



Armstrong Conservation District

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JANUARY 2017 MINUTES

The Armstrong Conservation District Board of Directors held their monthly meeting at the Armsdale Administration Building on Wednesday, January 18, 2017.

Chairman Spurgeon Shilling called the meeting to order at 9:00 am. Directors present: Dennis Hawley, Andrew Kimmel, DeJay Claypoole, Commissioner Jason Renshaw and Jerry Longwell; Dave Rupert, District Manager; Cindy Vranka, Office Manager; Jessica Schaub, ACT/NM Specialist; Dennis DiOrio, NRCS SDC; Ed Huston, FSA CED; and Chuck Kubasik, DEP Field Rep.

Public Comment on Agenda Items - None

The Nominating Committee recommended retaining the current slate of officers for FY 2017 – Chairman – Spurgeon Shilling; Vice-Chairman – Andrew Kimmel; Secretary/Treasurer – Jerry Longwell. Dennis Hawley moved, seconded by Andrew Kimmel to accept the recommendations of the Nominating Committee. Motion carried.

Andrew Kimmel moved, seconded by Jerry Longwell to accept the 2017 Committee Assignments/Organizational appointments as presented. Motion carried. The 2017 list is attached for use and future reference.

Andrew Kimmel moved, seconded by DeJay Claypoole 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 signatory on checks. Motion carried.

Jerry Longwell moved, seconded by Andrew Kimmel to retain Elderton State Bank (including all established bank fund accounts) as ACD's financial institution. Motion carried. Andrew Kimmel moved, seconded by Jerry Longwell to maintain the INVEST Program (including all established INVEST Fund Accounts) as presented. Motion carried. Andrew Kimmel moved, seconded by Dennis Hawley to retain the current line of credit authorizations: Staples, Wal-Mart, Sunoco (3 fuel cards), Bradigan (3 fuel cards), and Capital One (Visa) as presented for FY 2017. Motion carried.

2017 Associate Directors – Jerry Longwell moved, seconded by Andrew Kimmel to accept the 2017 Associate Directors as presented. Motion carried.

Dennis Hawley moved, seconded by Andrew Kimmel to approve the **Minutes** of December 21, 2016 as presented. Motion carried.

The **Treasurer** reported a balance \$213,468.73. Andrew Kimmel moved, seconded by Dennis Hawley to approve the Treasurer's Report as presented subject to audit. Motion carried.

Needed Supplies / Outstanding Bills – Dennis Hawley moved, seconded by Jerry Longwell to pay the Outstanding Bills as presented. Motion carried. No needed supplies at this time.

OLD BUSINESS

- **2017 Tree Sale** – NM/ ACT Tech Jessica Schaub reported on the progress of the annual tree sale. Tree distribution is Saturday, April 8th Lenape Tech.
- **2017 Annual Combined Awards Banquet** – The Annual Combined Awards Banquet will be held on Thursday, March 2, 2017 at 6 PM at Lenape Tech. Tickets are \$15/person and \$7.50 per child age 12 and under. Contact Merissa Smith FSA for tickets. Deadline for ticket purchase is February 17, 2017. Emcee this year is County Commissioner Jason Renshaw. Jerry Longwell moved, seconded by DeJay Claypoole to accept the recommendations of the Awards Committee as presented for the banquet. Motion carried.
- **2017 Strategic Plan** – Strategic planning meetings are scheduled for Friday, February 10th and Thursday, February 16th from 10 am to 2 pm at the Environmental Learning Center, Crooked Creek. John Turak from the Westmoreland Cooperative Extension Service (Penn State) will lead the District in two strategic planning sessions. Lunch will be provided for those participating. A "Survey Monkey" has been developed and sent by e-mail to cooperating agencies and the Leader Times for input from the public. Survey Monkey information is also available on the District website.

NEW BUSINESS

- **2017 Legislative Breakfast** – is scheduled for Friday, March 31st at the Belmont Complex from 8 am to 10 am. Past, present and future projects will be discussed. An invitation will be extended to elected officials and cooperating agencies.
- **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 2016 are due to be filed by May 1, 2017. This item will remain as an agenda item until May 1, 2017.
- **Revised 2017 Budget** – Jerry Longwell moved, seconded by Andrew Kimmel to approve the revised 2017 Budget as presented. Motion carried.

OTHER BUSINESS

- **2017 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.
- **EQT** – The PA Envirothon Organization received a grant from the EQT Foundation that included financial assistance for the Armstrong Conservation District Envirothon event in the amount \$1,500. Resource materials will be purchased for teams that would like to use them for practice purposes. The ACD Envirothon is scheduled for Wednesday, April 26th at the Environmental

Learning Center. Ellen Rossi EQT Foundation Manager would be interested in possibly attending this year's event.

- **PENN VEST** – Dennis Hawley moved, seconded by DeJay Claypoole to authorize and accept the funding offer, if it is a 100% grant, and proceed with the steps to close the offer. Motion carried. Jerry Longwell abstained.
- **Bereavement Contributions** – Director Jerry Longwell is asking that the other Directors provide him with suggested input in regards to bereavement contributions / monetary limitations made when there is a death in the family of Directors, Associate Directors, staff, etc.

CORRESPONDENCE – a) Carnegie Science Center is under construction with the Mobile Educational Display (MED) units for the trailer. Altmeyer's has the completed trailer. b) District Manager Dave Rupert and Chairman Spurgeon Shilling are attending the SCC meeting in State College on January 24th and January 25th.

AGENCY REPORTS – The following agencies / staff provided activity reports: J Schaub NM/ACT Tech, G Smith D&G Tech, Julie Zeyzus H2O Tech, Casandra Wagner E&S Tech, and Dennis DiOrion NRCS SDC. DEP Field Rep Chuck Kubasik shared with the group that PACD & the Leadership Development Program scheduled four technical training opportunities for District staff in March and April. Ed Huston FSA CED stated that Program Technician (PT) Lori Cogley will be relocating to the Butler office as a CED trainee.

COOPERATOR AGREEMENTS - None

E & S CONTROL PLAN REVIEWS

<u>Date</u>	<u>Project Name</u>	<u>Twp</u>	<u>Rev</u>	<u>Status</u>
12/21/16	Elderton Dollar General - resubmittal	Elderton	CW	D
12/28/16	Spaces Corner Waterline - minor mod	Rayburn	CW	A
12/28/16	JV #361, SR 2001, SEC. 50 - resubmittal	RV Boro	CW	A
1/6/17	SR 422, Section 19A, Kittanning Elementary Int.	Kitt Boro	CW	D
1/11/17	PAW-SR 1033 Johnston Ave Waterline	Kiski	CW	D

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

NUTRIENT MANAGEMEN PLANS – None

PUBLIC COMMENT PERIOD

District Manager Dave Rupert will be unavailable for the April 19th evening Board meeting. Andrew Kimmel moved, seconded by Dennis Hawley to move the April 19th meeting to a 9 AM morning meeting. Motion carried.

The next scheduled Board meeting is Wednesday, February 15, 2017 at 9 AM at the Armsdale Administration Building, Conference Room # 103.

Respectfully submitted,

Cindy Vranka
Office Manager