

## MINUTES OF THE APRIL 27, 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 April 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 7:14 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
Tyler Trostle, DEP	Ricky Whitmore, Comm. Clean Water Coord.

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 having flexibility of the agenda order. Dave Benner seconded the motion. Motion carried.*

**Approval of Minutes:** *Dave Benner moved to approve the minutes of the March 23, 2023 BOD meeting. Ed Wilkinson seconded the motion. Motion carried.*

**Treasurer's Report:** *Michelle Kirk reviewed the Treasurer's report for March 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.

**Department of Environmental Protection (DEP)** – Tyler Trostle, Field Representative, highlighted the DEP's monthly Talking Points. Tyler mentioned it was his last meeting as Field Representative due to taking another position with DEP.

### **Committee Reports:**

Executive Sessions – Carl Keller, Jr. reported that an executive session was held from 6:40pm to 7:10pm 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.

Ag Center - Ed Wilkinson noted that BFPE was in to inspect the fire extinguishers and Susquehanna Doors was in to maintain the entry doors.

### **Nutrient and Odor Management Program:**

**NMP Updates** – Adam reviewed the update for Mike and Jim Todt. No action needed.

**Flyway Excavating Contract** - Ricky Whitmore explained the bidding process and reviewed the bid received for the stream restoration projects. *Ed Wilkinson moved to approve the contract with Flyway Excavating for the stream restoration projects in the amount of \$161,700. Michelle Kirk seconded the motion. Motion carried.*

**RC&D BMP Verification Contract** - Adam McClain recommended canceling and creating a new contract. *Ed Wilkinson moved to cancel the current \$10,000 contract with RC&D for BMP Verification and to approve a new contract for \$28,000. Commissioner Jim Martin seconded the motion. Motion carried.*

**2023 Envirothon Donations** – Adam McClain reviewed the 2023 Envirothon Donations and mentioned the Arentz Hay & Grain donation should be listed as \$250 and not \$100. *Michelle Kirk moved to approve the \$2,200 cash and non-cash donations received and promised for the 2023 Envirothons. Dave Benner seconded the motion. Motion carried.*

**Comcast Service Agreement**- Adam McClain reviewed the Comcast service agreement for the cable upgrades for the United States Department of Agriculture. *Ed Wilkinson moved to approve the Comcast Service Agreement. Commissioner Jim Martin seconded the motion. Motion carried.*

**Custodial Services**- Adam McClain reviewed the work schedule and scope of services for the Custodial Services contract. Ed Wilkinson, Michelle Kirk, and Commissioner Jim Martin volunteered to be on the interviewing committee along with Adam McClain. *Ed Wilkinson moved to approve the advertisement of and contract for custodial services. Michelle Kirk seconded the motion. Motion carried.*

**2022 State Ethics Commission Statement of Financial Interest Form**- Everyone has completed the form, and the forms have been filed.

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

**Program/Staff Reports:**

**Staff Reports –**

**Community Clean Water Action Plan Coordinator** - Ricky Whitmore highlighted his upcoming projects: rain garden for the Gettysburg Church of the Brethren, 2023 stream restoration projects, RC&D best management practice verification work, and Gettysburg Municipal Authority riparian buffer planting.

**Staff Accountant** - Mary Smith noted that she will be doing electric bill comparisons since the new meter was installed and that she is working on the audit.

**Administrative Specialist** - Susan Landauer noted the completion of the recent tree distribution with the Adams County Planting Partnership and the Adams County Envirothon that was held last week for middle and high school students in Adams County.

**District Manager** – Adam McClain discussed re-posting the Chesapeake Bay Technician position, posting the Agricultural Conservation Technician position, tree distribution, Envirothons, and upcoming Budget Finance Committee meeting. He noted that he presented at the Adams County Commissioner’s meeting last week for Conservation District Week and to recognize Brian Sneeringer for receiving the National Association of Conservation Districts 2022 Distinguished Service Award.

**Director Comments:** Rick Crouse and Carl Keller, Jr. wished Tyler Trostle the best in his new position and thanked him for the support he has provided us.

**Adjournment:** Carl Keller, Jr. adjourned the meeting at 8:20PM.

Respectfully submitted,



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