

## MINUTES OF THE JULY 27, 2023, A.C.C.D. BOARD MEETING

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The monthly meeting of the Adams County Conservation District (District) Board of Directors (Board or BOD) was held on July 27, 2023, 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 7:35 PM. A quorum was met. The following were present in person or by phone (\* if present via phone):

Carl Keller Jr., Chair/ Farm Director	Ed Wilkinson, Vice-chair/ Farm Director
Harry Eastman, District's Council	Adam McClain, District Manager
Dave Benner, Farm Director	Mary Smith, Staff Accountant
Commissioner Jim Martin, Commissioner Director	Rick Crouse, Public Director
Lindsey Bream, NRCS	Susan Landauer, Admin Spec/ Board Secretary
Charlie Bennett, Public Director	Anastasia Miller, Chesapeake Bay Tech

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.

**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:** *Charlie Bennett moved to approve having flexibility of the agenda order and the addition of agenda item 12.1 Approval of Letters of Consent. Commissioner Jim Martin seconded the motion. Motion carried.*

**Approval of Minutes:** *Commissioner Jim Martin moved to approve the minutes of the June 22, 2023 BOD meeting. Ed Wilkinson seconded the motion. Motion carried.*

**Treasurer's Report:** *Ed Wilkinson reviewed the Treasurer's report for June 2023, found everything to be in order, and recommended that it be filed for audit.*

### **Introduction of New Staff:**

Anastasia Miller, the new Chesapeake Bay Technician introduced herself to the Board. She joined the Conservation District a month ago, has been completing training on the Clean Water Academy, and going into the field with Brian Sneeringer.

### **Cooperating Agency Reports:**

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

### **Committee Reports:**

**Executive Session** – Carl Keller, Jr. reported that an executive session was held from 6:30PM to 7:25PM prior to the Board meeting for the purpose of considering entering an agreement for the purchase or lease of real property. *Charlie Bennett moved to counter the County's offer with a rate of \$10.75/sq ft and to continue to negotiate other details. Dave Benner seconded the motion. Motion carried. Commissioner Jim Martin abstained from voting and discussion.*

**Berkshire:** Adam McClain shared the Berkshire service agreement for our fire monitoring and fire panel system. *Ed Wilkinson moved to approve the 3-year service agreement with Berkshire. Commissioner Jim Martin seconded the motion. Motion carried.*

**Agricultural Conservation Assistance Program (ACAP):** Adam McClain explained that a ACAP Policy is needed as part of the delegation and presented the policy drafted by staff. *Charlie Bennett moved to approve the Agricultural Conservation Assistance Program Policy as presented. Ed Wilkinson seconded the motion. Motion carried.*

**Lift Program:** Adam McClain explained that members of the Lift Program would like to plant a tree in memory of past deceased members. *Rick Crouse moved to allow for the planting of a memorial tree and placing a painted plaque by the Lift Program in a location approved by the District Manager. Dave Benner seconded the motion. Motion carried.*

**Letter of Mutual Consent:** Adam McClain shared that the District has 15 days to sign a Letter of Consent (LOC) with the Department of Environmental Protection (DEP) regarding three grants/delegations. The LOC states amendments to these three existing grants/delegations are retroactive to October 1, 2022. *Charlie Bennett moved to approve the Letter of Consent for the Countywide Action Plan grant, Phase 2 Implementation grant, and Nutrient Management delegation including a cover letter stating that the District intends to comply with the requirements but needs clarification on how to comply. Dave Benner seconded the motion. Motion carried.*

**Rock/Marsh Critical Area Resource Plan / Act 220:** No updates.

**Program/Staff Reports:**

**Staff Accountant** – Mary Smith shared that she, Adam McClain, and Sherri Clayton-Williams have been working on the 2024 budget.

**District Manager** – Adam McClain shared that he, Brian, and Rusty are finishing up the 6-month staff performance reviews and that the Conservation District is fully staffed at this time.

**Director Comments:** Rick Crouse wished Adam McClain luck in working with DEP regarding the letter of consent requirements. Commissioner Jim Martin provided the status of the 2023 County budget, noted that the County is working on their 2024 budget, and shared the Theodore Burr Society was working with the County on Sachs Covered Bridge rehab. Ed Wilkinson and Carl Keller, Jr. welcomed Anastasia Miller to the District.

**Adjournment:** Carl Keller, Jr. adjourned the meeting at 8:24PM.

Respectfully submitted,



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