

## MINUTES

Regular Meeting

March 16, 2010

### I. CALL TO ORDER AND INTRODUCTION OF GUESTS

The meeting was called to order by Chairman Eisiminger at 10:00 a.m. at the Mezzanine Conference Room, Fort Jackson Building, Waynesburg, Pennsylvania. Directors present were Bradley Eisiminger, Chairman; Archie Trader, Vice Chairman; Tom Headlee, Treasurer; Jim Cowell, Secretary; Dave Coder, Commissioner Representative; Jim Kenney, Director; Theresa Matscherz, Director; J. Robert Rice, Director Emeritus; and Greg Hopkins, Associate Director. Guests and District staff in attendance in alphabetical order were Lindsay Kozlowski, Resource Specialist; Robbie Matesic, Executive Director, Economic Development; Kim Moninger, NRCS; Laurel Rush, Agricultural Technician; Becky Salosky, Fiscal Officer; and Lisa Snider, District Manager.

Those in attendance for a portion of the meeting in alphabetical order were Chris Hardie, Planner, Economic Development; Mary Jane Kent, Administrative Assistant for Program Support; Bill Wentzel, Associate Director; and Tracy Zivkovich, Director, Human Resources.

### II. PUBLIC COMMENTS

No Public Comments were received.

### III. APPROVAL OF MINUTES

Lisa explained that a mistake was made in the January 26<sup>th</sup> meeting minutes. Under New Business, discussion of the Petery Agricultural Conservation Easement, the motion stated that the Petery Easement was located in Center Township and the Milesky Easement was located in Wayne Township. It should have stated the Petery

Easement in Wayne Township and the Milesky Easement in Center Township. **A motion was made by Tom Headlee to approve the minutes with the correction. Jim Cowell seconded. (Motion Passed)**

IV. TREASURER'S REPORT

**A motion was made by Archie Trader to approve the Treasurer's Report with the following addition. Jim Kenney seconded. (Motion Passed)**

General Fund

CK # 668 Scotty's Pizza – District Meeting Lunch - \$67.44

V. CORRESPONDENCE

- a. Lisa reported that she received a call from John Hewitt of the Washington County Conservation District regarding his leave of absence. She explained that there is a reciprocal agreement for nutrient management matters between Greene and Washington Counties. In the event someone is off for a length of time, we assist each other should a problem arise. She said that thus far, no problems have occurred.
- b. Lisa announced that a PACD Southwest Regional Meeting will be held on April 6<sup>th</sup> at 10:00 a.m. in Westmoreland County. Mr. Kenney stated that he plans to attend this meeting.
- c. The next item discussed was the Tri County Oil and Gas Expo scheduled for May 8<sup>th</sup> at the Washington County Fairgrounds. **After discussion regarding the registration deadline and the fees, a motion was made by Dave Coder to participate in the event and since we are a county agency, ensure that there is no charge. Theresa Matscherz seconded. (Motion Passed)**
- d. **A motion was made by Jim Kenney to pay \$300.00 for this year's Penn's Corner RC&D dues. Tom Headlee seconded. (Motion Passed)**

Mr. Trader noted that the above items that required a motion should have appeared under New Business on the agenda.

- e. Lisa also announced that the annual meeting of Cooperative Extension and the Farm Bureau will be held on April 7<sup>th</sup> at 6:30 p.m. at the First Baptist Church. The event includes dinner for a \$14.00 charge. Laurel noted that she has attended in the past and agree to attend this year. **A motion was made by Archie Trader to approve Laurel's attendance and Jim Cowell seconded. (Motion Passed)**
- f. The next item of business discussed was the contract for the fair display space. The current contract calls for one 16' X 8' space at a cost of \$100.00. Last year an additional space near the farm equipment was purchased by Mr. Cowell for display of the lime spreader. **After discussion, a motion was made by Archie Trader to try to get two spaces, one for the information booth and one for the lime spreader. Jim Kenney seconded. (Motion Passed)**

#### VI. REQUEST FOR ASSISTANCE

Glodenna Halstead & Keith Golden – 194 acres – Greene Township

**A motion was made by Jim Cowell to approve this Request for Assistance. Tom Headlee seconded. (Motion Passed)**

#### VII. OLD BUSINESS

- a. The first item discussed was the signature authority for checking accounts and bonding. Lisa said that this was discussed at previous meetings and she had also e-mailed information to the board members. She received information from the Bailey Agency who suggested writing a bond in the name of the Conservation District and adding individuals to it. As explained in the e-mail, the cost would be \$175.00 per person and \$219.00 for the Treasurer. The total cost for coverage of \$50,000.00 would be \$1,269.00 per year. The blanket coverage would exclude employees and would not provide coverage for faithful performance duty. The last option is to bond four individuals at a total annual cost of \$744.00

for \$25,000.00 of coverage. **After lengthy discussion, a motion was made by Dave Coder to bond four individuals (Bradley Eisiminger, Archie Trader, Tom Headlee and Jim Kenney). Jim Kenney seconded. (Motion Passed)**

- b. Regarding the decline of the interest income, Mr. Headlee reported that he spoke to Cory Grandel, County Treasurer, and he said that most of these governmental accounts are on the down side. His advice would be to leave the money where it is.
- c. Lisa distributed information regarding the funding by the District of the West Nile Virus Program. She explained that it includes 14 sites that Lindsay and herself selected for trapping (all but two are sewage treatment plants). All these sites have been treated and/or the mosquitoes tested positive for the virus in past years. They recommend that trapping would be done from June 15<sup>th</sup> through October 1st and perhaps an intern could be used for the work on Tuesdays, Wednesdays and Thursdays. Lisa suggested that traps could be set on Tuesday, picked up and sent out on Wednesday, and more traps could be set and data entered into the computer on Thursday. She also suggested that the wage for an intern would be \$8.62 an hour. Fuel costs were also included, and she said that they were estimated a little high. Lisa said that DEP would process the samples, provide the dry ice, and chemicals. She reported that the totals are estimated at about \$3,916.00 for a 16 week period. Lisa also recommended that the hire would be a college student available to stay until October. She also said that if there is a problem finding someone to do the work, Lindsay has volunteered to do it outside her regular workday. If we do not fund the project, DEP can only commit to trapping one day a month. They would, however, act if a "positive" is found. **After discussion, a motion was made by Archie Trader that we plan to initiate the program. Jim Cowell seconded. (Motion Passed)**
- d. **A motion was made by Dave Coder to appoint Greg Hopkins, Frank Blaker, and Bill Wentzel to serve as Associate Directors in 2010. Jim Kenney seconded. (Motion Passed)**

VIII. EXECUTIVE SESSION

**A motion was made by Archie Trader to enter in to Executive Session and Tom Headlee seconded. (Motion Passed)**

Chairman Eisiminger granted permission to Ms. Matesic and Ms. Zivkovich to attend the Executive Session.

IX. RECONVENMENT

**A motion was made by Tom Headlee to reconvene the meeting and Jim Cowell seconded. (Motion Passed)**

X. NEW BUSINESS

- a. Lisa presented the mid-year report for the Agricultural Conservation Technician (ACT), Nutrient Management, and Farmland Preservation Programs. She explained that it includes what was spent to date for each program so if funds remain, they can be disencumbered and used elsewhere. **A motion was made by Jim Cowell to approve the reports and Jim Kenney seconded. (Motion Passed)**
- b. The next item of New Business discussed was purchase limits. Lisa explained that a few small items are needed for the office (coat rack, chairs, etc). The board agreed that as long as they are included in the budget, they can be purchased without board action.
- c. Lisa reported that since the cost of the NPDES permits have increased, that our Fee Schedule needs revisions. She explained that the state has increased the fee from \$250.00 to \$500.00 through a Phase II agreement with the Federal government. Another change resulting from this agreement is that the permit will only be good for two years instead of five and at the end of Phase II they hope to go back to five year permitting. **A motion was made Archie Trader to approve the revision. Jim Kenney seconded. (Motion Passed)**
- d. The Tri-County Oil & Gas Expo was discussed under Correspondence.

- e. The next item of business discussed was the Greene Saver ad. Lisa reported that the April publication will be the "Farm to Home" issue and that it is a good issue in which to advertise. A half page ad is \$760.00 and a full page ad is \$1,365.00. She also said that usually we purchase a half page ad and still receive a whole page because the rest of the page consists of story regarding the Conservation District. Mr. Kenney said that it would be a good time to promote the lime spreader and Lisa said that permitting information is also needed. She said that in the past, we were advertising three times and year, at a cost of \$760.00 each time, and that it's a good venue, since it is received by every home in the county. **A motion was made by Archie Trader to advertise in the publication. Jim Cowell seconded. (Motion Passed)**
- f. Robbie reported on the next item of business, the Franklin Township Supervisors and the Planning Commission. She explained that Franklin Township has their own Planning Commission and they do not come to the County. She also said that the County Planning Commission and the Conservation District work hand-in-hand on land development reviews and approvals to ensure everything is addressed and nothing is approved until all permits are in place. In this case, Franklin Township issued a building permit in October to a land developer who did not have an NPDES permit from the Conservation District. DEP called this matter to their attention and the Township was cited. To date, the permit has still not been issued. Robbie said that it's always been our effort to do good business, and they did not want this to happen. She also said that a meeting was held with the township, the planning commission, Lisa and herself and they found that there was some miscommunication. She said that an extra effort will be made with Franklin Township. They will be notified when a permit application is received, when it is determined to be administratively complete, when it's determined to be technically complete, and the approval date. Since, their meeting, there has been a great deal of communication. Robbie also said that Steve Coss, Zoning Officer for the township, thought that there may be a Memorandum of Understanding with the District, but it was not found. Lisa added that they may work together to draft a Memorandum and even if there was one drafted years ago, it probably would obsolete and would not cover today's programs.

Lisa said that this issue also resulted in a conversation with DEP who suggested sending a "blanket" letter to all of the municipalities explaining

the permitting process, how we can help, and if it would be possible to join in a Memo. She said that this would open the lines of communication and the township would know the ramifications of issuing permits.

- g. Mary Jane discussed the next item of business, the Dirt and Gravel Roads Program. She reported that a new grant application period is now open until April 30<sup>th</sup>. Final payment will be made today to Monongahela Township for their projects on Kiger and Sugar Grove Roads and an advance payment will be made to Washington Township to begin their project on Gray Run Road.

Mary Jane also reported that an Environmentally Sensitive Maintenance (ESM) training will be held in Washington County on April 6<sup>th</sup> and 7<sup>th</sup>. She explained that this training is needed in order to qualify for program funding and that we are encouraging our townships to take advantage of its close proximity. She also said that in the past, we have underwritten the registration fee for Greene County townships to attend the training. It was stated that since, education was a budget item, formal approval would not be needed.

Mary Jane also discussed the program's Quality Assurance Board (QAB). She said that the board is comprised of a minimum of three voting members and one voting non-staff member appointed by the District. One member from NRCS, one from the PA Fish and Boat Commission and that alternates can be appointed for anyone. Currently, we have J. Robert Rice, Tom Crist of PA Fish and Boat Commission, Suzy Petery of NRCS, Lisa Snider, and Mary Jane Kent (non-voting member), and Martin Niverth. Lisa said that a correction needs to be made to the title of Mr. Rice, who is currently listed as Chairman and needs to be changed to Director Emeritus. Lisa also said that generally, the E&S Technician is appointed as the other member because of their expertise in the permitting program. If appointed, Lindsay would need to attend the upcoming ESM training as required. **A motion was made by Dave Coder to appoint Lindsay Kozlowski to the Dirt and Gravel Roads Quality Assurance Board. Theresa Matscherz seconded. (Motion Passed)**

- h. Mr. Cowell brought up the next item under New Business, the quote for the maintenance of the lime spreader. He said that Mr. Bill King was to send a quote and that the maintenance should be performed soon. Becky said that the quote was received. The quote was \$150 to \$200 with any

necessary parts being additional. Mr. Kenney suggested that we include the maintenance in the budget and the staff thought that it is included. **A motion was made by Jim Kenney to approve the service contract for the lime spreader. Archie Trader seconded. (Motion Passed)**

Director Emeritus, Rice mentioned the recent articles in the newspaper regarding transporting farm equipment. He asked if this would pertain to the lime spreader and the consensus was that it is under the weight limit. Mr. Trader asked if we have liability insurance on the spreader. The board said that the rental agreement requires that they have insurance and Mr. Cowell has it under his policy to cover it when it's stored at his place. Mr. Trader requested a report showing how much money was spent and how much money was received in rental fees.

#### XI. DISCUSSION OF STAFF REPORTS

- a. The staff reports were mailed with the meeting notices. Additionally, Laurel stated that she had a correction to her report. Under the Mini Grant, she listed only three names and omitted the Morris/Miller Project.

At this time, Mr. Cowell stated that he was unable to attend yesterday's Penn's Corner RC&D meeting and that Laurel is his alternate. Laurel stated that she was unable to attend. Robbie said that Martin Niverth represented all of us at the meeting and he was asked to report on water quality monitoring. Unfortunately, he is off sick today. Mr. Cowell said that Martin is not a voting member so none was present for the meeting. He also said that we are working on a special project with Penn's Corner and that it was important that someone be present. Robbie said that there will be better planning for future RC&D meetings.

#### XII. REPORTS FROM COOPERATING AGENCIES AND GUESTS

- a. Kim Moninger - Kim reported that NRCS staff have been making visits for Farm Bill Programs. They are conducting evaluations and rankings on the applications including those 11 received from Greene County. She also said that Grazing Specialist, J.B. Harrold will be in the eastern part of the county working on farm visits and grazing plans. In closing, Kim announced that the Fayette Graziers Group is meeting on April 8<sup>th</sup> at 7:00

p.m. where they will discuss pasture renovation, and equine management. A meeting announcement is currently being prepared.

- b. Chris Hardie – Chris gave an update on current projects that the Planning Commission has been working on. Last month, Texas Eastern and a Coal Gas Recovery compressor station project both received final approval. Projects to be considered for final approval at this month's meeting include; Jordan's Camp Grounds, Waynesburg University's Chapel, and Cal Frac's lay down yard with two buildings. Two other projects that will also be discussed are another Compressor Station by Coal Gas Recovery and a cell tower. Before closing, Chris reported that they are talking about rewriting the campground section of the Subdivision and Land Development Ordinance. He said that thus far, it's being discussed and that it still must go before the Board of Commissioners. He also said that the Conservation District will be asked for input regarding this matter.
- XIII. The next Regular Meeting will be April 20<sup>th</sup>
- XIV. ADJOURNMENT

**With no further business to discuss, the meeting was declared adjourned at 11:15 a.m. on a motion by Tom Headlee. Dave Coder seconded. (Motion Passed)**

Respectfully submitted,

Rebecca K. Salosky  
Fiscal Officer