



October 16, 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, and Spurgeon Shilling; Associate Director Jay Hogg and Rocco Ali; ACD District Manager Holly Laird; NRCS District Conservationist Dennis DiOrio; and ACD DGLVR Technician Gregg Smith

PUBLIC COMMENT on AGENDA ITEMS: None

MINUTES: Denny Hawley moved with Spurgeon Shilling seconding the approval of the minutes of the September 18, 2024 meeting as presented. Motion carried.

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

OLD BUSINESS:

a. Armsdale Update –

- a. Tenant Update –** Holly Laird updated the Board on advertising leasable office space at the Armsdale Center. Spurgeon Shilling moved with DeJay Claypoole seconding for Holly to work up a lease advertisement with the solicitor and a price per square foot and lease term will be set at the next meeting. Motion carried.
- b. Snow Plowing Quotes –** Holly Laird presented two snow plowing quotes to the Board. She is awaiting a quote from Armstrong County. No action was taken on this item and will be carried over to the November meeting.
- b. PMRS Update –** Holly informed the Board that Marsico Financial is preparing amended W-2's and ACD tax returns. Holly will continue to update the Board on this matter.
- c. DGLVR – QAQC Final Report –** The SCC's final QAQC report was presented to the Board and Gregg Smith answered any questions.
- d. Awards Banquet, 10/25/2024 –** Holly reminded the Board of the Awards Banquet that will be held on 10/25/2024.

NEW BUSINESS:

- a. 2025 Budget Adoption –** Holly Laird presented the 2025 draft budget to the Board of Directors at the September meeting for review and comment. Spurgeon Shilling moved, seconded by DeJay Claypoole to accept the 2025 budget as presented. Motion carried.
- b. 2025 Draft Action Plan –** Holly Laird provided the draft 2025 Action Plan to the Board to review and comment on. The Board may plan to accept the 2025 Action Plan at the November meeting.

- c. **District Accounting for 2025** – Spurgeon Shilling moved with Denny Hawley seconding to bring Quickbooks accounting back in-house and have Jennifer Jack enter financials into Quickbooks. Motion carried.
- d. **2024/2025 QAB DGLVR Recommendation** – Spurgeon Shilling moved, seconded by Michelle Hickman to accept the recommendations of the DGLVR QAB. Motion carried. Recommendation is attached to the minutes.
- e. **December Dinner Meeting** – Denny Hawley moved, seconded by Spurgeon Shilling to move the December Public Meeting to December 18th at 5:30 pm and to change the location to Crystal's Café. Motion carried.

DISCUSSION/ANNOUNCEMENTS: Holly Laird informed the Board that she will be conducting staff evaluations on November 6th or 7th and that if the Board wishes to attend they should let her know. Holly gave a re-cap of the Fall Tour that was held on October 11th. Holly informed the Board of the new SPEED program which is part of the state FY 24/25 budget that has DEP qualified professionals conduct preliminary reviews on permits including Chapter 102 permits; Holly will keep the Board updated as to how this may affect the District. Holly informed the Board of the Community Facilities Grant that was announced on October 10th in which the District was awarded \$1,874,000.00 for the construction of the Agricultural Education Center. Holly informed the Board that she will be seeking SCC approval to enter into grant contracts for both the Community Facilities Grant and the Congressionally Directed Funding as well as bridge financing during construction. Holly will begin to schedule preliminary design and planning meetings for the Agricultural Education Center.

AGENCY REPORTS: Agency/staff activity reports were mailed/emailed to the Board. Dennis DiOrio expanded upon the written report from NRCS saying that the first round EQIP deadline is November 1st.

COOPERATOR AGREEMENTS – None

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

Erosion and Sediment Plans October 2024 Meeting					
<u>Date</u>	<u>Name</u>	<u>Twp.</u>	<u>Comments:</u>	<u>Rev. By</u>	<u>Status</u>
9/11/2024	SR 0028-112 (Goheenville Dip)	Boggs	Renewal NOI	KR	In Progress
9/23/2024	Main Entrance Loop Mod. (Apollo-Ridge Elem.)	Kiskiminetas	24-ES-12	KR	In Progress
9/23/2024	12th Street Pump Station Forcemain Project	Ford City Borough	NOT	KR	Approved
9/26/2024	Ford City (Main)	Manor	NOT	KR	Approved
9/30/2024	Freeport Fill Site	South Buffalo	Renewal NOI	KR	In Progress

NM PLAN REVIEWS: None

PUBLIC COMMENT PERIOD: Denny Hawley reminded the Board of the Litter Clean Up at the Keystone Sportsmen's Club on Sunday October 20th.

NEXT MEETING: The Chairman announced that the next meeting of the Board of Directors will be held at 7:00 pm on November 20, 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 7:53 pm.

Respectfully Submitted,

*Holly A. Laird
District Manager
Armstrong Conservation District*