

# POTTER COUNTY CONSERVATION DISTRICT

**107 Market Street  
Coudersport, PA 16915  
(814) 274-8411 ext. 4  
May 1<sup>st</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 7:32 p.m., followed by the Invocation, given by Phil Lehman.

## **Directors Present**

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

## **Others Present**

Dr. Pete Ryan, Associate Director  
Charlie Tuttle, Associate Director  
Robert Volkmar, Associate Director  
Bart Ianson, Associate Director  
Justin Boatwright, PFBC  
Jason Childs, District Manager  
Alex Veto, DGR/LVR Project Specialist

## **Guest Speaker**

None

## **Public Comment**

None

## **Minutes of the April 3<sup>rd</sup>, 2018 meeting**

**A motion was made by Lehman/Robbins, carried unanimously, to accept the April 3<sup>rd</sup>, 2018 meeting minutes, as presented.**

## **Treasurer's Report**

(Filed for later audit)

- Staff expenses as of: April 24<sup>th</sup>, 2018  
Alex: \$0.00; Glenn - \$15.88; Jared - \$14.77; Jason – \$145.09;  
Casey: \$290.22  
  
Total Staff Expenses: \$465.96
- **A motion was made by Lehman/Morley, carried unanimously, to accept and approve the staff expenses as presented.**
- Invoices over \$500 for review and approval:
  - The invoice from Treat Repair and Excavation in the amount of \$1,798.10 for the repair of the John Deere 7000 Planter, Great Plains 1006NT Drill, and John Deere 1590 NT Drill was presented. **A motion was made by Morley/Lehman, carried unanimously, to accept and approve the invoice as presented.**
  - The invoice from Cole Memorial for food for Envirothon in the amount of \$513.17 was presented. **A**

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

**motion was made by Morley/Robbins, carried unanimously, to accept and approve the invoice as presented.**

- The invoice from the Endeavor News Inc. for T-shirts for Envirothon in the amount of \$1,075.00 was presented. **A motion was made by Lehman/Blass, carried unanimously, to accept and approve the invoice as presented.**

### Staff Reports

Reported per attached

### Correspondence

- Jillian Baker, candidate for the Communications and Outreach Advisor Position, has decided not to take the position as offered.
- Casey Boyer's resignation from the Chesapeake Bay/ACT Technician position, effective May 11, 2018, was presented. **A motion was made by Lehman/Morley, carried unanimously, to accept the resignation as presented.**
- Watershed Specialist Grant submitted in the amount of \$45,250.00 per year (5 year agreement).
- A donation request from the Potter County Conservation School was presented. **A motion was made by Robbins/Hess, carried unanimously, to approve a donation for 2 students in the amount of \$400.00.**

### Old Business

None

### New Business

- County Envirothon – May 3, 2018 (Lumber Museum).
- Farm and Fishes Tour – May 4, 2018 (Hoffman's/Oswayo Hatchery).
- Conservation Field Days – May 15&16, 2018 (Fairgrounds).
- DGR/LVR Quality Assurance/Quality Control (QAQC) visit scheduled for May 7-9, 2018.
- Alex Veto, Dirt and Gravel/Low Volume Roads Project Specialist gave an update on program activities and projects. Alex stated that he had submitted a C2P2 grant administered by DCNR to be utilized on a culvert replacement project on Burt Street, Bingham Township. Alex also discussed that all twenty-two DGR/LVR project applications had been ranked over a period of four days. Lastly Alex discussed the Governor's Award for Environmental Excellence that was accepted in Harrisburg on April 24, 2018.

### Committee Reports

- The Personnel Committee recommended the hire of Emily Shosh at a starting salary of \$30,000.00 per year with a \$500.00 increase after completing the 6 month probationary period. Her start date was to be May 2<sup>nd</sup>, 2018. **A motion was made by Robbins/Lehman, carried unanimously, to approve the hire as presented.**
- The Personnel Committee requested to advertise and interview candidates for the Chesapeake Bay/ACT Technician Position. **A motion was made by Blass/Lehman, carried unanimously, to approve the actions as presented.**

### Reports from Cooperating Agencies

- Patty Haven (interim), DEP – See Attached
- Ashlynn Beacker, NRCS – None Reported
- Brenda Shambaugh, PACD – See Attached
- Justin Boatwright, PFBC
  - WCO, Boatwright, provided updates on current activities including involvement with the Big Level Wind Project in Harrison and Hector Townships. Justin also stated his interest in helping out with District

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education events including the Envirothon, Conservation Days, and Farm and Fishes Tour.

- Nicole Santangelo, PSU Extension – None Reported

**Adjournment**

**A motion was made for adjournment by Lehman/Morley, carried unanimously, at 8:13 p.m.**

Respectfully Submitted By,

Jason B Childs  
Manager

**NEXT REGULAR MEETING**  
**Tuesday, June 5<sup>th</sup>, 2018, at 7:30 p.m. at the District Office Conference Room**