
September 21, 2022 MINUTES

CALL TO ORDER - An executive session for personnel matters was held from 6:30pm to 7:00 pm. The public meeting was called to order by Chairman Andrew Kimmel at 7:04 PM.

PRESENT - The following individuals participated by Zoom: Director Spurgeon Shilling; In person: Directors Andrew Kimmel, Dennis Hawley, DeJay Claypoole, and Michelle Hickman. Associate Director Rocco Ali and Mike Daquilante; NRCS Staff Dennis DiOrio; District Manager Holly Laird; and Armsdale Building Coordinator Dave Rupert.

PUBLIC COMMENT on AGENDA ITEMS – Dave Rupert stated that “Armsdale Discussion and Action Items” needed to be added to the agenda. Chairman Andrew Kimmel stated that this item would be added under Old Business.

MINUTES - The July minutes were distributed to the Board. Dennis Hawley made the motion to accept the minutes as presented, Michelle Hickman seconded. Motion carried.

TREASURER’S REPORT – The Treasurer’s Report was presented to the Board. Spurgeon Shilling moved seconded by Michelle Hickman that the treasurer’s report be filed for audit and to pay the OS bills. Motion carried.

OLD BUSINESS

- **Armsdale Discussion and Action Items** – Dave Rupert provided an update regarding the Armsdale Building. He stated that the County would solicit bids for the project starting on October 20, 2022 and that there would be a mandatory pre-bid meeting on October 28, 2022, and that bids would be opened at the Commissioner’s public meeting on November 17th, 2022. If bids were awarded by the County, the notice to proceed would be issued on March 1, 2023 and construction would continue for 180 days and be substantially completed on August 31, 2023 and the tentative move in date would be October 1, 2023. Dave Rupert stated that bids will be solicited for the following contracts: Plumbing, HVAC/Mechanical, Electrical, and General. Michelle Hickman moved, seconded by Dennis Hawley to pass two resolutions; the first resolution designates the Capital Reserve Fund at Elderton State Bank in the amount of \$1 million as match for the RACP grant and the second resolution is to pass the RACP Statement of Compliance Resolution. Both motion carried.

NEW BUSINESS

- **2021 Preliminary Audit Presentation** – Jaysa Stitt of McCall, Scanlon, and Tice presented the preliminary 2021 audit for Board review. The Board will direct any questions regarding the audit directly to Jaysa Stitt and will plan to accept the audit at the October 19, 2022 meeting.
- **2023 Draft Budget** – Holly Laird presented the 2023 draft budget to the Board of Directors to review and accept at the October 19, 2022 meeting.
- **Nutrient Management Delegation Agreement** – Holly Laird presented the FY 22-27 Nutrient Management Delegation Agreement between the State Conservation Commission and the District. Dennis Hawley moved, seconded by Michelle Hickman to enter into the agreement. Motion carried.

- **Associate Director Appointment** – DeJay Claypoole moved, seconded by Dennis Hawley to appoint Mathew J. Hogg as an Associate Director to the District Board. Motion carried.
- **Conservation Educator Evaluation** – Michelle Hickman moved, seconded by Dennis Hawley to approve the recommendations of the personnel committee to confirm permanent full-time status for Brooke Emmonds, Conservation Educator and adjust her salary as discussed. Motion carried. Michelle Hickman moved, seconded by Spurgeon Shilling to approve the recommendations of the personnel committee to permit Brooke Emmonds to work from home on a part-time basis during her maternity leave. Holly Laird is to draft a work from home policy for staff and present it to the Board of Directors at the next public meeting on October 19, 2022. Motion carried.
- **2023 PMRS Minimum Obligation Memo** – Holly Laird presented the 2023 PMRS Minimum Obligation Memo to the Board.
- **Agricultural Conservation Assistance Program (ACAP)** – Holly Laird provided an introduction to the Board regarding the new ACAP program. Additional updates will be provided as the State Conservation Commission releases guidance about the program.
- **Fall Tour September 30** – Holly Laird stated that the ACD Fall Tour will be held on September 30, 2022.
- **Farmland Preservation Program MOU** – Dennis Hawley moved, seconded by Michelle Hickman to accept the MOU between ACD and the Armstrong County Farmland Preservation Board for 2023. Motion carried.
- **Secretary/Treasurer Discussion** – The board discussed filling the Secretary/Treasurer position.
- **2022/23 QAB DGLVR Recommendation** – The recommendations of the DGLVR QAB were provided to the Board to review. Dennis Hawley moved, seconded by DeJay Claypoole to approve the recommendations of the QAB. Motion carried.
- **Agricultural Banquet – October 6** – Holly Laird informed the board that the Annual Awards Banquet would be held on October 6 at the Latin American Club at 6:00 pm.

DISCUSSION/ANNOUNCEMENTS – Holly Laird announced that the new Conservation District Field Representative, Susannah Harris, had started with DEP.

AGENCY REPORTS – Agency / staff activity reports were mailed / e-mailed to the Board. Dennis DiOrio provided a written report and stated NRCS will be re-advertising for their technician vacancy and that they are working on contracts. Associate Director Rocco Ali stated that the Apollo/Spring Church Sportsmen Club would be holding their pheasant hunt on October 8th, 2022 and have 25 out of 30 spots filled. Rocco also stated that a spotted lanternfly was found in North Apollo. Associate Director Mike Daquilante stated that the National Deer Association would be partnering with the PA Game Commission to host a litter clean-up at Two Lick Lake Reservoir on September 24th.

COOPERATOR AGREEMENT –

Goose Creek Gardens, Ltd.

- 5 acres of Cut flowers and foliage 12 acres total Sugarcreek Township

Michelle Hickman moved, seconded by Dennis Hawley to approve the cooperator agreements as presented. Motion carried.

EROSION and SEDIMENT CONTROL PLANS – Spurgeon Shilling moved with DeJay Claypoole seconding the approval of the E&S plan as its status indicates. The motion was carried.

Erosion and Sediment Plans September 2022 Meeting					
<u>Date</u>	<u>Name</u>	<u>Twp.</u>	<u>Comments:</u>	<u>Rev. By</u>	<u>Status</u>
3/14/2022	Family Dollar - NuMine	Cowanshannock	PAC030044	KR	In Progress
6/3/2022	Houser Fill Site	Wayne	PAC030046	KR	Approved
6/6/2022	McKean Street Housing	Kittanning Boro.	PAC030036, A-2	KR	Approved
6/17/2022	KP-56 Drip Removal Project	South Bend	22-ES-8	KR	Approved
8/12/2022	Kiskiminetas Township Firehall	Kiskiminetas	NOT	KR	In Progress
8/26/2022	7-Eleven Inc. Underground Storage Tank Replacement	West Kittanning	22-ES-9	KR	In Progress
9/1/2022	Ricky V. Schrecongost Water Line Extension	Wayne/Dayton Boro	22-ES-10	KR	In Progress
9/8/2022	Morgan Road Gas Line Replacement	Sugarcreek	ESG000322001-00	KR	In Progress

NUTRIENT MANAGEMENT PLANS – Dennis Hawley moved, seconded by Spurgeon Shilling to approve the nutrient management plan for Clayholm Farms, LLC. Motion carried.

PUBLIC COMMENT PERIOD – The Board discussed donations to be made in memory of Jerry Longwell and Alex Claypoole. Michelle Hickman moved, seconded by Dennis Hawley to purchase a memorial bench from the Armstrong Trails in memory of Jerry Longwell. Motion carried. Holly Laird provided the Board with a copy of the 2022 Action Plan and asked for suggestions for the 2023 Action Plan at least 7 days prior to the October 19, 2022 meeting.

Next Meeting - The chairman announced that the next meeting of the Board of Directors will be held on October 19, 2022 at 120 S. Grant Avenue, Suite 5, Kittanning, PA 16201 at 7:00 pm.

The meeting was declared adjourned by Chairman Kimmel at 7:47 pm.

Respectfully Submitted,

*Holly A. Laird
District Manager
Armstrong Conservation District*