

Turtle Creek Watershed Association, Inc.

Board of Directors

Meeting Minutes

January 31, 2017

- I. **Call to Order:** President Jim Brucker called the Annual Board of Directors meeting to order at 7:12. Attendance (*denotes Board Member): *Jim Brucker (President), *Chuck Duritsa, *Bill Mihalco, *Kevin Kaplan, *Kelly McLaughlin, 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 the annual meeting held on November 22, 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. It was noted that reimbursement of \$1869.78 for TCWA expenses for the Heritage Estates Project has been submitted received and will be deposited into the TCWA account.
- IV. **Invoices:** None.
- V. **Irwin Grant Progress:** Jim Brucker agreed to contact an appraiser to obtain cost estimates for conducting a property appraisal for the Biddle property.
- VI. **Old Business**

- A. Kevin Kaplan reported he was scheduled to have a meeting with Export on February 1 at which the subject of the maintenance for the Export Flood Control Tunnel will be discussed.
- B. The Grant Writing Committee had no updates to report. Susan Forney agreed to contact some companies doing business in the watershed to determine if they would be willing to support the efforts of the TCWA.
- C. Jim Brucker reported that a letter has been issued with TCWA comments on the Export Long Term Plan for Combined Sewers.
- D. The status of pictures updating the Heritage Estates Project and the TCWA sign up for Amazon were tabled due to the absence of the individuals familiar with these efforts.
- E. Susan Forney led a discussion on ideas for TCWA to participate in Earth Day activities including providing some information to local libraries on the TCWA.
- F. Three emails received by TCWA since the last meeting were reviewed. Kevin Kaplan responded to each of the emails.

VII. New Business

- A. Chelsea Walker reported that she has applied for a Dominion grant to print the Heritage Trail marker signs previously designed and approved. The grant application requested funding of \$1500 for the work. Chelsea also reported that she has completed the report for the West PA Conservancy required for the Dominion grant for the design of the trail marker signs.
- B. Kelly McLaughlin reported that TCWA should also be looking into a Conservation, Leadership and Innovation Program (CLIP) grant from the Allegheny County Conservation District for the construction of trailer markers. Chelsea was to look into the grant.
- C. Kelly also reported that the Allegheny Watershed Alliance has received a grant for the planting of riparian plants. Watershed organizations can request to have plantings in their

watershed. Possible locations in the Turtle Creek Watershed were discussed. More discussion is planned for the next meeting.

D. TCWA objectives for 2017 were briefly discussed and further discussion will be included as an agenda item for the February meeting.

VIII. Adjournment

A. The meeting was adjourned at 8:25 pm.

B. Next meeting will be held on February 28, 2017 at the FTMA offices.

Turtle Creek Watershed Association, Inc.

Board of Directors

Meeting Minutes

February 28, 2017

- I. **Call to Order:** President Jim Brucker called the Board of Directors meeting to order at 7:10. Attendance (*denotes Board Member and ** denotes Associate Director): *Jim Brucker (President), * Chuck Duritsa, *Bill Mihalco, *Kevin Kaplan, **Chelsea Walker, and **Jessica Kane. Per Article V, Section 6 the Associate Board members were temporarily assigned the rights and privileges of a Board Member to support a meeting quorum.
- II. **Approval of Minutes:** A motion was made by Chuck Duritsa with a second by Kevin Kaplan to approve the meeting minutes from the January 31, 2017 meeting. 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. After some discussion, it was decided that a minimum balance of approximately \$1,000 should be kept in the checking account.
- IV. **Invoices:** None.
- V. **Irwin Grant Progress:** Jim Brucker agreed to contact an appraiser to obtain cost estimates for conducting a property appraisal for the Biddle property for the March meeting.
- VI. **Old Business**
 - A. Kevin Kaplan reported he was scheduled to have a meeting with Export at which the subject of the maintenance for the Export Flood Control Tunnel will be discussed. This item will only be added to the agenda when significant information is received on the status.
 - B. The Grant Writing Committee had no updates to report. Susan Forney informed the Board via email, that a request will be submitted to Waste Management and Republic Waste to help with the trail kiosks costs.
 - C. The status of pictures updating the Heritage Estates Project was discussed. Bill Mihalco agreed to contact Jim Corsale regarding obtaining pictures of the area. Note: Following the meeting Bill contacted Jim and Jim took pictures of the area and agreed to take pictures about every 3 weeks for the next 3 months.
 - D. Susan Forney, via email, reported a call had been placed to Penn Library regarding a presentation at the library to support Earth Day efforts. Note: Subsequent to the meeting Penn Library contacted Susan and agreed to host a session by TCWA on April 17, at 7 pm at the Library. Jason McCabe has volunteered to lead the presentation but assistance from other Board members is still needed. Susan will support the meeting also. This item will be discussed again at the March meeting.
 - E. One email was received by TCWA since the last meeting. The email was requesting information on the stocking of Turtle Creek. Bill Mihalco agreed to get information on the stocking. Subsequent to the meeting Bill was informed that stockings are planned for noon on April 12 and May 25. Currently, the stocking starts at the parking lot near the Saunders Station Road bridge. The Fish Commission is to contact Kevin Kaplan to discuss the possibility of releasing some fish into Turtle Creek at the FTMA. Kevin was to respond to the email.

VII. New Business:

- A.** Chuck Duritsa and Chelsea Walker reported that TCWA has received a grant for \$1,500 to complete the four panels for the Heritage Trail trail markers. Kevin Kaplan agreed to represent the TCWA at a reception for the grant recipients to be held on April 18.
- B.** Chelsea Walker reported that she submitted a Letter of Inquiry for a Conservation, Leadership and Innovation Program (CLIP) grant from the Allegheny County Conservation District for the construction of trailer marker kiosks. Note: Subsequent to the meeting TCWA was informed that the TCWA would not be requested to submit a full CLIP application for the kiosks this funding cycle.
- C.** The Allegheny Watershed Alliance has received a grant for the planting of riparian plants. Watershed organizations can request to have plantings in their watershed. Possible locations in the Turtle Creek Watershed were discussed. Jessica Kane agreed to follow up on this subject so it could be discussed again during the March meeting.
- D.** TCWA objectives for 2017 were briefly discussed and further discussion will be included as an agenda item for the next meeting.
- E.** TCWA received a request to join the Sewickley Watershed Association. After some discussion, a motion was made by Bill Mihalco with a second by Chuck Duritsa to join the Sewickley Watershed Association as a Bronze Level Friend Member at a cost of \$25. Motion carried.
- F.** Jim Brucker reported that he completed and submitted the 2016 TCWA Income Tax Return to the IRS on February 28, 2017.
- G.** Chelsea Walker and Jessica Kane reported they will be attending the Pennsylvania Statewide Conference for Watershed Organizations on March 5 and 6th.

VIII. Adjournment

- A.** The meeting was adjourned at 8:25 pm.
- B.** Next meeting will be held on March 28, 2017 at the FTMA offices.

Turtle Creek Watershed Association, Inc.

Board of Directors

Meeting Minutes

March 28, 2017

- I. **Call to Order:** President Jim Brucker called the Board of Directors meeting to order at 7:10. Attendance (*denotes Board Member and ** denotes Associate Director): *Jim Brucker (President), * Chuck Duritsa, *Bill Mihalco, *Kevin Kaplan, *Craig Barras, *Kelly McLaughlin, ** Jessica Kane, ** Susan Forney, Jamie Storey, Rebecca Zeyzus and guests Jake Kane and Dillion Carr of the Tribune Review.
- II. **Approval of Minutes:** A motion was made by Chuck Duritsa with a second by Kevin Kaplan to approve the meeting minutes from the February 28, 2017 meeting. 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. Kevin Kaplan reported that he had not yet moved money to provide for a minimum balance of approximately \$1,000 in the checking account but it will be done soon.
- IV. **Invoices:** None.
- V. **Irwin Grant Progress:** Jim Brucker reported that he is still working on obtaining an appraiser to obtain cost estimates for conducting a property appraisal for the Biddle property.
- VI. **Old Business**
 - A. The Grant Writing Committee: Susan Forney informed the Board that a request will be submitted to Waste Management to help with the trail kiosks costs.
 - B. The status of pictures updating the Heritage Estates Project was discussed. Bill Mihalco reported that Jim Corsale took pictures of the area and agreed to take pictures about every 3 weeks for the next 3 months.
 - C. Susan Forney reported that Penn Library will host a session by TCWA on April 17, at 7 pm at the Library. Jason McCabe has volunteered to lead the presentation but assistance from other Board members is needed. Susan will support the meeting also.
 - D. Several emails were received by TCWA since the last meeting. Kevin Kaplan reported that he will or has responded to the emails. No letters were issued since the last meeting.
 - E. Kevin Kaplan has agreed to represent the TCWA at a reception for the recipients of the latest round of Dominion grants. TCWA has received a \$1500 grant to complete the four panels for the Heritage Trail trail markers.
 - F. Bill Mihalco reported that the trout stockings of Turtle Creek will occur on April 12 and April 25. Bill will participate in the April 12 stocking event. Kevin Kaplan reported that the Fish Commission has not contacted him regarding stocking from the FTMA.
 - G. Jessica Kane reported on information received at the Pennsylvania Statewide Conference for Watershed Organizations. Jessica provided information on subjects discussed at the Conference including education opportunities, watershed testing and web development.
 - H. Rebecca Zeyzus reported that the Allegheny Watershed Alliance had not officially selected sites for the riparian plantings grants but areas in Pitcairn and Monroeville will be the likely sites in the Turtle Creek Watershed. A discussion followed on the locations in the watershed that might be suitable locations for the riparian planting such as the Penn Township

Municipal park. Rebecca noted that AWA is interested in getting more Allegheny County residents of the Turtle Creek watershed involved with the watershed. A motion was made by Chuck Duritsa for the TCWA to support the riparian planting in Pitcairn. The motion was seconded by Kelly McLaughlin. Motion approved.

VII. New Business:

A. The Board discussed objectives for 2017 and the following were suggested as objectives: establish a goal of one project per quarter, work to address at least one of the smaller mine drainage discharge in the watershed, participate in a stream cleanup effort, present information on the watershed at another local library, provide support for municipal projects such as Murrysburg Community Park riparian planting at the head waters of Steele Run and participation in municipality MS4 programs. This subject will be discussed again at future meetings.

B. After some discussion regarding literature that could be made available for handout at events, a motion was made by Kevin Kaplan with a second by Chuck Duritsa to approve up to \$200 for the printing of "Buzz Cards" with information on the TCWA. Motion approved. Jessica Kane agreed to work to get the cards produced.

C. Jessica Kane reported that she and Chelsea Walker signed the TCWA up for the Day of Giving which will be celebrated sometime in May. The Board expressed their thanks to Jessica and Chelsea for this effort.

D. Jessica Kane reported that the website license expires on April 29. A motion was made by Kelly McLaughlin with a second by Craig Barras to renew the license with Go-Daddy for another year. Motion approved.

E. A discussion on taking the TCWA Board meeting on the road was held. Jamie Storey agreed to look into having the April meeting at the Monroeville Borough building. Note: Subsequent to the meeting Jamie issued an email stating that the Monroeville Borough building was available for the April meeting.

VIII. Adjournment

A. The meeting was adjourned at 8:35 pm.

B. Next meeting will be held on April 25, 2017 at 7 pm at the Monroeville Municipal Center located at 2700 Monroeville Boulevard, Monroeville. The meeting will be held in the Council Chambers.

Turtle Creek Watershed Association, Inc.

Board of Directors

Meeting Minutes

April 25, 2017

- I. **Call to Order:** President Jim Brucker called the Board of Directors meeting to order at 7:00. Attendance (*denotes Board Member and ** denotes Associate Director): *Jim Brucker (President), * Chuck Duritsa, *Bill Mihalco, *Kevin Kaplan, *Jason McCabe, *Kelly McLaughlin, *John Mores, Jamie Storey, Rebecca Zeyzus and guests Ken and Rebecca Hudak.
- II. **Approval of Minutes:** A motion was made by Chuck Duritsa with a second by Kevin Kaplan to approve the meeting minutes from the March 28, 2017 meeting. Motion approved.
- III. **Treasurer's Report:** A motion was made by Kelly McLaughlin with a second by Bill Mihalco to approve the Treasurer's Report. Motion approved.
- IV. **Invoices:** None.
- V. **Irwin Grant Progress:** Jim Brucker reported that he is still working on obtaining an appraiser to provide cost estimates for conducting a property appraisal for the Biddle property.
- VI. **Old Business**
 - A. The Grant Writing Committee: No updates available.
 - B. Kevin Kaplan and Chelsea Walker represented TCWA at a luncheon for the recipients of the latest round of Dominion grants. TCWA has received a \$1500 grant for the Heritage Trail markers.
 - C. Jason McCabe and Bill Mihalco reported on the presentation on the TCWA held at the Penn Library April 17, at 7 pm. The presentation was well received by the approximately 12 citizens who attended. The Board thanked Jason for doing the presentation and Susan Forney for arranging the presentation with the Penn Library.
 - D. Several emails were received by TCWA since the last meeting. Kevin Kaplan reported that he will or has responded to the emails. Jim Brucker reported that he had issued the letter of support requested for the Murrysville Community Park upgrades.
 - E. Status of printing of Buzz Cards: No updated information available.
 - F. Bill Mihalco reported that the trout stockings of Turtle Creek occurred on April 12 and April 25. On April 12 approximately 4,000 trout were stocked. Bill reported that a discussion with the Fish Commission revealed that the upper boundary of the approved stocking zone for Turtle Creek is the Saunders Station Rd bridge and, therefore, stocking could not have been done from the FTMA plant.
 - G. Rebecca Zeyzus reported that the Woods for Waters tree planting event is scheduled for May 13 in Valley Park in Monroeville and TCWA is one of the sponsors of the event. Several TCWA Board members plan on attending. Rebecca also noted that due to some planned dredging work in Turtle Creek a riparian planting event will not be held in Pitcairn this year.

VII. New Business:

- A.** Guests Ken and Rebecca Hudak discussed a concern they have with a retaining wall along a Turtle Creek tributary on their property in Wilkins Township. After some discussion, Kelly McLaughlin noted that a representative of the Allegheny Conservation District would contact the Hudaks to discuss options to address the situation.
- B.** The Board discussed objectives for 2017 again and will be looking at existing data and studies to determine if there is a mine drainage discharge the TCWA can start to address. Chuck Duritsa reported that he would identify a contact to discuss TCWA participation in the ORSANCO annual River Sweep Event held in June.
- C.** The Board discussed participation in the annual ALCOSAN open house to be held on September 16, 2017. It was discussed that this would be a good opportunity to interface with the public. Information for exhibitors is expected to be sent out in May and this subject will be discussed again at a later meeting.
- D.** A discussion on taking the TCWA Board meeting on the road was held. It was agreed that the May meeting will be held at the FTMA offices but another location will be considered for the June meeting.
- E.** Jason McCabe reported that final design of the local Turnpike expansion is underway and the Turnpike commission will be looking for mitigation sites. TCWA members should think about sites that could be used for this purpose.

VIII. Adjournment

- A.** The meeting was adjourned at 7:57 pm.
- B.** Next meeting will be held on May 30, 2017 at 7 pm at offices.

Turtle Creek Watershed Association, Inc.

Board of Directors

Meeting Minutes

May 30, 2017

- I. **Call to Order:** President Jim Brucker called the Board of Directors meeting to order at 7:05. Attendance (*denotes Board Member and ** denotes Associate Director): *Jim Brucker (President), * Chuck Duritsa, *Bill Mihalco, *Kevin Kaplan, *Kelly McLaughlin, *Craig Barras, Rebecca Zeyzus and guest Christian Herman.
- II. **Approval of Minutes:** A motion was made by Kelly McLaughlin with a second by Chuck Duritsa to approve the meeting minutes from the April 25, 2017 meeting. 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:** Jim Brucker reported that he is still working on obtaining an appraiser to provide cost estimates for conducting a property appraisal for the Biddle property.
- VI. **Old Business**
 - A. The Grant Writing Committee: No update available.
 - B. Grant for Trail Markers: No update available.
 - C. Letters issued and emails received since the last meeting. Kevin Kaplan reported that one email was received and a response was provided. No letters were issued since the last meeting.
 - D. Status of printing of Buzz Cards: Jessica Kane reported via email that the cost for 500 buzz cards and 500 stickers would be \$170 which is within the amount approved previously by the Board. Design of the cards is needed to proceed.
 - E. Rebecca Zeyzus reported that the Woods for Waters tree planting event was accomplished on May 13 in Valley Park in Monroeville. Approximately 200 trees were planted with the support of many volunteers.
 - F. TCWA participation in the ALCOSAN open house: Waiting for information from ALCOSAN.
 - G. Stream Cleanup along Turtle Creek: Chuck Duritsa agreed to contact PA Cleanways and Westmoreland Cleanways to see if these organizations knew of any section of Turtle Creek that would benefit from a cleanup.
 - H. Small mine drainage area that the TCWA could attempt to address: A discussion of potential sites was conducted. The Board agreed to look at an area off of Boxcartown Road in Penn Township as a potential site since this site had been considered previously and plans for addressing the issue had been previously prepared. Board agreed to visit the area prior to the start of the June meeting.
 - I. Jessica Kane also reported via email the following: Christian Herman, a Westmoreland Conservation District intern, has been updating the TCWA Facebook page and will begin to stylize the TCWA website; the TCWA website has been renewed for 12 months at the cost of \$76.20; and Jessica is requesting pictures from within the watershed be sent to her e-mail for publishing on the TCWA Facebook page.

II. New Business:

A. Chuck Duritsa and Bill Mihalco reported that they spoke with the part time Executive Director of the Sewickley Creek Watershed Association, Tom Keller, about interest in serving as a part time director for TCWA. After some discussion, the Board agreed it would benefit the TCWA to have someone serve as a part time director and that the money to support such an effort was available in the TCWA accounts. Ideas for work tasks for the director included developing a membership list, and a list of business contacts within the watershed and working on grants. Bill and Chuck agreed to follow up with Mr. Keller regarding his interest in serving as a director.

III. Adjournment

A. The meeting was adjourned at 8:06 pm.

B. Next meeting will be held on June 27, 2017 at the Penn Township Municipal Building located at 2001 Municipal Court, Harrison City. Participants are requested to meet at the Municipal Building at 7 pm.

Turtle Creek Watershed Association, Inc.

Board of Directors

Meeting Minutes

June 27, 2017

- I. **Call to Order:** Vice President Chuck Duritsa called the Board of Directors meeting to order at 7:10. Attendance (*denotes Board Member and ** denotes Associate Director): * Chuck Duritsa, *Bill Mihalco, *Kevin Kaplan, *Kelly McLaughlin, **Susan Forney, **Jessica Kane, **Rob Cronauer, Jamie Storey, Rebecca Zeyzus and guests Tom Keller and Jacob Kane. In accordance with Article V Section 6 of the TCWA By-laws, Associate Director Susan Forney was assigned the rights and privileges of a Director to support a meeting quorum.
- II. **Approval of Minutes:** A motion was made by Kelly McLaughlin with a second by Kevin Kaplan to approve the meeting minutes from the May 30, 2017 meeting. Motion approved.
- III. **Treasurer's Report:** The Treasurer's Report documented that the annual premium of \$959 for the Directors and Officers Liability Insurance Policy had been paid.
- IV. **Invoices:** The invoice for the previously approved action to renew the website provider was also contained in the Treasurer's Report.
- V. **Executive Director:** A motion was made by Bill Mihalco with a second by Kelly McLaughlin to appoint Mr. Tom Keller as the Part Time Executive Director of the TCWA in accordance with position guidelines which are attached to the minutes. Motion approved. Tom was asked to start to prepare a grant application to the Foundation for Pennsylvania Watersheds requesting funds to support the enhancement of TCWA programs. Susan Forney agreed to convert the existing list of TCWA members to an Excel spreadsheet to use on a go forward basis to track TCWA membership. The new spreadsheet would be provided to Tom for future use.
- VI. **Old Business**
 - A. Irwin Discharge: No update available.
 - B. Grant Writing Committee: Susan Forney reported that she had initiated work on a grant application to Waste Management to support the building of the kiosks along the Heritage Bike Trail. Rob Cronauer agreed to contact 84 Lumber to determine if they would be willing to provide the lumber for the kiosks. Waste Management could then be requested to support another TCWA effort.
 - C. Grant for Trail Markers: No update available.
 - D. Letters issued and emails received since the last meeting. Kevin Kaplan reported that one email was received and a response was provided. No letters were issued since the last meeting.
 - E. Status of printing of Buzz Cards: Jessica Kane provided a draft of the buzz cards for Board review. Bill Mihalco made a motion to approve the provided buzz card design and to proceed with the printing of the buzz cards and stickers with a monetary limit of \$200. Kevin Kaplan seconded the motion. Motion approved.
 - F. The Board agreed that TCWA should participate in the ALCOSAN open house scheduled for September 16. Jessica Kane and Bill Mihalco completed the application for participation in the ALCOSAN open house and the form was submitted via email to ALCOSAN.

G. Bill Mihalco reported that he, Jim Brucker and Craig Barras went through the TCWA records stored at the Franklin Township sewage plant on June 8. A significant amount of paper was purged from the records and discarded.

H. TCWA did not participate in the 2017 River Sweep.

VII. New Business:

A. Based on their long history of service to and significant contributions to the founding and development of the TCWA, Kelly McLaughlin made motions to name both John Mores and Ed Fischer as Directors Emeritus upon their decision to no longer serve on the TCWA Board of Directors. Kevin Kaplan seconded the motions. The motions were approved.

B. Rob Cronauer reported that work will begin on the repair to several storm water basins in Penn Township in mid-July. This work is funded by a Growing Greener grant obtained by the Westmoreland Conservation District (WCD). Rob also reported that the WCD will be hiring an AmeriCorps person to assist the WCD and that there is money available in the Dirt, Gravel and Low-Volume Road program.

C. Rebecca Zeyzus agree to draft a letter to be sent to the MS4 municipalities in the Turtle Creek Watershed identifying that the TCWA can help the municipalities with meeting their MS4 requirements.

VIII. Adjournment

A. The meeting was adjourned at 8:25 pm.

B. Next meeting will be held on July 25, 2017 at the Franklin Township Municipal Authority offices beginning at 7 pm.

Turtle Creek Watershed Association Part Time Executive Director Position Guidelines

- 10 hours per month with a maximum of 12 hours.
- \$25.00 per hour (meetings included in billing). Time billed on a quarter hour.
- Current IRS mileage rate for travel and meetings.
- EZ Pass expenses also included with normal travel expenses.
- Administrative expenses for items such as copy paper, toner, copies, etc. are to be reimbursed up to \$50 per month. Any administrative expenses above \$50 per month require prior authorization by a TCWA Board of Directors Officer.
- \$15 per month for personal phone usage (used for making and receiving calls, not listed as TCWA phone number).
- \$15 per month for personal computer usage.
- Billing for current month submitted at the following month's meeting and payable within 7 days.
- Executive Director to report to Bill Mihalco, Secretary, TCWA Board of Directors.
- Agreement is on a month to month basis.

Turtle Creek Watershed Association, Inc.

Board of Directors

Meeting Minutes

July 25, 2017

- I. **Call to Order:** President Jim Brucker called the Board of Directors meeting to order at 7:05. Attendance (*denotes Board Member and ** denotes Associate Director): * Chuck Duritsa, *Bill Mihalco, *Kevin Kaplan, *Kelly McLaughlin, * Craig Barras, *Ed Fischer, **Jessica Kane, Jamie Storey, Rebecca Zeyzus and Executive Director, Tom Keller.
- II. **Approval of Minutes:** A motion was made by Chuck Duritsa with a second by Kelly McLaughlin to approve the meeting minutes from the June 27, 2017 meeting. Motion approved.
- III. **Treasurer's Report and Invoices:** A motion was made by Bill Mihalco with a second by Ed Fischer to approve the Treasurer's Report. Motion approved. No invoices required action.
- IV. **Executive Director's Report:** Tom reported that he and Susan worked on a membership database, developed a membership application and TCWA letterhead. Tom also reported that he was working on the grant application to the Foundation for Pennsylvania Watersheds requesting funds to support the enhancement of TCWA programs.
- V. **Old Business**
 - A. Irwin Discharge: No action on the plan to obtain a property assessment for the Biddle property. .
 - B. Grant Writing Committee: No update available.
 - C. Grant for Trail Kiosks: The Board discussed the printing of the kiosk signs and agreed that the printing of the signs should be followed in future meetings. The printing will be delayed to allow the sponsor of the kiosk frames to be added to the kiosk signs.
 - D. Letters issued and emails received since the last meeting. Kevin Kaplan reported that one email was received and a response to Sustainable Monroeville email was discussed Kevin agreed to provide the response No letters were issued since the last meeting.
 - E. Status of printing of Buzz Cards: Jessica Kane reported that after a minor change to the Buzz Cards they will be submitted to the printer for printing.
 - F. The Board discussed the participation in the ALCOSAN open house on September 16. A TCWA representative is to at the booth from 8 to 5 during the open house. To date, Jessica, Kevin and Jamie have volunteered to be available at the booth.
 - G. Kelly reported that she and Susan and a DEP representative participated in a learning and craft event at the Manor Library on July 18. Twelve children participated in the event. Susan prepared and issued a press release concerning the event.
 - H. Rebecca reviewed a letter she had drafted regarding TCWA support for MS4 municipalities. Several suggestions were made regarding revisions to the letter. Rebecca agreed to redraft the letter based on the suggestions.
- VI. **New Business:**
 - A. The Board discussed the Lyons Run reports that Jim had issued via email to the Board. Jim agreed to draft a letter to the current owner of Black Thorne Estates to determine their interest in pursuing the corrective measures previously developed for the mine drainage issues impacting Lyons Run.

B. Information on sponsoring mile markers for the Westmoreland Heritage Trail was reviewed. Sponsoring of mile markers by TCWA will be discussed in future meetings.

C. The Board discussed a submittal to the Pittsburgh Foundation 2017 Wish Book and agreed that a submittal was appropriate. After some discussion, the Board agreed with including a wildflower seed packet and storm drain markers as items to be included in the Wish Book application. Tom was requested to prepared and submit the application with input from the TCWA Board members. Note: The 2017 Wish Book application was completed and submitted by Tom.

D. The Board discussed the request received by Jason McCabe regarding potential wetland mitigation sites for the pending Turnpike reconstruction effort. Jason, via email, had suggested the property of the Rivertowne Brewery as one area. Jim noted that the Franklin Township Municipal Authority had previously prepared a list of such areas and that report should be provided to the Turnpike representative.

VII. Adjournment

A. The meeting was adjourned at 8:25 pm.

B. Next meeting will be held on August 29, 2017 at the Franklin Township Municipal Authority offices beginning at 7 pm.

- 10 hours per month with a maximum of 12 hours.
- \$25.00 per hour (meetings included in billing). Time billed on a quarter hour.
- Current IRS mileage rate for travel and meetings.
- EZ Pass expenses also included with normal travel expenses.
- Administrative expenses for items such as copy paper, toner, copies, etc. are to be reimbursed up to \$50 per month. Any administrative expenses above \$50 per month require prior authorization by a TCWA Board of Directors Officer.
- \$15 per month for personal phone usage (used for making and receiving calls, not listed as TCWA phone number).
- \$15 per month for personal computer usage.
- Billing for current month submitted at the following month's meeting and payable within 7 days.
- Executive Director to report to Bill Mihalco, Secretary, TCWA Board of Directors.
- Agreement is on a month to month basis.

Turtle Creek Watershed Association, Inc.

Board of Directors

Meeting Minutes

August 29, 2017

- **Call to Order:** President Jim Brucker called the Board of Directors meeting to order at 7:02. Attendance (*denotes Board Member and ** denotes Associate Director): * Chuck Duritsa, *Bill Mihalco, *Kevin Kaplan, *Kelly McLaughlin, * Jason McCabe, *Ed Fischer, ** Jessica Kane, Jamie Storey, Rebecca Zeyzus, ** Susan Forney, Jim Corsale, Executive Director Tom Keller and guests Alyssa Harden and Jake Kane.
- **Approval of Minutes:** A motion was made by Chuck Duritsa with a second by Kelly McLaughlin to approve the meeting minutes from the July 25, 2017 meeting. Motion approved.
- **Treasurer's Report and Invoices:** A motion was made by Chuck Duritsa with a second Bill Mihalco to approve the Treasurer's Report and to approve the invoice for expenses submitted by Tom Keller. Motion approved.
- **Executive Director's Report:** Tom reported that he submitted the application for inclusion in the Pittsburgh Foundation 2017 Wish Book and TCWA should know in November if they will be included in the 2017 book. Tom also reported that he was continuing to work on a plan for increasing membership. A booklet that Tom is drafting for the TCWA to use to solicit membership from local businesses is estimated to cost about \$1200 for development and printing. Tom noted that it is important for grant application that all Board Members pay their dues and, if able, to submit an extra donation to the TCWA. These questions are frequently asked in the grant applications. Tom challenged each Board Member to provide the names and addresses to 5 individuals and 5 businesses that could be contacted for interest in becoming members of TCWA. Tom also noted that it is a good idea to record time spent by members working on TCWA projects so the data could be used as a source of in-kind services for future grant applications or projects. Tom also reported that he was continuing to work on a grant application to the Foundation for Pennsylvania Watersheds requesting funds to support the enhancement of TCWA programs.
- **Old Business**
 - A. Irwin Discharge: Jim agreed to contact a company to get a price for a property assessment for the Biddle property.
 - B. Grant Writing Committee: No update available.
 - C. Grant for Trail Kiosks: 84 Lumber has been contacted to see if they would be willing to provide the lumber for the kiosks. Jamie noted that he would contact Lowe's and Home Depot to see if either would be willing to donate the lumber.
 - D. Letters issued and emails received since the last meeting. Kevin Kaplan reported that one email was received regarding a request to participate in a Woodland Hills School District environmental science program. Jason agreed to contact the Woodland Hills teacher and discuss the program. No letters were issued since the last meeting.
 - E. Status of printing of Buzz Cards: Jessica Kane reported that after a final proof of the Buzz Cards they will be submitted to the printer for printing. There was also discussion regarding obtaining vinyl stickers with the TCWA logo. After some discussion, a motion was made by

Chuck Duritsa with a second by Kelly McLaughlin to allocate \$200 to print the stickers. Jessica Kane agreed to submit the request for the vinyl stickers to the printer.

F. The Board discussed the participation in the ALCOSAN open house on September 16. A TCWA representative is to at the booth from 8 to 5 during the open house. Jessica, Kevin and Jamie have volunteered to be available at the booth.

G. Jim agreed to draft a letter to the current owner of Black Thorne Estates to determine their interest in pursuing the corrective measures previously developed for the mine drainage issues impacting Lyons Run.

H. Rebecca had drafted regarding TCWA support for MS4 municipalities. Several suggestions were made regarding revisions to the letter. Rebecca agreed to redraft the letter based on the suggestions.

I. Kevin reported that he had sent a report previously prepared by the Franklin Township Municipal Authority had regarding wetland mitigation sites to the PA Turnpike representative as discussed at the last meeting.

- **New Business:**

A. After some discussion, the Board agreed to amend the TCWA by-laws to allow for members from outside the watershed boundaries. A motion was made by Kelly McLaughlin with a second by Chuck Duritsa to amend Article III – Membership, Section 1 to read as follows: “Membership of the Association shall be open to individuals living in the watershed or individuals, industries or organizations owning property, working or have plants, businesses, or operations within the boundaries of the watershed or who recreate in or have an interest in the ecological or environmental aspects of the Turtle Creek Watershed.” Motion was approved.

B. Jamie Storey presented information on demonstration projects for lawn-to-meadow conversion that he is working on for Monroeville Boro at two locations, an elementary school and a park. Kelly McLaughlin made a motion, with a second by Chuck Duritsa, that TCWA partner with Monroeville on the lawn-to-meadow demonstration projects. Motion passed. Jamie also reported that Monroeville has reinstalled a TCWA sign at the Saunders Station parking lot for the Westmoreland Heritage Bike Trail and a second sign will be removed since the telephone number on the sign is not related to the TCWA. Jamie also noted that he would share a list of illegal dump sites he recently received with the Board.

C. Adjournment

A. The meeting was adjourned at 8:26 pm.

B. Next meeting will be held on September 26, 2017 at the Franklin Township Municipal Authority offices beginning at 7 pm.

Turtle Creek Watershed Association, Inc.

Board of Directors

Meeting Minutes

September 26, 2017

- **Call to Order:** President Jim Brucker called the Board of Directors meeting to order at 7:02. Attendance (*denotes Board Member and ** denotes Associate Director): *Bill Mihalco, *Kevin Kaplan, * Jason McCabe, **Rob Cronauer, Executive Director Tom Keller and guest Alyssa Harden. In accordance with Section V.6 of the TCWA by-laws Associate Director Rob Cronauer was assigned the rights and privileges of a Director to support a meeting quorum.
- **Approval of Minutes:** A motion was made by Kevin Kaplan with a second by Jason McCabe to approve the meeting minutes from the August 29, 2017 meeting. Motion approved.
- **Treasurer's Report and Invoices:** A motion was made by Bill Mihalco with a second by Jason McCabe to approve the Treasurer's Report. Motion approved. A motion was made by Bill Mihalco with a second by Kevin Kaplan to approve the invoice for expenses submitted by Tom Keller. Motion approved.
- **Executive Director's Report:** Tom reported that he received notice that the application for inclusion in the Pittsburgh Foundation 2017 Wish Book has been approved for the 2017 Wish Book. As reported by the Pittsburgh Foundation, the Wish Books should be mailed to the donor community (about 1,000 donors) in the middle of November. Between the time the books are mailed and the end of March 2018 donors will recommend grants of between \$250 - \$2,500 to the organizations. Grants tend to be submitted most heavily between Thanksgiving and the New Year. A group may be funded once or may be funded a few times. It is also possible that an organization may not receive any funding. Tom also reported that he was continuing to work on a grant application to the Foundation for Pennsylvania Watersheds requesting funds to support the enhancement of TCWA programs. A draft of the application should be sent out for review soon. Tom noted that the booklet to increase membership would be funded by this grant. Tom also reminded the Board Members of the challenge to provide the names and addresses to 5 individuals and 5 businesses that could be contacted for interest in becoming members of TCWA. Some names have already been submitted to Tom. The Board reviewed a form Tom proposed for use to track time spent by members working on TCWA projects so the data could be used as a source of in-kind services for future grant applications or projects. Tom will issue the form to TCWA members for use. The form should be submitted at each meeting to cover the period between meetings. The use of the form should begin with the reporting of time spent by TCWA members at the ALCOSAN open house.
- **Old Business**
 - A. Irwin Discharge: Jim noted he contacted an appraiser to discuss getting a price for completing a property assessment for the Biddle property. He will continue to work to obtain a price once some questions on the appraisal details are resolved.
 - B. Grant Writing Committee: No update available.
 - C. Grant for Trail Kiosks: TCWA has been notified that 84 Lumber will donate materials in the amount of \$418.10 to build one of the kiosks along the Heritage Trail. A letter thanking 84 Lumber had been drafted and sent to the Board for review by Chelsea Walker. The Board agreed with sending the letter as drafted. Rob Cronauer agreed to identify a location for the

kiosk, most likely near the Robert's parcel. Rob will also discuss with Chuck his interest in taking the lead on constructing the kiosk. Jason McCabe made a motion to acknowledge as Corporate Gold members 84 Lumber Murrysburg, Westmoreland Conservation District and Allegheny County Conservation District. Kevin seconded the motion. Motion approved.

D. Letters issued and emails received since the last meeting. Kevin Kaplan reported that no emails or letters were received.

E. Status of printing of Buzz Cards: No report.

F. Kevin Kaplan provided a report on the TCWA participation in the ALCOSAN open house on September 16. Jessica Kane, Alyssa Harden and Kevin were available at the booth. Kevin reported that the open house attracted a good crowd and many of the young visitors enjoyed the hands-on demonstrations on permeable pavement and erosion at the TCWA booth.

G. Jim agreed to draft a letter to the current owner of Black Thorne Estates to determine their interest in pursuing the corrective measures previously developed for the mine drainage issues impacting Lyons Run.

H. Rebecca had drafted regarding TCWA support for MS4 municipalities. Several suggestions were made regarding revisions to the letter. This topic will be discussed at upcoming meetings.

I. The Board agreed to the proposed amendment to the TCWA by-laws to allow for members from outside the watershed boundaries. A motion was made by Bill Mihalco with a second by Kevin Kaplan to amend Article III – Membership, Section 1 to read as follows:

“Membership of the Association shall be open to individuals living in the watershed or individuals, industries or organizations owning property, working or have plants, businesses, or operations within the boundaries of the watershed or who recreate in or have an interest in the ecological or environmental aspects of the Turtle Creek Watershed.” Motion was approved. A copy of the amended by-laws is attached to the minutes.

J. Lawn-to-meadow conversion for Monroeville Boro at two locations. No report. Tom Keller did note that two possible grant sources to assist with planting for the conversions are available from FeedAB and Monarch Watch. Other local watershed groups have obtained grants from these organizations.

K. Last month, an email was received regarding a request to participate in a Woodland Hills School District environmental science program. Jason agreed to contact the Woodland Hills teacher and discuss the program.

- **New Business:**

A. The Board agreed on a date for the annual meeting of November 14 at the Bella Luna Restaurant. The meeting will begin at 6 pm. The Board also agreed that since the date for the October meeting fell on Halloween and was close to the Annual meeting date that no meeting would be held in October.

B. Alyssa Harden reported she has started to work on a joint fund raiser for the TCWA and the Heritage Trail for the spring time. Options for the location of the fund raiser were discussed. This item will be further discussed at future meetings.

C. Adjournment

A. The meeting was adjourned at 8:26 pm.

B. The Annual meeting will be held on November 14 at the Bella Luna Restaurant beginning at 6 pm. No meeting will be held in October.

Turtle Creek Watershed Association, Inc.

Board of Directors

Meeting Minutes

November 14, 2017

- **Call to Order:** President Jim Brucker called the Board of Directors Annual meeting to order at 6:15. Attendance (*denotes Board Member and ** denotes Associate Director): *Bill Mihalco, *Kevin Kaplan, * Ed Fischer, *Craig Barras, *Kelly McLaughlin, **Rob Cronauer, ** Susan Forney, ** Jessica Kane, ** Chelsea Walker, Executive Director Tom Keller and guests Alyssa Harden and Jake Kane.
- **Approval of Minutes:** A motion was made by Ed Fischer with a second by Kevin Kaplan to approve the meeting minutes from the September 26, 2017 meeting. Motion approved.
- **Treasurer's Report and Invoices:** A motion was made by Bill Mihalco with a second by Kelly McLaughlin to approve the Treasurer's Report. Motion approved. A motion was made by Kelly McLaughlin with a second by Bill Mihalco to approve the invoice for expenses submitted by Tom Keller. Motion approved.
- **Executive Director's Report:** Tom reported that he received notice that the request to obtain the Westmoreland Conservation District list of attendees at the Engineers training had been denied by the District. Tom noted that the 2017 Wish Book grants tend to be submitted most heavily between Thanksgiving and the New Year so hopefully we will hear good news soon. Tom also reported that the grant application to the Foundation for Pennsylvania Watersheds requesting funds to support the enhancement of TCWA programs has been approved. Tom noted that the booklet to increase membership would be funded by this grant and several Board members have agreed to assist with the preparation. The grant committed to at least two visits per month to businesses or government officials to promote the TCWA. Tom also reminded the Board Members of the challenge to provide the names and addresses to 5 individuals and 5 businesses that could be contacted for interest in becoming members of TCWA. At least 107 names have already been submitted to Tom. The Board reviewed a new form Tom proposed for use to track time spent by members working on TCWA projects so the data could be used as a source of in-kind services for future grant applications or projects. Tom will issue the new simplified form to TCWA members for use. The form should be submitted at each meeting to cover the period between meetings. The membership campaign was discussed and a cover letter for transmitting the TCWA application was reviewed. Board members agreed to provide Tom with comments on the letter. The package containing the application should include a newsletter that will be drafted soon with the help of TCWA members. Activities for potential volunteers for early 2018 were discussed and kiosk installation and trash pickup were considered. A picture contest, where individuals would submit pictures from the watershed, was also discussed. Jim and Bill were to provide rules for judging the pictures. A new round of Dominion mini grants was announced. After some discussion, a motion was made by Kevin Kaplan with a second by Bill Mihalco authorizing Chelsea Walker and Alyssa Harden to submit a mini grant application for the development and printing of the TCWA newsletter. Motion approved.
- **Old Business**
 - A. Irwin Discharge: Jim noted he contacted an appraiser to discuss getting a price for completing a property assessment for the Biddle property. He will continue to work to obtain a price once some questions on the appraisal details are resolved.

- B. Grant Writing Committee: No update available.
- C. Grant for Trail Kiosks: Chuck Duritsa has obtained the materials donated by 84 lumber to build the kiosk and has started to build the kiosk. It was discussed that the kiosk will have two panels and should be a natural wood color. The panels will be printed soon. Installation of the kiosk at the Robert's property on the trail would likely occur in the spring as a volunteer project and would include staining the kiosk. Chelsea Walker reported that the Dominion Grant which provided for the panels will be closed out by her before the deadline in February.
- D. Letters issued and emails received since the last meeting. Kevin Kaplan reported that no emails or letters were received.
- E. Status of printing of Buzz Cards: Jessica Kane reported that the buzz cards would be printed. The idea of having can insulators made with the TCWA logo for distribution at events was discussed. Further discussion will occur at subsequent meetings.
- F. Jim reported that he has sent an email to the current owner of Black Thorne Estates to determine their interest in pursuing the corrective measures previously developed for the mine drainage issues impacting Lyons Run and he was awaiting a response.
- G. Rebecca had drafted regarding TCWA support for MS4 municipalities. Several suggestions were made regarding revisions to the letter. It was agreed to table this topic until an early 2018 meeting.
- H. Lawn-to-meadow conversion for Monroeville Boro at two locations. No report. Tom Keller did note that two possible grant sources to assist with planting for the conversions are available from FeedAB and Monarch Watch. Other local watershed groups have obtained grants from these organizations.
- I. Previously, an email was received regarding a request to participate in a Woodland Hills School District environmental science program. Jason previously agreed to contact the Woodland Hills teacher and discuss the program. This will be discussed in January.
- J. Alyssa Harden reported that she continues to work on a fund raiser for TCWA and the Heritage Trail. River Towne Brewery has expressed an interest in participating in the fund raiser which is tentatively planned for early April.

- **New Business:**

- A. A motion was made by Kelly McLaughlin with a second by Kevin Kaplan to nominate and elect Chuck Duritsa, Bill Mihalco, Jessica Kane and Susan Forney to the Board of Directors for a three year term. Motion approved.
- B. A motion was made by Kelly McLaughlin with a second by Craig Barras to nominate and elect Alyssa Harden, Jim Corsale and Jamie Storey as Associate Directors. Motion approved.
- C. A motion was made by Craig Barras with a second by Ed Fischer to nominate and elect the current officers to another term for 2018. Motion approved
- D. A previously approved, John Mores and Ed Fischer were named as Directors Emeritus
- E. A motion was made by Bill Mihalco with a second by Craig Barras to set the dues for 2018 as \$20 for individuals, \$30 for a family, \$50 for a business, \$100 for a Business Gold and \$200 for an individual lifetime. Motion approved. The application for membership for 2018 will reflect these amounts.
- F. Board members were requested to think about TCWA objectives for next year for discussion at the January meeting.

- G. Adjournment**

- A. The meeting was adjourned at 7:50 pm.
- B. The next meeting will be held on January 30, 2018 at the FTMA offices beginning at 7 pm.

