



Greene County Conservation District

22 West High St. • Suite 204 • Waynesburg, PA 15370

Tel: 724-852-5278 • Fax: 724-852-5341

email: gccd@co.greene.pa.us

Web: www.co.greene.pa.us/gccd

GREENE COUNTY CONSERVATION DISTRICT REGULAR MEETING MINUTES June 21, 2022

Commissioner Belding led the Pledge of Allegiance.

CALL TO ORDER AND INTRODUCTION OF GUESTS

Mr. James A. Cowell, Jr. called the meeting to order at 10:00 a.m. at Greene County Fairgrounds, Building 10, Upstairs, 107 Fairgrounds Road, Waynesburg, PA.

Those in attendance were as follows:

GREENE COUNTY CONSERVATION DISTRICT DIRECTORS

James A. Cowell, Jr.-Chairman; Commissioner Belding-Vice Chairman; Greg Hopkins-Treasurer; William Wentzel-Secretary; Dave Shipman and Glodenna Halstead. Associate Directors: George Scull; Kevin White; Doug Willis; Sean Hilverding; Dan Bazzoli; and Carol Adamson.

STAFF

Lisa Snider-District Director; Lindsay Kozlowski-District Office Manager; and April Morris-Fiscal Manager.

GUESTS AND COOPERATING AGENCIES

Ryan Furrer-Southwest Conservation District Field Rep Pennsylvania Department of Environmental Protection (PADEP); Rich Rush, Engineer-Harshman and Harshman; Bob Belicose and Samantha Strejcek-Maher Duessel Representatives; Richard Debolt, Danny Yoss, and Richard Kerch-Springhill Township Supervisors and Secretary.

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF MINUTES

A motion was made by Dave Shipman to approve the April 19, 2022 minutes. Greg Hopkins seconded. (Motion Passed)

TREASURER'S REPORT

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

Ms. Morris requested approval from the board to transfer funds from either First Federal or Community Bank General Funds to deposit into the First National Bank General Fund to maintain a balance of about \$250,000.00. The increase is based on the higher interest rate being earned at First National Bank compared to the other two accounts.

A motion was made by Commissioner Belding to approve the transfer of funds from either First Federal or Community Bank General Funds into First National Bank General Fund with the higher interest rate of .59% to maintain a balance of \$250,000.00 for the remainder of 2022. Dave Shipman seconded. (Motion Passed)

REQUEST OF ADDITIONAL AGENDA ITEMS

No additions requested.

CORRESPONDENCE AND UPCOMING EVENTS

Southwest Conservation District Field Representative-Ryan Furrer

Mr. Furrer is the new PADEP Field Representative for Southwest region of PA.

Tire Recycling June 21 4pm-8pm and June 22 8am-12pm

Ms. Snider stated today and tomorrow the district is holding tire recycling and to date have received/registered over 2500 tires.

STAFF REPORTS

Written reports were included in the meeting packets.

Lindsay Kozlowski- Ms. Kozlowski worked with Ms. Snider on Dirt and Gravel Road trainings, tire-recycling events and permits.

Zack Basinger- Mr. Basinger coming in to the office later to participate in the tire-recycling event.

Jared Zinn- Mr. Zinn coming in to the office later to participate in the tire-recycling event.

April Morris- Ms. Morris nothing additional to add.

Lisa Snider- Ms. Snider started GRACE visits of the 32 applications received, nine have been visited and nine more scheduled for next week. Ms. Snider has included Thomas Roberts, intern, on the visits.

OLD BUSINESS

Dirt and Gravel Road Springhill Township Coon Run Road Contract

Mr. Hopkins questioned why another contract was written for the project that was contracted out for over \$90,000. Mr. Richard Kerch-Secretary, Springhill Township explained the contract was signed in March of 2021. By the end of 2021, changes in material costs increased the amount by over \$20,000. Another \$26,000 was added in due to mistakes made by the contractor that bid the project and material used. The amount of stone initially needed, by the engineer, was estimated under what was used on the project. Mr. Rush, Engineer, Harshman and Harshman stated, along with the above-mentioned items, the changes Dirt and Gravel

Road (DGR) Program are working on putting in place created the work to be completed differently than originally planned. DGR had to approve the project before work could begin and mandated an increase in road elevation that was not part of the original plan.

NEW BUSINESS

Request for Assistance- No Request for Assistance

2021 Audit Draft and Findings Presentation- Maher Duessel

A draft of the 2021 Greene County Conservation District 2021 audit was emailed to board members and copies were provided at the meeting.

Mr. Belicose discussed the Communications Letter, which states the district is in accordance with accounting standards, no difficulties were encountered when performing the audit, no audit adjustments recorded, which shows the treasurers reports the board receives monthly are accurate when making decisions.

Ms. Strejcek discussed the Financial Statement and Management Letter for the district. A list of items the district, the board and the auditors must adhere to were presented in the Financial Statement. The end of the year total fund balance of \$2.3 million was stated to be a healthy balance for the Conservation Districts size. The footnotes listed in the financial statement are consistent with prior years. The independent auditors report for internal control did not identify any deficiencies.

In the management letter, only one item was listed, which has been an ongoing item for the district in prior years. Due to the size of the district, the segregation of duties where only one person, Fiscal Manager, is responsible for handling all items involving funds is a concern. Other controls are in place where the Director reconciles all accounts and two board members sign all checks. It is suggested that along with a treasurer's report the board receive copies of all cancelled checks that the bank sends with the monthly statements and someone other than the Fiscal Manager mails the checks after signatures are received.

Carmichaels High School State Envirothon Trip Funding Request

Ms. Snider received an email from Mr. Kevin Willis for the State Envirothon trip requesting funding for the students to participate in the event. Mr. Willis gave a breakdown of what was needed with a total cost of approximately \$3,500.00. Kevin asked for donations from other businesses and with those donations, Ms. Snider asked the board about funding the remaining portion of the trip.

A motion was made by Commissioner Belding to approve up to \$3,500.00 of funding to help cover costs associated for the Carmichaels team to participate in the State Envirothon event. Dave Shipman seconded. (Motion Passed)

West Nile Virus and Office Interns Hiring

Ms. Snider stated West Nile Virus and Office Interns Thomas Roberts and Adam Hobe have been hired.

A motion was made by Commissioner Belding to approve the hiring of Thomas Roberts and Adam Hobe. Greg Hopkins seconded. (Motion Passed)

Nutrient Management Delegation Agreement

Ms. Snider received an email from Ms. Brenda Shambaugh, Executive Director, Pennsylvania Association of Conversation Districts (PACD) regarding Nutrient Management Delegation Agreement and the changes being made. The PACD drafted a letter about concerns Conservation Districts have with changes in the delegation agreement and are asking for support from the GCCD.

A motion was made by Greg Hopkins to approve signing the letter for PACD addressing the changes in the Nutrient Management Delegation Agreement. Commissioner Belding seconded. Dave Shipman opposed. (Motion Passed)

State Conservation Commission Policy for Business Meetings

Ms. Snider received a new policy from the State Conservation Commission (SCC) that was adopted in May, regarding technology use for board meetings.

Dirt, Gravel, and Low Volume Road Application Period Postponement

Ms. Snider suggested to postpone the DGLVR application period until October 2022. The Quality Assurance Board (QAB) along with Ms. Snider need to review the policy and revise with the new requirements that Ms. Snider and Ms. Kozlowski attended trainings for this past week.

A motion was made by Greg Hopkins to postpone Dirt, Gravel, and Low Volume Road Application submissions until October 2022. Dave Shipman seconded. (Motion Passed)

QAB Meeting Dirt, Gravel and Low Volume Road Policy Discussion at 9am before the July 19, 2022 GCCD Regular scheduled meeting.

Ms. Snider stated the QAB meeting for Dirt, Gravel and Low Volume Roads will be July 19, 2022 at 9:00am before the regular Conservation District meeting being held at 10:00am. The meeting will be held to discuss the QAB policy and any new updates that may be needed.

ACT and CDFAP Funding Request 2022/2023 FY

Ms. Snider stated the CDFAP is a summary of salary and benefits for Manager, first technician, and ACT. Lisa is waiting for salary and benefit numbers from the County Controller's office to apply to the funding request based on a new hire starting salary.

A motion was made by Commissioner Belding to submit the ACT and CDFAP Funding Request for 2022/2023 Fiscal Year not to exceed \$40,000.00 for the ACT position. Greg Hopkins seconded. (Motion Passed)

CONSERVATION DISTRICT OUTREACH

2022 Summer Newsletter

Everyone should have received the summer newsletter.

Mr. Cowell asked if anyone from the district would like to dip ice cream one evening at the Greene County Fair for the Farm Bureau. Ms. Snider stated the schedule will need checked before a commitment can be made.

REPORTS FROM COOPERATING AGENCIES

Ryan Furrer, PADEP Field Rep, nothing additional to add.

EXECUTIVE SESSION

Executive session not needed.

NEXT REGULAR MEETING

The next regular meeting will be July 19, 2022.

ADJOURNMENT

A motion was made by Greg Hopkins to adjourn the meeting at 11:42 a.m. Dave Shipman seconded. (Motion Passed)

Respectfully submitted,

April Morris
Fiscal Manager

<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 _____, 2022.
Chairman, Greene County Conservation District
Secretary, Greene County Conservation District