

MINUTES OF THE NOVEMBER 17, 2022, A.C.C.D. BOARD MEETING

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The monthly meeting of the Adams County Conservation District (District) Board of Directors (Board or BOD) was held on November 17, 2022, 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 7:03 PM. A quorum was met. The following were present in person or by phone (* if present via phone):

Carl Keller Jr., Chair/ Farm Director
Adam McClain, District Manager
Michelle Kirk, Farm Director
Debra Eck, Staff Accountant
Tyler Trostle, DEP

Ed Wilkinson, Vice-chair/ Farm Director
Dave Benner, Farm Director
Sarah Spencer, Admin Asst/ Board Secretary
Lindsey Bream, NRCS

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: *Dave Benner moved to approve having flexibility of the agenda order and the addition of agenda item 10.1. Appointment of new Board Secretary. Ed Wilkinson seconded the motion. Motion carried.*

Approval of Minutes: *Ed Wilkinson moved to approve the minutes of the October 27, 2022, BOD meeting. Michelle Kirk seconded the motion. Motion carried.*

Treasurer's Report: *Ed Wilkinson reviewed the Treasurer's report for October 2022, found everything to be in order, and recommended that it be filed for audit.*

Cooperating Agency Reports:

Natural Resources Conservation Service - Lindsey Bream, District Conservationist, highlighted the USDA-NRCS monthly report and other current activities.

Department of Environmental Protection (DEP) –Tyler Trostle, the new DEP Conservation District Field Representative, highlighted the DEP October Talking Points. He mentioned his responsibilities include helping the District with events like the Envirothon and with hiring and training of new District employees.

Committee Reports: No reports given.

Nutrient and Odor Management Program:

- a. **Mike and Dorothy Hare NMP** – Adam McClain highlighted their plan and shared Vy Trinh's recommendation for approval. *Ed Wilkinson moved to approve Mike and Dorothy Hare's Nutrient Management Plan. Michelle Kirk seconded the motion. Motion carried.*
- b. **John Jr. and Deborah Winand NMP** – Adam McClain highlighted the plan and shared Vy Trinh's recommendation for approval. *Dave Benner moved to approve John Jr. and Deborah Winand's Nutrient Management Plan. Ed Wilkinson seconded the motion. Motion carried.*
- c. There were no Nutrient Management Plan updates.

Ag Conservation Tech and Administrative Assistant Positions: *Ed Wilkinson moved to work with County Human Resources to post and hire the Ag Conservation Tech and Admin Assistant positions. Michelle Kirk seconded the motion. Motion carried.*

Board Secretary: *Ed Wilkinson moved to appoint Deb Eck as the Board Secretary starting in December 2022. Dave Benner seconded the motion. Motion carried.*

SAH Quote: *Ed Wilkinson moved to approve the SAH cell dialer upgrade in the amount of \$2,279. Dave Benner seconded the motion. Motion carried.*

Planning Meeting: Adam McClain reviewed the draft Annual Planning Meeting agenda and asked the Board to let him know if they wanted to see any changes.

Rock/Marsh Critical Area Resource Plan /Act 220: There were no updates to report.

Program/Staff Reports:

Administrative Assistant – Sarah Spencer shared that her last day with the District/County is December 2, 2022. She is training Christina Anders on the Administrative Chapter 102 duties, creating a procedure manual for Admin Assistant position, and continues to assist with the fall tree picture management. She plans to continue working with the District but as a volunteer for special events.

Staff Accountant – Debra Eck shared she will retire on March 31, 2023. She was going to retire earlier but wanted to help the District with the 2022 end of year tax reporting and financial audit.

District Manager – Adam McClain provided updates on the District/Municipal Memorandum of Understandings received to date, Ag Center Emergency Plan, Ag Center Facilities Use Policy, Phase 2 Bay farm inspections, working with County on filling the Ag Conservation Tech and Administrative Assistant positions, Ag Center solar panels, status of District Director nominations, and reviewed the District's portion of the 2023 County budget.

Director Comments:

Ed Wilkinson, Dave Benner, Michelle Kirk, and Carl Keller Jr. all thanked the staff for their service and wished the staff leaving the best. Michelle highlighted the Center for Beef Excellence's Beef Excellence Grant and the Bull Credit.

Adjournment: Carl Keller Jr. adjourned the meeting at 7:55PM.

Respectfully submitted,



Sarah Spencer, Administrative Assistant/ Board Secretary
Adams County Conservation District