

**SUSQUEHANNA CONSERVATION DISTRICT**  
**89 Industrial Dr., Montrose, PA 18801**  
**Monthly Board Meeting Agenda**  
**DATE: October 20, 2022 START TIME: 9:00 A.M.**

**Attendance-**

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

**Agency**- Ain Welmon, Ty Moon, and Cait Skibiel joined remotely

**Staff**- Jennifer Ramey, Nathan Harpster, and Adrian Gregory

**Public**- Kevin Phalen, Mark Zavislak

Call to Order- Lillian at 9:00

Pledge to the Flag

Comments from the public- Kevin Phalen introduced himself and talked about his crossing and well project that he is working on with the district & NRCS and would like it completed by the end of 2022.

**Agency Reports**

- NRCS- Ain Welmon - written & oral
- DEP- Cait Skibiel - written & oral
- DCNR- Austin Noguera - written
- PFBC- Ty Moon - oral report

**Action Items.**

- 2021 Audit – Curt made a motion to accept the Audit report/findings presented by Mark Zavislak from Kohanski & Company. Seconded by Robert. Motion passed.
- Action on previous meeting minutes- Jim made a motion to accept the September 2022 minutes. Robert seconded. Motion approved.
- Treasurer's Report- Curt made a motion to accept and file for audit. Robert Seconded. Motion approved.
- Review and approval of monthly expenses- Brian made a motion to accept the monthly expenses. Jim seconded. Motion approved
- Agricultural Conservation Assistance Program (ACAP)- Curt make a motion to enter into a delegation agreement with the SCC and accept ACAP funding for projects. Doug seconded. Motion approved.
- Nutrient Management- Matt Neenan- Robert made a motion to accept Matt Neenan's Manure Management plan per the recommendation of Eric Johnson. Doug seconded. Motion approved.
- Lackawanna County Jr High Envirothon- Curt made a motion to help fund the Lackawanna County Jr High Envirothon at a cost of \$1500 due to Susquehanna County schools attending. Brian seconded. Motion approved.
- Geisinger Health Insurance Renewal- Bill made a motion to renew our Geisinger Health Insurance coverage with a rate increase of 8.51%. Brian seconded. Motion approved.

- Truck Tires- Curt made a motion to purchase two used truck tires from Montrose motors to put on the front of the Ford F-150. Brian will dispose of old tires. Doug seconded. Motion approved.

**Entered into executive session at 10:24 to discuss personnel.**

**Exited executive session and entered into regular session at 10:46.**

- Doug reviewed the following personnel committee recommendations:
  - Employee increases for 2023 based on COLA and Merit
  - Employee cellphone reimbursement increase for 2023
  - Title change for Don Hibbard from E&S Technician to Program Coordinator
  - Staff holiday gathering
  - Chocolates to be purchased for staff
 Doug made a motion to accept all personnel recommendations. Betsy seconded. Motion approved.
- 2023 Proposed Budget- Bill made a motion to approve and accept the 2023 budget. Robert seconded. Motion accepted.

**Informational items**

- Commissioner Director Report
  - Commissioners are working on the budget, no tax increases due to Act 13 funding.
  - Township Supervisors meeting today, 10/20/22 at the Bible Conference
  - Meeting about the development of Susquehanna County and discussions of creating a logo
  - There was a meeting yesterday with Ashley Kilmer about the Rec Center.
  - Betsy attended the Heritage Regional Luncheon
  - Betsy attended rail trail ribbon cutting
- Nominating Organization Report
  - Forest Landowners- Jim Kessler Reported
    - Woods walk happened October 2nd, 15 people attended, 4H provided lunch
    - Honesdale Bus Tour took place on October 10 to a Log Cabin manufacturer and a water powered sawmill. 60 people attended.
  - Farm Bureau- Bill Bayne Reported
    - Annual dinner took place
    - Making plans for next year's events
  - Trappers Association – Ed Price Reported
    - NWTF Jakes/SCFSC Family field Day took place and was a big success
    - Field trip to local warm water fish hatchery was a good time
- District Manager updates
  - Fiscal year has ended, 1<sup>st</sup> quarter reimbursements are due soon
  - Busy with CAP projects and grant application for 2023 CAP funding
  - Staff is very busy with complaints and projects

- Jen will be on vacation from November 14-18 and will not be attending November's board meeting
  - Darren Small repaired the driveway
- Correspondences- Reviewed
- Staff Reports-Reviewed
- Comments from Public- None
- Adjourn- Doug made the motion to adjourn at 11:24. Brian seconded. Motion approved.