

# **Turtle Creek Watershed Association, Inc.**

## **Board of Directors**

### **Meeting Minutes**

**January 26, 2016**

- I. **Call to Order:** President Jim Brucker called the meeting to order at 7:10 pm.  
Attendance (\*denotes Board Member): \*Jim Brucker (President) \*Bill Mihalco, \*Kevin Kaplan, \*Jason McCabe, \*Kelly McLaughlin, Rob Cronauer, Jessica Thornton
- II. **Approval of Minutes:** A motion was made by Kelly McLaughlin with a second by Kevin Kaplan to approve the meeting minutes from November 13, 2015. Motion approved.
- III. **Treasurer's Report:** A motion was made by Bill Mihalco with a second by Kelly McLaughlin to approve the Treasurer's Report. Motion approved. Treasurer Craig Barras submitted a draft budget for 2016 and after some discussion it was agreed to discuss a budget at the next Board meeting.
- IV. **Invoices:** None
- V. **Irwin Grant Progress:** Rob Cronauer noted that attempts to contact representatives at GAI to discuss the proposed study discussed at previous meeting have been unsuccessful but he would continue efforts to contact GAI representative. (Note: The day following the meeting Rob was provided information by GAI that stated that Paul Kaye did not want to use his remediation media for treating the Irwin Discharge since it did not appear to be a suitable option. GAI will be discussing other options such as selling or leasing the Biddle site with Mr. Kaye in the near future.) Discussion of the development of a Hydrologic Unit Plan was tabled to the next meeting. It was also noted that no feedback has been provided to the TCWA regarding letters sent last year to Senator Ward or Representative Dunbar.
- VI. **Old Business**
  - A. A letter was issued on March 12, 2014 by the TCWA to Export Boro requesting an issue with maintenance of a flood control tunnel in Export Boro be addressed. It was noted that inquiries of Export officials indicate that they believe the necessary work has been completed. Kevin Kaplan agreed to check on the status of the work and, as necessary, contact the PADEP.
  - B. The letters to the local governments requesting their financial support for the TCWA have been issued but, to date, no municipalities have responded. Jason McCabe agreed to draft a letter to selected businesses to attempt to gain financial support.
  - C. Rob Cronauer noted that the Department of Environmental Protection (PADEP) has not notified applicants which Growing Greener Grants will be awarded for 2015. A Growing Greener Grant application was submitted for improvements to the TCWA. Status of the application is expected from PADEP in the near future.
- VII. **New Business**
  - A. Bill Mihalco noted that all Board Members terms will expire at the end of 2016. In order to meet the intent of the TCWA By-laws staggered terms should be provided for the Board at the election for 2017 Board members.
  - B. Achievements of the TCWA for 2015 were discussed. These included the resolution of the IRS issue, meeting with the Biddle Property Owner, meeting with State Legislators, expansion

of membership and the development of a website. Objectives for 2016 will be discussed at future meetings.

C. Chuck Duritsa had previously noted that he has contacted a representative of the Pittsburgh Mon River Steering Committee regarding an email recently sent to the TCWA from this committee. Status of this item will be discussed at a future meeting.

D. Board Members (Brucker, Mihalco and Barras) will meet in the near future in an attempt to organize TCWA records.

E. It was agreed that Kevin Kaplan will be the lead for responding to the e-mail inquiries provided through the TCWA website. Jessica Thornton will arrange for Kevin to receive the e-mails.

F. Since the last meeting, a grant application for \$2000 for signage for the Westmoreland Heritage Bike Trail was submitted to Western Pa Conservancy.

G. Discussion of the Abandoned Mine Lands Economic Revitalization Program will be discussed at a future meeting.

H. Signed 2016 Conflict of Interested Statements were provided for the record by meeting attendees and by John Mores via e-mail.

#### **Adjournment**

A. Adjournment was at 8:25 pm.

B. Next meeting will be held on February 23, 2016 at the FTMA treatment plan beginning at 7 pm.

# **Turtle Creek Watershed Association, Inc.**

## **Board of Directors**

### **Meeting Minutes**

**February 23, 2016**

- I. **Call to Order:** President Jim Brucker called the meeting to order at 7:05 pm.  
Attendance (\*denotes Board Member): \*Jim Brucker (President), \*Chuck Duritsa, \*Craig Barras, \*Bill Mihalco, \*Kevin Kaplan, \*Jason McCabe, \*Kelly McLaughlin, Rob Cronauer. Guests included: Trevor Conlow, TCWA Member, Raeanna Argyle and Zachary Cunningham.
- II. **Approval of Minutes:** A motion was made by Kelly McLaughlin with a second by Jason McCabe to approve the meeting minutes from January 26, 2016. Motion approved.
- III. **Treasurer's Report:** A motion was made by Chuck Duritsa with a second by Bill Mihalco to approve the Treasurer's Report. Motion approved. Treasurer Craig Barras submitted a draft budget for 2016 and after some discussion Jim Brucker agreed to provide a revised draft budget at the next meeting.
- IV. **Invoices:** None
- V. **Irwin Grant Progress:** Rob Cronauer provided an update regarding his interactions with representatives of GAI. GAI will be discussing options such as selling or leasing the Biddle site with Mr. Kaye in the near future. Discussion of the development of a Hydrologic Unit Plan was tabled to the next meeting.
- VI. **Old Business**
  - A. A letter was issued on March 12, 2014 by the TCWA to Export Boro requesting an issue with maintenance of a flood control tunnel in Export Boro be addressed. It was noted that inquiries of Export officials indicate that they believe the necessary work has been completed. Kevin Kaplan agreed to discuss this issue at an upcoming meeting with the Pennsylvania Department of Environmental Protection (PADEP) and Export Boro and provide feedback during the March TCWA Board meeting.
  - B. Jason McCabe drafted a letter to businesses to attempt to gain financial support for the TCWA. After some discussion the Board concluded that it would be better to send letters to businesses seeking support for specific projects rather than sending a general letter to businesses.
  - C. Rob Cronauer noted that the PADEP has not notified applicants which Growing Greener Grants will be awarded for 2015. A Growing Greener Grant application was submitted for improvements to the TCWA. Status of the application is expected from PADEP in the near future.
- VII. **New Business**
  - A. Objectives for 2016 were discussed and in general it was concluded that in addition to working on a remedy for the Irwin Discharge, TCWA should be working on some smaller projects. Board members agreed to come to the March meeting with a list of about 3 projects that could be pursued during the coming year.
  - B. Chuck Duritsa had previously noted that he has contacted a representative of the Pittsburgh Mon River Steering Committee regarding an email recently sent to the TCWA from this committee. Chuck reported that attempts to confirm the meeting with the Committee were unsuccessful and, therefore, no additional action will be taken on this item.

- C. Board Members (Brucker, Mihalco and Barras) will meet in the near future in an attempt to organize TCWA records.
- D. Kevin Kaplan has been designated as the the lead for responding to the e-mail inquiries provided through the TCWA website.
- E. A grant for \$600 for signage for the Westmoreland Heritage Bike Trail has been awarded to TCWA by Dominion Gas.
- F. Discussion of the Abandoned Mine Lands Economic Revitalization Program will be discussed at a future meeting.
- G. Additional 2016 Conflict of Interest statements were signed by meeting attendees.
- H. A Regional Watershed meeting will be held on March 8 at the Westmoreland Conservation District offices. Chuck Duritsa and Bill Mihalco are planning to attend the meeting.
- I. Two guests, Raeanna Argyle and Zachary Cunningham, attended the meeting to request TCWA support for improving the condition of a small park area along Thompson Run in the Borough of Turtle Creek. TCWA members provided some information to the guests regarding contacts that should be made to facilitate improvements to the park. TCWA also noted the interest of TCWA to assist in efforts to improve the park and welcomed the guests to return and discuss their efforts at a future meeting.
- J. Jason McCabe noted that he met an individual who was offering some marketing tools the TCWA might use to raise money and some ways to improve the website. Board members agreed that the funding raising opportunities might be worthwhile and Jason agreed to obtain more information from the individual.

#### **Adjournment**

- A. Adjournment was at 8:40 pm.
- B. Next meeting will be held on **March 29, 2016. Prior to the meeting, a tour of the Export Flood Control Tunnel will be available to anyone interested. If you are interested please meet at 6 pm at the Caboose in Export near the Export Borough building. The Board meeting will begin at 7 pm at the Rivertowne Brewery in Export.**

# **Turtle Creek Watershed Association, Inc.**

## **Board of Directors**

### **Meeting Minutes**

**March 29, 2016**

- I. **Call to Order:** President Jim Brucker called the meeting to order at 7:06 pm.  
Attendance (\*denotes Board Member): \*Jim Brucker (President), \*Chuck Duritsa, \*Bill Mihalco, \*Kevin Kaplan, \*Jason McCabe, \*Kelly McLaughlin, \*John Mores, \*Ed Fischer, Rob Cronauer. Guests included: Trevor Conlow, TCWA Member, Susan Forny, TCWA Member.
- II. **Approval of Minutes:** A motion was made by Chuck Duritsa with a second by Kevin Kaplan to approve the meeting minutes from February 23, 2016. Motion approved.
- III. **Treasurer's Report:** A motion was made by Bill Mihalco with a second by Kelly McLaughlin to approve the Treasurer's Report. Motion approved. Treasurer Craig Barras submitted a draft budget for 2016 and after some discussion the Board agreed to review and vote on the budget at the April meeting.
- IV. **Invoices:** None
- V. **Irwin Grant Progress:** Rob Cronauer reported that no additional interactions have occurred with representatives of GAI since the last meeting. The Board discussed the development of a Hydrologic Unit Plan (HUP) and it was decided that efforts would be initiated to draft a scope of work for the development of a HUP. Jason McCabe and Bill Mihalco agreed to work on this effort.
- VI. **Old Business**
  - A. Prior to the meeting a tour of the Export flood control tunnel area was performed by members of the TCWA Board. The tunnel was found to not be functioning as designed. After some discussion, Chuck Duritsa agreed to place a call to the appropriate Pennsylvania Department of Environmental Protection (PADEP) representatives to make them aware of the current situation.
  - B. Rob Cronauer noted that the PADEP has not notified applicants which Growing Greener Grants will be awarded for 2015. A Growing Greener Grant application was submitted for improvements to the TCWA. Status of the application is expected from PADEP in the near future.
  - C. Objectives for 2016 were discussed and some of the proposed objectives included installation of a handicap fishing access along Turtle Creek, obtaining a grant for a canoe access and assisting with improvements to a park in Turtle Creek Boro discussed in the February meeting.
  - D. Efforts to improve the storage of TCWA records are still being planned.
  - E. Rob Cronauer reported that the Westmoreland Conservation District (WCD) has obtained the Dominion Gas Grant for Heritage Trail markers and the graphic design personnel at the WCD will be drafting designs for the signage to present at the April meeting.
  - F. Bill Mihalco reported that most of the Conflict of Interest Statements for 2016 have been signed.
- VII. **New Business**
  - A. Jason McCabe agreed to followup on suggestions for fund raising options so the matter can be discussed at a future meeting.

**B.** TCWA had been contacted by Tree Pittsburgh requesting information on projects that TCWA might be involved in that could use their support. Kevin Kaplan agreed to contact Tree Pittsburgh and invite them to a future meeting so the TCWA Board could better understand their mission and resources.

**C.** A motion was made by Kelly McLaughlin and seconded by Jason McCabe to renew the current TCWA website builder at a cost of about \$6 per month. Motion was approved.

**D.** The idea of joining the Monroeville Chamber of Commerce was discussed. It was agreed to further discuss this idea in April when additional information is available.

**E.** Rob Cronauer reported that the WCD has submitted a letter to the DEP requesting that Turtle Creek be designated as a priority watershed. This designation would help in obtaining grants.

#### **Adjournment**

**A.** Adjournment was at 7:59 pm.

**B.** Next meeting will be held on **April 26, 2016 at 7 pm at the FTMA treatment plant.**

# **Turtle Creek Watershed Association, Inc.**

## **Board of Directors**

### **Meeting Minutes**

**April 26, 2016**

- I. **Call to Order:** President Jim Brucker called the meeting to order at 7:05 pm.  
Attendance (\*denotes Board Member): \*Jim Brucker (President), \*Bill Mihalco, \*Kevin Kaplan, \*John Mores, \*Ed Fischer, Rob Cronauer and Jessica Kane. Guests included: Rebecca Zeyzus, Allegheny Watershed Alliance.
- II. **Approval of Minutes:** A motion was made by John Mores with a second by Ed Fischer to approve the meeting minutes from March 29, 2016. Motion approved.
- III. **Treasurer's Report:** A motion was made by Bill Mihalco with a second by Kevin Kaplan to approve the Treasurer's Report. Motion approved.
- IV. **Invoices:** John Mores made a motion to renew the TCWA liability insurance at an invoiced cost of \$913. Bill Mihalco seconded the motion. Motion approved.
- V. **Irwin Grant Progress:** No new information was available on the Irwin Discharge efforts.
- VI. **Old Business**
  - A. Kevin Kaplan reported on interactions he has had with the DEP on the Export flood control tunnel. DEP representative informed Kevin that Export can clean the tunnel as a maintenance item that will not require permitting and that DEP does not have the authority to force Export to maintain the tunnel. Kevin has contacted Export but has not received and feedback from Export.
  - B. Rob Cronauer noted that the PADEP has not notified applicants which Growing Greener Grants will be awarded for 2015. A Growing Greener Grant application was submitted for improvements to the TCWA. The DEP has still not acted on the 2015 Growing Greener application.
  - C. Efforts to improve the storage of TCWA records are still being planned.
  - D. Rob Cronauer reported that the Westmoreland Conservation District (WCD) has obtained the Dominion Gas Grant for Heritage Trail markers and the graphic design personnel at the WCD will be drafting designs for the signage to present at the May meeting.
  - E. Discussions of Fund Raising Ideas and Chamber of Commerce membership were postponed to a future meeting.
- VII. **New Business**
  - A. The IRS has issued another letter to TCWA seeking penalties for issues with late tax returns. Craig Barras called the IRS and prepared a draft letter to the IRS requesting waiving of the penalty. Bill Mihalco made a motion to approve sending the letter as drafted by Craig to the IRS. Kevin Kaplan seconded the motion. Motion approved. The letter was sent by Craig on April 27, 2016.
  - B. Jim Brucker reported that he has completed and submitted the 2015 tax return for the TCWA.
  - C. Rebecca Zeyzus provided background information regarding the Allegheny Watershed Alliance and their mission to be an umbrella organization to support watershed groups. Additional information will be provided at future meetings.

D. The idea of joining the Monroeville Chamber of Commerce was discussed. It was agreed to further discuss this idea in April when additional information is available.

E. The Handicap Fishing Access and Grant for a Canoe Access will be discussed at a future meeting.

**Adjournment**

A. Adjournment was at 8:29 pm.

B. Next meeting will be held on **May 31, 2016 at 7 pm at the FTMA treatment plant.**



# **Turtle Creek Watershed Association, Inc.**

## **Board of Directors**

### **Meeting Minutes**

**May 31, 2016**

- I. **Call to Order:** President Jim Brucker called the meeting to order at 7:00 pm.  
Attendance (\*denotes Board Member): \*Jim Brucker (President), \*Chuck Duritsa, \*Craig Barras, \*Bill Mihalco, \*Kevin Kaplan, \*Kelly McLaughlin, \*Ed Fischer, Rob Cronauer, Jessica Kane, Chelsea Walker, Trevor Conlow and Susan Forney. Guests included: Jim Corasle.
- II. **Approval of Minutes:** A motion was made by Chuck Duritsa with a second by Jason McCabe to approve the meeting minutes from April 26, 2016. Motion approved.
- III. **Treasurer's Report:** A motion was made by Bill Mihalco with a second by Kelly McLaughlin to approve the Treasurer's Report. Motion approved.
- IV. **Invoices:** None.
- V. **Irwin Grant Progress:** Rob Cronauer reported that he had a discussion with Mr. David Weakley from GAI regarding the Irwin Discharge. Rob documented the discussion and provided additional information on the Irwin Discharge in a letter to Mr. Weakley dated May 17, 2016. The Biddle property owner is expected in the area soon which may lead to additional discussions. Other information on the Hydrologic Unit plan was provided. Jason McCabe reported that the maximum cost for completion of a HUP should be in the range of about \$35,000. Chuck Duritsa reported that there has been a change in PADEP policy regarding HUPs where the DEP will now review all HUPs submitted to the agency.
- VI. **Old Business**
  - A. Kevin Kaplan reported on the Export flood control tunnel. Kevin has contacted Export but has not received any feedback from Export.
  - B. TCWA received a letter dated May 5, 2016 from the PADEP informing TCWA that the Growing Greener application for improvements to the TCWA was not selected for funding. Rob Cronauer recommended that letters be sent to the State representatives who provided letters of support, Rep George Dunbar and Senator Kim Ward. Draft letters were reviewed at the meeting and were signed by President Jim Brucker.
  - C. Efforts to improve the storage of TCWA records are still being planned.
  - D. Designs for the Heritage Trail Marks were provided to the Board for review by Chelsea Walker. Chelsea was to provide the designs to the Board through an e-mail for additional review and comment.
  - E. Fund raising ideas were discussed. Jason McCabe agreed to obtain additional information on the restaurant discount cards from the provider. Participation by the TCWA in the Rhythm and Brews event sponsored by Rivertowne Brewery and scheduled for August 26 was discussed. It was agreed that TCWA would participate. Additional details would be provided at upcoming meetings.
  - F. It was agreed that TCWA membership in the Monroeville Chamber of Commerce is not warranted at this time.
  - G. Craig Barras reported that the IRS has not responded to the letter sent by TCWA in late April.

## **VII. New Business**

- A.** Rob Cronauer noted that TCWA should submit the necessary paperwork to be an eligible recipient for the Westmoreland County Day of Giving.
- B.** Rob Cronauer reported that the Westmoreland Conservation District will be retrofitting 7 storm basins in Murrys ville this year. TCWA could support the retrofitting of one of the storm basins by assisting with the planting of vegetation. The TCWA Board was supportive of such an effort.
- C.** Chelsea Walker reported that the contractor has been selected for the Turtle Creek Streambank Stabilization Project and work should begin in July.
- D.** Kevin Kaplan agreed to contact Tree Pittsburgh to determine if they are interested in giving a presentation to the Board on their mission.
- E.** The Board agree to initiate a Grant Writing Committee to pursue grants for the TCWA such as those previously discussed for a Handicap Fishing Access and for a Canoe Access. The Committee would also pursue grants from local businesses for projects. Jason McCabe will lead the committee. Chelsea Walker, Susan Forney and Bill Mihalco agreed to participate in the committee.

### **Adjournment**

- A.** The meeting was adjourned at 8:15pm.
- B.** Next meeting will be held on June 28, 2016 at 7 pm at the FTMA treatment plant.

# **Turtle Creek Watershed Association, Inc.**

## **Board of Directors**

### **Meeting Minutes**

**June 28, 2016**

- I. **Call to Order:** President Jim Brucker called the meeting to order at 7:04 pm.  
Attendance (\*denotes Board Member): \*Jim Brucker (President), \*Bill Mihalco, \*Kevin Kaplan, \*Kelly McLaughlin, \*Ed Fischer, \*Jason McCabe and Jim Corasle. Guests included: Ben Nathanson of Alcosan, Rebecca Zeyzus of the Allegheny Watershed Alliance and Nicholas Pcsolar of Hiking and Hanging Out In Westmoreland County.
- II. **Approval of Minutes:** A motion was made by Kelly McLaughlin with a second by Jason McCabe to approve the meeting minutes from June 28, 2016. Motion approved.
- III. **Treasurer's Report:** A motion was made by Bill Mihalco with a second by Kevin Kaplan to approve the Treasurer's Report. Motion approved. A notice was received from the IRS dated June 27, 2016 removing the penalty charge of \$4,080 that was being applied to the TCWA. This IRS action closes this issue.
- IV. **Invoices:** None.
- V. **Irwin Grant Progress:** Rob Cronauer reported via email that the owner of the Biddle property will be dealing directly with the Westmoreland Conservation District (WCD) or the TCWA. Attempts to contact the Biddle property owner have not been successful to date.
- VI. **Old Business**
  - A. A bid containing a cost to correct the problem at the Export Flood control tunnel was provided by the WCD. Kevin Kaplan was to contact Export and provide the information contained in the bid letter.
  - B. Efforts to improve the storage of TCWA records are still being planned.
  - C. Designs for the Heritage Trail Marks were previously provided to the Board for review by Chelsea Walker. The Board agreed to review some changes to the designs and vote on the design at the July Board meeting. Application for a grant from the Allegheny Conservation District will be explored as a means of funding the making of the markers.
  - D. The Grant Writing Committee had no updates to report.
  - E. No new information on the participation by the TCWA in the Rhythm and Brews event sponsored by Rivertowne Brewery and scheduled for August 26 was available. Additional details would be provided at upcoming meetings.
- VII. **New Business**
  - A. Ben Nathanson provided information on grant opportunities available through Alcosan and information on some of their programs that could impact TCWA.
  - B. Nicholas Pcsolar provided information that the organization he represents, Hiking and Hanging Out in Westmoreland County, has individuals who are willing to volunteer for projects that the TCWA may be involved with coordinating. A good example is the retrofitting of a storm water basin in Murrys ville currently being planned by the WCD.

C. Rebecca Zeyzus reported that the Allegheny Watershed Alliance has had discussions with Tree Pittsburgh and there may be opportunities for them to interface with TCWA.

**Adjournment**

A. The meeting was adjourned at 7:45pm.

B. Next meeting will be held on July 26, 2016 at 7 at the FTMA treatment plant.

# **Turtle Creek Watershed Association, Inc.**

## **Board of Directors**

### **Meeting Minutes**

**August 16, 2016**

- I. **Call to Order:** President Jim Brucker called the meeting to order at 7:04 pm. (No official TCWA Board meeting was held in July and the August meeting was moved forward to facilitate discussion of the TCWA participation in the Rhythm and Brews Event.)

Attendance (\*denotes Board Member): \*Jim Brucker (President), \*Chuck Duritsa, \*Craig Barras, \*Bill Mihalco, \*Kevin Kaplan, \*Kelly McLaughlin, \*Ed Fischer, \*Jason McCabe, Jessica Kane and Jim Corasle. Guests included: Rebecca Zeyzus of the Allegheny Watershed Alliance.

- II. **Approval of Minutes:** A motion was made by Chuck Duritsa with a second by Kelly McLaughlin to approve the meeting minutes from June 28, 2016. Motion approved.

- III. **Treasurer's Report:** A motion was made by Bill Mihalco with a second by Chuck Duritsa to approve the Treasurer's Report. Motion approved.

- IV. **Invoices:** None.

- V. **Irwin Grant Progress:** Nothing new to report.

- VI. **Old Business**

A. Kevin Kaplan reported that he has heard nothing from Export regarding maintenance on the Export Flood Control Tunnel.

B. Efforts to improve the storage of TCWA records are still being planned.

C. Final comments on the designs for the Heritage Trail Markers were reviewed by the Board. The Board agreed to vote on the design at the September Board meeting. Options will be explored for making the markers and the frames.

D. The Grant Writing Committee had no updates to report.

E. TCWA participation in the Rhythm and Brews event sponsored by Rivertowne Brewery and scheduled for August 27 at the Monroeville Community Park was discussed. TCWA will have a booth at event. Several TCWA members agreed to share the responsibilities for the booth. Jason McCabe will provide details as they become available from Rivertowne.

F. TCWA participation in the Heritage Estates Storm Water Basin Retrofit Project was discussed and a review of an action list for the project was conducted. The updated Action list is provided as part of the minutes. TCWA will participate in the project by coordinating the planting of vegetation and installation of bird houses at the basins. The estimated date for the TCWA effort is October 8, 2016. A motion was made by Chuck Duritsa and seconded by Kelly McLaughlin to move \$3000 from the TCWA savings account to the checking account to buy the plants and mulch for the project. This money will be reimbursed to the TCWA by the Westmoreland Conservation District upon completion of the work. Motion approved.

- VII. **New Business**

A. Although an official Board meeting was not conducted in July due to the lack of a quorum, a presentation by Tree Pittsburgh was provided to the Board members present. Based on the presentation there may be opportunities for TCWA to work with Tree Pittsburgh.

**Adjournment**

- A. The meeting was adjourned at 8:00 pm.
- B. Next meeting will be held on September 27, 2016 at 7 at the FTMA treatment plant.

**NOTE:** Following the meeting, an opportunity for TCWA to participate in a collaborative restoration project with the municipality of Monroeville was presented to the TCWA. The Allegheny Watershed Alliance is willing to provide funding for the project for restoration of a riparian buffer along Abers Creek in Monroeville. The estimated cost for the project is between \$2500 and \$3000. TCWA was requested to participate in the project, provide some hands on efforts during the planting and provide a small contribution towards signage for the project. Via email a motion was made by Kelly McLaughlin to support the project and provide no more than \$200 for signage for the project. A second was provided by Jason McCabe. The motion was approved by a majority of Board members via email.

# **Turtle Creek Watershed Association, Inc.**

## **Board of Directors**

### **Meeting Minutes**

**October 18, 2016**

- I. **Call to Order:** President Jim Brucker called the meeting to order at 7:02 pm. (No official TCWA Board meeting was held in September.)  
Attendance (\*denotes Board Member): \* Jim Brucker (President), \* Chuck Duritsa, \* John Mores, \*Bill Mihalco, \*Kevin Kaplan, \*Kelly McLaughlin, \*Ed Fischer, \*Jason McCabe, Jessica Kane, Chelsea Walker, and Susan Forney.
- II. **Approval of Minutes:** A motion was made by Chuck Duritsa with a second by Kelly McLaughlin to approve the meeting minutes from August 16, 2016. Motion approved.
- III. **Treasurer's Report:** A motion was made by Bill Mihalco with a second by Chuck Duritsa to approve the Treasurer's Report. Motion approved.
- IV. **Invoices:** A motion was made by Bill Mihalco and seconded by Jason McCabe to approve payment of an invoice from Wetlands Supply in the sum of \$1,792.50 for plants for the Heritage Estates Project. Motion approved. This cost will be reimbursed by the Westmoreland Conservation District. Jessica Kane will work to obtain the reimbursement for the TCWA.
- V. **Irwin Grant Progress:** Nothing new to report.
- VI. **Old Business**
  - A. A motion was made by Chuck Duritsa and seconded by Kelly McLaughlin to approve the Heritage Trail markers as previously presented and reviewed by the Board. Motion approved. Chelsea Walker agreed to contact the Allegheny County Conservation District to discuss obtaining a grant to reproduce and/or provide for the installation of the markers.
  - B. Kevin Kaplan reported that he has heard nothing from Export in response to emails sent regarding maintenance on the Export Flood Control Tunnel. The Board agreed that a letter should be sent to Export requesting action on this issue. Kevin Kaplan agreed to draft the letter for Chuck Duritsa's signature.
  - C. The Grant Writing Committee had no updates to report.
  - D. TCWA participation in the Heritage Estates Storm Water Basin Retrofit Project was discussed. The project was completed on October 8 with the participation of TCWA member and volunteers. Efforts to document the growth of the vegetation planted was discussed and it was decided that periodic pictures of the ponds documenting the growth of the vegetation should be taken. Jim Corsale or Jason McCabe will take the pictures. A project to plant trees along Abers Creek was also completed on October 15 again with the help of TCWA members, Tree Pittsburgh, Monroeville Borough and other volunteers.
  - E. Efforts to improve the storage of TCWA records are still being planned.

## VII. New Business

- A. A report on the Export's Long Term Plan for Combined Sewer Overflows prepared by President Jim Brucker was discussed. The Plan contained a statement that TCWA had reviewed and agreed with the Plan. After some discussion of the content of the plan, a motion was made by Jason McCabe with a second by Kevin Kaplan to authorize Jim Brucker to draft a letter with comments on the Plan for TCWA Board review and following incorporation of Board comments issue the letter to Export's engineering firm with copies to Export and the Pennsylvania Department of Environmental Protection. Motion approved.
- B. A motion was made by Jason McCabe with a second by Chuck Duritsa to submit a grant to the Western Pennsylvania Conservancy for a canoe access along Turtle Creek. Motion approved. Jason McCabe and Chelsea Walker agreed to work on the grant application.
- C. The Board discussed the upcoming Annual Board meeting. Article V, Section 8 of the TCWA By-laws states that the annual meeting shall be held on the second Tuesday of November. Since that date this year, November 8, is the national elections a motion was made by Bill Mihalco with a second by Kelly McLaughlin to move the Annual Meeting this year to a date in November agreed to by the Board. Motion approved. **Note: It was determined after the meeting that the By-laws had been revised in September of 2105 to state that the Annual meeting be held in November and not specifically on the second Tuesday of November.** After some discussion the Board agreed to have the Annual Meeting on Monday November 21, 2016 at the Bella Luna Restaurant with a start time of 7 pm. Note: It was later determined that the restaurant could not support the November 21 date and the Annual Meeting was moved to November 22, 2016.
- D. A discussion was held regarding whether the TCWA By-laws allow for making and voting on motions via electronic media (ex: phones or email). It was decided that the By-laws are silent on this issue but it would be beneficial to allow for this type of action for time sensitive issues that arise between regular Board meetings. Bill Mihalco agreed to draft wording for incorporation into the By-laws to address this situation for discussion at the Annual Meeting.
- E. It was noted that all TCWA Board member's terms expire this year and that when elections are held for Board members at the Annual Meeting that terms should be set to allow for three year, two year and one year terms as called for in the TCWA By-laws.
- F. It was noted by Jim Brucker that the TCWA received a letter from Westmoreland County requesting nominations for Board members for the Westmoreland Conservation District (WCD) for two members whose terms are expiring. After some discussion, a motion was made by Bill Mihalco with a second by Kelly McLaughlin that the TCWA issue a letter to Westmoreland County supporting the reelection of the two WCD members whose terms are expiring. Motion approved. Jim Brucker agreed to prepare and sign the letter.
- G. An email was reviewed from the Pennsylvania Environmental Council, Watersheds Program Director regarding a statewide watershed conference scheduled for March 5-6, 2017. Future information on the conference will be reviewed to determine if is worthwhile for TCWA to attend.
- H. A program implemented by Amazon allowing purchasers to allocate 0.5% of the cost of their purchase to a registered non-profit was discussed. TCWA is planning to register for this program.

### **Adjournment**

- A. The meeting was adjourned at 8:15 pm.
- B. Next meeting will be held on November 22, 2016 at 7 at the Bella Luna Restaurant.



# **Turtle Creek Watershed Association, Inc.**

## **Board of Directors**

### **Meeting Minutes**

**November 22, 2016**

- I. **Call to Order:** President Jim Brucker called the Annual Board of Directors meeting to order at 7:10. Attendance (\*denotes Board Member): \*Jim Brucker (President), \*Chuck Duritsa, \*Craig Barras, \*Bill Mihalco, \*Kevin Kaplan, \*Kelly McLaughlin, \*Ed Fischer, Rob Cronauer, Bob Hedin, Chelsea Walker, and Susan Forney.
- II. **Approval of Minutes:** A motion was made by Kelly McLaughlin with a second by Chuck Duritsa to approve the meeting minutes from October 18, 2016. Motion approved.
- III. **Treasurer's Report:** A motion was made by Chuck Duritsa with a second by Kelly McLaughlin to approve the Treasurer's Report. Motion approved. It was noted that reimbursement for TCWA expenses for the Heritage Estates Project has been submitted to the Pennsylvania Department of Environmental Protection (DEP) by the Westmoreland Conservation District (WCD).
- IV. **Invoices:** None.
- V. **Irwin Grant Progress:** It was noted that efforts to contact the owner of the Biddle Property over the last year were not successful. After some discussion, it was concluded that TCWA should work toward getting an appraisal of the value of the Biddle property and then try to reconnect with the owner. Jim Brucker agreed to contact an appraiser to initiate this effort.
- VI. **Old Business**
  - A. Chuck Duritsa reported that he signed a TCWA letter to Export requesting action on maintenance for the Export Flood Control Tunnel. As of the date of the meeting, no response had been received from Export.
  - B. The Grant Writing Committee had no updates to report.
  - C. The grant for a Canoe Access for Turtle Creek was not submitted as previously planned.
  - D. Bill Mihalco discussed proposed changes to the TCWA By-laws Article V, Section 6 to allow for the making of motions and voting on the motions via electronic media. The proposed changes to the By-laws were reviewed by the Board and a motion was made by Chuck Duritsa with a second by Craig Barras to accept the proposed changes. Motion approved. A copy of the revised By-laws will be provided to the Directors with a copy of the meeting minutes.
  - E. Jim Brucker reported that a TCWA letter was sent to the WCD supporting the reappointment of two WCD Directors whose terms were to expire. Jim also reported that he was continuing to work on a letter for Board review with comments on Export's Long-Term Plan for Combined Sewer Overflows as discussed at the October meeting.
- VII. **New Business**
  - A. A motion was made by Kelly McLaughlin with a second by Kevin Kaplan to reappoint the current nine TCWA directors. Length of terms was proposed as: One-year terms for Chuck Duritsa, Bill Mihalco, and Ed Fischer; Two-year terms for Kelly McLaughlin, Craig Barras and John Mores; and Three-year terms for Kevin Kaplan, Jim Brucker and Jason McCabe. Motion approved.

**B.** A motion was made by Craig Barras with a second by Kevin Kaplan to name Susan Forney and Chelsea Walker as Associate Board Member. Motion approved.

**C.** A motion was made to reappoint Jim Brucker as Board President for 2017 by Chuck Duritsa with a second by Kevin Kaplan. Motion approved. A motion was made by Craig Barras with a second by Jim Brucker to reappoint Chuck Duritsa as Vice President of the Board for 2017. Motion approved. A motion was made to reappoint Bill Mihalco as Board Secretary for 2017 by Chuck Duritsa with a second by Craig Barras. Motion approved. A motion was made by Chuck Duritsa with a second by Kelly McLaughlin to appoint Kevin Kaplan as Board Treasurer for 2017. Motion approved.

**D.** After some discussion, a motion was made by Chuck Duritsa with a second by Ed Fischer to set the dues for TCWA membership for 2017 at \$20. Motion approved.

**E.** Bill Mihalco requested that objectives for the TCWA for 2017 be provided to him so a list could be compiled for discussion at the January 2017 Board meeting.

**F.** Susan Forney led a discussion on ideas for TCWA to participate in Earth Day activities. Some ideas were discussed, and the topic will be revisited in early 2017.

**Adjournment**

**A.** The meeting was adjourned at 8:30 pm.

**B.** Next meeting will be held on January 31, 2017 at the FTMA offices.

**Additional Item:** In order to address a business item requiring Board attention before the next meeting a motion was made by Bill Mihalco via email to pay the WCD Invoice #318-16 for the layout, custom illustrations, and graphics for three full color interpretive signs previously approved by the Board for the Heritage Trail for a cost of \$600. John Mores seconded the motion. The motion was passed by a majority vote of the Board members. Action was completed via email on January 10, 2017.