

**LUZERNE CONSERVATION DISTRICT
BOARD OF DIRECTORS
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708
October 19, 2017**

REGULAR MEETING MINUTES

Timothy Ference, Chairman called the meeting of the Luzerne Conservation District Board of Directors 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 Ference	Chairman	Present
John J. Wilkes, Jr.	Vice-Chairman	Present
Timothy J. Connolly, Jr.	Treasurer	Present
Tracey Stevens	Secretary	Excused
Leonard J. Burger, Jr.	Member	Present
John P. Hanish, Jr.	Member	Present
Eugene Kelleher	Member	Present
Chris Maylath	Member	Excused
Gary A. Moyer, Sr.	Member	Present

ASSOCIATE DIRECTOR:

Carl R. Urbanski	Director Emeritus	Present
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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
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:

Shane Kleiner	PA DEP	Present/written report submitted
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ORDER OF BUSINESS

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

PUBLIC COMMENT: Kleiner introduced students from Keystone College, Brady Butler and Joseph Jellock.

Ference noted the meeting was rescheduled from October 12, 2017.

MINUTES: Submitted by Josuweit.

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

FINANCIAL REPORTS: Submitted by Josuweit.

Longmore reported that the savings account for 2015 Ag & Stream GG Grant that was approved at the September meeting has been opened and funds have been transferred. E&S fee income continues to be above budget for the year.

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

ACTION ITEMS:

Proposed UGWF Distribution Resolution from Armstrong CD

Ference noted the resolution for the Unconventional Gas Well Fund (UGWF) Distribution included in the board packet. Longmore explained the UGWF and how the distribution of funds to conservation districts occurs through the PUC and the SCC. Last month, members of the state House of Representatives proposed to take money out of the Conservation District Fund and use it to balance the state's current fiscal year budget. Districts became concerned as to how this would affect their budgets, and in response Armstrong CD drafted the proposed resolution and requested that PACD advocate for it. The first step in PACD's policy development process is for individual districts to decide their position on issues, and then items are presented at PACD regional meetings. If a resolution is passed a majority of the regional meetings, it would go before the statewide Executive Council. DEP has provided an analysis of Armstrong's proposal and has determined that funding would likely increase for 15 districts and decrease for 51 districts. Longmore requested the board's direction for Ference to vote at the regional meeting being held October 20th. A brief discussion was held on the proposal, and it was the board's consensus that Ference should vote against the resolution.

2018 Mosquito-borne Disease Control Program Grant Application

Ference referenced the 2018 MDC Grant application included in the board packet. Longmore noted the approach proposed for next year is different than the usual one that included two seasonal positions working approximately 1,100 hours each. For 2018, at DEP's suggestion, there would be one lead position working in the program for the maximum of 1,560 hours and a second, seasonal position working 700 hours. In addition to the current scope of work, the lead technician will also provide education and outreach related to reducing mosquito breeding habitat at the beginning and end of the season. Longmore requested board approval to submit the 2018 MDC Program Grant Application.

****Motion by Wilkes, seconded by Moyer to authorize Longmore to submit the grant application as contained in the packet. The motion carried unanimously.**

Streams Grant Account Funds Transfer

Longmore noted a copy of an email included in the packet to the district's auditor, Ray Knaub, regarding the Streams GG Grant savings account. After the completion of the 2016 audit, Longmore reviewed the balances in grant accounts. The Streams Grant account has been open for approximately 5 years. It was first opened when the district received a large grant for extensive stream stabilization work on Cal Creek in Plymouth Township. Subsequently, the district also received Emergency Watershed Protection Program funds through NRCS that allowed for multiple stream stabilization projects to be completed throughout the county. Since then the district has received more funding for other watershed projects. After analyzing grant activity in the account, there appears to be a surplus in the account. After reviewing the issue with Knaub, he concurs with Longmore's conclusion that this is general fund money that was not reimbursed to the general fund account at some point in the past. Longmore is recommending transferring \$13,171.46 from the Streams GG Grant savings account to the General Operating Fund account.

****Motion by Wilkes, seconded by Kelleher to transfer \$13,171.46 from the Stream GG Grant savings account to the General Operating Fund account as recommended by Longmore. The motion carried unanimously.**

Employee Step Increase Acknowledgement

Ference informed the board that Michael Schlauch successfully achieved step increase within the district's Employee Pay Schedule.

Personnel Committee Recommendations

Ference noted the Personnel Committee met prior to the board meeting. Longmore reported the committee discussed the approach to be taken for expanded hours for education and outreach within the MDC program by Amber Martin. The committee is recommending that Martin start education and outreach efforts for the remainder of this fiscal year. Funds are available in the 2017 MDC grant, and DEP has approved the additional work. The committee also discussed the 2018 budget approach. A draft will be presented at the November board meeting for consideration. Upcoming employment anniversaries were also discussed. Longmore noted

that his annual review is due if the board decides to evaluate his performance. Ference noted that an Executive Session is listed for personnel issues, and the above items will be discussed at that time.

Additional Items:

Ference reported that Wilkes was nominated for a position on the Pennsylvania State Association of Township Supervisors (PSATS) Executive Board. Wilkes explained the position and duties that are involved with this leadership position. He asked for the board's support for his nomination.

****Motion by Kelleher, seconded by Moyer to support Wilkes nomination to PSATS Executive Board. The motion carried unanimously.**

Wilkes left the meeting at 6:40 PM.

COOPERATING AGENCY REPORTS:

NRCS – Kearsse provided a written report.

PA DEP – Shane Kleiner provided a verbal and written report.

PA DEP – Pete Tarby provided a written report.

PACD – Longmore provided a brief verbal report and referred to the written report provided by PACD.

CORRESPONDENCE & ANNOUNCEMENTS:

- Ference referenced a “thank you” note received from the Blake Brown family for the work Salansky did on their Ag BMP farm improvements.
- November LCD Board of Directors Meeting – 11/9/17 @ 6:00 PM.

EXECUTIVE SESSION

The Board entered executive session to discuss personnel issues at 6:53 PM.

RETURN TO REGULAR SESSION:

The Board returned to the regular meeting at 7:11 PM.

****Motion by Connolly, seconded by Burger to continue the full-time employment of Amber Martin for the remainder of the calendar year, using the remaining MDC grant funds. The motion carried unanimously.**

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

The meeting adjourned at 7:13 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 November 9, 2017.



Chair or Vice Chair



Treasurer or Secretary

