



# Armstrong Conservation District

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## OCTOBER 2016 MINUTES

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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, October 19, 2016.

From 5 to 7pm, the Board, in an Executive Session, conducted final interviews for the Erosion and Sediment Pollution Control position. Director Michelle Hickman did not participate in the final interview process.

Chairman Spurgeon Shilling called the meeting to order at 7:00 pm. Directors present: Andrew Kimmel, Jerry Longwell, Michelle Hickman, Dennis Hawley, and DeJay Claypoole; Associate Director John Linkes and Scott Baker and District Manager, Dave Rupert, Office Manager Cindy Vranka and D&G Specialist Gregg Smith.

Public Comment on Agenda Items – None

Dennis Hawley moved, seconded by DeJay Claypoole to approve the minutes of September 21, 2016 as presented. Motion carried.

The **Treasurer** reported a balance of \$294,078.82. Andrew Kimmel moved, seconded by DeJay Claypoole to approve the Treasurer's Report subject to audit. Motion carried.

**Needed Supplies / Outstanding Bills** – No Supplies / Outstanding Bills.

### OLD BUSINESS

- **PENNVEST Project Update / Status** – District Manager Dave Rupert reported on the status of the PENNVEST projects.
- **2016 Fall Conservation Tour** – District Manager Dave Rupert reported that 24 people attended the fall tour on October 21, 2016.
- **PACD SW Regional Directors Meeting** – is scheduled for Thursday, November 3 at the Westmorland Conservation District. District Manager Dave Rupert will be attending.

### NEW BUSINESS

- **2017 Action Plan** – Dennis Hawley moved, seconded by Jerry Longwell to accept and approve the 2017 Action Plan as presented. Motion carried.
- **QAB Funding Recommendations for DGLVR Projects** – D&G Specialist Gregg Smith presented the QAB recommendations to the Armstrong Conservation District Board of Directors for approval for the FY 2016 / 2017. Jerry Longwell moved, seconded by Andrew Kimmel to accept and approve the recommendations of the QAB. Motioned carried. QAB recommendations are attached for future reference. The next QAB Board meeting will be scheduled for September rather than October 2017.

**OTHER BUSINESS**

- **Employment Offer** – The Board will convene to Executive Session at the end of the meeting to confirm selected candidate.
- **December Dinner Meeting** – Jerry Longwell moved, seconded by Dennis Hawley to conduct the December ACD Board meeting Wednesday, December 21 at the Latin American Club in Ford City. Motion carried. Business meeting will begin at 5:30 pm followed by the dinner. This will be a sit down meal and RSVP's are required.
- **Strategic Plan** – District Manager Dave Rupert reported that the present Strategic Plan is 11 years old. The SCC has set aside a portion of available funds for fiscal year 2016 / 2017 to cover expenses involved in district strategic planning projects. Grants for reimbursement of up to a maximum of \$1,000 in expenses related to the development of a strategic plan meeting the requirements outlined for this special project will be available to all conservation districts. Districts interested in receiving a grant need to submit a Letter (or e-mail) of Intent (LOI). Andrew Kimmel moved, seconded by Jerry Longwell to apply for the Leadership Development grant and conduct a planning session. Motion carried.

**CORRESPONDENCE** – None

**AGENCY REPORTS** – The following agencies / staff provided activity reports, H2O Julie Zeyzus, G Smith D&G, J Schaub ACT/NM Tech, and NRCS SDC Dennis DiOrio

**COOPERATOR AGREEMENT** – The following cooperator request for assistance submitted to the District Board for approval:

Robert J Hager (Hager Farm)    10 acres                      South Buffalo

Jerry Longwell moved, seconded by Andrew Kimmel to approve the above agreement as presented. Motion carried.

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

<u>Date</u>	<u>Name</u>	<u>Twp.</u>	<u>Rev. By</u>	<u>Status</u>
10/4/2016	Rural Valley Firehall - Gas line relocation	Rural Valley	DRR	A

Andrew Kimmel made a motion to approve the above plan and is review status as presented, seconded by Dennis Hawley. Motion carried.

**NUTRIENT MANAGEMENT PLAN** – Matt J. Hogg is formally requesting a withdrawal from participation in the PA Nutrient Management Act Program. DeJay Claypoole moved, seconded by Andrew Kimmel to accept Mr. Hogg's request to withdrawal. Motion carried.

**PUBLIC COMMENT PERIOD** –

Associate Director and RRWA Board member John Linkes was nominated and received the 2015 River Heroes Award from the River Network in Mobile, Alabama. John thanked those in attendance for their support over the years. Jerry Longwell moved, seconded by Dennis Hawley to contribute \$100 to the Conemaugh Valley Conservancy. Motion carried.

Board adjourned to executive session at 7:18 pm. Returning at 7:24 pm Jerry Longwell moved, seconded by Dennis Hawley to offer employment to Cassandra Wagner. Michelle Hickman disclosed to the Board that she was a candidate for the position. That she did not participate in the final interview process and that she further abstained from any vote on this matter. The motion was carried.

At 7:25 pm the Board recessed into an executive session for personnel. At 7:58 pm the Board returned from the Executive session. Denny Hawley moved with Jerry Longwell seconding the motion to approve the 2017 salary recommendations and benefit package as proposed by the District Personnel Committee. The Manager was provided with a copy of those recommendations. Michelle Hickman also abstained from discussion and voting on this matter. The motion carried.

At 8 pm hearing no objections, Chairman Spurgeon Shilling declared the meeting adjourned.

The next scheduled meeting of the Armstrong Conservation District is Wednesday, December 21, 2016 at 5:30 at the Latin American Club, Ford City.

Respectfully submitted,

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