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## Greene County Conservation District

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### GREENE COUNTY CONSERVATION DISTRICT

#### REGULAR MEETING

#### MINUTES

August 23, 2016

#### CALL TO ORDER AND INTRODUCTION OF GUESTS

Chairman Eisiminger called the meeting to order at 10:00 a.m. at the Greene County Conservation District Conference Room, 22 West High St., Waynesburg, PA. Those in attendance were as follows:

#### Greene County Conservation District Directors and Associate Directors

Bradley Eisiminger-Chairman; Archie Trader-Vice Chairman/Greene County Commissioner; Jim Cowell-Secretary; Mike Belding-Director; Greg Hopkins-Director; Bill Wentzel-Director/Environmental Program Associate and Glodenna Halstead-Associate Director.

#### Guests and Cooperating Agencies

Phil Evans-NRCS

#### Staff

Lisa Snider-District Manager; Lindsay Kozlowski-Resource Specialist; Karlie Wright-Ag Technician; and Becky Salosky-Fiscal Officer.

Ms. Kozlowski and Ms. Wright attended a portion of the meeting.

#### PUBLIC COMMENTS

There were no public comments.

#### APPROVAL OF MINUTES

*A motion was made by Bill Wentzel to approve the minutes of the July 19<sup>th</sup>, 2016 meeting. Commissioner Trader seconded. (Motion Passed)*

#### TREASURER'S REPORT

*A motion was made by Jim Cowell to approve the treasurer's report. Greg Hopkins seconded. (Motion Passed)*

#### CORRESPONDENCE AND UPCOMING EVENTS

**Ralph K. Bell Bird Club** – A celebration of the club's 10<sup>th</sup> anniversary will be held on October 29<sup>th</sup>, 2016 at 5:00 p.m. at the Greene Community Church, Waynesburg, PA. A commemorative t-shirt is available to order at a cost of \$20. Mr. Wentzel noted that he may attend the event.

**Dominick Barbetta, Morgan Twp. Supervisor** – Mr. Barbetta thanked GCCD for our assistance in completing their Dirt and Gravel Road project on the Beagle Club Road.

#### STAFF REPORTS

**Lindsay Kozlowski** – Erosion and Sedimentation (E&S) Control Plans were received for the new location of Greene County Memorial Hospital Foundation's recreation center at Evergreene Technology Park.

Numerous complaints, many related to water runoff, were received and have been investigated. PennDOT was contacted regarding a site in Clarksville where the culvert pipe, along a state road, was clogged and needed to be cleared.

**Karlie Wright** - The Greene County Farmland Preservation Board is working to preserve two Greene County farms, the Bell and Cree properties, utilizing approximately \$80,000 of funding that must be encumbered by December 31, 2016. Preliminary results of the title search, conducted by Attorney Greg Hook, show no problems with the surface coal rights on the Ralph K. Bell farm located in Morgan Township. She does have questions regarding this title search and has been in contact with Attorney Hook's office for clarification. To date, no results have been received regarding the title search for the Cree property.

The mini grant program is progressing with a spring development completed on the Jim Cowell property and the development of conservation plans for other applicants.

Outreach at the Greene County Fair was very successful with many inquiries about the no-till drill as well as other GCCD services.

On August 24<sup>th</sup>, 2016, she will activate her Link Pass with the Natural Resources Conservation Service (NRCS) which will allow her to use their computers to access conservation programs and prepare conservation plans. In addition, NRCS will provide a laptop computer to GCCD to use these programs. A monthly visit to the NRCS Washington Field Office may be necessary to log in to the system and install updates. This onsite computer will allow NRCS staff access to the system when they are in Greene County and could prevent landowners from traveling to Fayette or Washington Counties. Ms. Brummage will also be receiving a Link Pass.

**Bill Wentzel** – Inspections of the Morrisville Bridge Project continue.

GCCD is sponsoring a Timber Harvest Workshop on October 12, 2016 at 7:00 p.m. at the Greene County Fairgrounds. A consulting forester will discuss the timber sale process; the contract, erosion and sedimentation plans required, etc. The event will be advertised with various media; radio, newspapers, newsletters, etc.

**Lisa Snider** – GCCD's attendance at the Greene County Fair was successful with approximately 26 contacts made. These individuals either expressed interest in becoming a cooperator or other information. Next year, the fair schedule may be adjusted to be present later in the evening; following the conclusion of the events, when more people may be available to talk.

## **OLD BUSINESS**

### **Burwell Cemetery – Bald Hill Church Road**

This matter was discussed at the last GCCD meeting on July 19, 2016. Bill Kcenich of PA DEP visited the site last week and spoke to Mr. Bill Kuis. No additional information has been received regarding the project.

## **NEW BUSINESS**

**Request for Assistance** – There were no requests for assistance to bring before the board.

### **UGWF/CDFAP Allocation for the 2016-17 Fiscal Year**

Information regarding this matter was included in the meeting packets. The State Conservation Commission (SCC), at their meeting held on July 27<sup>th</sup>, 2016, approved the cost share for the Conservation District Fund Allocation Program and the Unconventional Gas Well Fund (UGWF) Allocation to

Conservation Districts for fiscal year 2016-2017. GCCD's funding allocation under the UGWF is \$176,197.00. Primarily, these funds are to be used to fund staff salaries with the remainder to be used according to Conservation District Law, for administrative expenses, agricultural easement support, etc.

Following is a breakdown of UGWF needed for salaries for each position and the amount needed for administrative support.

District Manager	\$6,829.08
First Technician	\$16,285.46
Second Technician	\$42,382.91
Third Technician	\$51,646.42
Fourth Technician	\$2,864.28
ACT	\$11,628.98
Administrative Assistance	\$25,060.99
Ag Easement Support	<u>\$19,498.88</u>
	<b>\$176,197.00</b>

Ms. Snider noted that our annual administrative expenses are usually about \$30,000 - \$40,000.

Included in the meeting packets was a table that included all of the staff salaries and each funding source. This table also included the amount of Public Utility Commission (PUC) UGWF funding (\$57,159.00) we expect to receive. Ms. Snider noted that most of these funds would be used to fund the mini grant program.

***A motion was made by Commissioner Trader to approve the submission of this worksheet, as presented, and obtain the signature of Chairman Eisiminger. Mike Belding seconded. (Motion Passed)***

Mr. Hopkins requested a copy of last year's allocation worksheet.

#### **ACT Program Application**

The CDFAP Agricultural Conservation Technical Assistance (ACT) Program application was presented for board consideration. This program application will provide \$16,219.00 of funding for the Agricultural Technician's position for the 2016-2017 fiscal year.

***Following a brief discussion, a motion was made by Jim Cowell to approve the ACT application as presented and acquire the signature of Chairman Eisiminger. Greg Hopkins seconded. (Motion Passed)***

#### **QuickBooks Assistance**

This matter was discussed at our last GCCD meeting on July 19<sup>th</sup>, 2016. Since that time, Ms. Snider and Ms. Salosky met with Carol Gooden, Greene County's Deputy Controller and Kate Daugherty, Greene County Auditor and learned that Greene County Controllers Office has the expertise and time to assist GCCD with QuickBooks. There would be a charge of approximately \$75.00 per hour for their assistance that would include the review and organization of our accounts to meet our needs. It is not believed that this process would take a considerable amount of time and the total charge should not exceed \$3,000.00.

Since the Greene County Controllers Office audits our financial records annually, they are familiar with our system.

***Following discussion, a motion was made by Mike Belding to use the Greene County Controllers Office to assist with QuickBooks. Bill Wentzel seconded. (Motion Passed with One Abstention – Commissioner Trader)***

### **Clothing Allowance Policy**

A copy of the proposed policy was included in the meeting packets. Following is a summary of the policy as noted by Ms. Snider.

- This policy is intended to provide reimbursement for conservation district staff for expenditures made toward the purchases of clothing items and outdoor gear needed in order to perform work-related activities.
- All district staff and board members will receive an annual budgeted allowance in January that can be used to purchase monogrammed clothing (work shirts, hats, coats, etc.) and footwear. Orders for district clothing will be coordinated twice a year in the spring and fall to take advantage of bulk order discounts. Staff and board members may purchase items individually and have the item embroidered with one of the district logos. Items purchased by an individual should list the item on the monthly personal expense sheet along with the attached receipts. Items order in bulk will be paid for directly by the district fiscal officer and deducted from the allowance.
- The annual level of reimbursement shall be:
  - \$200.00 for all full-time employees
  - \$120.00 for part-time employees and non-field staff
  - \$75.00 for each District Board and associate board members
- Unspent balances can be carried over into the next year for a maximum of \$300.00 for full-time employees, \$200.00 for part-time employees and non-field staff only. Unspent funds cannot be carried forward more than one calendar year.

This matter was tabled at this time and will be revisited in January.

### **No-Till Drill Rental**

A question has arisen regarding the rental of the drill to residents outside of Greene County. It was the consensus of the board that Greene County residents be given first priority to rent the equipment, but they did not object to renting it to residents in the neighboring counties.

***Following a brief discussion, a motion was made by Commissioner Trader to allow individuals outside of Greene County (Fayette and Washington) and WV residents within 20 miles of Greene County to rent the drill. Jim Cowell seconded. (Motion Passed)***

### **Intern**

Jenna Henry and Michaela Hildreth worked for GCCD as interns this summer. If possible, Ms. Henry is interested in working during her break this winter. The board had no objection to her working at that time, if there is work is available. This matter will be brought before the board at a later date.

### **REPORTS FROM COOPERATING AGENCIES AND GUESTS**

**Phil Evans** – Recently, NRCS has been working in Greene County on spring developments and a grazing system. He commended Ms. Wright and Ms. Brummage for their work in Greene County. He is pleased that the GCCD office will be getting a laptop computer for use with NRCS programs. Dennis Thorne will be leaving his position as a Conservation Technician in Fayette County to accept another position. Additionally, he is working with GCCD to return the cooperator files, which were moved to Fayette County with the former NRCS Supervisory District Conservationist, Suzy Petery.

Mr. Jim Cowell noted that he recently attended Ag Progress Days at State College, PA where he had the opportunity to speak to PA Agricultural Secretary, Russell Redding, and discussed the PA Resource Enhancement and Protection Program (REAP). He asked that they consider providing training to Conservation District staff to assist with the completion of the program application.

He also noted that at this event they provided boot covers, used to prevent the spread of disease, that were much nicer than the usual ones provided.

**EXECUTIVE SESSION**--There was no need for an Executive Session.

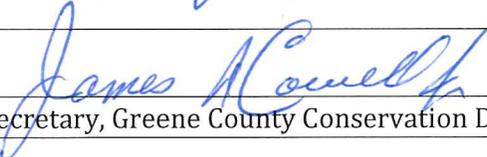
**ADJOURNMENT**

***A motion was made by Mike Belding to adjourn the meeting at 11:05 a.m. Greg Hopkins seconded. (Motion Passed)***

Respectfully submitted,



Rebecca K. Salosky  
Fiscal Officer

<b><u>MEETING MINUTES CERTIFICATION</u></b>	
We, the undersigned, agree that the minutes taken above were approved in their entirety by the Greene County Conservation District on <u>Sept. 20</u> , 2016.	
	
Chairman, Greene County Conservation District	
	
Secretary, Greene County Conservation District	