



## **Greene County Conservation District**

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### **GREENE COUNTY CONSERVATION DISTRICT**

#### **REGULAR MEETING MINUTES**

**July 20, 2021**

#### **CALL TO ORDER AND INTRODUCTION OF GUESTS**

Mr. James Cowell called the meeting to order at 10:01 a.m. at Greene County Fairgrounds Building 10 4H Upstairs, 107 Fairgrounds Road, Waynesburg, PA.

Those in attendance were as follows:

#### **GREENE COUNTY CONSERVATION DISTRICT DIRECTORS**

James Cowell-Chairman; Greg Hopkins-Treasurer; William Wentzel-Secretary; Glodenna Halstead; Melissa Adamson; and Dave Shipman. Associate Directors: George Scull; Lewis Crouse; Sean Hilverding; and Keith Golden

#### **STAFF**

Lisa Snider-District Director; Lindsay Kozlowski-District Office Manager; Sara Hlatky-Nutrient Management Specialist; and April Morris-Fiscal Manager

#### **GUEST AND COOPERATING AGENCIES**

Bob Belicose and Samantha Strejcek of Maher Duessel

#### **PUBLIC COMMENTS**

There were no public comments.

#### **APPROVAL OF MINUTES**

*A motion was made by Dave Shipman to approve the June 15, 2021 minutes. Bill Wentzel seconded. (Motion Passed)*

#### **TREASURER'S REPORT**

*A motion was made by Bill Wentzel to approve the treasurer's report. Greg Hopkins seconded. (Motion Passed)*

#### **CORRESPONDENCE AND UPCOMING EVENTS**

**Pennsylvania Envirothon Director Nominations-** Ms. Snider mailed out the Envirothon Director Nominations form for the Envirothon Board. Anyone interested contact PA Envirothon directly or Ms. Snider.

**Pennsylvania State Board of Education-** Included in the meeting packet was a thank you letter for the submission by the Greene County Conservation District (GCCD) board regarding changes to school curriculum that included removing agricultural from the environmental education standards.

**Senate Bill 554-** The bill is effective end of August 2021 and sets new guidelines for the Sunshine Law. The changes involve how public meetings are handled regarding new business items after agenda has been posted and posting agenda prior to meetings.

**REAP Guidelines-** Ms. Snider emailed the guidelines to all board members for anyone interested in participating in the program.

**AG Progress Days-** Reminder that Ag Progress Days are August 10-12, 2021

**PACD Executive Council Meeting-** Reminded board members that SCC/PACD Joint Annual Summer Conference meeting is July 29, 2021 and registration is required to join the meeting.

**Nominating Organizations-** The 2021 nomination notice was submitted to Jeff Marshall, Chief Clerk by the State Conservation Commission (SCC). Nominations are due to the County by November 1 from all nominating organizations. Directors should reach out to nominating organizations to offer assistance with the process and answer any questions.

**Tree Farm Field Day-** Educational event will be held on September 18, 2021, at the Farm of Rebecca Trigger, Jefferson, PA. Registration is required at \$5.00/person.

**Wisecarver Master Plan Meeting-** Ms. Snider attended the master plan meeting and plans include softball fields, walking trails, concession stand, and parking lot. A copy of the final plan was circulated for directors review. Ground breaking for start of the ball field and parking lot is Thursday, July 22.

#### **STAFF REPORTS**

Written reports were included in the meeting packets.

**Lindsay Kozlowski-** Ms. Kozlowski spoke with T&B Excavating about disposable of tires for the recycling event. The operation has dumpsters and recently purchased a tractor trailer to increase hauling capacity and charge by weight not per tire. Mr. Hopkins spoke with Rick Smith after last months meeting about recycling tires. Mr. Smith charges \$75/ton and can take 6 ½ tons on the truck with an additional hauling fee.

**Zack Basinger-** Mr. Basinger remained in district office.

**Sara Hlatky-** Ms. Hlatky added a new intern, Paige Jones, started in June helping with the GRACE Program.

**Jared Zinn-** Mr. Zinn stayed in district office.

**April Morris-** Ms. Morris nothing additional to include.

Lisa Snider- Ms. Snider nothing additional to include.

### **OLD BUSINESS**

#### **Fairgrounds Building**

Mr. Cowell stated the new building looks great. Ms. Snider noted the doors are on back order and will be delivered soon. The building will not be complete by the Greene County Fair.

### **NEW BUSINESS**

#### **2020 Audit Draft and Findings Presentation-Maher Duessel Bob Belicose and Samantha Strejcek**

A draft of the Conservation District Audit Findings were available at the meeting with the following explanation:

Communication Letter is required for auditing purposes and is a template of what the purpose of the outside auditing process looks through when completing an audit. A sample of internal controls, test samples of purchases, bank statements, reconciliations, accounts receivable and accounts payable balances as of year-end. A walk through of those procedures is completed to ensure the correct process is being followed based on the size of the district. Due to state issued funds, a yellow book report is completed following specific standards. There were no difficulties in completing the audit. All items were issued in a timely manner. No Audit adjustments were purposed by Maher Duessel meaning that financial statements the board receives throughout the year are in good condition and give an accurate representation of funds within the district for decision making purposes.

Financial Statement show a breakdown of the district's funds throughout the current bank accounts. Based on budget vs actual some accounts are over the budgeted amount while other accounts came in under the budget amounts. The budgets are listed as guidelines for the district's income and expenses. Within the financial statement is the Independent Auditors Report that states in summary everything tested by the auditor's office with compliance and controls went well and no issues need reported.

Management Letter notes a segregation of duties with only one individual being responsible for accounting and processing of cash disbursements and receipts. This is common practice in districts of the same size and various controls are in place to try to mitigate this issue.

**Request for Assistance-** Listed as follows:

1. Elysian Fields Farm Inc.-Washington Township-250 Acres
2. Williams' Fruit and Nut Farm-Dunkard Township-9.37 Acres
3. R. Adrian Whipkey-Washington and Franklin Township-98 Acres

All requests are current GRACE applicants with site visits completed.

***A motion was made by Greg Hopkins to approve two of the Requests for Assistance, excluding Elysian Fields Farm Inc. that withdrew the application during the meeting. Dave Shipman seconded. (Motion Passed)***

#### **New Waterways Conservation Officer (WCO) Brian Guenin-DGLVR QAB**

Ms. Snider received an email from SGT Michael Walsh assigning WCO Brian Guenin as the new PA Fish and Boat Commissions representative on the Dirt, Gravel, and Low Volume Roads (DGLVR) Quality Assurance Board (QAB). Mr. Guenin assumes the position of Mr. Eric Davis.

### **PUC 2020 Funding \$61,921.62**

The Conservation District received the yearly Public Utility Commission (PUC) funding of \$61,921.62. The board decides what the funding will be used for and where to place the money, whether in a new CD or in an account already managed by the district. Current rates for CD funds are low at .3% for a two (2) year term.

***A motion was made by Greg Hopkins to deposit the PUC funding of \$61,921.62 into the Conservation District's General Fund and earmark for GRACE/Wisecarver. Melissa Adamson seconded. (Motion Passed)***

### **Active GRACE Contracts Extensions**

Ms. Hlatky included a spreadsheet of 2018-2019-2020 contracted vs remaining practices for the GRACE Program. After a brief discussion among board members, the following decisions were made:

An applicant that has not completed any practices or contacted the office will receive a letter stating the contract will be terminated the end of August 2021 unless contact is made with the district office. Applicants that have contacted the office and are having supply or any other issue, but have intentions of completing practices, will receive a letter asking the progress of contracted items.

***A motion was made by Dave Shipman to approve cancelling the one 2018 GRACE Program contract that has not been completed. Bill Wentzel seconded. (Motion Passed)***

***A motion was made by Melissa Adamson to approve sending letters to 2019 and 2020 GRACE Program participants to find out status of items contracted that have been partially completed. Greg Hopkins seconded. (Motion Passed)***

***A motion was made by Greg Hopkins to approve sending a letter to 2019 and 2020 GRACE Program participants that have not completed any of the contracted items stating the contract could be terminated if no action is taken. Dave Shipman seconded (Motion Passed)***

### **GRACE Forestry Cost Share Practices**

Ms. Hlatky received new rates for forestry practices from Mr. Russ Gibbs, Service Forester. Mr. Gibbs also recommended adding a statement to the contract regarding equipment purchases. Stating "Equipment purchases must be approved by the Greene County Conservation District Board prior to purchase, if to be considered for cost-share reimbursement." Most of the new rates are lower than previous years.

***A motion was made by Bill Wentzel to approve changes in 2021 GRACE Forestry Cost-Share rates. Greg Hopkins seconded. (Motion Passed)***

### **Greene County Fairgrounds Nutrient Management Plan**

Ms. Hlatky received the final Nutrient Management Plan for the Greene County Fairgrounds. Sara along with Laurel Rush, Regional Nutrient Management Program Coordinator, State Conservation Commission did a joint technical review with a visit to the Fairgrounds along with the locations of export. Some changes from last year include the number of horses at the Fairgrounds and a modification for a new roof.

***A motion was made by Bill Wentzel to approve the Greene County Fairgrounds Nutrient Management Plan. Dave Shipman seconded. (Motion Passed)***

## **2021-2022 DGLVR Ranking and Contract Approval**

The Dirt, Gravel, Low Volume Road (DGLVR) Quality Assurance Board (QAB) met last Thursday to rank DGR projects. Mr. Bill Wentzel, Mr. Phil Evans, Mr. Brian Guenin, Mr. Mike Walsh, Ms. Lisa Snider and Ms. Lindsay Kozlowski ranked three projects. Among the three, a new project in Richhill Township on Jacobs Run Road requires streambank stabilization and road fill. The QAB ranked the Randolph Hill Project in Greene Township that consists of drains, ditches and roadwork. The last project is Wayne Township, Goodwin Hill that requires culverts, rip rap ditch and updating existing crossings.

Rankings were as follow:

1. Richhill Township-Jacobs Run Road \$69, 165.77
2. Wayne Township-Goodwin Hill \$100,992.00
3. Greene Township- Randolph Hill \$80,000.00

The Dirt and Gravel Roads account has \$449,230.78 available funds to contract out.

***A motion was made by Dave Shipman to approve the recommendations from the DGLVR QAB for all three projects to receive funding, conditioning the Greene Township project to landowner approval before signing the contract. Bill Wentzel seconded. (Motion Passed)***

## **Springhill Township-Coon Run Crossing, Aleppo Township-Hewitt Jacobs, and Cumberland Township-Nesmith Road requested a 20% Increase Contract Amendment Dirt and Gravel Road Projects**

Ms. Snider stated the contracts for Springhill Township, Aleppo Township and Cumberland Township need a 20% increase amendment for the current contracts based on cost increases on stream crossing structures for projects.

***A motion was made by Bill Wentzel to approve an amendment of 20% increase on contracts for Springhill Township-Coon Run Crossing, Aleppo Township-Hewitt Jacobs, and Cumberland Township-Nesmith Road. Dave Shipman seconded. (Motion Passed)***

## **Qualifications Package for DGLVR Engineering Assistance**

Ms. Snider received one qualifications package from Mr. Rich Rush, Harshman Engineering, to help the district with DGLVR projects. Lisa stated the QAB was on board with possibly hiring an engineer to help townships with projects would be larger than the township can handle or require a stream crossing.

***A motion was made by Greg Hopkins to approve preparing documents for the hiring process of Harshman Engineering to work with the Conservation District on DGLVR Projects. Melissa Adamson seconded. (Motion Passed)***

## **Conservation District Board Members Term Expiration-Greg Hopkins and Melissa Adamson**

Ms. Snider asked both Mr. Greg Hopkins and Ms. Melissa Adamson to consider remaining on the board of directors. Mr. Hopkins said yes and Ms. Adamson will get an answer back to Ms. Snider soon.

## **Conservation District Bonding for Board Members**

Ms. Snider received an email from Betty Forman, Baily Insurance, regarding costs for increasing bonding for board members that sign checks for the district. To raise the amount bonded to \$500,000.00 the cost per year would be \$1750.00 currently the district spends \$700.00 for bonding.

After a lot of research, Ms. Snider believes, the district may not be covered under the County of Greene insurance coverage. Lisa along with Jeff Marshall, Chief Clerk, will speak with PCorp to verify if the district is covered or if the district should obtain different coverage.

*A motion was made by Greg Hopkins to approve increasing Greene County Conservation District Bonding amount to \$500,000.00. Dave Shipman seconded. (Motion Passed)*

**CONSERVATION DISTRICT OUTREACH**

No outreach.

**REPORTS FROM COOPERATING AGENCIES**

No cooperating agencies in attendance.

**EXECUTIVE SESSION**

No executive session needed.

**NEXT REGULAR MEETING**

The next regular meeting will be August 17, 2021 at 10:00 a.m. Greene County Fairgrounds.

**ADJOURNMENT**

*A motion was made by Dave Shipman to adjourn the meeting at 12:28 p.m. Greg Hopkins seconded. (Motion Passed)*

Respectfully submitted,



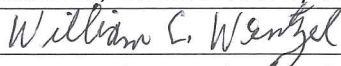
April Morris  
Fiscal Manager

**MEETING MINUTES CERTIFICATION**

We, the undersigned, agree that the minutes taken above were approved in their entirety by the Greene County Conservation District on September 21, 2021.



Chairman, Greene County Conservation District



Secretary, Greene County Conservation District