

LEHIGH COUNTY CONSERVATION DISTRICT

MINUTES OF THE BOARD OF DIRECTORS' MEETING HELD ON AUGUST 12, 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:

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

Associate Directors:

Staff:

Kevin Frederick	District Manager
Holly Kaplan	Assistant Manager
Marlene Mera	Executive Assistant
Amanda Bunn	Agricultural Resource Conservationist
Laura Hopek	Environmental Education & Outreach Coordinator

Agencies:

Austin Drager	NRCS Representative
Linda Mackey	DEP/SECC Conservation District Field Representative

Public:

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS ON NON-AGENDA ITEMS

ADDITIONAL AGENDA ITEMS/AGENDA MODIFICATIONS

APPROVAL OF JUNE 10TH 2021 BOARD MEETING MINUTES

It was on motion by Adele Bon-Shannon and seconded by Bob Elbich to accept and approve the minutes from the June 10, 2021 Board of Directors' Meeting as written. All were in favor.

AGENCY REPORTS

Linda Mackey, DEP/SECC Conservation District Field, highlighted some essential changes in the Sunshine Act Amendment. One of the most significant changes all directors should follow is that the PA Sunshine Act amends to include an agenda requirement. This amendment requires all agencies to post an agenda of issues to be deliberated or planned official action at least 24hours before any regular or special meetings. An agenda must be posted to websites, agency offices, and meeting sites. This change takes effect on August 29, 2021.

Austin Drager, NRCS Representative, mentioned he had a successful selection EQIP process. Three applications were selected for Lehigh County, exceeding our initial allocation. Two withdrew due to uncertainty with construction costs. Austin noted that \$190,000 was secured for a 406-acre plan to treat livestock up in Lynn Township. Amanda was assisted with the Conservation Planning process and procedure. Several conservation plans were completed and signed by Bill. Overall looking to plan for the upcoming year.

COUNTY UPDATES

TREASURER'S REPORT

Update on Contingency Monitoring

Paul Semmel mentioned the treasure balance, liabilities, and assets have remained the same for the past two months.

Legacy Cost

Kevin Frederick mentioned that the Legacy Cost is the amount of money held to reserve and cover the long-term obligations of NPDES permits, which are five years out. This also includes the number of expedited permits that have not yet been closed out. The most recent quarterly report reflects that we are about \$100,000 shy from where we should be to be even. Kevin stated that both Holly and himself will look at the entire year for 2021, and a percent of all new permits will be transferred from the water quality account into the Legacy cost account. The goal is to have the future position help close the backlog.

APPROVAL OF DISBURSEMENTS OF BILLS FOR JUNE & JULY 2021

It was on motion by Adele Bon-Shannon and seconded by Bill Royer to approve and accept the Disbursement of Bills for June 2021 & July 2021. All were in favor.

COMMITTEE REPORTS

Water Quality

Holly Kaplan shared that they are moving forward with hiring an employee to help terminate backed-up projects. In two weeks, they will start the interview process. At the moment, the department is currently still processing and working on its first E-PERMIT.

Agriculture

Kevin Frederick noted and congratulated Amanda for passing her Nutrient Management test.

Environmental Education

Laura shared and mentioned that the National Association of Conservation District held a poster contest. Several submissions were received from K-12th grade and voted on. The winners were sent to the state level, and a Lehigh county recipient in the first grade was chosen for first place. A check will be sent to her, and she will be moving forward to the National level in December.

Dirt & Gravel Road

Paul Semmel disclosed that on August 23, a virtual conference with Harrisburg will be held to discuss auditing procedures and updates within the county.

Human & Environmental Health

Kevin Frederick updated the board and mentioned that due to an uptick in positive mosquitos for West Nile, a spray treatment was done in Allentown. Further spray treatments will be done as we move forward into the season.

HR Committee

Bill Royer noted that the Employee Handbook is being re-done and is also working on appraisals.

DIRECTOR ACTION ITEMS

2021/2022 Spotted Lantern Fly Grant Application

Kevin Frederick shared that we are applying for a 5k grant which will be used for education and equipment purposes from 2021-2022. We propose to focus on providing outreach training to our municipalities, the agricultural community, and the general community via workshops. It was on motion by Bob Elbich and seconded by Paul Semmel to approve and accept the 2021/2022 Spotted Lantern Fly Grant Application. All were in favor.

LCCD 2021 Scholarship Award

Kevin Frederick revealed that an application was received for our scholarship, forwarded to the Education Committee for review. Initially, we had two separate scholarships to hand out totaling \$2,000, but only one application was received. It was the recommendation of the Environmental Education Committee to the Administrative Committee to award the total amount to the applicant. The applicant will be a future Penn State student. It was on motion by Bill Royer and seconded by Adele Bon-Shannon to approve and accept the LCCD 2021 Scholarship Award. All were in favor.

Petre Nutrient Management Plan Final Notice Letter

Amanda shared that she had sent out two letters to Mr. Petre and has not received any response. Amanda is acquiring approval from the board to send out a third notification letter, a standardized procedure throughout the state that requires the recipient to update or amend their current Nutrient Management Plan. Amanda agrees to follow up with the client personally. It was on motion by Adele Bon-Shannon and seconded by Bill Royer to authorize and approve the District send the Petre Nutrient Management Plan Final Notice Letter after August 30 if the plan has not been received by that time. All were in favor except for Dan & Arland 4/2.

NEW BUSINESS ITEMS

Joel Loch Act 38 Withdrawal Request

Amanda briefly shared that Joel Loch formally withdrew his participation in the PA Nutrient Management Act Program. He had an ACT 38 plan and was also a volunteer operator, which allows him to withdraw or resubmit a plan. At the beginning of COVID-19, Joel cleared out his farm. Joel was not over the two-animal equivalent density limit, requiring him to have an act 38 Nutrient Management plan. It was in motion by Arland Schantz and Bill Royer to acknowledge receiving Joel Loch Act 38 Withdrawal Request letter. All were in favor

Leon Snyder Act 38 Withdrawal Request

Leon Snyder certified his operation is no longer a CAO because he no longer has animals on his establishment. It was in motion by Arland Schantz and Bill Royer to acknowledge receiving Leon Snyder Act 38 Withdrawal Request letter. All were in favor

OLD BUSINESS ITEMS

LCCD Strategic Plan Update

Kevin Frederick presented the board with a spreadsheet of how the Strategic Plan will be handled and the preferred method to receive updates. In addition to that, our previous educator Jolie developed several goals, and with her absence, edits and revisions will have to be made by the education committee.

PUBLIC COMMENT

CALENDAR

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|--|-------------------|
| 1. SCC Meetings | September 14 |
| 2. Ag Progress Days | August 10 – 12 |
| 3. Agricultural Technician Training Boot camp II | August 23 – 27 |
| 4. Management Summit | September 15 – 16 |

NEXT MEETING DATE: Thursday, September 09, 2021 – 7:00 pm – Remotely

ADJOURNMENT – Paul Semmel adjourned the meeting at 8:40 pm

Respectfully submitted,

Paul Semmel
Secretary/Treasurer

Marlene Mera
Recorder