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## MINUTES OF THE AUGUST 28, 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 August 28, 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 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  
Adam McClain, District Manager  
Michelle Kirk, Treasurer/Farm Director

Rick Crouse, Public Director  
Susan Landauer, Admin Spec/Board Secretary  
Christopher Santore, DEP\*

Ed Wilkinson, Vice-chair/Farm Director  
Dave Benner, Farm Director  
Commissioner Jim Martin, Commissioner Director  
Charlie Bennett, Public Director  
Lindsey Bream, NRCS

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: Chris Santore

**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:** *Commissioner Jim Martin moved to approve having flexibility of the agenda order. Charlie Bennett seconded the motion. Motion carried.*

**Approval of Minutes:** *Ed Wilkinson moved to approve the minutes of the July 24, 2025, BOD meeting. Commissioner Jim Martin seconded the motion. Motion carried.*

**Treasurer's Report:** *Michelle Kirk reviewed the Treasurer's report for July 2025, 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)** – Christopher Santore, Conservation District Field Representative, highlighted the August 2025 DEP Conservation District Field Rep Talking Points.

### **Committee Reports:**

**Ag Center** – Ed Wilkinson shared that Heflin Electric provided a generator quote, but the project is not ready for consideration. Johnson Controls completed their regular maintenance and will provide a quote for non-emergency issues found.

**Safety Committee** – Adam McClain shared that he worked with the PCoRP risk manager to add language to the Safety Program and Risk Management Statement to include following County policies on sexual harassment, Information Technology, and vehicle usage. *Commissioner Jim Martin moved to approve the policy as presented with a wording change to one existing sentence. Michelle Kirk seconded the motion. Motion carried.*

### **Agricultural Conservation Assistance Program (ACAP) Applications:**

**Benuel King amendment** -*Charlie Bennett moved to approve an amendment to the Benuel King ACAP contract for an additional \$51,914. Ed Wilkinson seconded the motion. Motion carried.*

**Cody Young** – Michelle Kirk moved to approve the ACAP application and contract with Cody Young for up to \$552,833.20. Dave Benner seconded the motion. Motion carried.

**Contract time extension** – Adam McClain shared that he approved several time extensions and explained the various reasons.

**Dirt Gravel Low Volume Roads Program (DGLV):** Adam McClain shared that Hamiltonban Township requested a contract extension for two projects.

**Knox Road** - Charlie Bennett moved to approve the contract amendment to extend the completion deadline for the Dirt and Gravel project on Knox Road in Hamiltonban Township to June 30, 2026. Ed Wilkinson seconded the motion. Motion carried.

**Gum Springs Road** - Ed Wilkinson moved to approve the contract amendment to extend the completion deadline for the Low Volume project along Gum Springs Road in Hamiltonban Township to September 30, 2025. Commissioner Jim Martin seconded the motion. Motion carried.

**Countywide Action Plan (CAP):** Adam McClain reviewed the CAP Landowner agreement and recommended approval. Ed Wilkinson moved to approve the Landowner Agreement with Wilmer Shenk. Dave Benner seconded the motion. Motion carried.

**Williams Forestry:** Ed Wilkinson moved to approve the contract with Williams Forestry for \$19,788.96. Commissioner Jim Martin seconded the motion. Motion carried.

**Susquehanna Door:** Adam McClain reviewed the annual maintenance agreement and recommended approval. Commissioner Jim Martin moved to approve the annual maintenance agreement with Susquehanna Door for \$490. Dave Benner seconded the motion. Motion carried.

**Hull's Electric:** Adam McClain reviewed two quotes for light repairs and recommended approval.

Charlie Bennett moved to approve the contract with Hull's Electric for \$435 for emergency and exit light repairs. Ed Wilkinson seconded the motion. Motion carried.

Ed Wilkinson moved to approve the contract with Hull's Electric for \$6,245 for repairs to lights in the lobby pending a more affordable option isn't available. Charlie Bennett seconded the motion. Motion carried.

**PACD:** Adam McClain reviewed the PACD dues and recommended approval. Rick Crouse moved to approve PACD dues in the amount of \$2,965. Commissioner Jim Martin seconded the motion. Motion carried.

**County Picnic:** Adam McClain shared the details of Adams County's event request. Ed Wilkinson moved to approve the request to use the Ag Center for the County picnic on September 26, 2025. Michelle Kirk seconded the motion. Motion carried.

**4H Fall Open House/Trunk or Treat:** Adam McClain shared the details of Adams County 4H's event request. Michelle Kirk moved to approve the request to use the Ag Center for the 4H Open House/Trunk or Treat event on October 26, 2025. Ed Wilkinson seconded the motion. Motion carried.

**Program/Staff Reports:**

Susan Landauer shared that planning for the Adams Co Planting Partnership Fall tree distribution is underway and will take place in mid-October. Approximately 4,500 plants are available with about 20% remaining at this time.

Adam McClain shared the draft policy from State Conservation Commission regarding per diem for District directors, he represented the southcentral region managers at the PA Association of Conservation District's strategic

planning session, and he has notified the District nominating organizations that Ed and Rick are interested in being reappointed. Adam also shared that he is getting a quote from Hulls for converting the non-emergency/recessed lights to LED, Madison Lang - seasonal Vector Control Coordinator has returned to college, and Ricky Whitmore - CAP Coordinator received an Adopt A Stream Award from Adams County Trout Unlimited for restoration work on the Conewago Creek and other trout streams.

**Director Comments:**

Michelle Kirk shared that Penn State Extension has an opening for a Southeast Livestock position, and there will be meetings in September held by the Department of Agriculture to discuss the 10-year strategic plan. Commissioner Jim Martin shared highlights from Ag Progress Days including food security, livestock security, screwworm issues, research funding, and workforce development.

**Adjournment:** Carl Keller, Jr. adjourned the meeting at 8:53 PM.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Susan Landauer".

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