

**GREENE COUNTY CONSERVATION DISTRICT
MINUTES
September 25, 2013**

I. CALL TO ORDER AND INTRODUCTION OF GUESTS

The special meeting scheduled to discuss Act 13 funding and budgeting, was called to order by Chairman Eisiminger at 7:05 p.m. in the Mezzanine Conference Room, 19 South Washington Street, Waynesburg, Pennsylvania. Those in attendance were as follows:

Greene County Conservation District Directors and Associate Directors

Bradley Eisiminger-Chairman; Archie Trader-Vice Chairman/Commissioner Representative; Jim Cowell-Secretary; Jim Kenney-Director; Greg Hopkins-Director; Sandy Theis-Associate Director; and Bill Wentzel-Associate Director.

Guests and Cooperating Agencies

Chuck Kubasik, PA DEP Field Representative

Staff

Lisa Snider-District Manager; Becky Salosky-Fiscal Officer; and Robbie Matesic-Department of Economic Development.

Ms. Matesic arrived at 7:20 p.m.

II. PUBLIC COMMENTS

There were no public comments.

III. NEW BUSINESS

a. Public Utility Commission (PUC) Portion \$37,879.00 for F.Y. 13-14

At the GCCD meeting on May 22nd, 2013, approval was granted to earmark our first allocation, of \$18,939.39, to the Capitol Improvements-Building Fund.

Ms. Snider noted that after speaking to Fred Fiscus, State Conservation Commission (SCC), she learned that these funds can be used to enlist the

services of an architect to begin assessing our needs and costs for a building to house GCCD staff.

A brief discussion ensued regarding a possible building location at the Wisecarver Reservoir and the potential office move from the Fort Jackson Building in the near future.

A motion was made by Greg Hopkins to earmark the \$37,879.00 of the PUC portion of funding to the Capitol Improvements-Building Fund. Edward Deter seconded. (Motion Passed).

b. Conservation District Fund Allocation Program (CDFAP) Portion \$89,126.00 for F.Y. 13-14

These funds must be spent in accordance with the Conservation District Fund Statement of Policy. Last year, these funds were spent on staff salaries and general administrative assistance.

Ms. Snider reviewed a proposal to expend these funds as follows.

- At the GCCD meeting on September 17th, 2013, approval was granted to hire an additional technician. Based on a rate of \$15.00 per hour, for a total of \$25,615.06 (half the salary and benefits for a new hire for a six month period) was proposed. This is a high estimate, since the type of medical coverage (single, family, etc.) is unknown.
- Approximately \$64,000 (a portion of the salary and benefits for the District Manager, first, second and part-time technicians, and the agricultural technician).
- Approximately \$12,400.00 for administrative assistance (the purchase of desks, general office supplies, etc.)

If all of the above mentioned items are funded in full, a balance of approximately \$2,744.11 would remain. It was noted that the surplus could be higher if the salaries and benefits are lower than projected. The recent high rate of employee turnover could also affect the amount of funding to be used.

In the event that all of the funds cannot be used, as mentioned above, the remaining funds could be used for a special project approved by the SCC and completed by June 30, 2014. Consequently, Ms. Snider brought forward a proposal, which she and GCCD Agricultural Technician, Laurel Rush discussed, to assist Greene County in managing manure at the Greene County Fairgrounds. With the area near the large stables at the

entrance of S.R.188 undertaken, possibly this year. Work has been completed in the past at the fairgrounds to improve this situation but never fully implemented.

The site has a concrete base and large retaining wall blocks, but improvements are needed. Ms. Rush estimated the cost for materials to be \$35,796. Since the project must be completed by June 30th, 2014, an engineer would have to be obtained to provide design drawings for the structure.

Mr. Cowell suggested that one person be appointed to handle the manure at the fairgrounds, and ask that person to attend Ms. Rush's Manure Management Workshop on October 2nd, 2013 to learn how to develop a Manure Management Plan for the site. Although an Act 38 plan is not required, a standard plan is needed, which Ms. Rush could provide her assistance.

Ms. Snider requested approval to spend up to \$45,000, some of which may come from GCCD's General Fund, on a manure storage facility at the Greene County Fairgrounds. It was noted that \$45,000 may be enough to complete two structures.

Future anticipated state budget cuts, specifically the elimination of the State Conservation Commission line item, may make it necessary to use next year's UGWF funding for staff salaries.

Mr. Kubasik expressed that he finds this project to be viable and feels that it would be a good public relations tool. And, he noted that, any unspent UGWF CDFAP funds would have to be returned to the State Conservation Commission.

Chairman Eisiminger called for questions, additional comments and ideas of ways to utilize these funds.

Mr. Kubasik suggested that employee benefit costs could be also be included. He will check and report back to Ms. Snider with an answer.

At the last GCCD meeting on September 17th, 2013, approval was made to hire an additional technician to assist with the Chapter 102/105 program, with a proposed salary of \$15 per hour. Following a review of the county's salary classifications, some adjustments were made which will result in a slightly higher per hour wage rate. This reclassification may also affect the hourly rate of GCCD Technician Warren Dickerson as well.

A motion was made by Commissioner Trader to recommend that the new technician be hired at the county's approved standard rate and

also check to ensure that Mr. Dickerson's rate is correct. Jim Kenney seconded. (Motion Passed).

Discussion continued regarding the UGWF CDFAP funding and suggestions were made as to how the available \$2,744.11 could be spent. Ideas ranged from providing dental and medical insurance, assisting employees with their contribution for medical insurance, providing a donation to each school district and providing funding to a teacher to attend a conservation related workshop.

A motion was made by Jim Cowell to adopt the spreadsheet as presented and approve the projected surplus, \$2,744.11, to be allocated for engineer design work for the manure storage unit at the Greene County Fairgrounds. Commissioner Trader seconded. (Motion Passed)

IV. The next regular meeting will be October 15th, 2013 at 10:00 a.m.

With no further business to discuss, a motion was made by Edward Deter to adjourn the meeting at 8:20 p.m. Greg Hopkins seconded. (Motion Passed).

<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 _____, 2013.	
Chairman, Greene County Conservation District	
Secretary, Greene County Conservation District	