ARMSTRONG CONSERVATION DISTRICT

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June 19, 2024 Minutes

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

PRESENT: Those present were: Directors Andrew Kimmel, Dennis Hawley, Michelle Hickman, DeJay Claypoole, Commissioner John Strate and Mike Daquilante; Associate Director Rocco Ali; ACD District Manager Holly Laird; Terry Bowser; Rich Tice and Jaysa Stitt from McCall, Scanlon, and Tice.

PUBLIC COMMENT on AGENDA ITEMS: None

MINUTES: Denny Hawley moved with Michelle Hickman seconding the approval of the minutes of the May 15, 2024 meeting as presented. Motion carried.

TREASURER'S REPORT: Michelle Hickman moved with Mike Daquilante seconding the approval of the Treasurer's report as presented, to pay the outstanding bills, approve the needed supplies, and that the treasurer's report be filed for audit. Motion carried. Holly Laird informed the Board that $1,600.00 was spent in order to replace a new laptop and two docking stations. Holly Laird informed the Board that a portion of the CDFAP and UGWF funds was not used in the 2023/2024 FY due to a vacancy and will be given to ACD as Supplemental Administrative Assistance funds instead. Holly Laird informed the Board that she intends to devote some of the UGWF to create an SCC reserve account in the 2024/2025 FY that will be brought to the Board at a later meeting.

OLD BUSINESS:

a. **Armsdale Update** – Holly Laird provided an update regarding the Armsdale Building which included: The Armsdale Building Committee authorized the expenditure of $4,000.00 to install a set of steps in front of the building, replace a missing curb, and install a sidewalk in the rear of the building; The Armsdale Building Committee also authorized the installation of an inlet box and underdrain along Armsdale Road to alleviate run-off concerns, Rayburn Township will bill us for materials for this; Holly informed the Board that she was able to get signs for the building from Express Printing within the $2,000.00 budget voted upon at the May meeting; Holly is working with the Penn State Extension Master Gardeners to install demonstration gardens around the campus within a budget of $4,000.00 over 2024 and 2025 provided by the Master Gardener Program; Holly informed the Board that a truck driver turned around in the lawn in the early morning of June 3rd and backed over a portion of the sidewalk resulting in a crack, Holly is working with the trucking company to rectify this situation; Holly also informed the Board that the mowing rate will be increasing to include the additional mowed areas, Holly will solicit new prices for 2025 at the Board's direction.
b. **Armsdale Open House –** Holly presented a food budget of $1,100.00 for the open house to the Board. Denny Hawley moved, seconded by Mike Daquilante to approve this budget. Motion carried.

c. **PMRS Update –** Chairman Kimmel stated that this agenda item will be addressed in executive session.

NEW BUSINESS:

a. **2023 Preliminary Audit presentation –** Rich Tice and Jaysa Stitt of McCall, Scanlon, and Tice presented the 2023 Preliminary Audit Presentation to the Board for review. The Board will direct any questions regarding the audit directly to Jaysa Stitt and will plan to accept the audit at the July 24, 2024 meeting.
b. **2024/2025 Watershed Specialist Agreement –** Denny Hawley moved, seconded by Commissioner Strate to include an application for the new $5,000 mini-grant as part of our renewal request for the current two year contract term. Motion carried.
c. **2024/2025 ACT Application and Delegation Agreement –** Michelle Hickman moved, seconded by DeJay Claypoole to submit the CDFAP ACT Application for the 24/25 fiscal year. Motion carried.
d. **2024/2025 Nutrient Management Delegation Agreement –** Commissioner Strate moved, seconded by Michelle Hickman to continue the Nutrient Management Delegation Agreement for the 24/25 fiscal year. Motion carried.
e. **DGLVR – QAQC –** Holly Laird gave a brief update on the DGLVR QAQC that was held on June 11th and 12th. When Holly receives the written report from the SCC she will forward it to the Board.

DISCUSSION/ANNOUNCEMENTS: Holly provided an update to the Board regarding the current financial situation of PACD; PACD's 2024/2025 fiscal year budget will be presented at the PACD/SCC Joint Annual Conference in July and Holly will provide more information at the next meeting. Holly informed the Board that Maria will be submitting two Growing Greener Grant applications, one for a green stormwater parking lot at the Armsdale Building with a mini-grant component and one for a renovation of the Darmac 14 AMD site. Holly also informed the Board of NRCS's Emergency Watershed Protection (EWP) Program; NRCS is seeking sponsors for the EWP projects they have within Armstrong County; Holly informed the Board of the sponsor duties and was directed to learn more about the projects and report back to the Board.

CORRESPONDENCE: None

AGENCY REPORTS: Agency/staff activity reports were mailed/emailed to the Board.

COOPERATOR AGREEMENTS – The cooperator agreements were presented to the Board. Mike Daquilante moved, seconded by Michelle Hickman to approve the agreements. Motion carried.

- Davis Farm LLC (Sugarcreek Township)
  - 350 acres (owned), 800 acres (rented), cash grain and dairy operation, interested in EQIP and ACAP for Grazing Plan and heavy use area
- Dennis Ramer (Plumcreek Township)
  - 108 acres, beef and swine operation, interested in ACAP for heavy use area
- Jeremiah George (Wayne Township)
  - 18 acres, beef operation, interested in EQIP and ACAP for erosion and sedimentation control, nutrient management, and heavy use area

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

Erosion and Sediment Plans June 2024 Meeting					
Date	**Name**	**Twp.**	**Comments:**	**Rev. By**	**Status**
8/12/2022	Kiskiminetas Township Firehall	Kiskiminetas	NOT	KR	In Progress
5/31/2023	Northpointe Village PRD	South Buffalo	PAD030006	KR	In Progress
4/5/2024	C & G Holsters - Site Development	Cowanshannock	PAC030056	KR	Approved
5/14/2024	TL-400 Worthington Slope Stabilization Project	West Franklin	24-ES-04	KR	Approved
5/21/2024	Good Tire Service	Rayburn	NOT	KR	In Progress
6/7/2024	TL-378 Recoat	Plumcreek	24-ES-05	KR	In Progress

NM PLAN REVIEWS: None

PUBLIC COMMENT PERIOD: None

EXECUTIVE SESSION: Chairman Andrew Kimmel called an executive session at 7:59 pm to discuss personnel matters. The Board re-entered the public meeting at 8:19 pm. DeJay Claypoole moved, seconded by Mike Daquilante to pay to amend all necessary tax returns and to pay tax liabilities for all employees. Holly was directed to work with ACD's solicitor and auditor to accomplish this. Motion carried.

NEXT MEETING: The Chairman announced that the next meeting of the Board of Directors will be held at 7:00 pm on July 24, 2024 at 124 Armsdale Road, Suite 1 Kittanning, PA 16201.

ADJOURNMENT: Hearing no further business to come before the board, Chairman Andrew Kimmel declared the meeting adjourned at 8:20 pm.

Respectfully Submitted,

Holly A. Laird
District Manager
Armstrong Conservation District