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May 19, 2021 minutes

Present- Those present in person were: Board members- Jerry Longwell, Dennis Hawley, Michelle Hickman, and De Jay Claypoole. Also present were Associate Director- Mike Daquilante. Staff members present were- Dave Rupert, Maria Sorce, and Jacob Kennedy. Joe Woodside representing Sure Shot Construction was present. Those participating by Zoom were: Board member- Spurgeon Shilling, NRCS, SDC- Dennis DiOrio, and DEP- field representative- John Green.

Call to Order- The meeting was called to order by Secretary/ Treasurer Jerry Longwell at 7pm.

Executive Session Announcement- Jerry Longwell made an announcement that the Board met in Executive Session on May 04, 2021 at 7pm for personnel matters.

Public Comment- There were no public comments on the agenda.

Treasurer's Report- Denny Hawley moved, seconded by De Jay Claypoole to approve the Treasurer's report and file it for audit. Motion carried.

Approval of Outstanding Bills/ Needed Supplies- There were no outstanding bills or needed supplies.

Old Business:

- a. **Armsdale Update-** Dave Rupert provided a written report on the current status at Armsdale. A copy is attached to the minutes.

New Business:

- a. **Biblical Life Institute Stream Project Bids-** Maria Sorce opened the bids received from 6 contractors for the project. The bids Received were: Gregori Construction Inc: \$92,479.00; Hiles Excavating LLC: \$70,700.00; Holbein Inc: \$111,094.70; JC Puryear Trucking and Excavating Inc: \$66,893.60; Ron Gillette Inc: \$215,417.96; and Sure Shot Excavating LLC: \$46,612.19. After checking the tabulation of the bids, De Jay Claypoole moved with Denny Hawley seconding the awarding of the bid to: Sure Shot Excavating, LLC in the amount of \$46,612.19. Motion carried
- b. **Office Manager New Hire-** Michelle Hickman moved with Denny Hawley seconding to send an employment offer letter for the position to Ms. Kerri Gray of Shelocta, Pa. at the terms decided by the Board and discussed with the District Manager. Motion carried.
- c. **District Manager Replacement Discussion-** Since there were changes to the Job Description of the Manager from a previous job description, Michelle Hickman moved with De Jay Claypoole seconding the revised job description as of May 2021. Motion carried. Dennis Hawley moved with Michelle Hickman seconding the advertising of the District Manager position with a closing date of June 30, 2021 or until filled by the Board. Motion carried.

Other Business:

- a. **Advertising of the ACD Green Parking Lot Project for bids-** Michelle Hickman moved with De Jay Claypoole seconding the advertising of the ACD Green Parking Lot project for public bids. Site showing will be on June 17, 2021 for interested contractors and bids will be opened on July 21, 2021 at 10:00am. Motion carried

Agency Reports: All staff and agency reports received were emailed out to the board for their review. There were no further additions or corrections to the reports.

Cooperator Agreements: There was one cooperator agreement for review and approval by the Board. Kristina Pyle and Peter Sotos of South Buffalo Township and their operation containing 50 acres. It was moved by De Jay Claypoole and seconded by Dennis Hawley to accept them as ACD cooperators. Motion carried.

E&S Control Plans: Dennis Hawley moved with Michelle Hickman seconding the approval of the E&S plans as their status is indicated on the attached sheet. Motion carried.

Nutrient Management Plans – There were no NMP's for review or approval.

Public Comment Period- Jacob Kennedy was introduced as the newest AmeriCorps member to serve at the Armstrong Conservation District

Next Meeting- It was announced that the next regular meeting of the ACD Board of Directors will be June 16, 2021 at 7pm. *It was also noted that the Board of Directors will meet in an Executive Session for Personnel at 6pm on June 16, 2021.*

Adjournment- Hearing There was no further business to come before the Board of Directors, Jerry Longwell declared the May meeting of the ACD Board of Directors adjourned at 7:43pm.

Respectfully Submitted,

Dave Rupert

District Manager