

# POTTER COUNTY CONSERVATION DISTRICT

**107 Market Street  
Coudersport, PA 16915  
(814) 274-8411 ext. 4  
June 5<sup>th</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  
Doug Morley, Commissioner  
Chris Robbins, Director  
Kevin Smoker, Director  
Jon Blass, Treasurer  
Stan Hess, Alternate Treasurer

## **Others Present**

Jeff Cady, Associate Director  
Charlie Tuttle, Associate Director  
Nicole Santangelo, PSU Extension  
Weston Easton, PSU Extension  
Jason Childs, District Manager  
Alexander Veto, DGR / LV Project Specialist  
Emily Shosh, Communications and Outreach Advisor  
Doug Goodlander, DEP

## **Guest Speaker**

- Emily Shosh, Communications and Outreach Advisor, gave a brief introduction and described some of the activities she has participated in since joining the District in May.
- Doug Goodlander, DEP Bureau of Clean Water, gave a presentation on the Chesapeake Bay Program. He described the Phase 2 expectations and entertained a question and answer session afterwards.

## **Public Comment**

None

## **Minutes of the May 1<sup>st</sup>, 2018 meeting**

**A motion was made by Lehman/Hess, carried unanimously, to accept the May 1st, 2018 meeting minutes, as presented.**

## **Treasurer's Report**

(Filed for later audit)

- Staff expenses as of: April 24<sup>th</sup>, 2018  
Alex: \$91.53; Glenn - \$80.12; Jared - \$272.45; Jason – \$53.39;  
Casey: \$0.00, Emily \$2.18  
Total Staff Expenses: \$500.67
  - **A motion was made by Blass/Lehman, carried unanimously, to accept and approve the staff expenses as presented.**
- Invoices over \$500 for review and approval:
  - An invoice was presented from B & H Cameras for the purchase of two cameras for Emily and Glenn in

the amount of \$560.88. **A motion was made by Morley/Lehman, carried unanimously, to accept invoice as presented.**

- Chesapeake Bay Special Projects Cover Crop incentive payments were presented for approval for the following individuals in the amounts listed:
  - Steve Brubaker - \$522.50. **A motion was made by Morley/Lehman, carried unanimously, to approve incentive amount as presented.**
  - Rodney Lane - \$8,378.50. **Lehman/Morley, carried unanimously, to approve incentive amount as presented.**
  - Phil Lehman - \$5,607.50. **Morley/Smoker, with one abstention from Lehman, carried to approve incentive amount as presented.**
  - Stan Lewis (Ro-La Farm) - \$4,581.50. **Lehman/Morley, carried unanimously, to approve incentive amount as presented.**
  - Jeff Cady - \$5,274.50. **Lehman/Morley, carried unanimously, to approve incentive amount as presented.**

### Staff Reports

Reported per attached

### Correspondence

- Chesapeake Bay Technician Contract is available (3 year contract, \$65,550.00 per year.) Discussion moved to end of meeting.
- The DGR/LVR 2018/19 Allocations were presented. The allocations for fiscal year 2018/19 were presented as follows: DGR: \$835,165.00, LVR: \$58,249.00.
- Nutrient Management funding was presented and stated that the funding remains at \$14,000.00 per year.
- Stream crossing training for Alexander Veto, in Cambria County, June 12, 2018 was presented. **A motion was made by Lehman/Robbins, carried unanimously to approve training as presented.**
- An invoice for small bottles of local maple syrup as items in the welcome bags for the north east NACD meeting in Lancaster, PA was presented. The invoice was split with Tioga and McKean Counties in the amount of \$178.00 per district. **A motion was made by Morley/Lehman, carried unanimously, to approve the invoice as presented.**
- Baker Tilly Engagement Letter for 2017 Independent Audit was presented - \$5,750.00 (\$5,250.00 last year.) **A motion was made by Robbins/Smoker, carried unanimously, to accept the engagement letter for the 2017 independent audit as presented.**
- Highmark Vision Insurance offered unchanged rate for upcoming year (\$5.70 per employee per month).
- Coudersport team placed 20th at the State Envirothon Competition at Susquehanna University May 22-23, 2018.

### Old Business

- DG/LVR QAQC visit completed. Full draft report was presented. Alex explained scoring, number of sites visited, as well as QAQC suggestions which included a condensed local QAB policy, appointment of alternate QAB members, and shallow pipe installations.
- Chesapeake Bay Special Projects funding was explained to be short \$9,653.00 after the soliciting and awarding of bids.
  - \$20,925.00 of funding available, bids came in at \$30,478.00. The board recommended asking for landowner contributions to meet the deficit. It was stated that NRCS typically covers 75% of all projects.

### New Business

- The appointment of Emily Shosh to the position of Board Secretary, and receive \$50.00 per evening meeting was presented. **A motion was made by Lehman/Morley, carried unanimously, to approve the appointment as presented.**
- The Henry Staiger Award in the amount of \$250.00 was presented to Lakota Timothy, Coudersport High School. **A motion was made by Hess/Morley, carried unanimously, to approve award as presented.**
- Robert Barnett Award in the amount of \$250.00 was presented to Trevor Frey, Northern Potter High School. **A motion was made by Hess/ Robbins, carried unanimously, to approve award as presented.**
- The Potter County DGR/LVR ESM Training scheduled for June 6 and 7, 2018, at Coudersport Golf Club, was presented.

- In stream construction is set to commence on June 15, 2018.
- Genesee River Kayak Launch Dedication will be held on June 16<sup>th</sup>, 2018 at 1:00 PM at the Genesee Town Park.
- The Fall PACD North Central Meeting will take place in Mill Hall, PA, on October 11, 2018.

### **Committee Reports**

- Personnel Committee reports that no applications have been received for the ACT/Chesapeake Bay Technician position. Jason Childs, Manager reported that five inquiries were received.
- DGR/LVR Project recommendations associated with FY 2018/19 funding were presented. **A motion was made by Robbins/Smoker, carried unanimously, to approve recommendations as presented.**
- A DGR education project for \$7,873.00 on Heth Road in Homer Township was presented. **A motion was made by Lehman/Morley, carried unanimously, to approve project as presented.**

### **Reports from Cooperating Agencies**

- Patty Haven (interim), DEP – See Attached
- Ashlynn Beacker, NRCS – See Attached
- Brenda Shambaugh, PACD – See Attached
- Nicole Santangelo, PSU Extension – None Reported
- Weston Easton, PSU Extension, gave brief introduction of his position and project that he is currently working on. Weston will be reaching out to the District for possible involvement in the project.

### **Executive Session**

- **At 9:15 PM a motion was made by Hess/Blass, carried unanimously, for the board to enter an executive session to discuss personnel issues related to the Chesapeake Bay program.**
- **At 9:47 PM a motion was made by Lehman/Morley, carried unanimously, to end the executive session.**

### **From Earlier Correspondence**

- The Chesapeake Bay Technician (3 year) contract was presented. **A motion was made by Hess/Lehman against continuation of the Chesapeake Bay program. Chairman Brown ordered a roll call vote, resulting in unanimous decision against continuation in program.**

### **Adjournment**

**A motion was made for adjournment by Lehman/Morley, carried unanimously, at 9:51 p.m.**

Respectfully Submitted By,

Jason B Childs & Emily Shosh  
 Manager & Communications Outreach Advisor

**NEXT REGULAR MEETING**  
**Tuesday, July 3<sup>rd</sup>, 2018, at 7:30 p.m. at the District Office Conference Room**