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JANUARY 2019 MINUTES

The Armstrong Conservation District Board of Directors held their monthly meeting at 120 S Grant Ave, Ste 5, Kittanning, PA 16201 on Thursday, January 24, 2019.

Chairman Andrew Kimmel called the meeting to order at 1:00 pm. Directors present: Spurgeon Shilling, DeJay Claypoole, Commissioner Jason Renshaw and Jerry Longwell; Associate Directors Ben Kimmel and John Linkes; District Manager Dave Rupert; Office Manager Cindy Vranka; DEP Rep John Green and Young and Associates Consulting Engineers Brent Young Vice President / PE Civil Building Engineering.

Public Comment on Agenda Items – None

The Nominating Committee recommended the following slate of officers for FY 2019 – Chairman – Andrew Kimmel; Vice-Chairman – Spurgeon Shilling; Secretary/Treasurer – Jerry Longwell. Jerry Longwell moved to close the nominations for slate of officers and to appoint 2019 slate as recommended by the committee, seconded by Commissioner Renshaw. Motion carried.

Jerry Longwell moved, seconded by Spurgeon Shilling to accept the 2019 Committee Assignments/Organizational appointments as presented. Motion carried. The 2019 list is attached for future use and reference.

Jerry Longwell moved, seconded by Spurgeon Shilling to appoint Cindy Vranka as Recording Secretary/Assistant Treasurer, Jessica Schaub as Alternate Assistant Treasurer and Dave Rupert as Alternate Recording Secretary. Jerry Longwell remains as the Board Member Treasurer and Spurgeon Shilling remains the Alternate Board Member Treasurer signatory on checks. Motion carried.

Spurgeon Shilling moved, seconded by Jerry Longwell to retain Elderton State Bank (including all established bank fund accounts) as ACD's financial institution, to maintain the INVEST Program (including all established INVEST Fund Accounts) as presented. Motion carried. Jerry Longwell moved, seconded by Commissioner Renshaw retain the current line of credit authorizations: Staples, Wal-Mart, Sunoco (4), Bradigan (4), W B Mason, Capital One (Visa) (1), Snyder Brothers CNG (2), US Bank (MasterCard) (5) as presented for FY 2019. Motion carried. As per directed by the Board, staff is to use MasterCards when purchase requests are approved by the District Manager. All credit cards are secured in the safe. Motion carried. Andrew Kimmel abstained.

2019 Associate Directors – Jerry Longwell moved, seconded by Spurgeon Shilling to accept the 2019 Associate Directors as presented. Motion carried.

Spurgeon Shilling moved, seconded by Jerry Longwell to approve the Minutes of December 19, 2018 as presented. Motion carried.

The **Treasurer** reported a balance \$301,687.89. Spurgeon Shilling moved, seconded by Commissioner Renshaw to approve the Treasurer's Report as presented subject to audit. Motion carried. As directed by the Board, the Treasurer's report will be e-mailed one week prior to the Board meeting.

Needed Supplies / Outstanding Bills – None

OLD BUSINESS

- **Watershed Position** – Position opening will be advertised in the Leader Times from Tuesday, February 5th until Tuesday, February 26th. Evaluation of H2O applications received will be conducted by Board members at 5 pm on February 27th. Initial interviews will be conducted by Board members and John Linkes on March 4th beginning at 9 am. A maximum of 8 persons will be selected for initial interviews. Final interviews for the position will be conducted by the Board after the 9 am Board meeting on March 20th. Interviews will begin at 10 am. If the Board is in agreement the successful candidate will be offered employment beginning on or about April 8, 2019. Jerry Longwell moved, seconded by Spurgeon Shilling to move the Wednesday, February 20th 9 am meeting to Wednesday, February 27th at 6 pm to evaluate and chose 8 applicants for H2O position. Motion carried.
- **Manure Management Plan Workshop** – Free manure management plan workshop, Tuesday, February 12, 5 pm to 8 pm at 120 S Grant Ave, Ste 5. RSVP by February 8, 2019. Soil Health Conference February 1 at the Fred Rogers Center, Greensburg and 2019 Building for Tomorrow Director Training, Wednesday, March 13th, Cross Creek Resort, Titusville.
- **2019 Action Plan** - Jerry Longwell moved, seconded by Spurgeon Shilling to adopt the 2019 Action Plan as presented and to revise the Watershed Specialist title to Watershed Educator. Motion carried.

NEW BUSINESS

- **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 for persons that hold a public position as well as the year following termination of service. Forms for calendar year 2018 are due to be filed by May 1, 2019. This item will remain as an agenda item until May 1, 2019.
- **2019 MOU ACD/SCC/NRCS** – The Cooperative Working Agreement between NRCS, SCC and Armstrong Conservation District is reviewed on an annual basis. No revisions have been made to this 1997 Memorandum of Understanding (MOU) as presented. Jerry Longwell moved, seconded by DeJay Claypoole to enter into this MOU as presented. Motion carried. Board members present were asked to acknowledge and sign the Civil Rights Responsibilities for Partners Checklist.
- **Armstrong County 2019 Agricultural Banquet** – The Armstrong County 2019 Agricultural Banquet will be held on Thursday, March 7, 2019 at 6 PM at Lenape Tech. Tickets are \$15/person and \$12/child 12 and under. Tickets can be purchased from the cooperating agencies. Deadline for ticket purchase is February 22, 2019. Spurgeon Shilling moved, seconded by Commissioner Renshaw to approve recommendations from the Award Committees from their respective categories. Motion carried. Checks for the banquet can be made payable to the “Armstrong County Farm Bureau”.

OTHER BUSINESS

- **Armsdale Building Acquisition** - Brent Young Vice President / PE Civil Building Engineering from Young & Associates Consulting Engineers Young and Associates was present to educate, inform and advise the Board District members of this potential project. A brief presentation and discussion regarding a new office building and site development at the location of the Armsdale Administration Building. Building layout and probable cost estimates were distributed. District Manager Dave Rupert presented an interest in purchasing the Armsdale building from the County to reestablish the Ag Service Center (ACD, FSA NRCS and Penn State). This process will be a two phase project. Permitting and to bid out a lead and asbestos abatement determination. Costs for disposal, demolishing and wasting materials on site is a possibility. Possible avenues to defray costs incurred is to Apply for Redevelopment Assistance Capital Program (RACP) Grant Funding by at least a 50% match (non-state) participation. The a least 50% of the match must be secured funding

at the time of formal application and business plan submittal with identifiable and firm commitments from all sources. RACP Program Grant Funding procedures and guidelines can be viewed on the PA Office of the Budgetpa.gov. Open window for round 2019/1 will be open for 30 days during the period from January 2, 2019 through January 31, 2019. Senate Engineers also submitted a project costs estimate for this project. LEED (Leadership in Energy and Environmental Design) certification was discussed and will not be feasible avenue for this project. At the present time the County of Armstrong is maintaining liability insurance on the Building on a yearly basis. Brent Young has been asked to return to the February monthly board meeting to discuss further details. The Board of Directors gave guidance to District Manager Dave Rupert to move forward on all aspects of the build out.

CORRESPONDENCE – PACD Leadership Development Coordinator Matt Miller is inviting and encouraging all District Directors and Associate Directors to attend the “Respect in the Workplace; 2019 Director Training. Five different training locations are scheduled for the month of March.

AGENCY REPORTS – The following agencies / staff provided activity reports: NM/ACT J Schaub, DGLVR G Smith, E&S Holly Laird, AmeriCorps Member Jillian Mathews, DEP Field Rep John M Green and NRCS SDC Dennis DiOrio. John Linkes reported on an AMR project on the Edmond side of the RRWA trail.

COOPERATOR AGREEMENTS - None

E & S CONTROL PLAN REVIEWS

<u>Date</u>	<u>Name</u>	<u>Twp</u>	<u>Comments:</u>	<u>Rev By</u>	<u>Status</u>
12/13/2018	Columbia Line 134 Pipeline Replacement	Perry	ESCGP-3	HL	Reviewing
1/2/2019	Northpointe Lot 15	South Buffalo	received DEP Approval/Issuance	HL	Approved
1/4/2019	Long Term Control Plan Phase 1	Freeport Boro	Transfer application	HL	Denied - waiting on new form

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

Nutrient Management Plan – None

PUBLIC COMMENT PERIOD

- District Manager Dave Rupert reported on the outcome of the RFP Engineers interviews
- Mark Rearick – South Bend project background info ready to start
- HRA board ready to move also
- New Watershed Specialist will be in charge of these two projects

Due to District Manager Dave Rupert’s absence on Wednesday, February 20th, Spurgeon Shilling moved, seconded by Jerry Longwell to reschedule the February 20th Board meeting to Wednesday, February 27th, 6 pm at 120 S Grant Ave, Kittanning, PA 16201. Motion carried. The Board and John Linkes will review the Watershed applications and chose 8 potential candidates for the initial interview process.

Chairman Andrew Kimmel, hearing no objections from the Board declared the meeting adjourned at 2:55 pm.

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The next scheduled Board meeting is Wednesday, February 27, 2019 at 6 pm at 120 S Grant Ave, Ste 5, Kittanning, PA 16201.

Respectfully submitted,

Cindy L Vranka

Cindy Vranka
Office Manager