

**LUZERNE CONSERVATION DISTRICT
BOARD OF DIRECTORS
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708
January 11, 2018**

REGULAR MEETING MINUTES

Timothy Ference, Chairman called the meeting of the Luzerne Conservation District Board of Directors to order at 6:07 PM at the district's office and noted that the meeting was being recorded to aid in the preparation of the meeting minutes. The meeting began with the pledge of allegiance to the flag of the United States of America.

ROLL CALL - BOARD MEMBERS:

Timothy Ference	Chairman	Present
John J. Wilkes, Jr.	Vice-Chairman	Present
Timothy J. Connolly, Jr.	Treasurer	Excused
Tracey Stevens	Secretary	Excused
Leonard J. Burger, Jr.	Member	Present
John P. Hanish, Jr.	Member	Present
Matthew Vough	Member	Excused
Chris Maylath	Member	Present
Gary A. Moyer, Sr.	Member	Excused

DISTRICT EMPLOYEES:

Heather Graham, E&S/NPDES Program Coordinator	written report submitted
Deborah Josuweit, Administrative Assistant	Present/written report submitted
John Levitsky, Watershed Specialist	written report submitted
Joshua Longmore, Executive Director	Excused
Amber Martin, Program Technician (MDC Program)	written report submitted
Amy Salansky, Agricultural Conservation Specialist	written report submitted
Michael Schlauch, Conservation Specialist (Ag & Roads Programs)	written report submitted
Phil Trowbridge, E&S/NPDES Conservation Specialist	written report submitted

AGENCY REPRESENTATIVES:

Andrew Kears	NRCS	written report submitted
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ORDER OF BUSINESS

(Denotes motion or action taken by the district board)**

PUBLIC COMMENT: None

BOARD REORGANIZATION:

Election of Officers

Ference turned the meeting over to Levitsky as Chairman Pro Tem to conduct the Election of officers. Levitsky opened the floor for nominations for Chairman.

****Motion by Wilkes, seconded by Burger to nominate Timothy J. Ference as Chairman.**

Levitsky asked if there were any other nominations. Receiving none he closed the nomination for Chairman. The motion carried unanimously, Ference abstained.

Ference thanked Levitsky for his service as Pro Tem and continued the meeting as Chairman.

Ference opened the floor for nominations for Vice-Chairman.

****Motion by Hanish, seconded by Burger to nominate John J. Wilkes, Jr. as Vice-Chairman. Ference asked if there were any other nominations. Receiving none he closed the nomination for Vice-Chairman. The motion carried unanimously.**

Ference opened the floor for nominations for Secretary.

****Motion by Hanish, seconded by Wilkes to nominate Tracey Stevens as Secretary. Ference asked if there were any other nominations. Receiving none, he closed the nomination for Secretary. The motion carried unanimously.**

Ference opened the floor for nominations for Treasurer.

****Motion by Wilkes, seconded by Hanish to nominate Timothy J. Connolly, Jr. as Treasurer. Ference asked if there were any other nominations. Receiving none, he closed the nomination for Treasurer. The motion carried unanimously.**

Appoint 2018 Committees & Advisory/Work Groups

Ference referenced the 2018 Luzerne Conservation District Appointments Draft, item 1 in the Board packet. He asked board members if corrections to their appointments were desired. Wilkes noted he would like to be added to the PA Association of Conservation Districts as an alternate in the absence of Ference or Hanish. Ference will add Wilkes as an additional member under PACD. An updated list will be provided at the February meeting.

Motion by Hanish, seconded by Burger to approve the 2018 Committees & Advisory/Work Groups as discussed. The motion carried unanimously.

MINUTES: Submitted by Josuweit.

****Motion by Wilkes, seconded by Hanish to approve the December 14, 2017 meeting minutes as submitted. The motion carried unanimously.**

FINANCIAL REPORTS: Submitted by Josuweit.

Ference referenced the Financial reports provided in the packet. Ference noted the Net Income does not reflect account transfers or reimbursements that have not been received to date.

****Chairman Ference ordered the Financial Reports to be filed for audit.**

ACTION ITEMS:

Growing Greener Grant contract Approvals (2)

Ference referenced item 4a in the Board packet; DEP Grant Agreement with Luzerne Conservation District 2016 Agricultural BMP Projects in the amount of \$318,000.00. Board approval is needed on the agreement.

****Motion by Hanish, seconded by Wilkes to approve the Growing Greener Grant contract in the amount of \$318,000.00. The motion carried unanimously.**

Ference noted the Watershed Grant Agreement and Levitsky provided information for the DEP Grant Agreement with Luzerne Conservation District Watershed Protection Projects in the amount of \$279,098.00. A brief discussion was held on the projects that will take place using this grant. Board approval is needed on the agreement.

****Motion by Wilkes, seconded by Hanish to approve the Growing Greener Grant – Nescopeck Watershed Restoration Project contract in the amount of \$279,098.00. The motion carried unanimously, Ference abstained.**

Roads Program Contract Amendment – Barchick Rd., Fairmount Twp.

Ference referenced the grant amendment in the Board packet, item 4b, Barchick Rd., Fairmount Twp. Ference reported that Schlauch spoke with the Quality Assurance Board on the additional funding needed for the completion of this project. The QAB's recommendation is to grant the additional funding for eligible costs not to exceed \$7,999.82.

****Motion by Wilkes, seconded by Hanish to authorize the Barchick Rd., Fairmount Twp. amendment for \$7,999.82. The motion carried unanimously.**

Executive Director's Request for Personal Leave

Ference informed the Board of an Executive Session that will be held at the end of the meeting to further discuss this item.

Interim District Leadership

Ference informed the Board this action item will be discussed during the Executive Session.

Additional Items:

Ference informed the Board of an email received from the State Conservation Commission for an Extension to the Dirt and Gravel Road Maintenance Program Agreement. This will extend the current 5-year agreement through June 30, 2019 with all projects completed by this date. The recommendation is to approve the Dirt and Gravel Road Maintenance Program Agreement, Amendment No. 1.

****Motion by Wilkes, seconded by Hanish to approve the extension of the Dirt and Gravel Road Maintenance Program Agreement. The motion carried unanimously.**

Ference referenced the submittal for the MDC Program Expense Reimbursement in the amount of \$8,476.20.

****Motion by Hanish, seconded by Wilkes to prepare and submit paperwork for the MDC reimbursement for \$8,476.20. The motion carried unanimously.**

Ference noted State Ethics Commission Statements of Financial Interests are available and are due back in the office by May 1, 2018.

Ference noted that the new Nissan Frontier has been received and is now available for staff use.

Ference noted for the record that with Longmore's present situation the staff is working hard to maintain the day to day operations of the office. Ference would like to acknowledge the staff performance during this difficult time.

Ference referenced the staff reports included in the Board packet.

COOPERATING AGENCY REPORTS:

NRCS – Kearsse provided written report.

PACD – A written report was provided.

CORRESPONDENCE & ANNOUNCEMENTS:

- PACD Winter Meeting in State College – 1/17-18/18
- February LCD Board of Directors Meeting – 2/8/18 @ 6:00 PM.

EXECUTIVE SESSION

The Board entered executive session to discuss personnel issues at 6:41 PM.

RETURN TO REGULAR SESSION:

The Board returned to regular session at 7:03 PM.

Ference referenced the Executive Director's extended personal leave request.

****Motion by Wilkes, seconded by Hanish to approve the Executive Director's personal leave request. The motion carried unanimously.**

Ference referenced the Interim District Leadership, noting the Board of Directors is committed to participate in the operation of the District as much as necessary in conjunction with the staff.

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

The meeting adjourned at 7:05 PM.

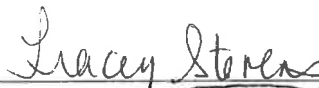
This meeting was recorded on a digital recorder to assist in the preparation of the official written minutes.

Respectfully Submitted by: Deborah Josuweit, Administrative Assistant

Approved by action of the Luzerne Conservation District Board of Directors on February 8, 2018.



Chair or Vice Chair



Treasurer or Secretary