

MINUTES OF THE DECEMBER 21, 2023, 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 21, 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 1:37 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
Adam McClain, District Manager	Charlie Bennett, Public Director
Commissioner Jim Martin, Commissioner Director	Rick Crouse, Public Director
Lindsey Bream, NRCS	Michelle Kirk, Treasurer/Farm Director
Susan Landauer, Admin Spec/Board Secretary	Christopher Santore, DEP
Eric Mains, Associate Director	Bryce Woodard, NRCS
Anastasia Miller, Chesapeake Bay Tech	Ricky Whitmore, CAP Coordinator
Christina Anders, Resource Cons. Tech	Deb Musselman, Resource Cons. Tech
Ben Smith, Ag Cons. Tech	Brian Sneeringer, Ag Cons. Tech
Russell Ryan, Resource Conservationist	Mary Smith, Staff Accountant

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. Commissioner Jim Martin seconded the motion. Motion carried.*

Approval of Minutes: *Commissioner Jim Martin moved to approve the minutes of the November 16, 2023, BOD meeting with the correction to a misspelled name. Ed Wilkinson seconded the motion. Motion carried.*

Treasurer's Report: *Michelle Kirk reviewed the Treasurer's report for November 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. Bryce Woodard, Soil Conservationist with NRCS, introduced himself to the Board.

Department of Environmental Protection (DEP) – Christopher Santore, Conservation District Field Representative, highlighted the December 2023 DEP Conservation District Field Rep Talking Points.

Committee Reports:

Ag Center – Ed Wilkinson shared that the Farm Service Agency ran wires for their internet, McClure replaced 2 motors and a switch during their regular inspection, NRG and McClure checked an air handler issue, and Berkshire performed their regular 6-month inspection.

ACNB Funds: *Commissioner Jim Martin moved to approve tabling the vote on moving funds into ACNB Insured Cash Sweep Accounts until the January 25, 2024, BOD meeting. Charlie Bennett seconded the motion. Motion carried.*

Ag Conservation Technician Agreement: *Charlie Bennett moved to approve the \$20,000 Ag Conservation Technician Agreement. Ed Wilkinson seconded the motion. Motion carried.*

CAP Coordinator and Implementation Grant: *Ed Wilkinson moved to approve the \$292,623 CAP Coordinator and Implementation Grant. Commissioner Jim Martin seconded the motion. Motion carried.*

Western PA Conservancy Agreement: *Commissioner Jim Martin moved to approve the \$1,000 Western PA Conservancy Agreement. Charlie Bennett seconded the motion. Motion carried.*

Keller Engineers Proposal: *Ed Wilkinson moved to approve the Keller Engineers proposal for Ag Conservation Assistance Program engineering/consulting services up to \$8,000 pending the landowner asking Cumberland Township to waive applicable Township requirements. Commissioner Jim Martin seconded the motion. Motion carried.*

Ag Plan Reimbursement: *Commissioner Jim Martin moved to approve the \$978.40 Ag Plan Reimbursement for Cole Milhimes' 590 Nutrient Management Plan with funds from the Chesapeake Bay account. Ed Wilkinson seconded the motion. Motion carried.*

2024 Board of Directors & Committee Meetings Dates/Times: *Ed Wilkinson moved to approve the 2024 Board of Directors & Committee meetings dates/times as presented with the exception of changing the April 2024 meeting time to 7:30pm. Michelle Kirk seconded the motion. Motion carried.*

2024 Goals & Objectives: *Charlie Bennett moved to approve the 2024 Goals & Objectives. Ed Wilkinson seconded the motion. Motion carried.*

2024 Tenant Related Organizations: *Ed Wilkinson moved to approve the 2024 Tenant Related Organizations. Michelle Kirk seconded the motion. Motion carried.*

Cumberland Valley Tree Service Quote: *Michelle Kirk moved to approve the \$2,356 Cumberland Valley Tree Service Quote. Ed Wilkinson seconded the motion. Motion carried.*

Conference Chairs: Adam McClain shared that the County Safety Committee has dedicated about \$8,500 toward the purchase of new conference room chairs in the Planning and District conference rooms due to them being a safety issue. This contribution should reduce the District's cost to less than \$2,000. *Ed Wilkinson moved to approve up to \$2,000 for the 15 conference room chairs going in the District conference room. Commissioner Jim Martin seconded the motion. Motion carried.*

2023 Adams County Highlights: Adam McClain shared the document with the Board.

Rock/Marsh Critical Area Resource Plan/Act 220: Chris Santore, DEP, mentioned a need for directors. Adam McClain recommended participating in the Lower Susquehanna Basin if interested due to our heavy participation already in the Potomac Basin.

Program/Staff Reports:

Staff Reports – Susan Landauer shared that she has been busy processing new E&S/NPDES plans, Notice of Terminations, purging files to send to DEP, reorganizing the files for efficiency, and the end of year quarterly report. Rusty Ryan shared that he will be obtaining information to share with the Board in January to support the hiring of a Licensed Professional Engineer.

District Manager – Adam McClain shared the following would be on the January 2024 BOD agenda: 2024 Associate Directors approval, election of officers, committee appointments, and Carl Keller, Jr., Commissioner Jim Martin, and Ed Wilkinson will be sworn in. He asked that the BOD share any input regarding staff with him for annual staff evaluations. Ed and he will be attending the PACD Executive Council virtual meeting on January 25, 2024 and will be voting to support voluntary installation of streambank fencing for livestock.

Director Comments:

Carl Keller, Jr. thanked Commissioner Jim Martin for reappointing him to the Board, thanked the staff for all their hard work, and wished everyone a Merry Christmas and Happy New Year. Commissioner Jim Martin thanked everyone for a great year and successful programs and wished everyone a Merry Christmas. Rick Crouse thanked everyone for today's program and wished everyone Happy Holidays. Ed Wilkinson thanked the staff for all their hard work.

Adjournment: Carl Keller, Jr. adjourned the meeting at 2.52 PM.

Respectfully submitted,

A handwritten signature in blue ink that reads "Susan Landauer". The signature is written in a cursive style with a long, sweeping underline.

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