



Adams County Conservation District Board of Directors Monthly Meeting

Adams County Agricultural and Natural Resources Center, 670 Old Harrisburg Rd, Gettysburg, PA 17325

Thursday, June 23, 2022 at 7:30PM

*In order to prevent the further spread of COVID-19, this meeting will be held as a hybrid meeting: in-person and call-in option. For call in information or other means to provide public comment, please contact Adam McClain at amcclain@adamscounty.us by noon on the day of the meeting.

AGENDA

1. Welcome and Roll Call
2. Call to Order – Carl Keller Jr, Chairman
3. Public Comments
4. Approval of Additional Agenda Items and Flexibility of the Agenda Order
5. Approval of Minutes – May 26, 2022 BOD Meeting
6. Treasurer’s Report
7. Cooperating Agency Reports
 - a. NRCS, DEP
8. Committee Reports
 - a. Ag Center – approval gutter guards \$6,250
9. Nutrient and Odor Management Program
 - a. Dale and Sharon Hess NMP
10. Approval of Chesapeake Bay Agreement Amendment \$80,000
11. Approval of Municipal Memorandum of Understanding
12. Support of PACD’s SCC Letter
13. Approval of Ag Center Use – 75 Year Anniversary, Envirothons, County Picnic
14. Approval of JCI 20 Year Sprinkler Head Test \$2,077.12
15. Approval of David Abplanalp to Restore Exterior Wood and Railing \$2,975
16. Approval of JCI Dry Sprinkler System Replacement and Nitrogen Generator
17. Rock/Marsh Critical Area Resource Plan/ Act 220
18. Program/Staff Reports
 - a. Bay Tech – written report
 - b. Staff Accountant
 - c. District Manager
19. Director Concerns/Comments/Information Sharing
20. Adjournment

Upcoming BOD Meetings/Events

- July 20-21, 2022 - PACD/SCC Joint Conference; Harrisburg
- July 28, 2022 – 75 Year Anniversary Celebration; 4:30-7:30PM; Ag Center
- July 28, 2022 - District BOD Meeting; 7:30PM; Ag Center w/call in option



MINUTES OF THE MAY 26, 2022, A.C.C.D. BOARD MEETING

#5

The monthly meeting of the Adams County Conservation District (District) Board of Directors (Board or BOD) was held on May 26, 2022, at the Adams County Agricultural and Natural Resources Center, 670 Old Harrisburg Road, Gettysburg, PA 17325 with a call-in option. Chairman, 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
Commissioner Jim Martin, Commissioner Director	Rick Crouse, Public Director
Dave Benner, Farm Director	*Michelle Kirk, Treasurer/ Farm Director
*Lindsey Bream, NRCS	Adam McClain, District Manager
Sarah Spencer, Admin. Asst./ Board Secretary	Deb Eck, Staff Accountant

Adam McClain went over the additional measures the District is taking to maintain transparency during the COVID-19 pandemic: 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: *Ed Wilkinson moved to approve the Board having flexibility of the agenda order. Commissioner Jim Martin seconded the motion. Motion carried.*

Approval of Minutes: *Dave Benner moved to approve the minutes of the April 28, 2022, BOD meeting. Ed Wilkinson seconded the motion. Motion carried.*

Treasurer's Report: *Ed Wilkinson reviewed the Treasurer's report for April 2022, 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 USDA-NRCS monthly report and mentioned they are making EQIP selections, working on the Agricultural Management Assistance application for next month, and that the Authorization to Release Records Form has been replaced with the Customer Records Request Form.

Committee Reports:

Budget & Finance – Michelle Kirk shared the Budget & Finance Committee met this morning. ACNB presented on the status of the District's Wolfe Investment. The Committee discussed The Investment Policy Statement for the Mary W. Wolfe Estate Portfolio, which states that the Board will annually review the Policy and revise as necessary. Neither ACNB nor the Committee is recommending changes to the Policy at this time, so no action is needed. The District's auditor SEK highlighted the District 2021 financial audit. The Budget & Finance Committee recommends approving the District 2021 financial audit. *Michelle Kirk moved to approve the District's 2021 financial audit. Commissioner Jim Martin seconded the motion. Motion carried.*

Ag Center- Adam McClain shared past repairs and more details on the replacement of the dry sprinkler mains. *Adam will get a Johnson Control quote for a nitrogen generator and the dry sprinkler mains.*

Watershed Specialist Renewal: Adam McClain reviewed the funding renewal application. *Ed Wilkinson moved to approve the Watershed Specialist renewal application in the amount of \$45,250. Dave Benner seconded the motion. Motion carried*

CDFAP ACT Application: Adam McClain reviewed the funding application. *Commissioner Jim Martin moved to approve the Conservation District Fund Allocation Program (CDFAP) ACT application in the amount of \$16,225. Ed Wilkinson seconded the motion. Motion carried.*

CDFAP Manager and 1st Tech Application: Adam McClain reviewed the funding application. *Dave Benner moved to approve the CDFAP Manger and 1st Tech application in the amount of \$38,575. Commissioner Jim Martin seconded the motion. Motion carried.*

Capital RC&D Dues: Adam explained that the Capital Resource Conservation & Development (RC&D) dues are part of the District's County budget. *Ed Wilkinson moved to approve the \$300 dues for the Capital RC&D. Dave Benner seconded the motion. Motion carried.*

Annual Liability Insurance: Adam McClain highlighted the 2022/2023 quote. *Dave Benner moved to approve the annual liability insurance policy with Astra. Ed Wilkinson seconded the motion. Motion carried.*

PLGIT Investments: Deb Eck reviewed the balances of the current checking accounts, ACNB's current rates, PA Local Government Investment Trust (PLGIT) rates, and potential term lengths. *The Board guided staff to proceed with the PLGIT investments in the amounts and term lengths presented.*

Johnson Controls: *Ed Wilkinson moved to approve the sprinkler repair with Johnson Controls in the amount of \$2,789. Commissioner Jim Martin seconded the motion. Motion carried.*

Rock/Marsh Critical Area Resource Plan /Act 220: The Potomac Regional Committee had a hybrid meeting on April 14th. Official actions could not be taken due to the lack of quorum.

Program/Staff Reports

Bay Tech Report – Adam McClain highlighted Tyler Echard's written report.

Admin Assistant - Sarah Spencer discussed assisting with the Middle and High School Envirothons, fall tree distribution with the Watershed Alliance of Adams County & Chesapeake Bay Foundation, install and educate program at Conewago Valley Intermediate School, and working with the Planning Office's Technology Committee to research database management systems for E&S and tree distribution.

District Manager – Adam McClain discussed the 5-year Nutrition Management Delegation Agreement, additional Ag Center quotes needed, scheduling a fire drill and future Ag Center Emergency Action Plan training.

Director Comments: Commissioner Jim Martin inquired about the upcoming 75th Anniversary Celebration. Adam McClain confirmed the date, the caterer, and informed the board the invitations will be sent early June. Commissioner Martin shared there will be mandatory election recount beginning June 1st in Adams County, the Human Service Building will be getting a solar array installed, and that residents need to advocate for the Gordon Road bridge to be added to PennDOT's Transportation Improvement Plan (TIP) program. He advised that the courthouse is closed Monday for Memorial Day and that Kiwanis, an Envirothon sponsor, is selling blueberries. Public Director Rick Crouse advised staff to contact school boards next year in addition to teachers to promote the 2023 Envirothon.

Adjournment Chair Carl Keller Jr. adjourned the meeting at 8:55PM.

Respectfully submitted,

Sarah Spencer

Sarah Spencer, Administrative Assistant/Board Secretary
Adams County Conservation District