



# *Armstrong Conservation District*

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## **JANUARY 2016 MINUTES**

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The Armstrong Conservation District Board of Directors held their monthly meeting at the Armsdale Administration Building on Wednesday, January 20, 2016.

Chairman Spurgeon Shilling called the meeting to order at 9:00 am. Directors present: Dennis Hawley, Andrew Kimmel, DeJay Claypoole, Michelle Hickman and Jerry Longwell; District Manager, Dave Rupert, E & S Technician Christine Cramer, Office Manager Cindy Smith, ACT/NM Specialist Jessica Schaub, AmeriCorps Members, Katelyn Good and Larissa Rice, FSA Ed Huston, DEP Rep Chuck Kubasik.

Public Comment on Agenda Items - None

The Nominating Committee recommended retaining the current slate of officers for FY 2016 – Chairman – Spurgeon Shilling; Vice-Chairman – Andrew Kimmel; Secretary/Treasurer – Jerry Longwell. Dennis Hawley moved, seconded by Jerry Longwell to accept the recommendations of the Nominating Committee. Motion carried.

Jerry Longwell moved, seconded by Andrew Kimmel to accept the 2016 Committee Assignments/Organizational Appointments as presented. The 2016 list is attached for use and future reference. Motion carried.

Jerry Longwell moved, seconded by Andrew Kimmel to appoint Cindy Vranka as Recording Secretary/Assistant Treasurer, Jessica Schaub as Alternate Assistant Treasurer and Dave Rupert as Alternate Recording Secretary. Motion carried.

S&T Bank submitted a potential financial proposal to the District for consideration, Andrew Kimmel moved, seconded by Dennis Hawley to retain Elderton State Bank (including all established bank fund accounts) as ACD's financial institution. Motion carried. Andrew Kimmel moved, seconded by Jerry Longwell to maintain the INVEST Program (including all established INVEST Fund Accounts) as presented. Motion carried. Dennis Hawley moved, seconded by Michelle Hickman to retain the current line of credit authorizations Staples, Wal-Mart, Sunoco (3 fuel cards), and Capital One (Visa) as presented for FY 2016. Motion carried. Trader Horn was dropped due to the closing of the store. Motion carried.

Jerry Longwell moved, seconded by Andrew Kimmel to approve the **Minutes** of December 16, 2015 as presented. Motion carried.

The **Treasurer** reported a balance \$69,006.28. Andrew Kimmel moved, seconded by DeJay Claypoole to approve the Treasurer's Report as presented subject to audit. Motion carried.

**Needed Supplies / Outstanding Bills** – Jerry Longwell moved, seconded by Dennis Hawley to pay the WPCAMR Membership dues (\$100) as presented. Motion carried. No needed supplies at this time.

### **OLD BUSINESS**

**2016 Tree Sale** – NM/ ACT Tech Jessica Schaub reported on the progress of the annual tree sale.

**2016 Associate Directors** – Jerry Longwell moved, seconded by DeJay Claypoole to accept the 2016 Associate Directors as presented.

**2016 Annual Combined Awards Banquet** – The Annual Combined Awards Banquet will be held on Thursday, March 3, 2016 at 6 PM at Lenape Tech. Food will be prepared by the Culinary Arts Department. Tickets are \$15/person and \$7.50 per child age 12 and under. Contact Lori Cogley FSA for tickets. Deadline for tickets is February 18, 2016. The Natural Resources Lab students will have displays set up for viewing between the hours of 5 pm and 6 pm.

**PACD / SCC Winter Meeting** – The 2016 PACD/SCC winter meeting is scheduled for February 9 - 10 at the Ramada Conference Center in State College. Updates to PA child protection laws and clearance requirements; ensure that PA continues to receive funds from the Surface Mining Control and Reclamation Act well into the future; and what PACD Engineering Assistance program can do for the District.

### **NEW BUSINESS**

**2016 Legislative Breakfast** – Jerry Longwell moved, seconded by Dennis Hawley to host a Legislative Breakfast in March. Motion carried. An invitation will be extended to elected officials and cooperating agencies.

**State Ethics Commission Statement of Financial Interests** – As per State Conservation Commission and State Ethics Commission guidance, Statement of Financial Interests (SEC-1) Forms were distributed. Forms are due by May 1 of each year a person holds a public position as well as the year following termination of service. Forms for calendar year 2015 are due to be filed by May 1, 2016. This item will remain as an agenda item until May 1, 2016.

**DEP Delegation Agreement** – Jerry Longwell moved, seconded by Michelle Hickman for the Armstrong Conservation District to stay at the existing delegation level (Chapter 102 Base E & S Level 3). Motion carried.

**EZ Pass** – Michelle Hickman moved, seconded by Jerry Longwell to purchase one EZ-Pass for the District's three (3) vehicles. Motion carried.

### **OTHER BUSINESS**

**PENN VEST** – Andrew Kimmel moved, seconded by Dennis Hawley to accept the Construction Non-Point Source PennVest award (\$761,400) as presented. The Board directed Dave Rupert to handle all matters related to the successful closing of the funding offer. Motion carried. Jerry Longwell abstained. Dennis Hawley moved, seconded by Michelle Hickman to accept Young and Associates Josh James to begin work on the preliminary Phase II of the project. Motion carried.

**CORRESPONDENCE** – a) 2016 Pesticide update meetings are scheduled for the surrounding area. Contact Armstrong County Penn State Extension for details. b) Andrew Kimmel moved, seconded by Jerry Longwell to sponsor the Grassland Evaluation Contest at the \$250 level. Motion carried.

**AGENCY REPORTS** – The following agencies / staff provided activity reports: C Cramer E&S Tech, J Schaub NM/ACT Tech, G Smith D&G Tech, Katie Good and Larissa Rice AmeriCorps Member and DEP Rep Chuck Kubasik.

**Cooperator Agreement** - None

**Erosion and Sediment Control Plan Review**

	<u>Name</u>	<u>Twp.</u>	<u>Rev. By</u>	<u>Status</u>
12/28/2015	Nat'l Fuel Gas Dist Corp - stream crossing	Bradys Bend	CC	A
12/29/2015	Leechburg Sewer Project - Cinpinski waste	Gilpin	CC	A

Jerry Longwell made a motion to approve the above plans and their review status as presented. Andrew Kimmel seconded. Motion carried.

**Cooperative Plan Reviews** - None

**Nutrient Management Plans** – None

**PUBLIC COMMENT PERIOD**

There being no further business to come before the Board, Chairman Spurgeon Shilling, recessed to an Executive Session at 9:30 am to discuss personnel issues.

The Board returned from the Executive Session to discuss personnel issues at 1:06 pm. Michelle Hickman made the motion to offer the Resource Conservationist position to Logan lerley at a salary to be determined by the Manager in keeping with the professional development guidelines of the District. Dennis Hawley seconded that motion. Should Mr. lerley not accept the offer, the board directed the Manager to inform the Board who would then decide on another course of action. Motion carried. At 1:07 pm, Chairman Spurgeon Schilling after hearing no objections, declared the meeting adjourned.

The next scheduled Board meeting is Wednesday, February 17, 2016 at 9 AM at the Armsdale Administration Building, Conference Room # 103.

Respectfully submitted,

Cindy Vranka  
*Office Manager*