



120 South Grant Avenue, Suite 2
Kittanning, PA 16201

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July 21, 2021 Minutes

Present: Those present in person were: Board members- Andrew Kimmel, Dennis Hawley, Michelle Hickman, and De Jay Claypoole, Spurgeon Shilling Also present was Associate Director- John Linkes. Staff members present were- Kerri Gray and Dave Rupert. Also in attendance was Denny DiOrio from the NRCS office. Those participating by Zoom were- Pat Gerheim and DEP- Field Representative John Green.

Chairman Kimmel announced that the Board of Directors met in an Executive Session for Personnel from 6:30-7pm on July 21, 2021.

Call to Order: The meeting was called to order by Chairman Andrew Kimmel at 7 pm.

Public Comment on Agenda Items: None

Minutes: Spurgeon Shilling moved with Dennis Hawley seconding the approval of the minutes of the June 16, 2021 meeting as presented. Motion carried

Treasurer's Report: Spurgeon Shilling moved with Denny Hawley seconding the approval of the Treasurer's report as presented and that it be filed for audit. Motion carried. There were no needed supplies or outstanding bills.

Old Business:

- a. 2020 Audit Report Discussion/Adoption: Our auditor and I have had difficulty in obtaining final retirement numbers from PMRS in order to complete the 2020 audit. John Green offered his assistance to resolving the matter.
- b. Armsdale Update- Dave Rupert provided the Board with an update on the Armsdale project. He met with the 911 personal regarding relocating their trailers from our parking lot. Dave also met with the Orphan's of the Storm representatives to discuss the permitting process for their building. They have retained Jesse Hickman (McCall services) to assist with their matters.
- c. Pennvest- the application is 95% complete and we had to upload the 2020 draft audit report. The application for the green infrastructure will be filed on or before August 04, 2021.
- d. DGLVR-QAQC- We received the LVR advance for 2021/2022. The report for the QAQC that was conducted on July 13-14 has not been received from the SCC but the verbal finding was that we "met their expectations". They will also offer a few suggestions to further improve our program.

New Business:

- a. ACD Green Parking Lot: The site was shown to 5 contractors. Two bids were received: One for \$ 40,400.00 from Toys landscaping and the other in the amount of \$24,347.00 from Shur Shot Excavating, LLC. Michelle Hickman moved with DeJay Claypoole seconding the award to Shur Shot for \$24,347.00. Motion carried
- b. Cowanshannock Creek Streambank Stabilization Project- It was moved by Spurgeon Shilling and seconded by Michelle Hickman to advertise for bids for this project. Motion carried. A site showing will be held for interested contractors on August 06, 2021 and bids will be received until the morning of August 18, 2021.



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As an FYI: the Leader Times spoke with Maria Sorce: Resource Conservationist-Watersheds regarding her work on this and other projects. This was featured in the local newspaper.

- c. The Board discussed the potential of holding a nominating organization meeting to explain the nomination process for the District Director position. The board instructed the manager to check with others about the need to hold such a meeting during this time. If possible and needed, a meeting will be scheduled by the Manager.
- d. Sunshine Law/ RTK Update: As of August 29, 2021 we will be posting our Agenda on our bulletin board 24 hours in advance of our monthly meetings, and posting our agenda and minutes on our website and Facebook Page. Armstrong County IT was contacted by Kerri Gray to upload our monthly minutes and agenda when they are emailed to IT. Right-to-Know forms are on our website and also printed out and in our office for the public. At present, the District manager is our RTK officer.
- e. Sign-up sheets for the Fort Armstrong Festival and Dayton Fair are in our office. All board members and Associate directors and cooperating agency personnel are encouraged to sign up for times to "man" the MED.

Other Business: There was no other business to be brought before the Board of Directors at this time.

Agency Reports: All staff and agency reports were emailed out to the Board of Directors. There were no additions to those reports or questions regarding the reports.

Cooperator Agreements: There was one Cooperative Agreement/District Request for Assistance by John and Judie Maholtz of Mahoning Township for assistance with erosion and sedimentation control, streambank stabilization, abandoned mine assistance and pond. Spurgeon Shilling moved with De Jay Claypoole seconding the motion. Motion carried.

E&S Control Plans: The E&S plans were emailed out to the Board of Directors. There were no questions about the plans. Denny Hawley moved with De Jay Claypoole seconding the approval of the plans as their status indicates. Motion carried.

NM Plan reviews: There were no NM plans presented for review at this time.

Public Comment Period: The chairman announced that interviews will be held on August 2, 2021 for District Manager position. The Board will meet in an Executive Session to conduct these interviews at 5:30pm in the conference room of 120 South Grant Avenue. The Chairman also announced that the next regular meeting of the Board of Directors will be held at 7pm on August 18, 2021 in the Conference Room of 120 South Grant Avenue. The District Manager announced that the PACD Executive Council Meeting will be held virtually on July 29, 2021 from 10am until noon. All Directors and Associate Directors are invited to participate.

Recess: At 7:45 pm after hearing no objection the meeting was recessed until August 2, 2021 at 5:30pm.

Conclusion of the July 21, 2021 meeting: The Armstrong Conservation District Board of Directors reconvened the recessed meeting of July 21, 2021 on August 02, 2021 at 5:30pm in the conference room at 120 South Grant Avenue, Suite 5. The Board went into executive session to conduct interviews for the District Manager position. At 7:46 pm, the Board returned from the Executive Session. Those



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present in person were- Andrew Kimmel, Spurgeon Shilling, Dennis Hawley, Michelle Hickman, and De Jay Claypoole. District Manager Dave Rupert was present when the meeting was called to order by Chairman Kimmel. Those participating by Zoom were Jerry Longwell.

Michelle Hickman moved with Dennis Hawley seconding that an employment offer be made to Ms. Holly Laird for the District Manager position at the salary she requested in her job application. The motion was carried unanimously.

Jerry Longwell moved with Michelle Hickman seconding that the District advertise immediately for an E&S person to fill the anticipated vacancy for an E&S person. The motion was carried.

Dennis Hawley moved with Michelle Hickman seconding the rescheduling of the September ACD Board meeting from September 15, 2021 to September 29, 2021 at 7pm.

At 7:54pm, Spurgeon Shilling moved with Denny Hawley seconding the adjournment of the meeting. Hearing no objections, chairman Kimmel declared the meeting adjourned at 7:54pm.

Respectfully Submitted,

Dave Rupert