



Greene County Conservation District

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GREENE COUNTY CONSERVATION DISTRICT

REGULAR MEETING

MINUTES

November 20, 2018

CALL TO ORDER AND INTRODUCTION OF GUESTS

Vice Chairman Jim Cowell called the meeting to order at 10:00 a.m. at the Greene County Conservation District Conference Room, 22 West High St., Waynesburg, PA. Those in attendance were as follows:

GREENE COUNTY CONSERVATION DISTRICT DIRECTORS AND ASSOCIATE DIRECTORS

Jim Cowell-Vice Chairman; Tom Headlee-Treasurer; Mike Belding-Secretary; Bill Wentzel-Public Director; Jim Jones-Farmer Director; Bill Cree, Jr.-Associate Director; Jerry Day-Associate Director; Greg Hopkins-Associate Director; and Glodenna Halstead- Associate Director.

STAFF

Lisa Snider-District Manager; Lindsay Kozlowski-Assistant Manager/Environmental Program Specialist; Zack Basinger-Environmental Program; Ben Schweiger- Conservation Technician; Sarah Hlatky-Conservation Technician; David Whitacre-Conservation Technician; and Rebecca Salosky-Temporary Fiscal Officer.

Ms. Snider introduced two recently hired conservation technicians, Sara Hlatky and David Whitacre. Ms. Hlatky, a resident of Dilliner, is a graduate of Waynesburg University. Mr. Whitacre is a Morgantown, WV resident and is a graduate of West Virginia University.

GUESTS AND COOPERATING AGENCIES

Phil Evans-NRCS

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF MINUTES

A motion was made by Tom Headlee to approve the minutes of the October 16, 2018 meeting. Bill Wentzel seconded. (Motion Passed)

TREASURER'S REPORT

A motion was made by Mike Belding to accept the treasurer's report. Bill Wentzel seconded. (Motion Passed)

CORRESPONDENCE AND UPCOMING EVENTS

Appalachian Grazing Conference – The 2019 conference will be held March 7-9, 2019 in Morgantown, WV. Southwest PA Project Grass will sponsor a farmer to attend the conference. Following a brief discussion, GCCD will select an interested farmer who participated in Greene County's Reinvestment in Agriculture: Cost Share Enhancement (GRACE) program for consideration. GCCD staff will provide the names of interested farmers at the next GCCD meeting.

GCCD will pay the registration fee for any GCCD director who wants to attend.

PA State Conservation Commission (SCC)-Strengths, Weaknesses, Opportunities, Threats Analysis (SWOT Analysis)

Information regarding this matter was mailed to GCCD board members for review and comment. Ms. Snider noted her comments as follows.

- Working with PACD. Conservation Districts (CD's) meet with the PA Association of Conservation Districts (PACD) on a quarterly basis to discuss their priorities and concerns. Does the SCC consider comments from those meetings?
- Are members of the SCC informed of CD's activities? Perhaps a quarterly newsletter could be developed.
- Nutrient Management Program. It's too difficult and expensive to update nutrient management plans. Instead of requiring that plans be rewritten, perhaps a field visit could be made to determine if any changes occurred.
- A program account. An accurate account of how much CD's receive and spend for Chapter 102, Chapter 105, Erosion and Sedimentation (E&S), etc.
- In summary, the SCC needs to communicate with the PA Department of Environmental Protection (PA DEP) to determine who completes the permitting under the Chapter 102 and 105 programs. CD's have a Memorandum of Understanding with PA DEP to administer the Chapter 102 and 105 programs; however, recently, some of the administrative duties of the 105 program were taken away from CD's and will now be completed by PA DEP. This could slow down the permitting process and affect future development.

Following a brief discussion, the board agreed to the submission of the above comments.

STAFF REPORTS

Written reports were included in the meeting packets.

Lindsay Kozlowski – The annual awards banquet will be held on December 12th, 2018 at Valley View Farm along Route 218 near Waynesburg. Ms. Kozlowski has prepared invitations for the event. GCCD staff have prepared a photo book to be presented to the Carmichaels Envirothon Team at the banquet. A copy of the book was distributed.

Zack Basinger – Mr. Basinger is working to complete the review of E&S plans before the holiday season. Ms. Snider and he recently completed the grant application for the West Nile Virus (WNV) Program. Soon, he hopes to provide on-site training, regarding site inspections, to the new staff members

Jared Zinn – On behalf of Mr. Zinn, who was absent due to a scheduled vacation, Ms. Snider noted the following regarding the CATTFish program. Eric Davis, Waterways Conservation Officer, PA Fish and Boat Commission has assisted with the program; however, due to his busy schedule, his state office has requested that he no longer assist with the program. He is working with the schools, on his own time, to try to get them to take over his role.

Ben Schweiger – Mr. Schweiger has been busy getting contract signatures for the GRACE program. Also, he is working to obtain his Ag Link account through the USDA Natural Resources Conservation Service (NRCS). This account will provide the tools needed to complete conservation plans, etc.

Lisa Snider - Regarding the WNV grant contract, electronic signatures will be required and Ms. Snider asked Mr. Cowell and Mr. Belding to watch their e-mail for a signature request from PA DEP. A logo design, completed by Toby Fancher, was presented to the board. GCCD staff will determine what items (letterhead, envelopes, business cards, stickers, patches, etc.) are needed for logo placement. Mr. Fancher is also preparing a sign to be placed in GCCD's conference room window. Price quotes will be received from Mr. Fancher and Ms. Ginelle Michael, Greene County Purchasing Director.

Regarding GCCD director appointments, Mr. Jim Cowell is expected to be re-appointed by the Greene County Commissioners at their next meeting. Action on the appointment of someone to complete the term of Chairman Bradley Eisiminger, who recently passed away, will be taken early in 2019.

The following awards will be presented at this year's awards banquet.

Outstanding Cooperator Award – Curt Hughes
Dirt & Gravel Road Award – Cumberland Township – Carter Road Project
Carmichaels Envirothon Team and Advisor Kevin Willis
West Greene FFA
Public Speaker Award Waynesburg FFA
Chuck Kubasik- Service Award

Regarding the Farmland Preservation Program, since problems arose with two of the farms they were working to preserve (Dominick Barbetta and Jim Willis), the Greene County Farmland Preservation (GCFLP) board is now working to preserve a parcel on the farm of William Milesky. In order to encumber the funding by the end of the year, a lot of work must be completed.

OLD BUSINESS

Burwell Cemetery – Bald Hill Church Road
There was nothing new to report on this matter.

NEW BUSINESS

Request for Assistance

Rebecca Trigger – 137 acres – Jefferson Township

A motion was made by Bill Wentzel to accept this request for assistance. Mike Belding seconded. (Motion Passed)

Envirothon

The 2019 Greene County Envirothon will be held on Thursday, May 9th, 2019 at Hunting Hills. The state competition will be on May 21-22, 2019 at the University of Pittsburgh Johnstown.

The implementation of a t-shirt contest was discussed at a previous GCCD meeting. Plans are to invite high school students to design a t-shirt to be used for the 2019 event. Information regarding the contest will be mailed to the Envirothon advisors, who will be asked to distribute the information to the art teachers at the school. The board was asked if they wish to award a prize to the student who designs the winning logo.

Following a brief discussion, a motion was made by Bill Wentzel to award a prize of \$100.00 to the student who designs the winning logo. Mike Belding seconded. (Motion Passed)

The annual donation request was received from the PA Envirothon.

Following a brief discussion, a motion was made by Tom Headlee to donate \$500.00 to the PA State Envirothon. Bill Wentzel seconded. (Motion Passed)

To date, funding donations have been received from Dominion, Bankson Engineers and Greene Team. Mr. Jones noted that he would like to make a corporate donation of \$1,000.

Fiscal Officer Position

Ms. Lauren Weaver, who was hired to replace Rebecca Salosky, resigned from the position in October. Ms. Snider distributed copies of the applications received, two of which, are from county employees. The position will probably not be filled until early 2019. At Ms. Snider's request, the GCCD board agreed to extend the application period and advertise the position to a larger audience. Ms. Salosky has agreed to return temporarily until someone is hired.

Grazing Sticks

At the last GCCD meeting on October 16th, 2018, the board approved the expenditure to purchase up to 250 grazing sticks at \$8.00 per stick from Southwest PA Project Grass (SPPG). In the end, the board decided to purchase 200 grazing sticks and the order was placed. An additional 25 sticks will be supplied by SPPG. Ms. Snider noted that GCCD's new logo may be placed on the sticks.

Mini Grant Application – Freeport Township for Repairs and Maintenance to Levee

Ms. Snider noted that many may not know of the levee, inspected annually by the US Army Corps of Engineers and the PA DEP, in Freeport Township. In accordance with the easement, written when the levee was built, possibly in the 1980's, no structures, trees, etc. are permitted to be placed on the levee walls. Failure to comply with the easement, could jeopardize the flood insurance coverage in the event of a flood in the area.

A new supervisor has taken office at the township and is trying to address the insufficiencies noted in the inspections. The supervisor has provided a drawing that includes some of the repairs needed including; the removal of gravel bars, streambank stabilization, baffel repair, coverage of a gas line, etc. He will also provide a cost estimate. Ms. Snider and Mr. Zinn have both worked with the township to acquire funding to address the problems; however, at this time, no state funding is available. Consequently, the GCCD board was asked to consider the approval of a mini grant to help with the repair of the levee.

Following discussion, a motion was made by Mike Belding to approve a mini grant of up to \$5,000 for GCCD's authorized expenditures, to help with the repair of the levee. Jim Jones seconded. (Motion Passed)

Community Bank – Letter Authorizing Staff to Inquire on Accounts

Ms. Snider noted that since GCCD staff are not included as signers on bank accounts, they are not permitted to make inquiries regarding those accounts. GCCD can authorize staff members, with a letter to the bank, to inquire about the accounts when necessary.

She discovered this when the bank misread a check that was written to her for \$16.24. The bank read the check amount to be \$16.04. In order to reconcile the account, a check needs to be written to her in the amount of \$.20.

Following discussion, a motion was made by Tom Headlee to send a letter to Community Bank giving Ms. Snider and the Fiscal Officer authorization to inquire about the bank accounts and also to check with the bank to see if on-line banking could be used in a limited fashion, to view account information, and if so, authorize the GCCD Manager and Fiscal Officer to have access. Bill Wentzel seconded. (Motion Passed)

2017 Audit

The accounting firm of Zelenkofske Axelrod LLC spent about a week in the GCCD office to complete the audit. The final document was not available in time for today's meeting and will be e-mailed to the GCCD board upon receipt.

If the board desires, staff from the firm may be available to attend GCCD's January meeting to discuss and answer questions regarding the audit.

2019 Budget

A copy of the proposed budget was distributed at the meeting for review and possible action at the December meeting. Due to time constraints, a meeting of GCCD's budget committee was not held.

Ms. Snider noted the following.

- The front page includes all of GCCD accounts, the total of each account and the expenses up to November 15th, 2018.
- The second page contains the general fund accounts held at First Federal, Community Bank and First National Bank. Deposits from the oil and gas well program, the Conservation District Fund Allocation Program (CDFAP), Agriculture Conservation Technician (ACT) program, Nutrient Management (NM) program, etc. are placed in these accounts.
- Separate budgets were prepared for the Chapter 102, and Chapter 105. The estimated income of the NPDES, ESCGP and Chapter 105, were decreased due to the changes in the review of oil and gas projects.
- Separate budgets were also prepared for the Dirt and Gravel Road program, with an approximate account balance of \$837,520, and Low Volume Road Programs. As soon as the state announces the amount of funding for these two programs, it will be included in the budget.
- A separate budget was also prepared for the Act 13 Public Utility Commission (PUC) funding. Annually, approximately \$58,000 is received and is allocated to be used for the GRACE program.

West Nile Virus (WNV) Grant Tick Surveillance

Funding is included in the WNV grant to conduct tick surveillance two times next season.

Dirt and Gravel and Low Volume Road Applications

Ms. Snider noted that proposed projects, advertised for bid, in Cumberland, Jackson, and Monongahela Townships will cost more than expected to complete due to the bids not reflecting the amount of township work needed.

An increase of approximately \$52,135.01 of D&G Road funding is needed for the Jackson Township and the Carter Road projects which would leave a balance of approximately \$20,247.69 in that account.

Following discussion, a motion was made by Tom Headlee to approve the following. Bill Wentzel seconded. (Motion Passed)

Low Volume Road Funding

Monongahela Township

Robena Road Project

An increase of \$17,200.00

Dirt and Gravel Road Funding

Jackson Township

Jones Road Project

An increase of \$12,870.80

Cornwall/Kiger Hill Road Project

An increase of \$22,574.40

Cumberland Township

Carter Road Project

An increase of \$16,689.81

Ms. Snider noted that the contract Carter Road project will require a new contract.

The following new applications have been received for the program.

Center Township – Barton Hollow Road

Greene Township – Roberts Run Road

Morgan Township – Bowser Road

Morgan Township - Mahley Road

At this time, the Barton Hollow Road project is extensive and probably cannot be funded, but funding could be available next summer.

2019 Donations to the Greene County FFA Improvement Association & Ralph Bell Bird Club

Following a brief discussion, a motion was made by Mike Belding to approve a donation of \$1,500 to the Greene County FFA Improvement Association and \$1,500 to the Ralph Bell Bird Club. Jim Jones seconded. (Motion Passed)

2019 Meeting Dates

A copy of the proposed meeting dates was included in the meeting packets. With the exception of the May, and December meetings, the GCCD regular meetings will be held on the third Tuesday of each month at 10:00 a.m. The May meeting will be held on May 14th, 2019 and the December meeting will be held on December 11th, 2019.

A motion was made by Bill Wentzel to approve and advertise the GCCD meeting dates. Tom Headlee seconded. (Motion Passed)

Associate Directors

In addition to our current associate directors, the following individuals will be invited to serve as public associate directors with GCCD.

Carol Adamson

Joel Folman

Chuck Kubasik
Becky Salosky

Grace Program Application Period

Following a brief discussion, a motion was made by Jim Jones to advertise the Grace program with the application period to begin on January 1, 2019, schedule the project approval by GCCD at their September 17, 2019 meeting, and state that funding availability will be determined. Mike Belding seconded. (Motion Passed)

Lime Reimbursements

Mr. Schweiger noted the following. Applicants who are applying for lime through the program are given a list of suppliers, that includes Cool Springs Quarry, where lime can be purchased. Recently, however, it was found that Cool Springs does not meet the requirements of the program, the lime must have a Calcium Carbonate Equivalent (CCE), of 80% or more. The CCE of Cool Springs lime is 45.61. Since the original eligibility application did not include this requirement, he was not aware of the it, and may not have relayed this information to the applicants.

Following discussion, a motion was made by Tom Headlee to notify all applicants, who have not submitted their paperwork for reimbursement, to inform them that Cool Springs does not meet the requirements. For those who have already received lime from Cool Springs, they will be reimbursed, per contract (up to 3 tons per acre), note the requirements that the lime be at least 80% CCE and revise the contract to include the requirement. Mike Belding seconded. (Motion Passed)

Lime Spreader Purchase

This matter has been discussed at previous GCCD meetings. Plans are to purchase a Stoltz 4 1/2 ton wet lime spreader. Three bids will be required for the purchase. Ms. Snider received information, from Jeff Novak, Greene County Maintenance, regarding purchasing through Costars.

King Equipment LLC, located in West Virginia, provides parts and maintenance for the lime spreader GCCD currently owns. It was noted that this lime spreader is in need of repair.

Following a brief discussion, a motion was made by Jim Jones to approve the repair of GCCD's current lime spreader. Bill Wentzel seconded. (Motion Passed)

COOPERATING AGENCIES

Phil Evans NRCS- The Revised Universal Soil Loss Equation (RUSSEL) has been revised. Extra funds from the old Farm Bill may be available for forestry and nutrient management practices. Under the new Farm Bill the Environmental Quality Incentives Program (EQIP) and Conservation Stewardship Program (CSP) will be combined.

NEXT REGULAR MEETING

The next regular meeting will be held, prior to the annual awards banquet, on December 12th, 2018 at 5:00 p.m.

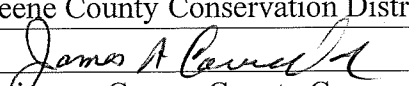
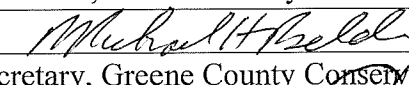
ADJOURNMENT

With no further business to discuss, a motion was made by Tom Headlee to adjourn the meeting at 11:40 a.m. Bill Wentzel seconded. (Motion Passed)

Respectfully submitted,



Rebecca K. Salosky
Fiscal Officer

<u>MEETING MINUTES CERTIFICATION</u>
We, the undersigned, agree that the minutes taken above were approved in their entirety by the Greene County Conservation District on <u>January 15</u> , 2019.

Chairman, Greene County Conservation District

Secretary, Greene County Conservation District