



Armstrong Conservation District

Armsdale Administration Building
124 Armsdale Road • Suite B-2
Kittanning, PA 16201-3738
Phone: 724-548-3425
Fax: 724-545-3699

E-mail: conservation@co.armstrong.pa.us

E-mail: c-drupert@state.pa.us

JULY 2016 MINUTES

The Armstrong Conservation District Board of Directors held their monthly meeting at the Armsdale Administration Building, 124 Armsdale Road, Suite 103, Kittanning, PA 16201 on Wednesday, July 20, 2016.

Chairman Spurgeon Shilling called the meeting to order at 7:00 pm. Directors present: Michelle Hickman, Dennis Hawley, Jerry Longwell, and Andrew Kimmel; Associate Director Ben Kimmel and Scott Baker; District Manager, Dave Rupert, Office Manager Cindy Vranka..

Public Comment on Agenda Items – None

Dennis Hawley moved, seconded by Michelle Hickman to approve the minutes of June 15, 2016 as presented. Motion carried.

The Treasurer reported a balance of \$429,761.53. Andrew Kimmel moved, seconded by Dennis Hawley to approve the Treasurer's Report subject to audit. Motion carried.

Needed Supplies / Outstanding Bills – No outstanding bills. Needed supplies will be discussed under agenda item Other Business.

OLD BUSINESS

PENNVEST Project Update / Status– District Manager Dave Rupert provided a status report on the progress of the PENNVEST Project. The Conservation District has received a memorandum from the State Conservation Commission defining the Local Government Unit Debt Act. The legal opinion of SCC office is that Conservation Districts are not local government units within the scope of that term as used in the Local Government Unit Debt Act.

Mobile Environmental Display Update – Dave Rupert, Gregg Smith, Dennis Hawley, and Ben Kimmel attended an informational Monday, June 20th at 2:30 at the Carnegie Science Center to discuss the development of the various displays to be installed in the Environmental Lab. A possible 10 interchangeable exhibits will be placed in the trailer that will be swapped out throughout the run of the travel of the exhibit. Wrapping of the trailer will promote the sponsors that have contributed to the display. The Carnegie science Center will be developing a proposal to build out the displays.

McCall Scanlon & Tice, LLC – Jerry Longwell moved, seconded by Andrew Kimmel to adopt the draft audit as final and submit report to the appropriate agencies for filing. Motion carried.

PACD Annual Conference – The 69th PACD/SCC Joint Annual Conference is July 27th – 29th at the Ramada Conference Center in State College. District Manager Dave Rupert will vote representing the Board to maintain the present dues fee structure.

Dayton Fair – Volunteers are needed to man the District display at the fair.

NEW BUSINESS

Dirt and Gravel Road Center's Annual Maintenance Workshop – The conference is scheduled for Tuesday, September 27 to Thursday, September 29 in York. Jerry Longwell moved, seconded by Michelle Hickman to cover costs for those who wish to attend. Motion carried.

OTHER BUSINESS

Vehicle Purchase - Andrew Kimmel moved, seconded by Dennis Hawley designated District Manager Dave Rupert as the person authorized to execute any and all documents related to the purchase of a 2016 GMC Yukon from Walker Motor Company in Kittanning PA. Motion carried.

PMSC AmeriCorps Program – Dennis Hawley moved, seconded by Jerry Longwell to receive two (2) AmeriCorps members for the 8/23/2016 – 8/11/2017 year. Motion carried.

Tablets – District Manager Dave Rupert discussed the electronic transition that the Commonwealth is implementing over the next few years regarding the electronic submittals of forms and reports. The District's IT support personnel submitted a proposal of various options and directions that the District could move towards. District Manager Dave Rupert examined the proposal and felt that Option #2 would best suit the District at this time. Dennis Hawley moved, seconded by Jerry Longwell to pursue the investment and purchase five (tablets) as per the recommended proposal. Motion carried.

CORRESPONDENCE – a) Armstrong Conservation District placed as a runner-up in the Build a Better Mousetrap Contest. b) Ag Progress Days at Penn State August 16 – 18 at the Russell E Larson Agricultural Research Center. c) SW Project Grass Field Day, Saturday, July 30, 2016 8 AM – 4 PM, Darlington Township Beaver County. d) PASA's 2nd Annual Summer Conference Thursday, July 28th – Friday, July 29th at Centre Hall Pa.

AGENCY REPORTS – The following agencies / staff provided agency activity reports: G Smith D&G, J Schaub ACT/NM Tech, Watershed Specialist Julie Zeyzus, and NRCS Management Assistant Sharon Cockroft.

COOPERATOR AGREEMENT

Sherry Humenik 0.2 acres Manor Township

Dennis Hawley moved, seconded by Jerry Longwell. Motion carried

The following **Erosion and Sediment Control Plans** were submitted to the District Board for approval / disapproval:

	<u>Name</u>	<u>Twp.</u>	<u>Rev.</u> <u>By</u>	<u>Status</u>
6/7/2016	Ally Wood Products	South Buffalo	DRR	A
7/5/2016	Pa American Water Company (PAG02000313005)	Rayburn	JZ	A
7/7/2016	South Bend Well Services	South Bend	DRR	A

6/16/2016	Plenary Walsh Keystone (rev)	Burrell	DRR	A
7/6/2016	PennDOT Theatre Road (NOT)	Kittanning	AGS	A
6/29/2016	J C Lee Waste Area	Manor	DRR	D
6/30/2016	White Rock Road Rec / rev / PAG02000316003 Spaces Corner Waterline - Phase II	South Buffalo	DRR	A
7/14/2016	(PAG02000316004)	Rayburn Manor /	DRR	C
7/13/2016	Wray Plan Road (PAG02000315006	Kittanning	DRR	A
7/18/2016	J C Lee Waste Area / SR 66 (101) ECMS # 91278	Manor	DRR	A
7/18/2016	Jordan Logging Site	South Buffalo	DRR	A

The E&S plans were presented for review and approval by the Board. Andrew Kimmel moved and Dennis Hawley seconded the approval of the E & S plans as their status indicates. Motion carried.

NUTRIENT MANAGEMENT PLAN – None

PUBLIC COMMENT PERIOD – None

At 7:35 pm the Board moved into an Executive Session for personnel matters. At 7:50 pm, the Board returned from executive session. Denny Hawley moved with a second by Andrew Kimmel to direct the District Manager to take the following steps to ensure continuity at the District.

1. The Manager is to contact the PACD labor law attorney for advice on personnel matters.
2. The Manager is authorized to retain the attorney on behalf of the Board and meet with the attorney as needed to resolve personnel matters.
3. The Board directed the Manager to create the position of Resource Conservationist-Technician – E & S.
4. To discuss the position with existing staff and if no existing staff are interested, to advertise the position on a statewide basis in accordance with the current professional development guidelines for 2016.
5. To interview and present candidates for the position to the Board before the end of 2016.
6. The Board further directed the Manager to eliminate the notary function currently performed by staff.

Motion carried.

Andrew Kimmel moved and Dennis Hawley seconded the cancelation of the August meeting unless there would be pressing matters to come before the Board. Motion carried.

At 7:50pm, the Chairman, hearing no objections, declared the meeting adjourned. The next scheduled meeting of the Armstrong Conservation District is Wednesday, September 21, 2016.

Respectfully submitted,

Cindy L Vranka
*Office Manager for the
Armstrong Conservation District*