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January 18, 2023 Minutes

CALL TO ORDER: The public meeting was called to order by Andrew Kimmel at 7:00 pm.

PRESENT: Those present were: Directors Andrew Kimmel, Michelle Hickman, DeJay Claypoole, Dennis Hawley, and Spurgeon Shilling; Associate Directors Rocco Ali, John Linkes, Ben Kimmel, and Jay Hogg; Holly Laird, District Manager; Dave Rupert, Armsdale Building Coordinator; Jessica Schaub, Ag Technician (via Zoom), Dennis DiOrio, NRCS; Andrea Verobish, GT Thompson field rep (via Zoom); Kyle Wirick, PFBC; and Logan Opfer, PFBC.

PUBLIC COMMENT on AGENDA ITEMS: None

Election of Officers for 2023: The Nominating Committee recommended the following slate of officers for 2023: Chairman – Andrew Kimmel; Vice-Chairperson – Michelle Hickman; Secretary/Treasurer – Spurgeon Shilling. Dennis Hawley moved to close the nominations and to elect the 2023 slate of officers as recommended by the committee, seconded by Michelle Hickman. Motion carried.

MINUTES: Spurgeon Shilling moved with Michelle Hickman seconding the approval of the minutes of the December 14, 2022 meeting as presented. Motion carried.

TREASURER'S REPORT: Denny Hawley moved with Spurgeon Shilling seconding the approval of the Treasurer's report and outstanding bills as presented and that the treasurer's report be filed for audit. Motion carried.

OLD BUSINESS:

- a. Appointment of Recording Secretary, Alternate Recording Secretary, Assistant Treasurer, and Alternate Assistant Treasurer – Spurgeon Shilling moved, seconded by Michelle Hickman to appoint Holly Laird as Recording Secretary, Jessica Schaub as Alternate Recording Secretary/Assistant Treasurer, Kodie Rearick as Alternate Assistant Treasurer and to approve the following individuals to be authorized signers with Elderton State Bank: Spurgeon Shilling as the Board Member Treasurer, Michelle Hickman as the Alternate Board Member/Vice-Chairperson, Andrew Kimmel as Board Chairperson, Jessica Schaub as Assistant Treasurer, and Kodie Rearick as Alternate Assistant Treasurer. Motion carried.
- b. Selection of Financial Institution/Bank Accounts/Line of Credit – Spurgeon Shilling moved, seconded by DeJay Claypoole to keep the bank accounts and LOC at Elderton State Bank and PA Invest accounts. Motion carried. Andrew Kimmel abstained. Andrew holds a position on the Board of Directors at Elderton State Bank.
- c. Approval of Credit and Purchasing Cards – Michelle Hickman moved, seconded by Dennis Hawley to approve the existing Maser Card credit cards for staff and fuel purchasing cards (WEX and Snyder's). Motion carried.

- d. Organizational Appointments/Committee Assignments – Spurgeon Shilling moved, seconded by DeJay Claypoole to make the committee appointments as reflected in the attached 2023 Committee Assignment document. Motion carried.
- e. Armsdale Project Updates – Dennis Hawley moved, seconded by Michelle Hickman to make the discussed additions and deletions to the building project as outlined in the presentation to the Board by Dave and to request that the County award contracts at their next public meeting. The board further authorized Holly and/or Dave to execute any and all agreements necessary to move the project to construction within the established timeline. Motion carried.

NEW BUSINESS:

- a. Associate Director Appointments – Spurgeon Shilling moved, seconded by DeJay Claypoole to approve the associate directors as presented; Rocco Ali, Ben Kimmel, John Linkes, Jay Hogg, and John Bennett. Motion carried. Persons expressing an interest to serve throughout the year will be welcomed. Holly is to contact the nominating organizations to determine if they have candidates that might be interested in serving as associate directors.
- b. ACAP Delegation Agreement – Spurgeon Shilling moved, seconded by Dennis Hawley to enter into a Delegation Agreement with the SCC to administer ACAP. Motion carried.
- c. ACAP Savings Account – Spurgeon Shilling moved, seconded by Michelle Hickman to establish a savings account for ACAP. This will be an interest bearing savings account with Elderton State Bank. Motion carried.
- d. Engineering Firm RFP's – Michelle Hickman moved, seconded by Spurgeon Shilling to RFP for engineering services. One RFP will be for Agriculture and Watershed Restoration Projects and the second will be for Abandoned Mine Drainage/Reclamation Projects. Motion carried.
- e. State Ethics Conflict of Interest Forms – 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 the calendar year 2022 are due to be filed by May 1, 2023. This item will remain as an agenda item until May 1, 2023.
- f. Growing Greener Updates – Spurgeon Shilling moved, seconded by DeJay Claypoole to accept the awarded Growing Greener Grants: "Buffalo Creek Streambank Stabilization and Fish Habitat Schwickrath Project" (\$104,555.00) and "Glade Run Streambank Stabilization and Fish Habitat Project" (\$103,990.00). Motion carried.
- g. Cell Phones – Holly Laird presented a draft Cell Phone Policy to the Board of Directors. After discussion, the Board elected to table this item until the February 15, 2023 meeting.
- h. 2023 Tree Sale Update – Holly Laird provided an update on the 2023 Tree Sale stating that forms have been distributed and ACD staff is currently taking orders.

DISCUSSION/ANNOUNCEMENTS:

- a. The Annual Legislative Breakfast was discussed and an invitation will follow shortly.

CORRESPONDENCE: Holly Laird informed the Board of multiple agricultural/soil health education events in the coming months and requested that the Board notify her if they wish to attend.

AGENCY REPORTS: Agency/staff activity reports were mailed/emailed to the Board. John Linkes provided an update on the Rock Furnace extension parking lot that Roaring Run Watershed Association is working on; he added that no progress has been made on the Leechburg Kayak launch recently. Logan

Opfer stated that PFBC is working with Chris Ziegler of Armstrong Trails to add a kayak launch near Lock #6 on the Allegheny River. Rocco Ali stated that PFBC would like to add a boat launch in pool #5. Denny DiOrio of NRCS provided a written report to the Board and added that contracts for RCPP & EQIP will be awarded soon.

COOPERATOR AGREEMENTS:

- Goldstrohm Farms, LLC
 - o 250 acres, crops/woodland acreage, potato crop, interested in erosion control and ACAP program, Cowanshannock Township
- Terry Rupp
 - o 100 acres, crops/pasture/woodland acreage, beef operation, interested in EQIP, grazing plan, ACAP program, Wayne Township
- Bradley Cellier
 - o 41 acres, woodland acreage, interested in erosion and sediment control, stormwater management, streambank stabilization, surface water control, conservation plan, West Franklin Township

Spurgeon Shilling moved, seconded by DeJay Claypoole to approve the cooperator agreements as presented. Motion carried.

E&S CONTROL PLAN REVIEWS: The E&S control plans were presented to the Board. Spurgeon Shilling moved with Denny Hawley seconding the approval of the plans as their status indicates. Motion carried.

Erosion and Sediment Plans January 2023 Meeting					
<u>Date</u>	<u>Name</u>	<u>Twp.</u>	<u>Comments:</u>	<u>Rev. By</u>	<u>Status</u>
8/12/2022	Kiskiminetas Township Firehall	Kiskiminetas	NOT	KR	In Progress
9/8/2022	Morgan Road Gas Line Replacement	Sugarcreek	ESG000322001-00	KR	In Progress
9/12/2022	Yatesboro Water Treatment Plant Sewer Line Connection	Cowanshannock	PAC030047	KR	In Progress
10/7/2022	Reesedale Road Gasline Replacement	East Franklin	PAC030048	KR	In Progress
12/5/2022	RIDC Armstrong Innovation Park Lots 23-25	South Buffalo	PA030001D	KR	In Progress
12/18/2022	SR-1035 Gasline Replacement	Cowanshannock	ESG000322002-00	KR	In Progress

NM PLAN REVIEWS: None

PUBLIC COMMENT PERIOD: A social media update was provided to the Board that outlined the most popular social media posts of 2022.

NEXT MEETING: The Chairman announced that the next meeting of the Board of Directors will be held at 7:00 pm on February 15, 2023 in the Conference Room of 120 South Grant Avenue, Kittanning, PA 16201.

ADJOURNMENT: Hearing no further business to come before the board, Andrew Kimmel declared the meeting adjourned at 8:15 pm.

Respectfully Submitted,

Holly A. Laird
District Manager
Armstrong Conservation District