

SUSQUEHANNA COUNTY CONSERVATION DISTRICT
89 Industrial Dr., Montrose, PA 18801
Monthly Board Meeting
DATE: November 20, 2025
START TIME: 9:00 A.M.

Attendance

Directors- Robert Fearnley, Bill Bayne, Michael Oakley, Bill Shay, Curt Hepler, Jack McKee, Brian Severcool, Ed Price, Jim Kessler, Lillian Theophanis

Staff- Don Hibbard, Jennifer Ramey

Agency- Cait Connelly, Mike Antonishak, & Ain Welmon

- Call to Order- Curt at 9:00
- Pledge to the Flag
- Comments from the Public- None
- Agency Reports
 - DEP- Cait Skibiel - written and oral report
 - DCNR- Mike Antonishak- oral report
 - NRCS- Ain Welmon- oral report

Action Items

- Action on previous meeting minutes- Bill S. made a motion to accept the October's minutes as written. Jim seconded. Motion approved.
- Treasurer's Report- Robert made a motion to accept and file for audit. Ed seconded. Motion approved.
- Review and approval of monthly expenses- Michael made a motion to accept the monthly expenses. Bill S. seconded. Motion approved.
- 2026 Budget Committee Recommendation – Motion was made by Ed to approve the proposed 2026 budget. Lillian Seconded. Motion approved.
- Clerical Position recommendation – Robert made the motion to hire Maria Alden for the Clerical position based off of the district managers recommendation at a rate of \$18.50/hour starting January 5, 2026. Lillian Seconded. Motion approved.
Entered into Executive Session at 9:19 to discuss personnel, exited Executive session and returned to normal session at 9:27
- Personal Committee Recommendations- Robert made a motion to close the district office December 24th-26th and December 31-Jan 2nd, buy chocolates for staff, directors, & agencies for the holiday, hold a staff & directors' luncheon to take place immediately following the December Board meeting, staff to enjoy an evening holiday dinner together, and DM and PM to rollover any remaining time. DM to make arrangements for activities and purchases. Lillian seconded. Motion approved.

Informational items

- Commissioner Director Report- No County Commissioner present.
- Nominating Organization Report -
 - PA. Federation of Sportsmen and Conservation - Ed Price, oral report
Bear season starts 11/22/25
 - Forest Land Owners - Jim Kessler, oral report
 - Annual Dinner Meeting on January 22, 2026 at the Montrose Bible Conference

- Farm Bureau - Bill Shay, oral report
 - Annual convention – discussion of UCC codes and permits for fencing
- District Manager Updates – Jen gave an oral report, CDFAP reimbursement request has been submitted for July-September since the federal government shutdown has been lifted
- Program Manager Updates – currently in the process of meeting with staff to review delegation agreements, setting goals and focusing on events for the upcoming 2026 year.
- Correspondences – Reviewed
- Staff Reports – Reviewed
- Comments from the public – Lillian thanked everyone for their ongoing prayers and was thankful to be able to attend the meeting in person.
- Adjourn – Motion was made by Ed to adjourn at 10:05. Seconded by Bill Shay. Motion approved.