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**MINUTES OF THE AUGUST 24, 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 August 24, 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 7:31 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	Thomas (TJ) VonHagn, Ag Conservation 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:** *Ed Wilkinson moved to approve having flexibility of the agenda order and the addition of agenda item 11.1 Approval of Frantz Plumbing Quote. Dave Benner seconded the motion. Motion carried.*

**Approval of Minutes:** Commissioner Jim Martin requested a revision to his comments. *Ed Wilkinson moved to approve the minutes of the July 27, 2023 BOD meeting with the change of Theodore Society to Theodore Burr Society under director comments. Commissioner Jim Martin seconded the motion. Motion carried.*

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

**Introduction of New Staff:**

Thomas (TJ) VonHagn, the new Ag Conservation Technician introduced himself to the Board. He joined the Conservation District about a month ago after leaving the United States Air Force. His primary responsibility will be the Ag Conservation Assistance Program. He is working with PA Labor & Industry regarding prevailing wage, has been attending trainings, 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:**

**Ag Center** – Ed Wilkinson had no updates. Adam McClain noted that Terminix treated for ants.

**Dirt, Gravel, Low Volume (DGLV) Roads Program:**

**Mount Hope Road (LV23-001)** – Adam McClain shared the DGLV Quality Assurance Board's (QAB) recommendation. *Commissioner Jim Martin moved to approve the amendment with Hamiltonban Township for the Low Volume project LV23-001 along Mount Hope Road to extend the completion deadline to September 30, 2023. Michelle Kirk seconded the motion. Motion carried.*

**Mount Hope Road (LV23-003)** – Adam McClain shared the DGLV QAB’s recommendation. *Dave Benner moved to approve the amendment with Hamiltonban Township for the Low Volume project LV23-003 along Mount Hope Road to extend the completion deadline to April 30, 2024. Michelle Kirk seconded the motion. Motion carried.*

**County Lease:** Adam McClain reviewed the County lease terms shared with him and Carl Keller, Jr. and recommended approval. *Charlie Bennett moved to approve extending the current lease rate with the County to December 31, 2023 and begin the new lease rate of \$10.75/sq ft starting January 1, 2024 through December 31, 2026. Ed Wilkinson seconded the motion. Motion carried.*

**Frantz Plumbing:** Adam McClain reviewed the quote to replace the iron pipes on the upper level of the Ag Center with PVC pipes and to clean out plumbing located in areas that cannot be replaced. *Ed Wilkinson moved to approve the Frantz Plumbing Quote in the amount of \$5,293.16. Charlie Bennett seconded the motion. Motion carried.*

**Conservation District Fund Allocation Program (CDFAP) Unconventional Gas Well Fund:** Adam McClain shared that these funds are used towards the salary and benefits for Adam McClain, Mary Smith, and Susan Landauer and recommended approval. *Ed Wilkinson moved to approve the CDFAP Unconventional Gas Well Funds of \$118,005. Charlie Bennett seconded the motion. Motion carried.*

**Susquehanna Door Annual Planned Maintenance Agreement:** Adam McClain reviewed the annual contract and recommended approval. *Commissioner Jim Martin moved to approve the annual contract with Susquehanna Door for \$460. Ed Wilkinson seconded the motion. Motion carried.*

**Countywide Action Plan (CAP):** Adam McClain highlighted the stream bank fencing project and recommended approval of the CAP contract. *Michelle Kirk moved to approve the contract with the Hanover Shoe Farms in the amount of \$22,700. Ed Wilkinson seconded the motion. Motion carried.*

**Pennsylvania Association of Conservation Districts (PACD):** Adam McClain reviewed the PACD dues and recommended approval. *Dave Benner moved to approve PACD dues in the amount of \$2,590. Ed Wilkinson seconded the motion. Motion carried.*

**Rock/Marsh Critical Area Resource Plan (CARP) / Act 220:** Charlie Bennett noted that he will not seek re-appointment to the Act 220 Potomac Committee when his term ends in September. The Act 220 program is underfunded and understaffed, and he does not expect any CARP action from the Potomac Committee before the second half of 2024.

**Program/Staff Reports:**

**District Manager** – Adam McClain shared that the current custodial contract is coming up for renewal, he is updating job descriptions, and preparing documentation for a subpoena that was received this week for a bankruptcy proceeding.

**Director Comments:** The directors welcomed TJ VonHagn to the staff at the Conservation District. Charlie Bennett noted that work on the rain gardens at the Church of the Brethren will begin September 11, 2023 with help from Ricky Whitmore and Flyway Construction. Commissioner Jim Martin invited any interested Board members to attend the CCAP Agriculture Committee meeting that will be held in November in Harrisburg.

**Adjournment:** Carl Keller, Jr. adjourned the meeting at 8:11 PM.

Respectfully submitted,



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