

Important Information Regarding the Contents of this Document

Please note that the policies and information presented in this document are current through the date given below. The documents made available within the [Center's Conservation Districts web pages](#) are intended to serve as a guide for the policies set by each Conservation District. While these policies may in fact be current at the time of your viewing, it is strongly recommended to contact the relevant Conservation District for the most current version.

Document Current Date: January 3, 2023

ATTACHMENT D

POLICIES

DIRT, GRAVEL, & LOW VOLUME PAVED ROADS MAINTENANCE PROGRAM

The Northumberland County Quality Assurance Board (QAB) has developed the following policies and ranking sheet.

Performance Completion Requirement

Upon completion of the project, the municipality shall notify the Northumberland County Conservation District (NCCD) for inspection. Upon certification of practice implementation, the NCCD shall disperse funds within 30 days as determined in the contract agreement.

Project Maintenance Requirements

Structures or structural projections shall be installed and maintained for the specified life span and according to appropriate specifications.

FUNDING PROCEDURES

Project Costs

The NCCD will fund each selected project according to availability of funds and QAB ranking. Cost overruns will be limited to 10% of the initial contract amount and will be approved at the discretion of the District Board of Directors upon recommendation from the QAB.

Payment for Paving

This is not a paving program, therefore, the NCCD will consider funding pavement on a case by case basis.

Advance Payments

The NCCD may provide an advance payment of up to 50% of the total eligible project costs. The NCCD shall withhold 50% of the total eligible project costs until satisfactory completion of the project is achieved.

Traffic Counts

The District will purchase vehicle counters which will be made available to the municipalities for use in verifying volume of traffic on Low Volume Paved Roads.

Project Site Review

The proposed project sites will be video recorded by the District. These recordings will be sent to the QAB members with copies of the applications. The QAB members may view the sites individually prior to meeting for selection. If it is determined that a site requires further

review, the QAB may perform a Field View as a group. The proposed projects will be subject to the District's Ranking Criteria during the selection process.

Non Pollution Standards

Section 9106(f)(7) of the PA Motor Vehicle Code requires Quality Assurance Boards to adopt standards that prohibit use of materials or practices that are environmentally harmful. The Statement of Policy 83.613(1)(b) formalizes that requirement. In response, the QAB has adopted standards prohibiting the use of materials or practices which are environmentally harmful or do not meet the program's "non-pollution" standard. These materials include, but are not limited to: noxious weeds, fugitive emissions, and dust control products, which may pose a problem if they enter a waterway. Compliance with all existing environmental laws is a condition of purchase under the contracting agreement between the Conservation District and the municipality. An environmentally suitable substitute for dust control, as determined by the State Conservation Commission, may qualify for payment.

Equal Access Statement

The QAB will comply with the program agreement "Nondiscrimination Clause".

QAB meetings shall be open to the public and follow the requirements of the Sunshine Law.

QAB recommendations needing formal action must be brought before the Conservation District Board at a regularly scheduled monthly meeting.

All correspondence related to DG & LVP Rd. program updates and application deadlines shall be sent to all eligible municipalities and agencies.

Information including application deadlines shall be submitted as news releases to the newspapers and various agency newsletters.

Requests to review applications by third parties will be required to follow the District's open file policy.

Conflict of Interest Statement

"No District Director, QAB member, or District employee, shall, as a result of this program, be permitted to obtain financial benefits for himself, a member of his immediate family or a business with which he is associated. This shall preclude the payment of normal salary and benefits to employees provided in their normal course of employment.

The NCCD will not pay for municipalities to send representatives to ESM trainings.

"This program is offered on a nondiscriminatory basis, without regard to race, color, national origin, religion, sex, age, marital status, or handicap."