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January 15, 2025 Minutes

CALL TO ORDER: The public meeting was called to order by Chairman Andrew Kimmel at 6:59 pm.

PRESENT: Those present were: Directors Andrew Kimmel, DeJay Claypoole, Dennis Hawley, Michelle Hickman, Mike Daquilante and Commissioner John Strate; Associate Directors Jay Hogg and Ben Kimmel; PAFBC WCO Kyle Wirick; NRCS DC Dennis DiOrio and ACD District Manager Holly Laird.

PUBLIC COMMENT on AGENDA ITEMS: None

Report of the Nominating Committee – Election of Officers – The Nominating Committee recommended the following slate of officers for 2025: Chairman – Andrew Kimmel; Vice-Chair – Michelle Hickman, and Secretary/Treasurer – Spurgeon Shilling. Dennis Hawley moved to close the nominations and to elect the 2025 slate of officers as recommended by the committee, seconded by Commissioner John Strate. Motion carried.

MINUTES: Denny Hawley moved, with Michelle Hickman seconding the approval of the minutes of the December 18, 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, that the outstanding bills be paid, and that the treasurer’s report be filed for audit. Motion carried.

OLD BUSINESS:

- a. **Appointment of Alternate Recording Secretary, Assistant Treasurer, and Alternate Assistant Treasurer** – Michelle Hickman moved, seconded by Dennis Hawley to appoint Holly Laird as Recording Secretary and Jennifer Jack 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-Chair, Andrew Kimmel as the Board Chairman, Jennifer Jack as Assistant Treasurer, and Kodie Rearick as Alternate Assistant Treasurer. Motion carried.
- b. **Selection of Financial Institution/Bank Accounts/Line of Credit-** Mike Daquilante moved, seconded by Michelle Hickman to keep the bank accounts, LOC and mortgage at Elderton State Bank and PA Invest accounts. Motion carried.
- c. **Approval of Credit and Purchasing Cards** – Commissioner John Strate moved, seconded by Mike Daquilante to approve the existing Master Card credit cards for staff and fuel purchasing cards (WEX and Snyder’s). Motion carried.

- d. **Organizational Appointments/Committee Assignments** – Dennis Hawley moved, seconded by DeJay Claypoole to make the committee appointments as reflected in the attached 2025 Committee Assignment document. Motion carried.
- e. **Armsdale Update** – Holly Laird provided an update to the Board stating that the two new security cameras are installed and that there was a plumbing issue that Woodside Plumbing was able to resolve.
- f. **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.

NEW BUSINESS:

- a. **Associate Director Appointments** – Commissioner John Strate moved, seconded by Dennis Hawley to approve the associate directors as presented: Rocco Ali, Ben Kimmel, John Linkes, Jay Hogg, and John Bennett. Motion carried. Anyone expressing interest in becoming an Associate Director is encouraged to inform the ACD Board.
- b. **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 2024 are due to be filed by May 1, 2025. This item will remain as an agenda item until May 1, 2025.
- c. **2025 Tree Sale Update – 4/12** – Holly Laird provided an update on the 2025 Tree Sale stating that forms have been distributed and ACD staff is currently taking orders.
- d. **Legislative Breakfast** – Holly was directed to select a date for the event and to inform the Board at the next meeting.
- e. **Envirothon – 4/30** – Holly informed the Board of the date of the 2025 Envirothon.
- f. **District Manager purchasing limit** – Denny Hawley moved, seconded by Mike Daquilante to increase the District Manager's purchasing limit from \$500.00 to \$1,000.00. Motion carried. Holly will ensure the SOP manual is updated to reflect this change.
- g. **District Cell Phone Request – Emily Rahalla, Ag Tech.** – Emily Rahalla submitted a cell phone request form for a District cell phone. Mike Daquilante moved, seconded by Michelle Hickman to approve this request. Motion carried.
- h. **Agricultural Education Center Update** – Holly provided a written update on the new Agricultural Education Center (AEC). Building committee meetings were held since the last Board meeting including tours of Lenape Technical School and Harvest Church. The Board was provided the updated drawings. Holly will coordinate additional committee meetings prior to the February Board Meeting.

DISCUSSION/ANNOUNCEMENTS: Holly provided an invitation to the Board to attend a meeting on 2/13 with the SBDC and the Western PA Grazing Conference.

AGENCY REPORTS: Agency/staff activity reports were mailed/emailed to the Board. Denny Hawley informed the Board of Crooked Creek Watershed Association's winter walk at Crooked Creek park on 2/2 at 2:00 pm. Dennis DiOrio expanded upon his written report. WCO Kyle Wirick spoke about the annual Keystone Lake Cleanup and informed the Board of biological studies that will be completed on Keystone Lake this year.

COOPERATOR AGREEMENTS – None

E&S CONTROL PLAN REVIEWS: The E&S control plans were presented to the Board. Mike Daquilante moved with DeJay Claypoole seconding the approval of the plans as their status indicates. Motion carried.

Erosion and Sediment Plans January 2025 Meeting					
<u>Date</u>	<u>Name</u>	<u>Twp.</u>	<u>Comments:</u>	<u>Rev. By</u>	<u>Status</u>
11/15/2024	White Rock Road Relocation Project	South Buffalo	PAC030034 Renewal NOI	KR	Approved
11/18/2024	New Armstrong County Maintenance Facility	Manor	PAC030037 Renewal NOI	KR	Approved
11/22/2024	Emerald City Gymnastics	East Franklin	PAC030052 Renewal NOI	KR	Approved
12/3/2024	Firwood Tract Impoundment & Pipeline	South Bend	PAC030031 Renewal NOI	KR	Approved
12/3/2024	Shelocta 230kV Ring Bus & OPGW Project	Plumcreek	PAC320036 Renewal NOI	KR	Approved
12/3/2024	C&G Holsters - Site Development	Cowanshannock	PAC030056 Renewal NOI	KR	Approved
12/4/2024	Ford City Dollar General	Manor	PAC030050 Renewal NOI	KR	Approved
12/4/2024	Bergad Specialty Foams & Composites	Rayburn	PAC030014 Renewal NOI	KR	Approved
12/6/2024	Reesedale Road Gas Replacement	East Franklin	PAC030048 Renewal NOI	KR	Approved
12/9/2024	Good Solar	Wayne	PAC030057	KR	In Progress
12/9/2024	Armstrong JS/HS Athletic Facilities	Manor	PAG02000312005R NOT	KR	In Progress
12/9/2024	West Shamokin High School Field Renovations	Cowanshannock	PAC030010 NOT	KR	In Progress
12/9/2024	Lucerne 3A/Waterworks Passive Treatment System	White Twp (Indiana Co.)	PA320006C NOT	KR	In Progress
12/9/2024	157 Ford City Road	South Buffalo	PAC030042 NOT	KR	In Progress
12/19/2024	Former Ford City Facility Slurry Lagoon 2024 Site Improvements	Cadogen & North Buffalo	24-ES-13	KR	In Progress
1/2/2025	Hoeter Solar	Cowanshannock	PAC030058	KR	In Progress

NM PLAN REVIEWS: None

PUBLIC COMMENT PERIOD: None

NEXT MEETING: The Chairman announced that the next meeting of the Board of Directors will be held at 7:00 pm on February 19, 2025 at 124 Armsdale Road, Kittanning, PA 16201.

ADJOURNMENT: Hearing no further business to come before the board, Andrew Kimmel declared the meeting adjourned at 7:43 pm.

Respectfully Submitted,

*Holly A. Laird
District Manager
Armstrong Conservation District*