

LEHIGH COUNTY CONSERVATION DISTRICT  
MINUTES OF THE BOARD OF DIRECTORS' MEETING HELD ON NOVEMBER 11TH, 2021

Chairman Bill Erdman called a regular meeting of the Lehigh County Conservation District Directors to order at 7:00 pm at the Lehigh County Conservation District Office, 4184 Dorney Park Rd., Allentown, PA 18104

Present were:

Directors:

Bill Erdman	Chairman/Public Director
Dan Hunsicker	Vice-Chairman/Farmer Director
Bill Royer	Public Director
Adele Bon-Shannon	Public Director
Paul Semmel	Treasurer/Secretary/Farmer Director
Arland Schantz	Farmer Director
Bob Elbich	Commissioner Director

Associate Directors:

Staff:

Kevin Frederick	District Manager
Holly Kaplan	Assistant Manager

Agencies:

Linda Mackey	DEP/SCC Conservation District Field Representative
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Public:

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS ON NON-AGENDA ITEMS

ADDITIONAL AGENDA ITEMS/AGENDA MODIFICATIONS

APPROVAL OF SEPTEMBER 9TH 2021 BOARD MEETING MINUTES

It was on motion by Adele Bon-Shannon and seconded by Bill Royer to accept and approve the minutes from the September 9th, 2021 Board of Directors' Meeting as written. All were in favor. Bob Elbich abstained

AGENCY REPORTS

Linda Mackey, DEP/SECC Conservation District Field, highlighted that if any Director or staff needs information or assistance in the Director nomination process, please let her know! Linda also mentioned that the winter meetings with the State Conservation Committee and PACD have now moved to virtual. For those that have not been able to attend in the past, this is an excellent opportunity to join. A brief discussion on the D&G program concluded Linda's report.

COUNTY UPDATES

TREASURER'S REPORT

Update on Contingency Monitoring

Paul Semmel mentioned a difference of \$100,000 between the two months. Paul pointed out the NAACD annual fee on the vendor balance sheet and wanted to know the benefits of using this service. Kevin briefly mentioned that quarterly reimbursements were entered in October, which means we will see this fill any gaps for November.

APPROVAL OF DISBURSEMENTS OF BILLS FOR SEPTEMBER & OCTOBER 2021

It was on motion by Adele Bon-Shannon and seconded by Bob Elbich to approve and accept the Disbursement of Bills for September & October 2021. All were in favor.

## COMMITTEE REPORTS

### Water Quality

Holly Kaplan shared JohnRyan, our new hire, has been a significant help and is performing great with all his training. The Regional DEP training was held a couple of weeks ago, which all thought was helpful. As a result, a meeting will be held to re-do fee schedules and amend how modifications are handled. Overall, the department continues to stay busy.

### HR Committee

Bill Royer mentioned that performance appraisals are soon to begin, and if anyone has any comments, they should be sent over to Kevin and Holly. Also, Bill asked the committee to look out for future impacts from inflation and how they can be handled moving on forward.

### Agriculture Committee

Paul briefly mentioned that the committee would be meeting on Wednesday, December 1<sup>st</sup>.

## DIRECTOR ACTION ITEMS

### LCCD 2022 DRAFT Budget

This Draft is the exception of adding the Spotted Lanternfly and highlighting minor changes, including the website, Health insurance, COLA, and postage meter. It was on motion by Bill Royer and seconded by Adele Bon-Shannon to approve and accept. LCCD 2022 DRAFT Budget. All were in favor.

### LCCD Handbook Revisions

Bill Erdman quickly noted that the revisions made to the handbook were highlighted and emailed to staff and Directors for review. It was on motion by Bill Royer and seconded by Adele Bon-Shannon to approve the updated Handbook Revision as of November 11th, 2021. All were in favor.

## NEW BUSINESS ITEMS

### OLD BUSINESS ITEMS

#### Petre Nutrient Management Plan Referral

Kevin Frederick briefly discussed that Petre's Plan was received and deemed Admin complete. It was on motion by Bill Royer and seconded by Paul Semmel of revoking the Petre Nutrient Management Plan action from the previous Board Meeting. All in favor

## PUBLIC COMMENT

## CALENDAR

SCC Meetings – 1:00 PM November 9, 2021 & January 26, 2022

SCC Conference Calls – 8:30 – 10:00 AM December 14, 2021 & February 15, 2022

### PACD Fall Leadership Development Series

Succession Planning & Mgt for CDs (Part 2)	November 17	12:00 – 1:30
Conservation Leadership & Environmental Justice	November 10	12:00 – 12:45

NEXT MEETING DATE: Thursday, December 9th, 2021 – 7:00 pm – Virtual

ADJOURNMENT – Paul Semmel adjourned the meeting at

Respectfully submitted,  
Paul Semmel  
Secretary/Treasurer

Holly Kaplan  
Recorder 8:00