all the technicians to Wyoming County CD- Contractors Workshop. Bill seconded. Motion approved.

Informational items

- Commissioner Director Report
 - Susquehanna County was chosen for a video series on places of interest in the county
 - A vote will take place next week on the county separating from the Endless Mountain Visitors Bureau or not
- Nominating Organization Report
 - Farm Bureau- Bill Bayne
 - Meeting on Monday with Penn DOT at 10:00 in Gibson
 - Forest Landowners- Jim Kessler
 - Annual Dinner Meeting on January 19, 2023 at the Bible Conference at 5:30. Membership meeting & voting of officers will take place.
- District Manager Updates
 - Date for Envirothon has been set for April 28, 2023 @ Elk Mountain Ski Resort
 - Envirothon donation letters will be sent out in near future
 - AG Land Preservation Board met on 1/9/2023, Cobb Preservation to be finalized mid-February
 - E-Tides (System we use for reporting Sales Use Tax) is now retired. The new reporting system is called MyPath. District Manager is in the process of setting up this account but need to wait for the state to send a verification letter to the district.
 - 1099's have been submitted to Ventresca's for processing
 - Quarterly reports have been submitted for the 4th quarter of 2022
 - Working with the auditor to verify 2022 audit confirms for accounts open in 2022
 - ACAP is an ongoing topic and we continue to have meetings in reference to it.

- Staff is busy in all programs
- The district will be receiving a refund of \$1931.76 from Geisinger for minimal or no claims made to our policy for 2022. This refund is set to deposit on 2/1/2023
- Program Coordinator update-
 - Working on overhauling the internship position. Nate is working on a water quality monitoring program for the intern to run.
 - It seems like the complaint drought is over with, received 3 this week.
 - Working on digitizing files- Adrian has taken over this project
 - Website audit is being performed by staff
- Correspondences- Reviewed
- Staff Reports- Reviewed
- Comments from Public- None
- Adjourn- Robert made a motion to adjourn at 10:07. Bill seconded. Motion approved.