

# Turtle Creek Watershed Association, Inc.

## Board of Directors

### Meeting Minutes

January 28, 2020

- **Call to Order:** President Jim Brucker called the Board of Directors meeting to order at 5:35pm.  
Attendance:
  - Board of Directors: Chuck Duritsa, Bill Mihalco, Kevin Kaplan, Jason McCabe, Susan Forney, Alyssa Harden
  - Associate Directors: Jamie Storey, Jason Fronczek, Anne Lehman
  - Executive Director: Tom Keller
  - Director Emeritus:
  - Members and Guests: Renee Donley, Maria Swarts
- **Approval of Minutes:** A motion was made by Chuck Duritsa with a second by Alyssa Harden to approve the meeting minutes from the November 19, 2019 annual meeting. Motion approved.
- **Treasurer's Report and Invoices:** A motion was made by Jason McCabe with a second by Chuck Duritsa to approve the Treasurer's Report. Motion approved. A motion was made by Chuck Duritsa with a second by Bill Mihalco to approve the Executive Directors expense report. Motion approved.
- **Executive Director's Report:** Tom reported that planning for the March 24 Sunrise School presentation is underway. He reported that the pollinator seed to be handed out to the students will be given to the school in bulk at least 10 days before the presentation and the school will package the seed for distribution. A motion was made by Chuck Duritsa with a second by Kevin Kaplan to spend all the remaining money in the pollinator seed grant on seed with a one-time order this spring. Motion passed. The amount of seed ordered will cover the Sunrise School presentation with perhaps some left over for other projects. Tom reported that the 2020 membership mailing will be sent within the week. Alyssa suggested that consideration be given to sending the membership mailing via email. Tom reported that member Christian Bononi had called him to tell him the TCWA will likely be receiving a PAC grant of \$350 in the near future. Tom also reported that he has obtained the new 50 year celebration letterhead and logo from Mark Jackson of the Westmoreland Conservation District. Tom will send copies of the letterhead and logo to interested Board members.
- **Old Business**
  - A. Grant Updates:
    - Alyssa Harden reported that she has completed the closeout report for the 2019 Dominion Grant for the rainfall simulator. The Board discussed the need to record information on the times the simulator is used including the makeup of the audience and the number of persons who participate in the use or a presentation of the simulator.
    - Jason McCabe reported that a Growing Greener grant application was submitted requesting funds to complete a Qualified Hydrologic Unit report for Turtle Creek. The Qualified Hydrologic Unit report is required to obtain funding for acid mine abatement projects.
    - Tom reported that two Dominion Minigrant applications were submitted, one to support the purchasing and developing materials to celebrate the 50 year anniversary of the TCWA and another to provide funding for water monitoring equipment. The water monitoring

equipment grant application was submitted by TCWA and the Westmoreland Conservation District. The minigrant applications were for \$1400 and \$1600 respectively. Announcement of the awarding of the Dominion Minigrants should be made in late February or early March.

- Jason McCabe discussed an opportunity for the TCWA to consider applications under the DCNR Recreation and Conservation Grant program. Jason discussed two ideas he had for projects including conversion of the former railroad connecting Penn Township and Manor and partnering with Monroeville to acquire or use the old Brickyard property near Trafford across Turtle Creek for the Westmoreland Heritage Trail. The grant applications are due by April 22, 2020.
- Jason also reported that TCWA was awarded a grant of 15 to 20 trees for planting through the Bare Root Tree program. The trees are to be planted at the Penn-Trafford High School property in the spring.

**B.** Kevin Kaplan reported that letters of support were received from the Allegheny County Conservation District for the Dominion Minigrant application of the materials for the 50 years celebrating and for the Growing Greener application. No emails were received since the last meeting.

**C.** TCWA 50 year anniversary celebration: Susan Forney presented an updated list of planned activities for the celebration and the items were reviewed with the Board. A copy of the list is provided as an attachment to the minutes.

- **New Business:**

**A.** Bill Mihalco reported that several Associate Directors did not meet the criteria (be a paid member of TCWA and participate in at least two events) established last year. Bill agreed to contact these Associate Directors to determine their interest in continuing to serve the TCWA in this capacity.

**B.** Bill Mihalco noted that the Annual Conflict of Interest Statements were due and reminded all Board members and Associate Directors to complete the form and submit them to Bill.

**C.** TCWA had received a request for sponsorship of the upcoming Westmoreland Heritage Trail Comedy Night. After some discussion, a motion was made by Jason McCabe and seconded by Susan Forney to sponsor the Comedy Night at the \$150 level. Motion passed.

**D.** Renee Donley reported that she had submitted an application for a Dominion Minigrant for the Chalfant Run Watershed Association. She noted that the application identified that TCWA would act as the fiscal sponsor for the Chalfant Run Watershed Association. After some discussion a motion was made by Jason McCabe with a second by Susan Forney that, if the grant is awarded by Dominion, TCWA would support the request from the Chalfant Run Watershed Association to act as their fiscal sponsor for the Dominion Minigrant. Motion passed.

**D. Adjournment**

1. The meeting was adjourned at 6:55 pm.
2. The next meeting will be held on Tuesday, February 25, 2020 at the FTSMA offices.

# Turtle Creek Watershed Association, Inc.

## Board of Directors

### Meeting Minutes

February 25, 2020

- **Call to Order:** President Jim Brucker called the Board of Directors meeting to order at 5:35pm.  
Attendance:
  - Board of Directors: Bill Mihalco, Kevin Kaplan, Susan Forney, Alyssa Harden, Paul Whealdon
  - Associate Directors: Rob Cronauer, Jason Fronczek, Anne Lehman
  - Executive Director: Tom Keller
  - Director Emeritus: Ed Fischer
  - Members and Guests: Renee Donley, Maria Swarts, Jake Wieland, Dave Roarty
- **Approval of Minutes:** A motion was made by Kevin Kaplan with a second by Paul Whealdon to approve the meeting minutes from the January 28, 2020 meeting. Motion approved.
- **Treasurer's Report and Invoices:** Kevin reported that a PAC grant of \$348.66 was received in February. A motion was made by Susan Forney with a second by Paul Whealdon to approve the Treasurer's Report. Motion approved. A motion was made by Paul Whealdon with a second by Bill Mihalco to approve the Executive Directors expense report. Motion approved.
- **Executive Director's Report:** Tom reported that TCWA has been awarded two Dominion Minigrants. The first Minigrant is for a water quality monitoring data logger and instream sensor. This grant totaled \$1,600 and will be managed by the Westmoreland Conservation District (WCD). A WCD representative is planning on attending the March TCWA Board meeting to discuss the implementation of this grant. The second Dominion Minigrant was for the promotion and outreach efforts for the TCWA 50 yr anniversary. TCWA received a grant of \$990 versus the requested amount of \$1,397. The grant is to cover newsletters (\$610) and purchasing of anniversary celebration materials (\$380). An awards ceremony for the grants will be held on April 14 at the Blairsville Country Club. Potential Board members attending include Alyssa Harden and Kevin Kaplan. Tom reported that planning for the March 24 Sunrise School presentation is ongoing. He reported that the pollinator seed to be handed out to the students will be given to the school in bulk before the presentation and the school will package the seed for distribution. A Master Gardener will be presenting information on pollinator plants. It was agreed that the TCWA would provide copies of the new newsletter, if available, and TCWA membership applications to the school. Tom reported that the 2020 membership mailing was sent out to 39 individuals and organizations. Tom reported that he and Bill Mihalco would be meeting with representatives of the Nine Mile Watershed Association to discuss the opportunity for the watershed organizations to work together. Tom also noted that he would be attending the Building a regional vision for water in Southwest PA Stakeholder Meeting on March 17 in New Stanton.
- **Old Business**
  - A. Grant Updates:
    - Growing Greener grant requesting funds to complete a Qualified Hydrologic Unit report for Turtle Creek. No report.
    - DCNR Recreation and Conservation Grant program. Jason McCabe previously discussed two ideas he had for projects including conversion of the former railroad connecting Penn

Township and Manor and partnering with Monroeville to acquire or use the old Brickyard property near Trafford across Turtle Creek from the Westmoreland Trail. Paul Whealdon reported that Monroeville has concerns relating to the Brickyard property including access required across private property and the potential for vandalism of the property due its rather remote location.

- TCWA was awarded a grant of 15 to 20 trees for planting through the Bare Root Tree program. The trees are to be planted at the Penn-Trafford High School property in the spring. No report.
- B. Kevin Kaplan reported that several emails were received and were being acted upon. One email regarding a bank erosion issue was being handled by the WCD. Jason Fronczek noted that Queen of Angels School has plans to do a school project on Haymakers Run in early April.
- C. All Board members were requested to submit their annual conflict of interest statements. Board members were also reminded to submit in kind work forms. Alyssa Harden agreed to prepare a database to record the in kind time which will allow the input of time from individuals.
- D. Bill Mihalco reported that four of the Associate Directors were contacted to determine their interest in remaining Associate Directors based on the revised by-law requirements established last year. As a result two Associate Directors identified they no longer could support being an Associate Director and one Associate Director did not respond to the request on his status. A fourth Associate Director expressed his desire to continue as an Associate Director. The revised list of Board members, officers, and Associate Directors will be distributed.
- **New Business:**
  - A. Bill Mihalco noted that the first trout stocking of Turtle Creek is scheduled for Tuesday April 14. The stocking begins at the Saunders Station Parking Lot for the Westmoreland Trail at 12:15 on April 14. Bill plans to be at the stocking and other Board members expressed an interest in attending. A motion was made to provide up to \$200 for having small signs identifying the TCWA made and for providing coffee and donuts at the stocking site by Susan Forney with a second by Paul Whealdon. Motion carried. Susan and Tom agreed to pursue obtaining signs. Bill will get the refreshments.
  - B. Alyssa reported on the 2020 Duckie Race. Alyssa has been communicating with Irwin and they are interested in co-sponsoring the race again this year at the same location, Irwin Park, as last year. The tentative date for the race is June 13 from 11am to 1 pm. Alyssa will obtain the necessary game of chance license(s). Alyssa hoped to have the tickets available for the upcoming March for Parks scheduled for March 21. The sponsor levels have been reduced to \$50, \$150, and \$300 for this year. The plan is to get some local businesses to sell tickets this year. The food vendors from last year appear to be planning to attend again this year. A motion was made by Bill Mihalco and seconded by Susan Forney to allocate up to \$350 for upfront Duckie Race expenses. Motion passed.
  - C. A discussion on how to handle requests for letters of support was held. The Board agreed that all requests for letters of support should be identified to all Board members so that full Board input can be obtained. If there are issues with a request for a letter of support it can be discussed at the next meeting. If the Board agrees on issuing a letter of support the Executive Director can issue the letter.
  - D. Renee Donley reported that Chalfant Run Watershed Association has been awarded a Dominion Minigrant for \$1940. TCWA will act as the fiscal sponsor for the grant. Renee also expressed interest in establishing another stream cleanup in the spring before vegetation gets too high. This will be discussed at a future TCWA meeting.

## **E. Adjournment**

1. The meeting was adjourned at 6:25 pm.

2. The next meeting will be held on Tuesday, March 31, 2020 at the FTSMA offices.

# Turtle Creek Watershed Association, Inc.

## Board of Directors

### Meeting Minutes

May 26, 2020

- **Call to Order:** President Jim Brucker called the Board of Directors meeting to order at 5:15pm.

Attendance:

Board of Directors: Bill Mihalco, Chuck Duritsa, Susan Forney, and Alyssa Harden

Associate Directors: Jason Fronczek

Executive Director: Tom Keller

Director Emeritus: None

Members and Guests: Renee Donley

This was the first Board meeting since February 25, 2020 due to the Covid-19 issue. Due to the Covid-19 issue most of the activities planned for early 2020 had to be cancelled.

- **Approval of Minutes:** A motion was made by Chuck Duritsa with a second by Susan Forney to approve the meeting minutes from the February 25, 2020 meeting. Motion approved.
- **Treasurer's Report and Invoices:** A motion was made by Bill Mihalco with a second by Chuck Duritsa to approve the Treasurer's Report. Motion approved. A motion was made by Chuck Duritsa with a second by Susan Forney to approve the Executive Directors expense report. Motion approved.
- **Executive Director's Report:** Tom reported that TCWA has been received the checks for the two Dominion Minigrants. The awards ceremony for the Minigrants was cancelled due to the Covid-19 issue. Tom reported that the March 24 Sunrise School presentation was cancelled due to the Covid-19 issue. Susan Forney reported that she has obtained the pollinator seed and had packaged a lot of the seed for distribution at the planned school presentation. Susan planned to contact the school and see if a presentation would be possible once school resumed. Susan also noted that she has obtained, with monies available from the Minigrant, several turtle themed promotional items to distribute at events such as library presentations. A motion was made by Chuck Duritsa with a second by Alyssa Harden to reimburse Susan the \$424.95 spent on the promotional items using money from the appropriate Dominion Minigrant. Motion approved. The Board agreed that we should continue the promotion of the TCWA 50 yr. celebration even if it extends into 2021. There are two large quantities of pollinator seed that have been purchased and remain to be distributed. The Board is requested to consider options for distributing the remaining seed. In discussing future TCWA events such as stream cleanups, Chuck Duritsa noted that the annual River Sweep cleanup has been moved to August.

- **Old Business**

- A. **Grant Updates:**

- Growing Greener grant requesting funds to complete a Qualified Hydrologic Unit report for Turtle Creek. No report.
    - DCNR Recreation and Conservation Grant program. No report
    - TCWA was awarded a grant of 15 to 20 trees for planting through the Bare Root Tree program. The trees are to be planted at the Penn-Trafford High School property in the spring. No report.

- B. There were no significant emails received or letters issued since the last meeting.

- C. Bill Mihalco reported that due to the Covid-19 issue citizen participation in stocking trout in Pennsylvania was cancelled and the stocking was handled by Fish Commission personnel. Plans to participate in the stocking and promote the TCWA had to be cancelled. Turtle Creek did, however, receive two trout stockings.

- D. Alyssa Harden reported that due to the Covid-19 issue the Duckie Race for 2020 has been cancelled.

- E. Bill Mihalco and Tom Keller noted that they had met with representatives of the Nine Mile Watershed Association regarding their organization working with TCWA to improve the awareness of the public on our efforts. Bill and Tom suggested that representatives of the Nine Mile Watershed Association be invited to a future TCWA meeting to discuss establishing a working relationship between them and TCWA.

- F. Renee Donley reported that the Chalfant Run Watershed Association just received the Dominion Minigrant check. Renee also reported that she was beginning to work with a Thompson Run, another highly polluted Turtle Creek tributary, watershed group.

- **New Business**

- A. **Adjournment**

- 1. The meeting was adjourned at 5:45 pm.

- 2. The next meeting will be held on Tuesday, June 30, 2020 at a location to be determined.

# Turtle Creek Watershed Association, Inc.

## Board of Directors

### Meeting Minutes

June 30, 2020

- **Call to Order:** President Jim Brucker called the Board of Directors meeting to order at 5:05pm.  
Attendance:
  - Board of Directors: Bill Mihalco, Chuck Duritsa, Susan Forney, Paul Whealdon, and Alyssa Harden
  - Associate Directors: Rob Cronauer, Craig Barras
  - Executive Director: Tom Keller
  - Director Emeritus: None
  - Members and Guests: None
  
- **Approval of Minutes:** A motion was made by Chuck Duritsa with a second by Paul Whealdon to approve the meeting minutes from the May 26, 2020 meeting. Motion approved.
- **Treasurer's Report and Invoices:** A motion was made by Bill Mihalco with a second by Chuck Duritsa to approve the Treasurer's Report. Motion approved. A motion was made by Chuck Duritsa with a second by Paul Whealdon to approve the Executive Directors expense report. Motion approved.
- **Executive Director's Report:** Tom reported on the two Dominion Minigrants. The money from the grants must be spent by February 1, 2021. Justin DeCarlucci from the Westmoreland Conservation District (WCD) participated by phone and reported on the plan to install the water quality meter. The instrument will measure temperature, conductivity and pressure as a means to determine depth of the stream. WCD will have the lead for obtaining the meter and its installation. The current plan is to obtain the meter in July and install the meter in August. Justin requested the assistance of 2 or 3 TCWA members to help with the installation of the meter. Jim Brucker recommended the meter be installed in Turtle Creek near the Franklin Township Municipal Authority Treatment Plant. Tom also noted that we have \$565 to spend from the minigrant for outreach. Tom proposed spending the money for postage and for three newsletters. Bill Mihalco suggested that some of the money be spent on TCWA signs that were going to be purchased for the Turtle Creek Trout Stocking. Tom agreed to order the signs. Alyssa Harden and Susan Forney agreed to collaborate on a summer newsletter. The Board agreed to carry over the 50<sup>th</sup> year celebration into 2021 because of the disruptions due to the Covid-19 issue. Craig Barras took some of the remaining pollinator seed for use with the Boy Scouts. Bill Mihalco agreed to check if the Westmoreland Land Trust could use some additional seed at the Ackermann Preserve. (Note: After discussing with the appropriate people at the Westmoreland Land Trust it was concluded that they could not use any of the remaining seed).
- **Old Business**
  - A. Grant Updates:
    - Growing Greener grant requesting funds to complete a Qualified Hydrologic Unit report for Turtle Creek. No report.



- TCWA was awarded a grant of 15 to 20 trees for planting through the Bare Root Tree program. The trees are to be planted at the Penn-Trafford High School property in the spring. No report.
- B. There was one email received regarding some bank erosion in the watershed near Tar Hollow Rd and Alyssa Harden agreed to contact the person whom sent the email to discuss the issue. No new letters issued since the last meeting.
- C. Bill Mihalco and Tom Keller noted that they had met with representatives of the Nine Mile Watershed Association regarding their organization working with TCWA to improve the awareness of the public on our efforts. Bill and Tom suggested that representatives of the Nine Mile Watershed Association be invited to a future TCWA meeting to discuss establishing a working relationship between them and TCWA.
- **New Business**
  - A. Chuck Duritsa noted that the ORSANCO River Sweep will be held this year on Saturday August 15 and the TCWA might consider another cleanup along Abers Creek. Jamie Storey will be contacted to see if he has an interest in arranging for the cleanup. The River Sweep organization will provide gloves, bags and water for the event.
  - B. Bill Mihalco noted that he was made aware of money to be provided to non-profit groups in Westmoreland County under the CARES Act for losses the organization may have suffered as a result of the Covid-19 issue. After some discussion the Board agreed with sending a letter to the Westmoreland County Commissioners requesting consideration for a grant under this program to compensate the TCWA for the postponement of the 2020 Duckie Race.
  - C. Susan Forney noted that she is working on a book on environmental risk communication and would like to include a picture from the TCWA archives in the book. The picture shows an interaction between TCWA member John Mores and a local TV station. A motion was made by Bill Mihalco with a second by Chuck Duritsa to allow the use of the picture from the TCWA archives in the book being co-authored by Susan. Motion passed.
  - D. Bill Mihalco reported that he visited the TCWA kiosk at the Roberts Area of the Westmoreland Heritage Trail to check on its condition. The condition of the kiosk was considered adequate. Bill noted that besides the larger informational posters in the kiosk current news items should also be added. Kevin Kaplan agreed to install the cork board to the kiosk to make the addition of current news items easier.
  - E. Alyssa Harden noted that she and Bill Mihalco gave a short presentation to a high school aged youth leadership group regarding the history of the TCWA and the water quality of the creek. The event was sponsored by the Westmoreland Heritage Trail under the leadership of Rob Cronauer and involved the youth participating in maintenance on trail bridges.
  - F. **Adjournment**
    - 1. The meeting was adjourned at 5:57 pm.
    - 2. The next meeting will be held on Tuesday, July 28 at a location to be determined.

# Turtle Creek Watershed Association, Inc.

## Board of Directors Meeting Minutes

September 29, 2020

- **Call to Order:** President Jim Brucker called the Board of Directors meeting to order at 5:30pm.  
Attendance:
  - Board of Directors: Jim Brucker, Bill Mihalco, Chuck Duritsa, Kevin Kaplan, and Paul Whealdon
  - Associate Directors: Jason Fronczek, Rob Cronauer
  - Executive Director: Tom Keller
  - Director Emeritus: None
  - Members and Guests: Renee Donley
- **Approval of Minutes:** A motion was made by Chuck Duritsa with a second by Kevin Kaplan to approve the meeting minutes from the August 25, 2020 meeting. Motion approved.
- **Treasurer's Report and Invoices:** A motion was made by Chuck Duritsa with a second by Bill Mihalco to approve the Treasurer's Report. Motion approved. A motion was made by Chuck Duritsa with a second by Bill Mihalco to approve the Executive Directors expense report. Motion approved.
- **Executive Director's Report:** TCWA has lost the ability to hold meetings and store records at the Franklin Township Municipal Sewage Authority building. As a result, several items including a new address, a meeting location, a new phone number, a storage location for records, and changes to documents were discussed. Two ideas for a mailing address were discussed, one being a Post Office Box and the other using a location such as the Monroeville Boro Building address. Paul Whealdon agreed to talk to the Monroeville Boro Manager regarding the use of the Boro's address and Bill Mihalco agreed to obtain a Post Office Box if the use of the Boro address was not feasible. **(Note: Subsequent to the meeting Paul Whealdon received approval for TCWA to use the Monroeville Boro Building address, 2700 Monroeville Boulevard, as the TCWA mailing address).** For the short term at least, TCWA will continue to hold the monthly meetings at the Monroeville Boro Building. Members agreed to look into other locations for possible meeting locations. Tom agreed, on a trial basis, to use his cell phone number as the TCWA official telephone number. Tom also agreed to facilitate a change to the TCWA letterhead to change the address. The latest version of the TCWA newsletter is ready for issue and Tom will contact Alyssa Harden to change the address and phone number on the newsletter and to then issue the newsletter. Jim Brucker agreed to look into changes of address as it relates to the IRS nonprofit status and annual tax returns. Tom will look into change of address for the Pennsylvania Sales Tax exemption. Bill Mihalco will issue a change of address form to the Post Office to ensure future mail is sent to the Monroeville address. The storage of TCWA historic records was discussed. Currently, there are an estimated 6 file cabinets stored at the FTMSA. Bill Mihalco agreed to look into a storage facility where the records could be stored temporarily. **(Note: Subsequent to the meeting arrangements were made to move the records to a Guardian indoor storage area on Rt 22 on Sunday October 11).** Tom reported that the water quality monitoring equipment had not been installed as of the date of the meeting. **(Note: Subsequent to the meeting an update was received from the Westmoreland Conservation District (WCD). WCD reported that the equipment had been received in mid-September and a location scouted. Plans are to install the equipment by the end of October. WCD will contact TCWA for any**

**installation assistance needed**). Renee Donley reported that to date Chalfont Watershed Association has not spent any of the money TCWA is holding as part of the Dominion Minigrant they received. Plans are to spend money on signs and a stream cleanup planned for early November. Tom identified that Susan Forney provided pollinator seed packs there were originally going to be distributed in the spring to the Principal at Sunrise Elementary School so the seeds could be distributed to the students this fall.

- **Old Business**

- A. Grant Updates:

- Growing Greener grant requesting funds to complete a Qualified Hydrologic Unit report for Turtle Creek. No update available.

- B. Kevin Kaplan reported that no emails were received since the last meeting.

- C. Bill Mihalco and Tom Keller noted that they attempted to contact a representative of the Nine Mile Watershed Association but were unsuccessful. Meeting with this group will be delayed until next year.

- D. Jason Fronzcek and Renee Donley reported that a fall stream cleanup for Chalfont Run has been tentatively scheduled for November 7, 2020 from 10 am until 1 pm. Jason and Renee will be working on publicity for the event. Chuck Duritsa noted that ORSANCO River Sweep materials such as gloves and bags are available for the event.

- E. The Board again discussed the Annual meeting. The meeting has been tentatively scheduled for November 17. Paul Whealdon agreed to look into holding the meeting at the Bella Luna. Attendees were reminded that at the Annual meeting officers, Board Members and Associate Board members will be nominated and elected.

- F. Jim Brucker reported that he has been responding to questions from Westmoreland County regarding our CARES Act application for a grant. Tom Keller reported he has not heard anything from the Pittsburgh Foundation regarding the Wish Grant recently submitted.

- **New Business**

- A. **Adjournment**

- 1. The meeting was adjourned at 6:43 pm.

- 2. The next meeting will be held on Tuesday, October 27 beginning at 5:30 pm at the Monroeville Boro offices.

# Turtle Creek Watershed Association, Inc.

## Board of Directors Meeting Minutes

November 17, 2020

- **Call to Order:** President Jim Brucker called the Board of Directors meeting to order at 5:48pm.  
Attendance:
  - Board of Directors: Jim Brucker, Bill Mihalco, Chuck Duritsa, Kevin Kaplan, Susan Forney, and Paul Whealdon
  - Associate Directors: Jason Fronczek
  - Executive Director: Tom Keller
  - Director Emeritus: None
  - Members and Guests: Renee Donley
  
- B. **Approval of Minutes:** A motion was made by Chuck Duritsa with a second by Susan Forney to approve the meeting minutes from the October 27, 2020 meeting. Motion approved.
- C. **Treasurer's Report and Invoices:** A motion was made by Chuck Duritsa with a second by Bill Mihalco to approve the Treasurer's Report and the Executive Directors expense report of \$307.81 Motion approved. A motion was made by Kevin Kaplan with a second by Chuck Duritsa to reimburse Jim Brucker for the cost of the annual meeting dinner. Motion approved. Kevin agreed to transfer money from the savings account to the checking account to ensure a balance in the checking account of approximately \$1,000 of TCWA funds. Kevin will also talk to the bank to see if we need to get new checks as a result of changing the TCWA address.
- D. **Executive Director's Report:** The Fall Stream Cleanup held on November 7 was well attended with almost 70 people participating. Enough trash was collected to fill a 30 yard rolloff box. Also collected were 27 tires. The Board thanked Jason and Renee for their efforts on the cleanup. Tom reported that the water monitoring equipment purchased with the Dominion MiniGrant was installed in Turtle Creek on Monday November 9. The installation effort included personnel from the Westmoreland Conservation District (WCD) and volunteers from TCWA (Chuck, Bill, Alyssa and Tom). A motion was made by Bill Mihalco and seconded by Susan Forney to reimburse WCD approximately \$122 for extra supplies used in the installation of the water monitoring equipment. Motion approved. Tom will complete the final report required by the grant.
- E. **Old Business**
  - A. Grant Updates:
    - Growing Greener grant requesting funds to complete a Qualified Hydrologic Unit report for Turtle Creek. No update available.
    - The BareRoot grant trees were delivered to the Penn Township municipal garage on November 10 and were planted by Township and School District personnel.
  - B. Kevin Kaplan reported that no significant emails were received since the last meeting.
  - C. Jim Brucker reported that TCWA has received a \$1,000 grant from the Cares Act application. Jim has to prepare a response to Westmoreland County identifying which costs we would use the grant money to cover. Jim also noted that he is working on a grant application for round two of Cares Act grants.
  - D. Bill Mihalco noted that sometime in the near future we should review the records in storage to determine what can be trashed.

- E. Tom Keller and Jim Brucker agreed to look into the need to change the TCWA address on both IRS and PA records.

## **New Business**

### **A. Election of Board Members, Officers and Associate Board Members**

A motion was made by Tom Keller and seconded by Kevin Kaplan to nominate and elect Chuck Duritsa, Bill Mihalco, Susan Forney and Jason Fronczek to three year terms to the Board of Directors. Motion passed. A motion to retain the existing officers for another term in 2021 was made by Chuck Duritsa and seconded by Kevin Kaplan. Motion passed. A motion to nominate and elect Renee Donley as an Associate Director was made by Bill Mihalco and seconded by Susan Forney. Motion passed.

### **B. Adjournment**

1. The meeting was adjourned at 6:16 pm.
2. The next meeting will be held on Tuesday, January 26, 2021 at 5:30 pm at the Monroeville Boro building.