

Chairperson Commissioner Sherene Hess called the meeting of the Indiana County Conservation District to order on Tuesday, July 18, 2023, at 9:30 am at 435 Hamill Road in Indiana. Other Directors present were Craig Andrie, Janis Long, Barbara Peace, Cindy Rogers, Aaron Simpson and Gregg VanHorn.

Also present: Douglas Beri Jr. – Executive Director, Tammie Robinson – Administrative Assistant, Brooke Russick – Conservation Program Manager, Benjamin Wenger – Watershed Specialist, Marisa Matlin – Conservation Program Specialist, Josh Merichko and Emily Rahalla-AmeriCorps, Tom Beresnyak, Sarah King, Hunter Overdorff, John Somonick -Associate Directors.

PUBLIC COMMENTS - none

Hess administered the oath of office to new director Cindy Rogers, who will fill the unexpired term of Richard Stumpf.

A vacancy for Vice Chair exists due to the resignation of Richard Stumpf from the board of directors. Long moved to nominate Peace as Vice Chair, second by Simpson, motion carried. Nominations were closed. The nomination was put to a vote and the motion carried.

The EPA, just prior to commencement of the meeting, granted approval for additional work on the Ed Warren South Branch Plum Creek WIP V project. Simpson moved to add an item to the agenda to consider the Ed Warren South Branch Plum Creek WIP V project amendment, second by Peace, motion carried.

Simpson moved to approve consent agenda items including accepting minutes of the two previous meetings, with the correction to add Sarah King to the list of attendees to the June board of directors meeting, treasurer's report to be filed subject to audit, correspondence, DEP delegated programs reports and staff reports, second by Andrie, motion carried.

Peace moved to pay the bills as presented, second by Simpson, motion carried.

CORRESPONDENCE - none

DEPARTMENT OF ENVIRONMENTAL PROTECTION DELEGATED PROGRAMS REPORT

Two erosion and sediment control plans were reviewed and two Chapter 102 site inspections were conducted.

ASSOCIATE DIRECTOR REPORTS

Overdorff reported the Pennsylvania state budget is still in limbo.

Somonick reported legislation to increase the dog license fee and plans to make it an on-line process is still in the works after two years.

FIELD REPRESENTATIVE'S REPORT

Suzanna Harris submitted a written report prior to the meeting.

COOPERATING AGENCY REPORTS

Beresnyak reported on available Penn State Extension on-line webinars.

Beri reported the Friends of Indiana County Conservation District made two agriculture grant awards through the Cambria-Indiana County Farmers Assistance Fund. Both recipients were from Indiana County and were Mother Earth Farm and Mytrysak's Tree Farm.

COMMITTEE REPORTS - none

OLD BUSINESS - none

NEW BUSINESS

The Brookside Dairy and Tomb Farm nutrient management plans (NMP) are currently under review. The Mahoning Creek Farm NMP was presented and recommended for approval. Simpson moved to approve the Mahoning Creek Farm NMP as recommended, second by Andrie, motion carried.

No donations were received.

Peace moved to approve a Dirt/Gravel and Low Volume Roads program contract amendment for DR2201 East Mahoning Township Gilgal Road contract to \$70,509 for an additional \$11,979 to add 420' of underdrain and 3 cross pipes, second by Andrie, motion carried.

Beri reported bids were received for the proposed back porch enclosure for the storage room addition project (AKA Wildlife Center Buildout). Two bids were received for each of the four categories - general contractor, plumbing, electrical, and mechanical. The low general contractor bid was \$67,787.00, the low electrical bid was \$9,110.00, the low plumbing bid was \$3,236.00, and the low mechanical bid was \$5,871.00. Beri recommended rejecting all bids and investigate other options. Simpson moved to reject all the bids, second by Andrie, motion carried.

VanHorn moved to approve Charles Flinn as an associate director to the board, second by Peace, motion carried.

Simpson moved to approve a contract amendment for Stewart Fencing for the Ed Warren project in the amount of \$44,7074, and extend the contract deadline to August 31, 2023, second by Andrie, motion carried.

DISCUSSION

The DGLVR Quality Assurance, Quality Control (QAQC) ICCD board of directors and Quality Assurance Board members' interviews will be conducted July 28 at 10 am and a Zoom option will be offered. Project field visits and in-person program reviews will be conducted July 31 through August 2. All directors and associates are welcome and encouraged to attend.

Andrie moved to enter into executive session at 10:05 am to discuss personnel matters, second by VanHorn, motion carried.

VanHorn moved to resume the regular board of directors meeting at 10:42 am, second by Peace, motion carried.

Simpson moved to approve updated employee position descriptions for ACAP Coordinator, Conservation Program Manager, Conservation Program Specialist (102/Ag), Conservation Program Specialist (Watersheds), District Educator which eliminated requirement to obtain a teacher's certificate, and Executive Director, second by Peace, motion carried.

Simpson moved to approve a \$5,000 base pay adjustment for Office Administrator, ACAP Coordinator, Conservation Program Manager, Conservation Program Specialist (102/Ag), Conservation Program Specialist (Watersheds), District Educator, and Executive Director retroactive to July 1, 2023, second by Long, motion carried.

VanHorn moved to approve a \$1.62 per hour increase for the Office Assistant to \$18 per hour effective July 1, 2023, second by Andrie, motion carried.

Simpson moved to approve 2023-2024 retention bonuses of \$6,000 for Office Administrator, ACAP Coordinator, Conservation Program Manager, Conservation Program Specialist (102/Ag), Conservation Program Specialist (Watersheds), District Educator, and Executive Director to be split quarterly with first bonus payment issued at the close of the first quarter of the state fiscal year, second by Peace, motion carried.

VanHorn moved to approve adding the federal holiday of Juneteenth as an ICCD paid holiday following the example of other Conservation Districts throughout the state, second by Simpson, motion carried.

Hess reported Sara Bloom, the author of "Iselin" will be in Indiana for a book signing on July 21.

The next Conservation District Board of Directors meeting will be held Tuesday, August 15, 2023, at 9:30 am at 435 Hamill Road, Indiana, PA 15701. Simpson moved to adjourn the meeting at 10:50 am, second by VanHorn, motion carried.

Respectfully submitted,

Tammie L. Robinson
Administrative Assistant