

MINUTES OF THE DECEMBER 18, 2025, 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 December 18, 2025, 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 1:41 PM. A quorum was met. The following were present in person or by phone (* if present via phone):

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| Carl Keller Jr., Chair/Farm Director | Ed Wilkinson, Vice-chair/Farm Director |
| Adam McClain, District Manager | Dave Benner, Farm Director |
| Commissioner Jim Martin, Commissioner Director | Lindsey Bream, NRCS |
| Michelle Kirk, Treasurer/Farm Director | Christopher Santore, DEP |
| Susan Landauer, Admin Spec/Board Secretary | Eric Mains, Associate Director |
| Anastasia Miller, Chesapeake Bay Tech | Brian Sneeringer, Ag Cons. Supervisor |
| Christina Anders, Resource Cons. Tech | Deb Musselman, Resource Cons. Supervisor |
| Mary Smith, Staff Accountant | Ricky Whitmore, CAP Coordinator |
| Vy Trinh, Water Specialist | Maya Callenbach, Resource Cons. Tech |
| Brock Clouser, Ag Cons. Tech | Amy Brown, PACD Exec. Director |

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. To join this meeting by phone or for other means to provide public comment, the request must have been received by noon today. Request to join by phone: None

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: *Dave Benner moved to approve having flexibility of the agenda order and the addition of item 12.1 Approval of CAP Grant. Ed Wilkinson seconded the motion. Motion carried.*

Approval of Minutes: *Commissioner Jim Martin moved to approve the minutes of the November 20, 2025, BOD meeting. Ed Wilkinson seconded the motion. Motion carried.*

Treasurer's Report: *Michelle Kirk reviewed the Treasurer's report for November 2025, found everything to be in order, and recommended that it be filed for audit.*

Cooperating Agency Reports:

Department of Environmental Protection (DEP) – Christopher Santore, Conservation District Field Representative, highlighted the December 2025 DEP Conservation District Field Rep Talking Points.

Natural Resources Conservation Service (NRCS) – Lindsey Bream, District Conservationist, highlighted the NRCS monthly report.

Pennsylvania Association of Conservation Districts (PACD) – Amy Brown, Executive Director, introduced herself and highlighted that PACD is working to increase communication with Districts, noted that a strategic plan is in draft version, and announced upcoming meetings.

Committee Reports:

Ag Center – Ed Wilkinson shared that he and Adam are still working on obtaining quotes for a backup generator system.

SEK: Michelle Kirk moved to approve contracting with SEK to perform the District's 2025 financial audit, 2025 single audit, and e-filing 1099s. Ed Wilkinson seconded the motion. Motion carried.

Agricultural Conservation Assistance Program (ACAP): Ed Wilkinson moved to approve the ACAP policy revision to limit the 90 percent cost share provision to work that was contracted out by the landowner. Dave Benner seconded the motion. Motion carried.

2025 Ag Awards: Michelle Kirk moved to approve Dale Byers as the 2025 Farmer of the Year and Nathan Stock as the 2025 Outstanding Cooperator. Ed Wilkinson seconded the motion. Motion carried.

Mosquito-borne Disease Control Grant: Ed Wilkinson moved to approve the \$38,927 grant to administer the Mosquito-borne Disease Control Program with a seasonal position. Michelle Kirk seconded the motion. Motion carried.

Countywide Action Plan (CAP) Grant: Commissioner Jim Martin moved to approve the CAP Grant for \$578,276. Ed Wilkinson seconded the motion. Motion carried.

PCoRP Insurance Renewal Application: Ed Wilkinson moved to approve submitting a renewal application to PCoRP. Dave Benner seconded the motion. Motion carried.

PCoRP Safety Grant: Ed Wilkinson moved to approve applying for the PCoRP Safety Grant for \$3,873.75 and contracting up to \$4,873.00 to level the yard near the trial gardens. Michelle Kirk seconded the motion. Motion carried.

2026 Goals & Objectives: Michelle Kirk moved to approve the 2026 Goals & Objectives as presented. Ed Wilkinson seconded the motion. Motion carried.

2026 Board of Directors & Committee Meetings: Dave Benner moved to approve the 2026 Board of Directors & Committee meetings dates/times as presented. Ed Wilkinson seconded the motion. Motion carried.

2026 Tenant Related Organizations: Ed Wilkinson moved to approve the 2026 Tenant Related Organizations. Michelle Kirk seconded the motion. Motion carried.

Program/Staff Reports:

Anastasia Miller thanked the Board for their input offered during the presentations today.

Brian Sneeringer announced that the Soil Quality Meeting will be held February 25, 2026, as a half-day morning session at the Ag Center.

Brock Clouser noted that he has several ACAP projects wrapping up soon.

Deb Musselman wished everyone a Merry Christmas and Happy New Year.

Mary Smith shared that she will start to processing 1099s soon, the audit will be done the first week of April 2026, and today is the last day to vote for the Holiday Door Contest.

Ricky Whitmore thanked the Board for their confidence and support in his program for the 5 years he has been with the District.

Susan Landauer shared that she will be busy working on compliance letters for 64 permittees who have not submitted their Annual Reports that were due December 7, 2025.

Vy Trinh thanked the Board for their support.

District Manager – Adam McClain shared that the following will be on the January 2026 BOD agenda: Associate Directors approval, committee appointments, and Ed Wilkinson, Rick Crouse, and Commissioner Jim Martin will be sworn in. He noted his appreciation for the Board’s support today and at meetings throughout the year, shared the date of upcoming fire extinguisher training, thanked staff members for their help with the meeting today, and wished everyone a Merry Christmas and Happy New Year.

Director Comments:

Commissioner Jim Martin announced that the County budget passed yesterday with no increase in property taxes, and he appreciates the pace of the meeting today and how informative it was. Dave Benner shared his appreciation of District staff. Michelle Kirk thanked the staff for their hard work and for the work they do to help farmers and wished everyone a Happy Holiday. Ed Wilkinson thanked the staff for all the work they do and wished everyone a Merry Christmas. Carl Keller, Jr. thanked the staff and Board for their help and support and wished everyone a Merry Christmas.

Adjournment: Carl Keller, Jr. adjourned the meeting at 2:28 PM.

Respectfully submitted,

A handwritten signature in blue ink that reads "Susan Landauer". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

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