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January 17, 2024 Minutes

CALL TO ORDER: The public meeting was called to order by Vice-Chair Michelle Hickman at 6:58 pm.

PRESENT: Those present were: Directors Dennis Hawley, Michelle Hickman, Mike Daquilante, and Commissioner John Strate; Associate Directors Rocco Ali, John Bennett, and Jay Hogg; ACD District Manager Holly Laird; NRCS DC Dennis DiOrio, DEP Field Rep Susannah Harris, and Ron Baker.

PUBLIC COMMENT on AGENDA ITEMS: None

Report of the Nominating Committee – Election of Officers: The Nominating Committee recommended the following slate of officers for 2024: Chairman – Andrew Kimmel, Vice-Chair – Michelle Hickman, and Secretary/Treasurer – Spurgeon Shilling. Dennis Hawley moved to close the nominations and to elect the 2024 slate of officers as recommended by the committee, seconded by Mike Daquilante. Motion carried.

MINUTES: Dennis Hawley moved, with Mike Daquilante seconding the approval of the minutes of the December 13, 2023 meeting as presented. Motion carried.

TREASURER’S REPORT: Denny Hawley moved with Mike Daquilante seconding the approval of the Treasurer’s report as presented, that the outstanding bills be paid, and that the treasurer’s report be filed for audit. Motion carried.

OLD BUSINESS:

- a. **Appointment of Alternate Recording Secretary, Assistant Treasurer, and Alternate Assistant Treasurer** – Denny Hawley moved, seconded by Mike Daquilante to appoint Holly Laird as Recording Secretary and Jennifer Jack as Alternate Recording Secretary/Assistant Treasurer, Kodie Rearick as Alternate Assistant Treasurer and to approve the following individuals to be authorized signers with Elderton State Bank: Spurgeon Shilling as the Board Member Treasurer, Michelle Hickman as the Alternate Board Member/Vice-Chair, Andrew Kimmel as the Board Chairman, Jennifer Jack as Assistant Treasurer, and Kodie Rearick as Alternate Assistant Treasurer. Motion carried.
- b. **Selection of Financial Institution/Bank Accounts/Line of Credit** – Mike Daquilante moved, seconded by Denny Hawley to keep the bank accounts, LOC and mortgage at Elderton State Bank and PA Invest accounts. Motion carried.
- c. **Approval of Credit and Purchasing Cards** – Denny Hawley moved, seconded by Mike Daquilante to approve the existing Master Card credit cards for staff and fuel purchasing cards (WEX and Snyder’s). Motion carried.
- d. **Organizational Appointments/Committee Assignments** – Mike Daquilante moved, seconded by Denny Hawley to make the committee appointments as reflected in the attached 2024 Committee Assignment document. Motion carried.

- e. **Armsdale Update** – Holly Laird provided an update to the Board regarding the office move to the new Armsdale Center. Denny Hawley moved, seconded by Commissioner Strate to permit Holly to hire interim cleaning services at her discretion and will bring quotes to the Board at the February meeting. Motion carried.
- f. **Agricultural Technician Position Update** – Holly Laird provided an update to the Board and will continue advertising the position at this time.

NEW BUSINESS:

- a. **Associate Director Appointments** – Denny Hawley moved, seconded by Mike Daquilante to approve the associate directors as presented: Rocco Ali, Ben Kimmel, John Linkes, Jay Hogg, and John Bennett. Motion carried. Persons expressing an interest to serve throughout the year will be welcomed.
- b. **State Ethics Conflict of Interest Forms** – 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 the calendar year 2023 are due to be filed by May 1, 2024. This item will remain as an agenda item until May 1, 2024.
- c. **2024 Tree Sale Update 4/13** – Holly Laird provided an update on the 2024 Tree Sale stating that forms have been distributed and ACD staff is currently taking orders.
- d. **DGLVR Blower** – Holly Laird informed the Board that the DGLVR Buffalo Turbine Blower is in need of significant repairs. Holly is to gather pricing and report to the Board at the next meeting.
- e. **ACAP Update** – An ACAP Committee meeting was held on 1/9. Holly Laird presented the recommendations of the ACAP Committee to the Board. Denny Hawley moved, seconded by Commissioner Strate to update the ACAP Local Policy and associated forms as presented and incorporate any necessary comments the SCC deems appropriate, appoint Jennifer Jack to the ACAP LAB to replace Jessica Schaub, and to permit the expenditure of ACAP TA funds to get plans developed for potential applicants. Motion carried.
- f. **Legislative Breakfast** – Mike Daquilante moved, seconded by Denny Hawley to have Holly Laird select a date for the event and to inform the Board at the next meeting. Motion carried.
- g. **Armstrong Trails Grant Application** – No action was taken on this item.
- h. **Envirothon** – 4/24 – Holly Laird informed the Board of the date of the 2024 Envirothon.

DISCUSSION/ANNOUNCEMENTS: None

CORRESPONDENCE: None

AGENCY REPORTS: Agency/staff activity reports were mailed/emailed to the Board. Dennis DiOrio provided an update regarding NRCS. Susannah Harris provided a written report and further explained DEP topics.

COOPERATOR AGREEMENTS – None

E&S CONTROL PLAN REVIEWS: The E&S control plans were presented to the Board. Denny Hawley moved with Mike Daquilante seconding the approval of the plans as their status indicates. Motion carried.

Erosion and Sediment Plans January 2024 Meeting					
<u>Date</u>	<u>Name</u>	<u>Twp.</u>	<u>Comments:</u>	<u>Rev. By</u>	<u>Status</u>
8/12/2022	Kiskiminetas Township Firehall	Kiskiminetas	NOT	KR	In Progress
5/31/2023	Northpointe Village PRD	South Buffalo	PAD030006	KR	In Progress
6/16/2023	Emerald City Gymnastics	East Franklin	PAC030052	KR	Issued
8/1/2023	Family Dollar - NuMine	Cowanshannock	PAC030053	KR	In Progress
8/7/2023	Lucerne 3A/Waterworks Passive Treatment System	White TWP (Indiana County)	PA320006C	KR	Issued
8/24/2023	Big Pine Compressor Station Solar	Gilpin	PAC030054	KR	Issued
10/12/2023	Cast Iron Water Line Replacement Project	Ford City Borough & Manor	PAC030055	KR	Issued
11/20/2023	Sagamore Telecommunications Tower	Cowanshannock	23-ES-19	KR	Issued
12/1/2023	TL-474 Culvert Replacement & Landslide Remediation Project	Kiskiminetas	23-ES-20	KR	In Progress
1/2/2024	Allegheny River Association Boat Ramp Maintenance	Washington	24-ES-01	KR	In Progress

NM PLAN REVIEWS: None

PUBLIC COMMENT PERIOD: Rocco Ali informed the Board of newly proposed laws regarding the Pennsylvania Game Commission and connecting hunters with farmers in need of deer control.

NEXT MEETING: The Chairman announced that the next meeting of the Board of Directors will be held at 7:00 pm on February 21, 2024 at 124 Armsdale Road, Suite 1 Kittanning, PA 16201.

EXECUTIVE SESSION: At 8:15 pm the Board entered an executive session to discuss Personnel matters. The Board re-entered the public meeting at 8:24 pm.

John Strate moved, seconded by Denny Hawley to direct Holly Laird to gather information on the PMRS plan and report to the Board at the next meeting.

ADJOURNMENT: Hearing no further business to come before the board, Michelle Hickman declared the meeting adjourned at 8:26 pm.

Respectfully Submitted,
Holly A. Laird
District Manager
Armstrong Conservation District