

MONTHLY MEETING AGENDA
May 16, 2023
Board Meeting Starting Time: 7:30 p.m.

I. Call to Order and Introduction of Guests

II. Public Comment Period

III. Action of Previous Minutes: April 2023

IV. Treasurer's Report: Review attached financial report for April 2023 for the IMF and NOW accounts. The following are account balances as of May 5, 2023:

Dirt & Gravel Roads	\$1,042,422.56
Low Volume Roads	\$93,104.69
Clean Water Fund	\$3,348.66
Hatch Run Charitable Trust	\$32,785.67
HR Property Development	\$10,634.60
ALP Easement Purchase	\$27,861.11
ALP Revolving Account	\$10,116.65
Building Fund	\$22,494.03
T. Rowe Price Fund	\$91,859.27
Scholarship Fund	\$3,975.76

V. Correspondence:

VI. Committee Reports:

- a. HRCDA Committee: No May meeting held.
- b. Building Committee: Larry Upton and district staff to provide an update during the meeting.

VII. Old Business:

- a. ACAP Meeting: Meeting date to discuss program
- b. Conference Room Rental Agreement and Fee: Any comments on the Draft that was sent with the packet.
- c. Cyber Policy proposal from Erie Insurance: Still waiting to hear from Bill.
- d. Summer Position: Jessica Myschisin said yes to the position. She will start on May 22.

VIII. New Business:

- a. Interim Manager: Need to appoint an interim manager
- b. Benefits: medical, dental, life, retirement, cobra, vacation, comp time, mileage



- c. Program / Actions: Time Sheets, Dirt & Gravel, Admin Assistance
- d. Reports: Quarterly, Annual, Contracts
- e. Job Position: personnel organization, when/ how to advertise, job description

IX. Staff Reports: District Manager, District Technician and Watershed Specialist monthly reports are attached or will be distributed at the meeting.

X. Agency Reports:

- a. DEP Field Representative, Susannah Harris
- b. USDA-NRCS District Conservationist, Laura Ayers
- c. DCNR- Service Forester Taylor Chamberlin
- d. PACD Monthly Rewind: See attached.
- e. Any other Agency Reports

XI. Date & Time of Next Meeting: June 20, 2023 7:30 p.m.

XII. Adjourn

Upcoming Dates and Activities to Note:

2023

- May 5..... Hatch Run Conservation Demonstration Area Committee Meeting, 8:30 a.m.
- May 12..... Dirt & Gravel Road Quality Assurance Board Meeting, 8:30 a.m.
- May 16..... Warren County Conservation District Board Meeting, 7:30 p.m.
- May 29..... HOLIDAY, OFFICE CLOSED

- June 2..... Hatch Run Conservation Demonstration Area Committee Meeting, 8:30 a.m.
- June 9 Dirt & Gravel Road Quality Assurance Board Meeting, 8:30 a.m.
- June 20..... Warren County Conservation District Board Meeting, 7:30 p.m.

- July 4 HOLIDAY, OFFICE CLOSED
- July 7 Hatch Run Conservation Demonstration Area Committee Meeting, 8:30 a.m.
- July 14 Dirt & Gravel Road Quality Assurance Board Meeting, 8:30 a.m.
- July 18 Warren County Conservation District Board Meeting, 7:30 p.m.

- August 4 Hatch Run Conservation Demonstration Area Committee Meeting, 8:30 a.m.
- August 15 Warren County Conservation District Board Meeting, 7:30 p.m.

- September 1 Hatch Run Conservation Demonstration Area Committee Meeting, 8:30 a.m.
- September 4..... HOLIDAY, OFFICE CLOSED
- September 8..... Dirt & Gravel Road Quality Assurance Board Meeting, 8:30 a.m.
- September 19..... Warren County Conservation District Board Meeting, 7:30 p.m.

