

**NORTHUMBERLAND COUNTY CONSERVATION DISTRICT
BOARD MEETING AGENDA**

November 4, 2021, at 7:00pm

In person/virtual: EE Center 441 Plum Creek Road Sunbury Pa 17801

- 7:00 PM CALL TO ORDER**
- 7:01 PM INTRODUCTIONS, IF NEEDED**
- 7:05 PM PUBLIC COMMENT PERIOD**
- 7:15 PM ACTION ON MINUTES**
- 7:16 PM FINANCIAL REPORTS/BANK ACCOUNTS**
- 7:18 PM REVIEW OF BILLS**
- 7:20 PM REVIEW OF ANNUAL WORKPLAN**
- 7:25 PM REPORTS**

Agencies
Committees

7:30 PM STAFF BUSINESS (A=Action Needed, R=Ratification. D=Discussion Only)

1. 2020 Audit: Action is needed on this item. The 2020 Audit is complete and needs Board approval to accept and submit the audit to the State Conservation Commission. (A)
2. Health Insurance: Action is needed on this Item. Amber from Kluge Insurance has provided quotes for 2022. Please refer to the insurance comparison sheet. It is my recommendation that we keep the same plan we currently have based on discussions with Amber. (A)
3. Cap Coordinator Funding: Matt from HRG brought it to our attention that they are applying for the CAP Coordinator Funding for 2022. This would be \$47,500 for the grant and \$2,500 for administration totaling \$50,000. This money can be reallocated after the grant is awarded. Would the Board like to complete the duties in house and put the money towards some of the positions for the CAP work we are already doing? (A)
4. CAP Block Grant: Matt had previously mentioned that they had \$10,000-\$11,000 for grant administration. After the October Board meeting i reached out to Matt to let him know the Board had approved HRG to administer the grant. He then informed me that

- the money was only to write the grant, but he was asking for 5% of the total grant they applied for to cover admin for 2022. this amount estimated to be \$30,400 they also included \$75,000 towards in house salaries for the CAP implementation. (D)
5. Mosquito/D&GLVR Position: Last meeting it was voted on to hire a full-time coordinator with the extra responsibilities of D&G/LVR and Agland Preservation. I propose we advertise in November interview in December and hire at the January Meeting. (D)
 6. Rent for EE Center: Action is needed on this item. The County cut our funding for the rest of 2021. We paid \$678.67 for the EE center rent in October. This was an addition to the 1609.54 we pay for the offices upstairs. The total rent check for November was \$2288.21. Do we want to continue to pay this payment? From what I gathered from the landlord he does not receive a check from any other agency for the EE Center. (A)
 7. In person Budget and Annual Work Plan Meeting: Would you like to hold these meetings in person before the board meeting as usual? Or would you rather these be a zoom option? (D)
 8. Tree Sale: Would you like to hold the tree sale in 2022? (A)
 9. Winter forum: Would you like to hold a Winter Forum in 2022 this is typically held the first week of March. (A)
 10. COVID-19 Protocols- Action may be needed on this item. Monthly discussion of COVID Protocols. (A)
 11. Executive Session: Discussion about Covid-19 Protocols.

After executive session the meeting will reconvene, and a vote take place on items discussed during executive session.

8:00 PM EXECUTIVE SESSION

8:30 PM ADJOURNEMENT

NEXT MEETING: December 2, 2021 @ 12:30 PM (441 Plum Creek Road Sunbury)