

## MINUTES OF THE MAY 25, 2023, A.C.C.D. BOARD MEETING

The monthly meeting of the Adams County Conservation District (District) Board of Directors (Board or BOD) was held on May 25, 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 7:41 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
Michelle Kirk, Treasurer/Farm Director	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	Sherri Clayton-Williams, Director

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:** *Charlie Bennett moved to approve having flexibility of the agenda order. Ed Wilkinson seconded the motion. Motion carried.*

**Approval of Minutes:** *Commissioner Jim Martin moved to approve the minutes of the April 27, 2023 BOD meeting. Ed Wilkinson seconded the motion. Motion carried.*

**Treasurer's Report:** *Michelle Kirk reviewed the Treasurer's report for April 2023, 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.

### **Committee Reports:**

**Executive Session** – Carl Keller, Jr. reported that an executive session was held from 6:30PM to 7:34PM prior to the Board meeting for the purpose of considering entering an agreement for the purchase or lease of real property and personnel matters. No action was taken.

**Budget & Finance** – Michelle Kirk shared that 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. The District's auditor, SEK, highlighted the District 2022 financial audit. The Budget & Finance Committee recommends approving the District's 2022 financial audit. Rick Crouse noted that building expenses are growing quickly and suggested that we need to plan for future expenses in our budget. *Michelle Kirk moved to approve the District's 2022 financial audit. Ed Wilkinson seconded the motion. Motion carried.*

**Personnel Proposal** – Ed Wilkinson moved to approve Carl Keller, Jr. signing the personnel proposal as presented and submitting the proposal to the County Commissioners. Michelle Kirk seconded the motion. Motion carried.

**Dirt & Gravel Low Volume Roads Program**: Adam reported the current agreement ends June 30, 2023 and there are no significant changes in the new agreement. Charlie Bennett moved to approve the new 5-year delegation agreement for the Dirt & Gravel Low Volume Roads Program. Ed Wilkinson seconded the motion. Motion carried.

**RC&D Dues**: Adam explained that the Capital Resource Conservation & Development (RC&D) dues are part of the District's County budget. Dues for 2024 will increase to \$350. Ed Wilkinson moved to approve the \$300 dues for the 2023 Capital RC&D. Michelle Kirk seconded the motion. Motion carried.

**Watershed Specialist Grant**: Adam reviewed the grant. Michelle Kirk moved to approve the Watershed Specialist funding grant in the amount of \$50,250. Commissioner Jim Martin seconded the motion. Motion carried.

**Conservation District Fund Allocation Program (CDFAP)**: Adam reviewed the application for the CDFAP Manager and 1<sup>st</sup> Tech. Charlie Bennett moved to approve the CDFAP Manager and 1<sup>st</sup> Tech application in the amount of \$50,000. Dave Benner seconded the motion. Motion carried.

**Program/Staff Reports:**

**Planning Office Director** – Sherri Clayton-Williams noted the importance of the Equine Industry to Adams County and that the Planning Department preserved 8 of The Hanover Shoe Farms in the last year. There will be a recognition event held soon. She also highlighted a recent Supreme Court ruling regarding the Clean Water Act.

**Administrative Specialist** - Susan Landauer noted that the District has 14 dozen hats with our name on them that were found in storage. It was suggested that the hats be given out to farmers, the fruit growers association, at soil quality meetings, and other community events.


**Staff Accountant** - Mary Smith noted that she has been involved in the recent review of budget items and that she has requested a new 3-year contract with Berkshire Systems to maintain our fire alarm inspections and monitoring.

**District Manager** – Adam McClain provided updates on the Bay Technician position, Ag Conservation Technician position, Johnson Controls nitrogen generator, Hull's Electric dusk to dawn lights in the parking lot, Frantz Plumbing for septic line work, Terminex treatment, Sage network video recorder, DEP/SEC transfer of the Nutrient Management Program, Hanover Best Cleaning Services cleaning services contract, and Rusty Ryan's 30-year work anniversary.

**Director Comments**: Rick Crouse congratulated Rusty Ryan on his 30<sup>th</sup> anniversary. Charlie Bennett provided a brief update on the Brethren Church rain garden that he is working on with Ricky Whitmore. Commissioner Jim Martin apologized for missing the Budget & Finance Committee meeting that morning due to a prior commitment. Carl Keller, Jr. thanked everyone for attending the meeting.

**Adjournment**: Carl Keller, Jr. adjourned the meeting at 8:27PM.

Respectfully submitted,

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