

LUZERNE CONSERVATION DISTRICT BOARD OF DIRECTORS

**LUZERNE CONSERVATION DISTRICT OFFICE
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708**

September 22, 2011

REGULAR MEETING MINUTES

Timothy Ference, Chair, called the meeting of the Luzerne Conservation District Board of Directors (Board) to order at 6:01 PM, at the Luzerne Conservation District office. The regularly scheduled September 8, 2011 Board meeting was rescheduled due to a state of emergency caused by flooding from Tropical Storm Lee.

The meeting began with the pledge of allegiance to the Flag of the United States of America.

PUBLIC COMMENT: Mr. Dave Wasilewski, member of the Gas Drilling Awareness Coalition, expressed his concerns regarding 80 acres of land leased for natural gas drilling located across from his property in Hunlock Township and the exploratory well on the Salansky property in Lake Township. Wasilewski asked the district's position on the natural gas drilling that is occurring in Luzerne County. Longmore stated that the District does not have regulatory control over natural gas drilling activities. He stated that DEP removed conservation districts from involvement with natural gas drilling activities in March, 2009.

ROLL CALL - BOARD MEMBERS:

Timothy J. Ference	Chair	Present
Stephen A. Urban	Vice-Chair	Present
Timothy J. Connolly, Jr.	Secretary/Treasurer	Present
Joseph Boiwka	Member	Present
Leonard J. Burger, Jr.	Member	Present
Rebecca Lipka	Member	Present @ 6:16 PM
Bruce R. Trumbower	Member	Present
Carl R. Urbanski	Member	Present
John J. Wilkes, Jr.	Member	Present

ASSOCIATE DIRECTORS:

Robert Andrews	Associate Member	
Jack Hanish	Associate Member	Present

DISTRICT EMPLOYEES:

Joshua Longmore, District Manager	Present/written report submitted
Shawn Rybka, Watershed Program Coordinator	written report submitted
Heather Berlew, Resource Conservation Specialist II	written report submitted
Keith George, Resource Conservation Specialist II	written report submitted
Aaron Stredny, Environmental Services Specialist	written report submitted
Amber Martin, Environmental Services Technician	written report submitted
Amy Salansky, Agricultural Conservation Specialist	written report submitted
Jennifer Verry, Administrative Coordinator	Present/written report submitted

AGENCY REPRESENTATIVES:

LCD PACD Representative	PACD	Present/written report submitted
Shane Kleiner	DEP	written report submitted
Scott Singer	NRCS	Present/written report submitted

ORDER OF BUSINESS

(Denotes motion and action taken by the LCD Board)**

MINUTES: submitted by Jennifer Verry, Secretary/Bookkeeper

**** Motion by Urbanski, seconded by Wilkes, to approve the August 11, 2011 LCD Board Meeting minutes. The motion carried unanimously.**

TREASURER'S REPORT: submitted by Jennifer Verry, Secretary/Bookkeeper

**** Chairman Ference ordered the Treasurer's Report to be filed for audit.**

NEW BUSINESS:

2010 District Audit

Ray Knaub, CPA presented the audit of the district's 2010 financial statements to the Board. He also presented the 2011 audit proposal from Ray Knaub & Co. in the amount of \$5,910.00 including a condition of a 10% penalty should the audit extend past the September 2012 board meeting.

**** Motion by Urbanski, seconded by Urban to accept the 2010 audit as presented. The motion carried unanimously.**

**** Motion by Trumbower, seconded by Wilkes to authorize payment in the amount of \$5,765.00 to Ray Knaub for the 2010 audit. The motion carried unanimously.**

****Motion by Urban, seconded by Connolly to accept the 2011 audit proposal from Ray Knaub & Co. in the amount of \$5,910.00 with the condition of a 10% penalty should the audit extend past the September 2012 board meeting. The motion carried unanimously.**

PMRS Minimum Municipal Obligation Sheet for 2012

Longmore presented the annual minimum obligation worksheet required by Pennsylvania Municipal Retirement System to the Board. This worksheet lists the projected liability of the district for the upcoming year.

**** Motion by Lipka, seconded by Connolly to acknowledge the annual minimum obligation worksheet as presented by Longmore.**

Frances Slocum Assessment Contract Amendment

Longmore gave an update on the Frances Slocum Assessment contract. He stated that the district still has an obligation to pay Aqua Link approximately \$9,000.00. He reported that this project, which is funded through PA DEP and the Environmental Protection Agency, was started six years ago. The contractor has reported that EPA has been requiring additional work to be performed due to the Chesapeake Bay TMDL changes. Aqua Link has submitted the final revisions for this plan and is awaiting approval from EPA. Longmore stated the total grant was \$48,000 and the original contact with Aqua Link was \$45,500. He asked the board to consider amending the contract for an additional \$2,500 to pay Aqua Link for the extra work. He also asked the board to authorize the payment to Aqua Link for the remainder of the original contract. The board agreed to authorize payment to Aqua Link the remainder of the original contract and table the amendment until the next meeting after a file review by Hanish.

Building Staining Quotes

Longmore reported that it has been approximately 5 years since the district building has been stained. He presented the following quotes for the board's approval:

- Classical Painting \$3,855.00
- Serra Painting \$5,900.00
- Roccogrande Painting \$10,800.00

**** Motion by Wilkes, seconded by Urbanski to accept the proposal from Classical Painting in the amount of \$3,855.00. The motion carried unanimously.**

Office Heating System

Longmore reported that he researched options on a new heating system for the district building since the furnace is approximately 15 years old. He stated that a new furnace would not provide a significant increase in efficiency, and Newco recently serviced the current furnace and it is functioning properly. He recommended no changes at this time.

Tropical Storms Irene and Lee

Longmore gave an update on the district's operations during Tropical Storms Irene and Lee. He reported that the district was closed from August 29th through September 1st due to a power outage caused by Tropical Storm Irene. He reported that some staff members were able to work in the field or at home; however, all employees were compensated lost hours during this time as it is stated in the personnel policy manual. Longmore also reported that during Tropical Storm Irene, the district was open and functional; however, some staff members were unable to report to work September 8th & 9th due to mandatory evacuations from their homes and some offered volunteer assistance. He stated that these employees had to use their own personal time for the days missed. He reported that this type of situation is not addressed in the personnel manual and suggested the formation of a committee to devise a plan on emergency situations. Longmore stated that some district expenses may be reimbursable by the Federal Emergency Management Agency and asked the board to consider retroactively compensating the employees who had to use their personal time during tropical storm Lee. The board also asked Longmore to check pricing on a generator for the district office should a power outage situation occur in the future and to speak with the local EMA director for recommendations on where the district employees can assist during emergencies. Ference, Connolly, Wilkes, Hanish and Longmore stated they would like to be on the committee.

****Motion by Connolly, seconded by Wilkes to retroactively compensate evacuees and volunteers for time off during Tropical Storm Lee. The motion carried unanimously.**

ADDITIONAL ITEMS:

Longmore reported that he received a letter from DEP stating that mosquito surveillance for the West Nile Virus program ends on September 30, 2011; however, the grant allows for an additional two weeks for seasonal technicians. He asked the board to amend the end date for Amber Martin to October 14, 2011. He reported that DEP will continue to reimburse program activities for Aaron Stredny through the end of October.

****Motion by Wilkes, seconded by Lipka to amend the end date for Amber Martin to October 14, 2011. The motion carried unanimously.**

Hanish reported that there is a butterfly release program which allows 9 different species of butterflies to be transported across the state of Pennsylvania. He stated that a federal permit is required.

Ference acknowledged the staff efforts on the success of the no-till workshop.

COOPERATING AGENCY REPORTS:

Singer, NRCS – verbal and written report submitted

Kleiner, DEP – written report submitted.

PACD Representative – Longmore presented a verbal report, and the PACD written report was submitted.

CORRESPONDENCE/ANNOUNCEMENTS:

October LCD Board of Directors Meeting – October 13, 2011 at 6:00 PM.

The board entered executive session at 7:55 PM to discuss personnel issues and returned to regular session at 9:37 PM.

****Motion by Trumbower, seconded by Wilkes to adjourn the meeting. The motion carried unanimously.**

The meeting adjourned at 9:37 PM.

This meeting was recorded on a digital recorder to assist in the preparation of the official written minutes.

Respectfully Submitted by: Jennifer Verry, Administrative Coordinator

Approved by action of the Luzerne Conservation District Board of Directors on October 13, 2011:

Chair

Secretary/Treasurer