

## MINUTES OF THE DECEMBER 19, 2024, A.C.C.D. BOARD MEETING

# 7

The monthly meeting of the Adams County Conservation District (District) Board of Directors (Board or BOD) was held on December 19, 2024, at the Adams County Agricultural and Natural Resources Center, 670 Old Harrisburg Road, Gettysburg, PA 17325 with a call-in option. Chair, Carl Keller, Jr. called the meeting to order at 1:35 PM. A quorum was met. The following were present in person or by phone (\* if present via phone):

Carl Keller Jr., Chair/ Farm Director  
Adam McClain, District Manager  
Lindsey Bream, NRCS  
Susan Landauer, Admin Spec/Board Secretary  
Eric Mains, Associate Director  
Ricky Whitmore, CAP Coordinator  
Christina Anders, Resource Cons. Tech  
Ben Smith, Ag Cons. Tech  
Zach Green, Resource Cons. Tech  
Sherri Clayton-Williams, ACOPD Director  
Suzanne Shea, ACFB Representative

Ed Wilkinson, Vice-chair/ Farm Director  
Dave Benner, Farm Director  
Michelle Kirk, Treasurer/Farm Director  
Christopher Santore, DEP  
Anastasia Miller, Chesapeake Bay Tech  
Brock Clouser, Ag Cons. Tech  
Deb Musselman, Resource Cons. Supervisor  
Brian Sneeringer, Ag Cons. Tech  
Mary Smith, Staff Accountant  
Vy Trinh, Water Specialist

Adam McClain went over the additional measures the District is taking to maintain transparency: advertised in the Gettysburg Times that Board meetings may be held as virtual meetings, Board meeting agenda was posted in the District Office and on the County website, Board meeting call-in information was posted on the County website and the Ag Center entrance. To join this meeting by phone or for other means to provide public comment, the request must have been received by noon today. Request to join by phone: no request made.

**Welcome and Roll Call:** Chair, Carl Keller, Jr. welcomed all and a roll call was done by Adam McClain.

**Public Comments:** There were no comments from the public.

**Additional Agenda Items and Flexibility of the Agenda Order:** *Ed Wilkinson moved to approve having flexibility of the agenda order. Michelle Kirk seconded the motion. Motion carried.*

**Approval of Minutes:** *Dave Benner moved to approve the minutes of the November 21, 2024, BOD meeting. Ed Wilkinson seconded the motion. Motion carried.*

**Treasurer's Report:** *Michelle Kirk and Ed Wilkinson reviewed the Treasurer's report for November 2024, found everything to be in order, and recommended that it be filed for audit.*

### **Cooperating Agency Reports:**

**Natural Resources Conservation Service (NRCS)** - Lindsey Bream, District Conservationist, highlighted the NRCS monthly report.

**Department of Environmental Protection (DEP)** – Christopher Santore, Conservation District Field Representative, highlighted the December 2024 DEP Conservation District Field Rep Talking Points.

**Adams County Farm Bureau (ACFB)** – Suzanne Shea shared that she recently attended the PA Farm Bureau annual convention in Hershey where they voted on new policies and that she will be attending the national convention in San Antonio in 2025.

### **Committee Reports:**

**Ag Center** – Ed Wilkinson shared that recent repairs included parking lot lights, the pump #1 coupling and seal, and a valve in Penn State offices.

**Agricultural Conservation Assistance program (ACAP):**

**ACAP Policy Changes** – *Ed Wilkinson moved to approve amending the policy to allow Adam McClain to authorize issuing funds up to 10% or \$10,000 over the life of the contract up to completion, as long as money is available. Michelle Kirk seconded the motion. Motion carried.*

**Dirt, Gravel, Low Volume (DGLV) Roads Program:** *Deb Musselman shared that Huntington Township requested a contract extension. Dave Benner moved to approve the contract amendment to extend the completion deadline for the Low Volume project on Greenbriar Road in Huntington Township to June 30, 2025. Michelle Kirk seconded the motion. Motion carried.*

**USDA 5 year Lease Extension:** *Ed Wilkinson moved to approve the 5-year lease extension for USDA. Dave Benner seconded the motion. Motion carried.*

**CAP Coordinator and Implementation Grant:** *Ed Wilkinson moved to approve the \$465,824 CAP Coordinator and Implementation Grant. Dave Benner seconded the motion. Motion carried.*

**Mosquito-borne Disease Control Grant:** *Michelle Kirk moved to approve the \$34,784 grant to administer the Mosquito-borne Disease Control Program to cover the costs of materials and a seasonal staff person. Ed Wilkinson seconded the motion. Motion carried.*

**2025 Board of Directors & Committee Meetings Dates/Times:** *Ed Wilkinson moved to approve the 2025 Board of Directors & Committee meetings dates/times as presented with the exception of changing the language to show Ag Center meetings and Ag Committee Meetings will be held 1 hour prior to scheduled Board meetings. Dave Benner seconded the motion. Motion carried.*

**2025 Goals & Objectives:** *Dave Benner moved to approve the 2025 Goals & Objectives as presented. Michelle Kirk seconded the motion. Motion carried.*

**2025 Tenant Related Organizations:** *Ed Wilkinson moved to approve the 2025 Tenant Related Organizations. Michelle Kirk seconded the motion. Motion carried.*

**2024 Adams County Highlights:** Adam McClain shared the document with the Board.

**Program/Staff Reports:**

**Staff Reports –**

**Brian Sneeringer** shared that while working with the state on 105 permits continues to be difficult, he is hopeful that the process will get easier.

**Anastasia Miller** shared that there has been a new group of random properties selected for Chesapeake Bay inspections and letters are being sent to farmers in batches.

**Vy Trinh** shared that the District is receiving a new GPS unit that has increased accuracy over the old model that is currently being used, and she thanked the Board for their time and the support they offer to the staff.

**Brock Clouser** shared that the Becky Nas project will be ending soon, other projects being explored, and that tech issues are being worked on with ACAP GIS. *Representative Moul's and Representative Ecker's field reps expressed that they would be interested in before and after photos of projects and continuing this program.*

**Ricky Whitmore** thanked the Board for supporting the staff and approving funding for his position.

**Deb Musselman** shared that the E&S staff is processing many permit renewals and thanked Susan Landauer for everything she is doing to make the process more efficient.

**Christina Anders** shared that the E&S staff have received a few interesting complaints recently that have been investigated by the District.

**Susan Landauer** shared that she continues to be very busy processing permit renewals. Based on the number received, all renewals must be processed by May 7, 2025.

**Ben Smith** shared that it has been difficult recently to get work done in the field due to weather issues and that he continues to complete design work and conservation plans.

**District Manager** – Adam McClain shared that the following would be on the January or February 2025 BOD agenda: 2024 Associate Directors approval, election of officers, committee appointments, and Michelle Kirk and Commissioner Jim Martin will be sworn in. He noted that the County solicitor's office is reviewing a liability policy with PCoRP for the District, asked for any suggestions for next year's annual planning meeting, thanked the Board for their continued dedication and support, and wished everyone a Merry Christmas and Happy New Year.

**Director Comments:**

Dave Benner thanked the staff for their work and wished them good luck with the 2025 goals and a Happy Holiday. Michelle Kirk wished everyone a Happy Holiday and noted that the Center for Beef Excellence awards and funding open in January. Ed Wilkinson wished everyone a Happy Holiday and noted his appreciation for everything the staff does. Carl Keller, Jr. thanked Adam and the staff for their work and wished everyone a Merry Christmas and Happy New Year. Eric Mains thanked the Board for continuing to include him and shared that he is always available to offer his perspective.

**Adjournment:** Carl Keller, Jr. adjourned the meeting at 2:42 PM.

Respectfully submitted,



Susan Landauer, Administrative Specialist/Board Secretary  
Adams County Conservation District