

LEHIGH COUNTY CONSERVATION DISTRICT  
MINUTES OF THE DIRECTORS' BOARD MEETING HELD ON FEBRUARY 11, 2016

Chairman Bill Erdman called a regular meeting of the Lehigh County Conservation District Directors to order at 6:30 PM at the Lehigh County Conservation District Office located at 4184 Dorney Park Rd, Allentown, PA 18104

Present were:

Directors:

Bill Erdman	Chairman/Public Director
Dan Hunsicker	Farmer Director
Mary Ellen Snyder	Public Director
Bill Royer	Public Director
Anton Shannon	Farmer Director
Geoff Brace	Commissioner Director

Agencies:

Linda Mackey	SCC/DEP Conservation District Field Representative
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Staff:

Bill McFadden	District Manager
Kevin Frederick	Resource Conservationist
Cammy Kiechel	Office Manager

PLEDGE OF ALLEGIANCE

NO PUBLIC COMMENTS ON NON-AGENDA ITEMS

ADDITIONAL AGENDA ITEMS/AGENDA MODIFICATIONS

RAWA Grant

APPROVAL OF THE JANUARY 14, 2016 MEETING MINUTES

It was on motion by Dan Hunsicker & seconded by Mary Ellen Snyder to accept & approve the minutes from the January 14, 2016 Board of Directors' meeting as written. All were in favor.

AGENCY REPORTS

Linda Mackey – SCC/DEP Conservation District Field Rep noted that the written report that she submitted has regional updates, program highlights from 2015 and priorities and challenges for 2016. She reported that there was a lot of discussion by the SCC General Advisory Committee regarding the Grower Greener 3 Grants that should not be affected by the passing of the state budget. Linda noted that the District staff received the Notice of Termination questionnaire that came out of Central Office because of a lot of concerns that are being raised regarding the closing out of permits on construction sites. There are a lot of discrepancies in the field that are not on the plans. She encourages the District staff to fill out the questionnaire so that Central Office can determine how to move forward on these issues. There was a lot of discussion among the Directors, Linda & Kevin Frederick regarding the challenges of closing out permits and the involvement of the townships in this process.

TREASURER'S REPORT

Contingency Monitoring

Bill Erdman noted that the Operating Funds information and the Balance Sheet are in the packet for review. He reported that the funds are down a bit from the beginning of the year.

Approval of Disbursement of Bills for January 2016

It was on motion by Anton Shannon and seconded by Dan Hunsicker to accept and approve the Disbursement of Bills for January 2016. All were in favor.

## COMMITTEE REPORTS

### Administrative Committee

Bill Erdman mentioned that a lot of good information came out of the PACD meetings that he, Mary Ellen Snyder & Bill McFadden attended. They also met with Andrea Tessier from the PA State Extension Office on how the two organizations can work together and with other agencies. It was suggested by Bill McFadden to create some sort of document to highlight the positive things we are doing in Lehigh County and for the community.

### Agricultural Committee

#### RAWA Agreement

Anton Shannon explained that it is a request from the Reading Area Water Authority to give the District \$10,000.00 for the next 3 years to help clean up the Maiden Creek Watershed by implementing Ag BMPs. The Ag Committee already has a farm in mind that is in the Maiden Creek Watershed where the money can be spent. The water will be tested at the site where the BMPs get done. Bill McFadden noted that they just need to get the final wording done on the agreement. The money can be used as a match with another grant.

It was on motion by Dan Hunsicker and seconded by Bill Royer to approve the Reading Area Water Authority (RAWA) agreement. All were in favor.

Anton Shannon reported that he has spoken to Robert Souder from the Ag Committee and since Robert cannot always attend the meetings Dan Hunsicker nominated Anton to take over as Chair of the Ag Committee. Anton noted that Damian Painter will be sending out the Ag Survey that was completed to the Farming/Ag Community. The committee had talked about getting a no-till drill in the County for renting it out to farmers or horse farms for pastures but the PA Extension Office is doing a similar program so the District can work together with them. Another project in the early planning stages is the coordination with the Seed Farm of a demonstration area showing multi-year benefits of no-till growing of organic crops and the food would go to the Lehigh Valley food bank. He reported that Damian has more workshops planned and that some of them are in coordination with PA State Extension Office. Damian is also drafting a letter to the Governor that the Board would have to approve allowing Lehigh County to be involved in the CREP program. The Directors discussed the program and need to learn more about it.

## DIRECTOR ACTION ITEMS

### Expedited Review System

Bill Erdman reported that the District has tweaked the current Expedited Review System to make it more closely matched as to what we are actually doing.

It was on motion by Geoff Brace and seconded by Dan Hunsicker to accept and approve the updated Expedited Review System document now dated 2/11/16 as written. All were in favor.

### Survey Results

Bill Erdman noted that the District had done a monkey survey and the return was impressive. There were both good and bad comments submitted. The Directors were given a copy of the results. Mary Ellen Snyder requested a better summary result. There was much discussion regarding the summary. The staff will tweak and label the report per the discussion and present it at the next board meeting. The survey will be part of the District's presentation to the County.

### Assistant District Manager Position

Bill Erdman reviewed the staff chart with the Directors. The primary change is the addition of Kevin Frederick as the Acting Assistant District Manager position for the Water Quality program. Bill noted that there is large amount of time spent on the regulatory side of the District and not on the Outreach & Education side. The addition of the Acting Assistant Manager position will free up more of Bill McFadden's time for Watershed, Agriculture and all of the other kinds of things that the District wants to enhance. Bill noted that Cammy Kiechel's title has switched from Office Manager to Executive Assistant.

It was on motion by Bill Royer and seconded by Mary Ellen Snyder to approve the organization chart as presented to the Board of Directors. All were in favor.

### 102 Delegation Agreement

Bill Erdman explained the document to the Directors. It is not the official agreement but designates which delegation we want to accept which is also the one we currently have now. The official document comes up in July for approval. There has been some discussion regarding the District taking on the 105 Delegation but Bill McFadden and the staff do not recommend it.

It was on motion by Bill Royer and seconded by Dan Hunsicker to approve and send the letter as written which agrees to take on the same delegation as the District currently has with no changes. All were in favor.

### NEW BUSINESS ITEMS

Bill Erdman noted that the District received a 'Letter of Resignation from LCCD Board of Directors' from Brad Youst. A thank you for his years of service should be sent to him.

It was on motion by Mary Ellen Snyder and seconded by Bill Royer to accept with regret the 'Letter of Resignation from LCCD Board of Directors' letter from Brad Youst, Hanover Engineering. All were in favor.

It was discussed by the Directors the possibility of adding more Associate Directors to be a part of the Board.

### OLD BUSINESS ITEMS

#### Update on Conflict Resolution Training

Bill Royer requested that Bill McFadden select a date for the next Conflict Resolution Training.

#### Update on Performance Evaluations

Bill Royer requested that Kevin Frederick select a date for completing the Performance Evaluation document.

CALENDAR ITEMS – Office Closed for Presidents' Day

NEXT MEETING DATE: Thursday, March 10, 2016 – 6:30 PM – Classroom #108

ADJOURNMENT – Bill Erdman adjourned the meeting at 7:55 PM.

Respectfully submitted,  
Bob Souder  
Secretary/Treasurer

Cammy Kiechel  
Recording Treasurer