

**LUZERNE CONSERVATION DISTRICT
BOARD OF DIRECTORS
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708
January 12, 2017**

REGULAR MEETING MINUTES

Timothy J. Ference, Chairman called the meeting of the Luzerne Conservation District (District) Board of Directors (Board) to order at 6:06 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 J. Ference	Chairman	Present
John J. Wilkes, Jr.	Vice-Chairman	Excused
Timothy J. Connolly, Jr.	Treasurer	Excused
Tracey Stevens	Secretary	Present
Leonard J. Burger, Jr.	Member	Present
Robert Schnee	Member	Excused
John P. Hanish, Jr.	Member	Present
Chris Maylath	Member	Present
Gary A. Moyer, Sr.	Member	Present

ASSOCIATE DIRECTOR:

Carl R. Urbanski	Director Emeritus
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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	Present/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	Present
Shane Kleiner	PA DEP	Present/written report submitted

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 Kleiner as Chairman Pro Tem to conduct the officer elections.

Kleiner opened the floor for nominations for Chairman.

****Motion by Burger, seconded by Moyer to nominate Timothy J. Ference as Chairman and to close the nominations for Chairman. The motion carried, Ference abstained.**

Kleiner opened the floor for nominations for Vice-Chairman.

****Motion by Moyer, seconded by Ference to nominate John J. Wilkes, Jr. as Vice-Chairman and to close the nominations for Vice-Chairman. The motion carried unanimously.**

Kleiner opened the floor for nominations for Treasurer.

****Motion by Hanish, seconded by Burger to nominate Timothy J. Connolly, Jr. as Treasurer and to close the nominations for Treasurer. The motion carried unanimously.**

Kleiner opened the floor for nominations for Secretary.

****Motion by Hanish, seconded by Moyer to nominate Tracey Stevens as Secretary and to close the nominations for Secretary. The motion carried, Stevens abstained.**

Ference asked for appointments for Associate Directors. He noted that Carl Urbanski has agreed to serve for another year as an Associate Director.

****Motion by Hanish, seconded by Moyer to appoint Urbanski as an Associate Director. The motion carried unanimously.**

Appoint 2017 Committees & Advisory/Work Groups

Ference noted changes will be made to the final draft of the 2017 appointments. He asked board members if changes to their appointments were desired. Longmore noted that Urbanski requested to be removed as an alternate voting delegate for the PA Association of Conservation Districts. An updated list will be provided at the February meeting.

****Motion by Hanish, seconded by Stevens to appoint the 2017 Committees & Advisory/Work Groups according to the list from 2016, with the exception of removing Urbanski as noted. The motion carried unanimously.**

MINUTES: Submitted by Josuweit.

Longmore noted a change in wording under “Reclassified Labor Rules”; changing the word “exemption” to “exception”. This change will be reflected in the minutes to be signed by Ference and Stevens.

****Motion by Hanish, seconded by Moyer to approve the minutes as corrected. The motion carried unanimously.**

FINANCIAL REPORTS: Submitted by Josuweit.

Longmore noted the Profit & Loss Budget vs. Actual Report showing the net income loss for the year. He explained that the income reporting doesn’t reflect account transfers from one account to another.

Accounting for those transfers from the Roads Program, Payroll Liability, Education/Outreach and Capital Improvement funds through the end of the year, the District ended with positive net income. Even with the reduced E&S fee income and the loss of Chesapeake Bay Technician funding, the District has held the line and mitigated the losses through the year. Ference noted that the District cannot predict some funding sources, and that is why discretionary reserves were established to offset difficult funding trends.

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

ACTION ITEMS:

2017 Board meeting Schedule

Ference noted that setting the 2017 meeting schedule was delayed to wait for the new County Council member to be appointed to the Board. Robert Schnee was recently appointed. Longmore noted he sent an e-mail welcoming Mr. Schnee along with the board packet information and regular meeting schedule. Noting that no indication was made for changes to the schedule, Ference asked for a motion.

****Motion by Moyer, seconded by Hanish to maintain the same schedule for 2017 Board meetings. The motion carried unanimously.**

2017 Goals & Objectives

Ference referenced the draft goals and objectives that were included in the packet and noted that a few minor changes were made due to the restructuring of the CB Program and Watershed Specialist projects.

****Motion by Hanish, seconded by Stevens to approve the 2017 Goals & Objectives as provided and discussed. The motion carried unanimously.**

Personnel Policy Revision Regarding Health Insurance

Longmore presented a revision to the personnel policy related to the Board's decision at the December meeting to modify the District's health insurance plan to include a high deductible. The policy revision outlines the procedure for covering the health insurance deductible expenses incurred by employees.

****Motion by Moyer, seconded by Burger to revise the personnel policy as detailed in the handout entitled "Health Insurance Deductible Coverage Policy". The motion carried unanimously.**

Approval of Memorandum of Understanding (MOU) with Luzerne County

Ference noted that Luzerne County Council approved the MOU and asked for District Board approval.

****Motion by Moyer, seconded by Hanish to approve the MOU with Luzerne County. The motion carried unanimously.**

Approval of MOU Attachment A – Farmland Preservation Program

Ference noted that the District will be the administrator of the Farmland Preservation Program and referenced the agreement between the District, County and the Farmland Preservation Board. County Council approved the Attachment and approved the requested funding increase to the District's annual allocation for 2017. A brief discussion was held regarding the District's new role and how the work would be handled by existing staff.

****Motion by Burger, seconded by Hanish to approve Attachment A of the MOU. The motion carried unanimously.**

Approval MOU Attachment B – Mosquito-borne Disease Control Program

Ference referenced Attachment B of the MOU pertaining to the Mosquito-borne Disease Control Program, previously known as the West Nile Virus Program. The program will continue to run as it has in the past, with the district assuming ownership of some equipment and retaining the ability to use other equipment.

****Motion by Hanish, seconded by Stevens to approve Attachment B of the MOU. The motion carried unanimously.**

2017 Mosquito-borne Disease Control Grant Agreement w/DEP

Ference noted that the District received the 2017 grant agreement with DEP in the amount of \$72,632.20. The District will still operate the program with two seasonal staff members. Amber Martin has expressed interest in returning to the program. With the passing of Tony Bonomo, who previously coordinated of the field work, Martin would assume those responsibilities, and another seasonal technician would be hired.

****Motion by Hanish, seconded by Maylath to approve the 2017 Mosquito-borne Disease Control Grant Agreement with DEP in the amount of \$72,632.20.**

Employee Step Increase Notification

Ference informed the Board that Phil Trowbridge successfully achieved a step increase within the district's Employee Pay Schedule.

Additional Items: None

COOPERATING AGENCY REPORTS:

NRCS – Andrew Kears provided a verbal report.

PA DEP – Shane Kleiner provided a written and verbal report. Kleiner introduced DEP employee Sanya Anderson to the Board. Longmore noted that the Chesapeake Bay Foundation recently released information on the improved health of the Bay. A brief discussion was held on the Moyer farm inspection done by DEP staff member Pete Tarby.

PACD – Longmore noted the upcoming PACD winter meeting and the items that will be presented and voted on by the District's designated voting delegate. With the Board's concurrence, Ference will vote in the affirmative.

CORRESPONDENCE & ANNOUNCEMENTS:

- February LCD Board of Directors Meeting – 2/9/2017 @ 6:00 PM
- State Ethic Commission Statements of Financial Interests are due by 5/1/2017

****Motion by Moyer, seconded by Burger to adjourn the meeting. The motion carried unanimously.**

The meeting adjourned at 7:11 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 March 9, 2017.



Chair or Vice Chair



Treasurer or Secretary