



## **Greene County Conservation District**

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### **GREENE COUNTY CONSERVATION DISTRICT REGULAR MEETING MINUTES November 19, 2019**

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

Chairman Cowell called the meeting to order at 10:01 a.m. at Greene County Conservation District Conference Room, 22 West High St., Waynesburg, PA.

Ms. Carol Adamson led the Pledge of Allegiance.

Those in attendance were as follows:

#### **GREENE COUNTY CONSERVATION DISTRICT DIRECTORS AND ASSOCIATE DIRECTORS**

Jim Cowell-Chairman; Commissioner Trader-Vice Chairman; Mike Belding-Secretary; Bill Wentzel-Public Director; Dave Shipman-Farmer Director. Associate Directors-Jerry Day; Greg Hopkins; Becky Salosky; Carol Adamson; Glodenna Halstead; Gay Thistle; and Dominick Barbetta.

#### **STAFF**

Lisa Snider-District Manager; Lindsay Kozlowski-Assistant Manager/Environmental Program Specialist; Ben Schweiger-Conservation Technician; and April Morris-Fiscal Officer.

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

Eric Davis-PA Fish and Boat Commission (PAFB); Christopher Bence-PA Game Commission (Greene County); Adam Traynor-PA Game Commission (Washington County); Michal Roup-Farm Service Agency (FSA); Stuart Demanski-PA Department of Environmental Protection (PADEP)

#### **PUBLIC COMMENTS**

There were no public comments.

#### **APPROVAL OF MINUTES**

*A motion was made by Bill Wentzel to approve the September 17, 2019 minutes. Dave Shipman seconded. (Motion Passed)*

### **TREASURER'S REPORT**

Ms. Snider received a letter for Greene County Conservation District from PA Department of Treasury for unclaimed funds. A letter was created, for Mr. Cowell to sign, stating Ms. Snider may represent the district and apply for the available funds.

***A motion was made by Mike Belding to approve the treasurer's report.  
Commissioner Trader seconded. (Motion Passed)***

### **CORRESPONDENCE AND UPCOMING EVENTS**

#### **Evaluation for Possible Redesignation of Bacon Run, Glade Run, Bell Run, Meadow Run and unnamed tributaries to Dunkard Creek**

Ms. Snider included a letter regarding the evaluation of redesignation for a few creeks that flow into Dunkard Creek. This evaluation may be the result of a fish kill that happened some years ago and to verify these locations are still considered a warm water fishery.

#### **Pennsylvania Envirothon Endowment Fund**

Ms. Snider added a brochure on the endowment fund for the PA Envirothon. Anyone interested in donating to the fund can do so using this form.

### **STAFF REPORTS**

Written reports were included in the meeting packets.

**Lindsay Kozlowski** – Ms. Kozlowski received donations for next year's Envirothon from Dominion and Green Team. Lindsay spoke with Mr. Kevin Willis who has received a donation from Chevron for the 2020 season.

**Zack Basinger** – Mr. Basinger was out of office at Ag Outreach training with Ms. Hlatky.

**Ben Schweiger** - Mr. Schweiger is focusing on encumbering a farm for Farmland Preservation. Ben has received several receipts from applicants for lime reimbursement. Mr. Cowell added there was a discussion about a cutoff period for use of the lime spreader, around the end of November. This will allow for the service of the equipment to be completed while stored for the winter months.

**Sara Hlatky** - Ms. Hlatky was out of office at Ag Outreach training with Mr. Basinger.

**Jared Zinn** – Mr. Zinn was attending a meeting concerning potential funding through DCMR for the Waynesburg Softball Association Ballfield improvements.

**Lisa Snider** – Ms. Snider added changes are being made to the 102 program. PAG01 for small projects permit of less than 5 acres and PCSM BMP project changes. The changes should take effect by the beginning of the new year. Ms. Snider added that Mr. Zinn is finished with the Burwell Cemetery project and final payment was issued. There are additional funds available from this grant, Lisa will address later in the meeting.

## **OLD BUSINESS**

### **Burwell Cemetery**

Ms. Snider stated this project is complete and final payment was issued.

## **NEW BUSINESS**

### **Request for Assistance**

There were no requests for assistance to bring before the board.

### **Burwell Cemetery**

Ms. Snider stated a grant was given to the Conservation District from Department of Environmental Protection (DEP) of \$20,000. Only a little over \$4,000 was used to complete this project. Leaving about \$15,000 to be used. Mr. Bill Kcenich stated the district can use this grant towards another stream improvement project. Lisa asked the board and associate board to think of projects that are suited for these additional grant funds.

### **NACD Poster Contest**

Ms. Snider noted Mr. Zinn would like to send out the poster contest information at the beginning of the 2020 year to give teachers more time with students. This year's theme is "Where would we BEE without Pollinators?" Mr. Zinn is asking for up to \$1,500.00 to cover the cost of prizes for the winners of the poster contest, along with the coloring contest for younger students.

***A motion was made by Mike Belding to support the poster contest with up to \$1,500.00 in cost of prizes for winners. Bill Wentzel seconded. (Motion Passed)***

### **GCCD Promotional**

Ms. Snider received samples of hats and keychains from Toby Fancher, Communication Development Company. The keychains will be used for the grazing sticks and have the conservation district website, email, and office number listed. The hats will be for Dirt and Gravel Road and Low Volume Road projects. The hat will have the district logo and the program name. Ms. Snider would like to give the hats to the township supervisors. Board or associate board members can also receive a hat using their allotted clothing allowance. The payment of the keyrings will be made from the Conservation District General Fund. The payment for the hats will be made from the Low Volume Road account.

***A motion was made by Mike Belding to purchase 500 of the plastic keyrings with the appropriate district logo and message to be used on the grazing sticks. Commissioner Trader seconded. (Motion Passed)***

***A motion was made by Mike Belding to purchase 144 brown waxy/oily hats. Bill Wentzel seconded. (Motion Passed)***

Ms. Snider noted that Ms. Kozlowski worked with Fanatic Impressions to create an online store for t-shirts and sweatshirts for the conservation district. Along with the

online store, members can purchase items with Land's End Business and have the logo embroidered on any item. Each board member and associate board member receive up to \$100.00 in a clothing allowance they can use towards the purchase on these sites.

#### **New Vehicle Lease/Purchase Quote**

Ms. Snider included quotes on two options for vehicles to lease or purchase. The quoted amounts are higher than anticipated. Ms. Snider spoke with Mr. Jeff Novak in Maintenance regarding purchasing a vehicle outright or doing a trade of a current vehicle.

#### **2020 District Associate Directors**

Ms. Snider asked the conservation board and associate board members for names of individuals that may be interested in participating with the district as an associate member. The meeting packet included a sample of the letter that would be sent, position description, and a list of individuals that were previously asked with current members listed. Names given were: George Scull, Walt Stout, Lance Kerr, Keith Golden, Ray Stockdale and township supervisors. Ms. Snider will check with Mr. Jeff Marshall, Chief Clerk, for any additional names.

*A motion was made by Dave Shipman to send the above-mentioned individuals a letter asking them to sit on the Conservation Board as an associate member. Bill Wentzel seconded. (Motion Passed)*

#### **2020 GCCD Delegates**

Ms. Snider will need two appointments for the 2020 delegates. The first being Mr. Trader as the Commissioner Representative for Penn's Corner RC&D. The second is Mr. Bradley Eisiminger for Pennsylvania Association of Conservation Districts (PACD). This discussion will continue at the January 21, 2020 meeting.

#### **2020 GCCD Meeting Dates and Times**

Ms. Snider included a list of 2020 meeting dates with possible changes in times. Mr. Cowell questioned about alternating day and evening meetings from 10am to 5pm every other month. The meetings will be as listed unless a change is needed and notification will be published in the local newspaper.

**January 21, 2020-Re-Organizational Meeting**

**February 18, 2020**

**March 17, 2020**

**April 21, 2020**

**May 19, 2020**

**June 16, 2020**

**July 21, 2020**

**August 18, 2020**

**September 15, 2020**

**October 20, 2020**

**November 17, 2020**

**December 15, 2020**

***A motion was made Dave Shipman to keep the meeting dates as listed above and keep the time at 10:00am. Bill Wentzel seconded. (Motion Passed)***

**2020 GCCD Budget**

Ms. Snider included a copy of the proposed 2020 budget for Greene County Conservation District. Dirt and Gravel Road and Low Volume Road Funding was not available at this meeting. General Fund, Chapter 102, Chapter 105, Scholarship Fund and GRACE Funding were included in this budget. Each fund is broken down and categorized based on where funding is spent. Mr. Belding along with Mr. Cowell and Mr. Headlee reviewed each part of the budget and agreed it was sufficient.

***A motion was made by Dave Shipman to approve 2020 Greene County Conservation District budget. Bill Wentzel seconded. (Motion Passed)***

**2020 Annual Plan of Operations APO**

Ms. Snider submitted the Annual Plan of Operations for 2020 working year. A few changes were made from last year. Dirt and Gravel Roads is now a category. Items listed are not employee specific.

***A motion was made by Bill Wentzel to approve the 2020 Annual Plan of Operations for Greene County Conservation District. Dave Shipman seconded. (Motion Passed)***

**2020 Staff Conference-State College, PA-February 12-13, 2020-\$65/Person**

Ms. Snider would like all staff to attend the upcoming PACD conference. Lisa believes the sessions listed have valuable information for each staff member. Ms. Snider will discuss sending staff with the new commissioners

***A motion was made by Mike Belding to allow staff to attend the 2020 Staff Conference in State College, PA. Bill Wentzel seconded. (Motion Passed)***

**Airport Hangar Rental**

Ms. Snider checked with Mr. Jake Blaker, Fairgrounds Director, and Ms. Pam Blaker, Parks and Pools Manager, regarding renting an airport hangar to store equipment the Conservation District owns. At this time, no hangars are available.

**Dirt and Gravel Road Project Contract Approvals and other Dirt and Gravel Road Program Changes**

Ms. Snider along with Ms. Kozlowski, Mr. Wentzel, Mr. Davis, and Mr. Evans, as part of the QAB, went out to review five projects for funding. The November 6, 2019 meeting minutes were included in the packet for review. The Carmichaels Borough project was not adequate and did not meet standards to qualify for funding. There was no erosion activity, no potential for pollution, and no stream within the project area. A decision was not made regarding 2019 Dirt and Gravel Road Projects and how to distribute funds. The amount of funds needed is more than the amount of funding available at this time. Ms. Snider spoke with Springhill and Cumberland Townships and was able to

cut back on the amount of funding both townships will need. The total cost is \$490,000.00+ with available funds of \$427,000.00. Leaving about \$62,000.00 overage needed to fund all projects. Ms. Snider is requesting up to \$100,000.00 from the Conservation District until the Dirt and Gravel Road Funding comes through in July 2020. Most projects listed are major and will take time to get started. Ms. Snider verified with Dirt and Gravel Road Program that over contracting projects was an acceptable procedure as long as the Conservation District was able to distribute funding, as needed. QAB recommended funding all projects submitted of \$490,000.00.

***A motion was made by Commissioner Trader to approve up to \$100,000.00 from the Conservation District General Fund to cover DGR contract expenses and reimburse the general fund when the 2020 Dirt and Gravel Low Volume Road funds become available. Dave Shipman seconded. (Motion Passed)***

Ms. Snider stated the QAB would like to change application schedule. QAB recommends two rounds per year, June 30 and October 31, for deadline application submissions.

QAB needs a new alternate, as Mr. Rice is still listed. Mr. Shipman was suggested as an alternate. Mr. Shipman accepted the position.

Below are changes needed in the policies and procedures for the Dirt and Gravel Road Program:

- A change in language where listed "person in charge for the day" needs changed to "supervisor". D&GR Program changed the policy that only a supervisor can be in charge of projects.
- Dirt and Gravel Roads Program would like to receive applications on a continuous basis with the cut off dates being June 30 and October 31 of each year.
- Add line #18 on the policy that states no bag concrete is used for head walls.
- Add to policy DSA are only possible if certified DSA can be found.
- Add language that a certified payroll receipt is required for final payment if prevailing wage is being funded.
- Add that a copy of the 811 call receipts be attached to paperwork.
- Add a pre-bid meeting must be completed with township supervisor, engineers, and Dirt and Gravel Road members before a bid is submitted.
- Add under incentives \$100/day for anyone attending annual workshop.

***A motion was made by Commissioner Trader to approve above listed changes to the Policy and Procedures for Dirt and Gravel Road Program. Bill Wentzel seconded. (Motion Passed)***

Ms. Snider would like to initiate an annual end of county event to see Dirt and Gravel Roads projects that have been completed. Lisa would like to bring townships together to help them work through the Dirt and Gravel Road Applications, answer questions,

and receive feedback on what the townships think about the program. Ms. Snider also suggested a breakfast meeting with townships for the same purpose.

Ms. Snider added the nominee for Dirt and Gravel Roads Project of the year award for the 2019 Annual Banquet is Jackson Township. The township has completed large projects and handled the funding with ease this past year.

***A motion was made by Mike Belding to approve the above listed two meetings with township supervisors and Jackson Township as nominee for 2019 Dirt and Gravel Roads Project of the year. Bill Wentzel seconded. (Motion Passed)***

#### **State Conservation Commission Conservation District General Advisory Committee**

Ms. Snider has been involved with conference calls and giving advice, from a district manager perspective, on when changes are made and how it affects the district. The advisory committee helps open lines of communication between all districts in the state on concerns and changes to programs. Each region will need a representative to help with decision making.

***A motion was made by Commissioner Trader to nominate Lisa Snider, District Manager, as representative for Greene County Conservation District. Dave Shipman seconded. (Motion Passed)***

#### **Grace Program**

Mr. Schweiger had two contracts up for amendment with one participant declining. Mr. Robert Patterson cancelled the contract due to not being able to complete the fencing portion. Mr. Corbly Orndorff was approved for \$2,450.00 for lime and fertilizer for fields. Mr. Orndorff is requesting a change on his contract from payment for lime and fertilizer to a spring development system. Corbly has issues obtaining enough water on one field and would like to have a system in place to help with this problem. Mr. Schweiger noted that spring developments are listed at \$2,500.00 and asked that Mr. Orndorff's contract be increased by \$50.00. Ben also noted two farmers declined the contracts that were approved. Mr. James Willis for \$800.00 in fertilizer and Mr. David Knepp for \$1,350.00 of lime for a field Mr. Knepp is unable to finish.

***A motion was made by Mike Belding to approve amendment to Mr. Corbly Orndorff's contract for a spring development system at \$2,500.00. Dave Shipman seconded. (Motion Passed)***

Ms. Snider added a committee meeting with Mr. Russ Gibbs, Ms. Gay Thistle, Mr. Bill Wentzel, Mr. Ben Schweiger, Ms. Sara Hlatky, and Ms. Lisa Snider to go over changes with Mr. Gibbs on Forestry incentives.

#### **Envirothon**

Ms. Kozlowski noted the date of the county Envirothon will be April 29, 2020. The state Envirothon is set for May 19, 2020. The Conservation District hosts a T-shirt contest for students to submit t-shirt designs. The winner chosen will receive a \$100.00 prize.

***A motion was made by Bill Wentzel to approve \$100.00 prize to the t-shirt contest design winner. Mike Belding seconded. (Motion Passed)***

Ms. Snider added the yearly Pennsylvania Envirothon donation, for the scholarship program, can be issued. In 2019 the district donated \$500.00 towards the program.

***A motion was made by Mike Belding to donate \$500.00 for the Pennsylvania Envirothon Scholarship Program. Bill Wentzel seconded. (Motion Passed)***

Ms. Kozlowski stated the district received approximately \$8,600.00 in donations and expenditures cost about half that amount. Letters will be sent requesting donations from local companies for the 2020 event. Lindsay noted the district will not apply for the mini grant of \$700.00.

### **Catfish in the Classroom**

Mr. Eric Davis, PA Fish and Boat Commission, is working with Carmichaels Middle School, Mapletown, West Greene Middle School and Beth Center in Washington County to provide Catfish in the Classroom to students. Waynesburg University received 400 catfish yesterday to distribute between the schools. Mr. Davis, on behalf of the partnering schools, is in need of three bait buckets to transport 20 catfish to each school. The buckets are available for purchase at the Waynesburg Walmart for \$70.66.

***A motion was made by Commissioner Trader to donate \$70.66 to purchase the three bait buckets. Mike Belding seconded. (Motion Passed)***

### **CONSERVATION DISTRICT OUTREACH**

There was no additional outreach.

### **REPORTS FROM COOPERATING AGENCIES**

Mr. Eric Davis, PA Fish and Boat Commission, stated a grant for boating facilities access was reopened at the beginning of November. This grant is available for all levels of government including municipalities along with anyone holding a 501C3. The grant can be used for land acquisition, engineering costs, materials or anything that will enable boating access for public use. Deadline is December 31, 2019 to apply for the grant.

Mr. Christopher Bence and Mr. Adam Traynor, PA Game Commission, commented on Senate Bill 147 passed to include three Sunday's of hunting. One Sunday in deer archery, one Sunday in deer rifle and one Sunday the game commission will choose. The bill is now awaiting approval from the governor. The bill will also include stricter penalties for trespassing. Another bill 1772 is being fast tracked right now that will allow private land owners to use purple paint instead of posted signs.

Ms. Michal Roup, Farm Service Agency, advised about a market facilitation program. Individuals must have eligible commodities to qualify for the program. The deadline to participate is December 6, 2019. LAA election will be held in 2020 for Washington County and 2021 for Greene County. Ms. Roup is attending a conservation training in

Harrisburg December 9-12, 2019. Michal stated new programs should be implemented beginning in 2020 for conservation along with the Conservation Reserve Enhancement Program (CREP).

Mr. Stuart Demanski, PA Department of Environmental Protection (PADEP), added the recent hire of three biologists and one engineer. Interviews are happening for the watershed manager position. Stuart noted the Growing Greener Grant application period is open until December 20, 2019. There is \$30 million available for grant applications, \$15 million designated for the Chesapeake Bay Area. The department is accepting applications from municipalities for storm water volume control. Mr. Demanski stated the department is evaluating all 65 PA Conservation Districts 102 program. Stuart noted 105 general permits for PennDOT will be run through the regional DEP. Mr. Demanski attended a conference mentioning an increase of permit fees. The increase will need to be authorized by legislation. The increase is based on the cost of fees in neighboring states which are 100-500% higher than those in PA.

#### **EXECUTIVE SESSION**

There was no need for an executive session.

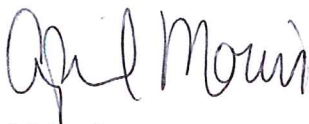
#### **NEXT REGULAR MEETING**

The Next Regular Meeting will be December 11, 2019 at 4:00PM at Valley View Farm followed by Annual Awards Banquet at 5:00PM

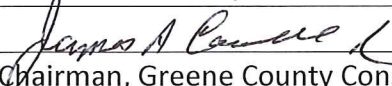
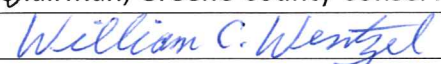
#### **ADJOURNMENT**

*With no further business to discuss, a motion was made by Dave Shipman to adjourn the meeting at 11:38 a.m. Bill Wentzel seconded. (Motion Passed)*

Respectfully submitted,



April Morris  
Fiscal Officer

<b><u>MEETING MINUTES CERTIFICATION</u></b>	
We, the undersigned, agree that the minutes taken above were approved in their entirety by the Greene County Conservation District on <u>January 21</u> , <u>2020</u> <u>ADM</u>	
	
Chairman, Greene County Conservation District	
	
Secretary, Greene County Conservation District	