
MARCH 2021 MINUTES

The meeting was called to order by Chairman Andrew Kimmel at 7:00 PM.

The following individuals participated by **ZOOM**: Directors, Jerry Longwell, Dennis Hawley; Cindy Vranka Office Manager, DC NRCS Dennis DiOrio, **In Person**: Board Chairman Andrew Kimmel, Michelle Hickman, Spurgeon Shilling, DeJay Claypoole, Associate Directors Rocco Ali and Mike Daquilante, Dave Rupert District Manager

PUBLIC COMMENT on AGENDA ITEMS - None

The February minutes were distributed to the Board. Jerry Longwell moved, seconded by Spurgeon Shilling to approve the minutes of February 17th 2021 as presented. Motion carried.

Spurgeon Shilling moved, seconded by Michelle Hickman to approve the Treasurer's Report as presented subject to audit and to pay Outstanding Bill. Motion carried. No needed supplies.

OLD BUSINESS

- **2021 Tree Sale Update** – Dave Rupert District Manager reported on the status of the 2021 tree sale.
- **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 2020 are due to be filed by May 1, 2021. This item will remain as an agenda item until May 1, 2021.
- **Awards Committee Update** – Dave Rupert District Manager reported on the presentation status of awards.
- **Armsdale Updates / Tour of ICCD Bldg / April 14, 6 – 7 pm** – Dave Rupert District Manager reported on the status of the Armsdale project and funding opportunities. Doug Beri Indiana County Conservation District Manager will conduct a building tour of Indiana's CD new building on Wednesday, April 14th from 6 -7.

NEW BUSINESS

- **On-Line Banking / Bill Paying Proposed Updates** – Dave Rupert District Manager presented a revision to the on-line banking / bill paying procedures. Jerry Longwell moved, seconded by Spurgeon Shilling to approve recommendations as presented. Motion carried. Document attached for future reference.

- **PACD Voting Delegate Form** – Jerry Longwell moved, seconded by Spurgeon Shilling to approve the Voting Delegate Designation Form as presented. Motion carried. Document attached for future reference.
- **RCAP Funding Application** – Spurgeon Shilling moved, seconded by Jerry Longwell to submit the RCAP Funding Application and fee of \$500. Motion carried.

OTHER BUSINESS

- **Manor Township MOU for Plan Review** – Jerry Longwell moved to enter into the MOU with Manor Township for SW and E&S Plan reviews, seconded by Dennis Hawley. Motion carried.
- **Office Manager Retirement** – Cindy Vranka Office Manager anticipates a retirement date effective April 30th pending health care coverage. Develop advertisement for position.

CORRESPONDENCE - None

AGENCY REPORTS – DC NRCS Denny DiOrio gave an agency update. The following agencies / staff provided agency reports: John Greene DEP, Holly Laird E&S Tech, Maria Sorce Watershed Tech, Jessica Schaub NM ACT, Gregg Smith DGLVR Tech, and Kodie Rearick AmeriCorps Member.

COOPERATOR AGREEMENT – None

EROSION AND SEDIMENT CONTROL PLANS The following were presented to the District Board for approval / disapproval.

<u>Date</u>	<u>Name</u>	<u>Twp</u>	<u>Comments</u>	<u>Rev By</u>	<u>Status</u>
2/12/2021	West Hills Area Water Pollution Control Authority	North Buffalo	NOT	HL	pending additional document submission
2/12/2021	Long Term Control Plan Phase 1	Freeport Boro	Major Amendment	HL	Pending clear PNDI submission
3/4/2021	Cowansville Dollar General	East Franklin	NOT	HL	Pending
3/4/2021	SR 268 Boltz Road Waterline	East Franklin	21-ES-2	HL	Pending

The above E&S plans were presented for review and approved by the Board. Spurgeon Shilling moved, seconded by DeJay Claypoole to approve the E&S plans as its status indicates. Motion carried.

NUTRIENT MANAGEMENT PLANS – None

PUBLIC COMMENT PERIOD – Submit Sunshine Notice noting location change for the next scheduled Board meeting for Wednesday, April 21st.

At 7:28pm, the board recessed to an executive session for personnel discussions. At 7:50pm, the board returned out of the executive session.

Hearing no further business to come before the Board, Andrew Kimmel District Chairman declared the meeting adjourned at 7:51 pm.

The next scheduled monthly meeting of the Armstrong Conservation District is Wednesday April 21st, 2021 at 7 pm at 124 Armsdale Road, Kittanning PA; there will also be a 6 pm Executive Session prior to the scheduled 7 pm business meeting. Attendees should bring a lawn chair as the meeting will be outdoors and in person with proper social distancing measures in place.

Respectfully submitted,

Cindy L Vranka
*Office Manager for the
Armstrong Conservation District*