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**LANCASTER COUNTY CONSERVATION DISTRICT
BOARD MEETING MINUTES
January 19, 2022**

The 837th regularly scheduled Board Meeting of the Lancaster County Conservation District (LCCD) was held via Zoom Call-In on Wednesday, January 19, 2022 at 1:00 p.m.

The following Directors were present: Dan Heller, Roger Rohrer, Herb Kreider, Bob Shearer, Jay Snyder, Sonia Wasco and Kent Weaver.

The following Associate Directors were present: Greg Strausser.

The following District Staff were present: Christopher Thompson, Gerald Heistand, Kevin Lutz, Rich Snyder, Kevin Seibert, Matt Kofroth, Sallie Gregory, Amanda Grube, Amanda Goldsmith, Holly Shaub, Maddie Klein, Nate Straw, Britton Hartzok, Greg Heigel, Kent Bitting, Ben Seldomridge, Kaylyn Gordon, Adam Seitz, Bryce Workman, Eric Hout, Dave Bednar, Sam Adams, Steve Reiff, Adam Stern and Suzanne Kopp.

The following Cooperating Agency representatives were present: None present.

The following guests were present: PAFB-CWO Jeffrey Schmidt and Andrew Miller from Catalyst & Commercial Development.

Dan Heller called the meeting to order at 1:00 p.m. Dan welcomed everyone on Zoom. Adam Stern reminded everyone that the meeting was being recorded.

Ken Weaver provided the invocation for the meeting.

Additions to the Agenda: No additions added.

Reorganization of the Board was tabled until the March 2022 Board of Director meeting.

An opportunity was given for public comment: None were offered.

I. Agency Reports

1. USDA, NRCS

Heather Grove was not in attendance and there were no additions to the report submitted.

2. PA DEP Field Rep Report

There were no additions to the report submitted.

II. Consent Agenda

Dan Heller gave the opportunity for Directors to withdraw any of the items from the Consent Agenda in order to have additional discussion. Herb Kreider abstained from the vote due to a potential conflict of interest concerning the approval of a Nutrient Management Plan for his son-in-law. Hearing none, Bob Shearer moved to approve the Consent Agenda which included items numbered one through five. Roger Rohrer seconded the motion. The vote was taken and the motion passed unanimously.

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The Consent Agenda includes the following approved items.

- #1- Minutes of December 1, 2021 Board meeting**
- #2- Technical Assistance Requests/Cancellations**
- #3- Nutrient Management Plan Approvals**
- #4- Conservation Plan Acknowledgement**
- #5- List of LCCD Memberships**

III. Additional Business

1. Treasures Report

Gerald Heistand reported on the 2021-year end budget review. The Income and Expense Report shows there was \$1.8 million more coming in than going out at the end of the year. We brought in \$1.4 million more in Grants than was spent. The E&S department brought in \$8,200 more than the department spent and this is the highest it has been in 25 years. \$32,741.91 was transferred from the General Operations Fund and put into the Reserve Fund Account. Gerald reviewed the reports that were included in the Board packet. The General Operations account is the highest that it has ever been at \$624,540.35.

2. Exelon BMP

Matt Kofroth reported that the District received nine applications for Grant funding. Seven of those applications are being presented for Board approval. The applicants being presented for approval are as follows: David Fisher for \$7,314.72; J. Clifford Sensenig for \$6,510.00; Joseph Zook for \$16,634.27; John Hess for \$6,979.77; Forrest Sheffy for \$75,000.00; Peters Creek/Exelon for \$52,600.00; Jerry Lehman for \$55,860.00. Total Amount allocated \$220,898.76.

Roger Rohrer moved to approve the seven projects for Exelon Funds totaling \$220,898.76 contingent upon DEP approval. Herb Kreider seconded the motion. Motion passed unanimously.

3. The Chesapeake Bay Ag Inspection Program Phase II Grant (CBAIP)/Allen Esh Application

Kent Bitting reported that the CBAIP currently has one application that has been reviewed by District staff and is ready for Board action. Allen Esh is requesting funding for heavy use area protection, several roof runoff structures and lined outlets. Mr. Esh had several items identified in his Ag E&S plan which were not completed. The total CBAIP Grant funds requested for this project are \$16,518.31.

Jay Snyder moved to approve the request for \$16,518.31 of Grant funding. Sonia Wasco seconded the motion. Motion passed unanimously.

4. Spring Intern

Sallie Gregory reported that the applications for the Spring Intern are currently being gathered and sorted by staff. Sallie Gregory and Matt Kofroth will be interviewing potential candidates for this position the week of January 24, 2022. The Personnel Committee is requesting permission to hire the individual for this position to start in early February 2022. The intern would be paid \$11.00/hour and be employed from February 2022 through early May 2022. Funds to pay for the intern will come from a line item in the 2022 District budget for interns.

Bob Shearer moved to give permission to the Personnel Committee to hire a Spring Intern. Sonia Wasco seconded the motion. Motion passed unanimously.

5. E&S Committee Report

Rich Snyder introduced Andrew Miller, representing Catalyst Commercial Development and invited him to speak about the letter that Catalyst Commercial Development submitted to the District requesting that their initial E&S review fee for the Mixed Residential Use project at 1376 Campus Road be re-reviewed by the

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Board of Directors. Andrew explained that Catalyst Commercial Development is requesting to pay a lower E&S Review fee, taking it from \$50,650.00 to a fee of \$29,650.00 based on the proposed Mixed Residential Use of the site. Rich restated the committee's recommendation that the applicable fee be in accordance with the current E&S Fee Schedule, but in order to help keep the plans moving through the review process while they discuss updating the fee schedule, the committee allowed that Catalyst could submit their proposed review fee (\$29,650) and staff would provide comments on the incompleteness and technical deficiency letters requesting the balance of the full review fee (\$50,650 or whatever was recalculated). After some discussion, Rich reiterated that the staff would continue through the review process, but would not issue/authorize permit coverage until the full review fee has been received.

Herb Kreider moved to accept the E&S Committee recommendation that the fees would remain in accordance with the currently stated E&S Fee Schedule that is in place today. Jay Snyder seconded the motion. Motion passed unanimously.

The E&S Committee's recommendation on the Florin Hills project (due to minimal action regarding the completion of recommended compliance assistance measures) is to elevate it by proceeding with an enforcement action.

Jay Snyder moved to approve the E&S Committee's recommendation to proceed to an enforcement action. Roger Rohrer seconded the motion. Motion passed unanimously.

PACD NPS Mini-Grant has made \$60,000 available in a Grant to Districts to develop guides and resources to educate the public. The E&S Committee recommends to support the Grant application capped at \$2,000 per District and have the appropriate LCCD official to sign the Grant application.

Sonia Wasco moved to support the E&S Committee's recommendation to move forward with applying for the Grant. Bob Shearer seconded the motion. Motion passed unanimously.

Rich then reviewed an updated E&S Department Municipal coverage map that is being proposed and an update was provided to the Board concerning the current workload and upcoming staff trainings for the E&S Department.

6. Personnel Committee

Sonia Wasco reported that as of this meeting about half of the staff have had COVID. She also said that the committee is working on a new standard for testing and quarantining procedures if you have COVID. The new HR Firm has been working with the District since January 1, 2022 and will be available on site at the District on Wednesday's if staff needs to meet with them. PACD is hosting the annual staff conference and is offering a virtual attendance option with breakout sessions and it is encouraged for all LCCD staff to sign up to attend some or all of the breakout sessions via zoom, but you must register to attend.

IV. Reports/Information

1. Correspondence, News and Updates:

Nothing new to share.

2. Municipal Outreach Meetings:

Sallie Gregory reported that due to the current rate of COVID infections, the Municipal Outreach meetings have been postponed until March 2022. These meetings are to bring Municipal staff up-to-date on the District Programs and Procedures.

3. E&S/NPDES Monthly Projects Report:

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Rich Snyder reported that 17 total plans were received in the month of December 2021 and only two complaints were received. PAG01 will be going into effect in March 2022. Trainings for the PAG01 will be taking place in February 2022.

Effective April 1, 2022 DEP is mandating that all Chapter 105 applications must be sent in electronically through the e-permitting system to the DEP.

Chris Thompson introduced Officer Schmidt and asked if he would like to share anything: Officer Schmidt shared that he was on a timber harvest complaint in Manor Township.

Dan Heller stated that we could possibly do the Planning Meeting and the regular Board Meeting at the Farm and Home Center in person on March 2, 2022 at 4:00 p.m. He suggested that the Planning Meeting be held at 4:00 p.m. followed by a break for dinner and then have the monthly Board Meeting following the dinner.

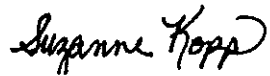
Additional Public Comment:

Chris Thompson expressed a thank you to the Board of Directors for the platters of cookies that the Board gave to each staff member. The entire staff appreciated the gift.

Meeting Adjourned:

Dan Heller adjourn the meeting at 2:15 p.m.

Respectfully submitted,



Suzanne Kopp
Recording Secretary