

# POTTER COUNTY CONSERVATION DISTRICT

107 Market Street  
Coudersport, PA 16915  
(814) 274-8411 ext. 4

**AGENDA**  
**April 3<sup>rd</sup>, 2018**  
**7:30 PM**

The regular monthly meeting of the Board of Directors of the Potter County Conservation District was held on the above date in the conference room of the District Office. Earl Brown, Chairman called the meeting to order at 7:30 p.m., followed by the Invocation, given by Phil Lehman.

## **Directors Present**

Earl Brown, Chairman  
Phil Lehman, Vice Chairman  
Jon Blass, Treasurer  
Stan Hess, Alternate Treasurer  
Doug Morley, Commissioner  
Kevin Smoker, Director

## **Others Present**

Jason Childs, District Manager  
Glenn Dunn II, Resource Conservation Technician  
Dr. Pete Ryan, Associate Director  
Chris Robbins, Associate Director/Director  
Jeff Cady, Associate Director  
Bart Ianson, Associate Director  
Bob Volkmar, Associate Director  
Charlie Tuttle, Associate Director  
Wendy Coons, NRCS  
Gary Buchsen, general public

## **Guest Speaker**

None

## **Public Comment**

Phil Lehman stated the positives of including district staff monthly reports in the meeting packet mailings.

Gary Buchsen explained to the board the current project that he is overseeing located at 863 North Main Street, Coudersport, PA, formally known as the old Hershey's Farm Markets. The project included the removal of scrap metal, and the placement of fill that has exceeded one acre. Mr. Buchsen expressed that a wetland delineation had been conducted, and further stated his willingness to work with the District, DEP, and a hired consultant to obtain an NPDES permit to continue development of the project site. Mr. Buchsen was instructed to coordinate with DEP, Anthony Liguori, to schedule a pre-application meeting and to discuss any question moving forward.

## **Reorganization/Old Business**

New Director, Chris Robbins, was sworn in by Commissioner Morley to fill the vacant Farmer Director position after receiving the nomination from the Farm Service Agency (FSA).

## **Minutes of the March 6<sup>th</sup>, 2018 meeting**

- **A motion was made by Lehman/Smoker, carried unanimously, to accept the March 6, 2018 minutes, as presented. Chris Robbins abstained from the vote due to not being a Director at the previous meeting.**

\*(A) Denotes Action needs to be taken.

## Treasurer's Report

(Filed for later audit)

- Staff expenses as of: March 26<sup>th</sup>, 2018  
Alex: \$7.68; Glenn - \$0.00; Jared - \$55.70; Jason – \$23.44;  
Casey: \$92.32  
  
Total Staff Expenses: \$179.14
- **A motion was made by Morley/Lehman, carried unanimously, to accept and approve the staff expenses as presented.**
- Director Expenses: As of March 31, 2018  
Earl Brown: \$13.08; Phil Lehman: \$94.83; Leroy White: \$78.48; Jon Blass: \$54.50; Doug Morley: \$9.81; Stan Hess: \$36.32; Kevin Smoker: \$35.97; Dr. Pete Ryan: \$17.99; Robert Volkmar: \$62.33; Bart Ianson: \$21.80; Chris Robbins \$31.07; Jeff Cady \$69.76; Charlie Tuttle \$3.27
- **A motion was made by Lehman/Blass, carried unanimously, to accept and approve the director expenses as presented.**
- Invoices over \$500 for review and approval:
  - The invoice from Kyle W. Maxson Surveying for the Wayne Baumann Farm Easement in the amount of \$4,825.00 was presented. **A motion was made by Morley/Smoker, carried unanimously, to accept and approve the invoice as presented.**
  - The Rodney Lane reimbursement for the stream bank fencing as part of the Chesapeake Bay Special Projects grant in the amount of \$31,500.00 was presented. **A motion was made by Lehman/Hess, carried unanimously, to accept and approve the reimbursement pending funding being received from DEP.**

## District Staff Reports

Reported per attached

## Correspondence

- Agricultural Boot Camp Training (Basic – Agronomic Tract) April 2 – 6, 2018 in Fort Indian Town Gap with Casey attending. (No cost except hotel and food) **A motion was made by Smoker/Morley, carried unanimously, to approve training attendance as presented.**
- Spring 102/105 Topic Based Technical Training, April 11-12 in State College with Glenn attending (No cost). **A motion was made by Lehman/Hess, carried unanimously, to approve training attendance as presented.**
- Agricultural Boot Camp Training (Advanced – Engineering Tract) April 23 – 25, 2018 in Fort Indian Town Gap with Jared attending. (No cost except hotel and food) **A motion was made by Morley/Lehman, carried unanimously, to approve training attendance as presented.**
- 5 year DGLVR agreement was noted as being received.
- Information was presented on the new Watershed Specialist grant application period set to begin on 4/16/18, and will be a 5 year grant vs. the traditional 2 year.

\*(A) Denotes Action needs to be taken.

## Old Business

- Conservation District Committee's and Pennsylvania's Sunshine Act was discussed.
- Local foods guide has been completed and was shared. 300 copies available to be distributed by PCCD.

## New Business

- PACD North Central Region meeting on April 12, 2018 in Mill Hall, PA.
- USGS Groundwater Public meeting on April 12, 2018 at 6:00 PM, Gunzburger Building.
- Sustainable Forestry Initiative Workshop to be held on April 24, 2018 in Cameron County.
- Governor's Award for Environmental Excellence awarded to PCCD. Awards banquet to be held on April 24, 2018 in Harrisburg.
  - Jason and Alex to attend awards Banquet in Harrisburg on April 24, 2018.  
**A motion was made by Lehman/Smoker, carried unanimously, to approve attendance at the awards banquet as presented.**
- Envirothon Study Day to be held April 26, 2018 at the Saulter Preserve, Envirothon to be held on May 3, 2018 at the Lumber Museum.
- The purchase of an engraved clock, with a cost of \$90.00, from Hauber's Jewelry for recognition of Leroy White's 18 years of dedication to the Potter County Conservation District was presented. **A motion was made by Blass/Robbins, carried unanimously, to approve the purchase as presented.**
- The proposed Shinglehouse Borough Wastewater Treatment Plant Project was presented.
- Glenn Dunn II, Resource Conservation Technician, updated the board on current activities. Glenn discussed his involvement with the Big Level Wind Energy, windmill, project located in Hector and Harrison Townships and the current resulting impacts to the township roads. Glenn will be dedicating much time to this project moving forward. The board was also informed about projects including Transco Station, UGI activities, and CAMA.

## Committee Reports

- The Personnel Committee recommended the hire of Jillian Baker at a starting salary of \$30,000.00 per year with a \$500.00 increase after completing the 6 month probationary period. **A motion was made by Lehman/Morley, carried unanimously, to approve the motion as presented.**
- DG/LVR QAB recommends that the highest ranking 2019/20 applications allowed by funding to be contracted for the 2018/19 construction season given the applicant has resources to complete the project. **A motion was made by Hess/Lehman, carried unanimously, to approve the motion as presented.**
- DG/LVR QAB recommends that uncommitted DGR funds in the amount required to complete the South Woods Road project, estimated to cost \$150,000, be allowed due to the extreme circumstances of the road condition and surplus of funding. (The maximum allocation generally is \$75,000.00). **A motion was made by Lehman/Morley, carried unanimously, to approve the motion as presented.**

## Reports from Cooperating Agencies

- DEP – See attached
- Wendy Coons, NRCS
  - Wendy provided updates on the 7 contract, 3 of which were in Potter County, that were paid out this past month for CREP and cover crops. Wendy concluded by stating that her 90 day detail in Potter County was ending at the end of the week.
- PACD – See attached

\*(A) Denotes Action needs to be taken.

- PFBC – None reported
- PSU Extension – None reported

14. Adjournment

**A motion was made by Lehman/White, carried unanimously, to approve meeting attendance as presented.**

Respectfully submitted by,

Jason B Childs  
Manager

**NEXT REGULAR MEETING  
Tuesday, May 1<sup>st</sup>, 2018, at 7:30 p.m. at the District Office Conference Room**