

NORTHERN PANHANDLE CONSERVATION DISTRICT
Special Meeting
November 19, 2021
9:00 a.m.

Supervisors Present

Jim Anderson, Hancock County – Vice-Chairman
Chuck Glenn, Hancock County - Treasurer
Steve Paull, Brooke County
Amy Wade, Ohio County - Secretary
David McCardle, Marshall County
Mark Fitzsimmons, Marshall County, Chairman

Supervisors Absent

Britney Hervey-Farris, Brooke County
Robert Luchetti, Ohio County

Others Present

Veronica Gibson, Administrative Specialist, WVCA

Chairman Mark Fitzsimmons called the meeting order Friday, November 19, 2021, at 9:00 am via telephone.

There was a discussion of duties for an NPCD employee. The following is a list of what was discussed.

NPCD District Employee Duties

- ❖ Assist with Educations Programs
 - Samara
 - Poster Contest
 - Photo Contest
 - Envirothon
 - Hands on Ag Day
 - Update Display
 - School Visits
 - Enviroscape
- ❖ Community Garden and High Tunnel Programs
- ❖ Assist with Farm Field Days and all Conservation Farm Programs
- ❖ Newsletter
- ❖ Knowledge of Ag Enhancement Program
- ❖ Wheeling Creek Watershed Commission (WCWC) meeting minutes & meeting planning
- ❖ Assist with County Fairs

- ❖ Assist with NPCD Facebook
- ❖ Equipment Rental – duties include
Lease Agreements
Inspection of Equipment
Coordinate Repairs
- ❖ Coordinate with other NPCD employees
- ❖ Assist with Annual BRIM Report
- ❖ Assist with NP RC&D meeting preparation
- ❖ Various district duties as assigned

David McCardle made a motion to hire an employee for the NPCD as follows – 24 hours per week with a flexible schedule. Starting salary will be \$16.00 to \$17.50 based on experience. After 90 calendar days, the employee will be evaluated. If the evaluation is positive a raise \$1.50 per hour will be given. The employee will have paid Federal holidays off. Seconded by Steve Paull. Motion passed.

Amy Wade made a motion to allow the new NPCD employee to have 24 sick hours per year and only 12 hours can carry over to the next year. No personal or vacation days will be given due to the flexibility of the schedule. Seconded by David McCardle. Motion passed.

There was a discussion regarding reimbursement from the WVCA for the NPCD employee. Mark Fitzsimmons reported that he had spoken to Brian Farkas and that a reimbursement agreement would need to be drafted. There will be further discussion with the Wheeling Creek Watershed Commission regarding the amount that they will reimburse the NPCD for the employee.

David McCardle made a motion to hire the NPCD employee March 14 or 21, 2022. Seconded by Jim Anderson. Motion passed.

There being no further business, the meeting was adjourned at 10:50 am.

Mark Fitzsimmons, Chairman

Amy Wade, Secretary

Minutes submitted by Veronica Gibson