

**LUZERNE CONSERVATION DISTRICT  
BOARD OF DIRECTORS  
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708  
November 8, 2018**

**REGULAR MEETING MINUTES**

Timothy Ference, Chairman called the meeting of the Luzerne Conservation District Board of Directors to order at 6:02 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
Chris Maylath	Member	Excused
Gary A. Moyer, Sr.	Member	Excused
Matthew Vough	Member	Present

**DISTRICT EMPLOYEES:**

Benjamin Bailey, E&S/NPDES Conservation Specialist	written report submitted
Heather Graham, E&S/NPDES Program Coordinator	written report submitted
Deborah Josuweit, Office Administrator	Present/written report submitted
Jennifer Lauri, Ag Conservation Specialist	written report submitted
John Levitsky, Watershed Specialist	Present/written report submitted
Joshua Longmore, Executive Director	written report submitted
Amber Martin, Conservation Specialist (MDC Program)	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/written report submitted
Shane Kleiner	PA DEP	Present/written report submitted

**ORDER OF BUSINESS**

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

**PUBLIC COMMENT:** None

**MINUTES:** Submitted by Josuweit.

**\*\*Motion by Wilkes, seconded by Hanish to approve the October 11, 2018 meeting minutes as submitted. The motion carried unanimously.**

**FINANCIAL REPORTS:** Submitted by Josuweit.

Ference noted that if board members had any questions to talk to Josuweit or him and the information will be passed on to someone who could answer it. He also noted that E&S had a surplus and will close out the year better than expected.

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

### **ACTION ITEMS:**

Ference reported that there are several action items listed that will not be able to be presented at the meeting. The budget is still in process and the contract issue with Princeton Hydro will be tabled until to the next meeting.

**\*\*Motion by Wilkes, seconded by Hanish to table the above-mentioned action items until the next scheduled board meeting. The motion carried unanimously.**

### **2017 District Audit Presentation**

Ray Knaub, CPA, of Ray Knaub & Company P.C., thanked the board for the opportunity to work with the district in preparing the 2017 audit. He presented the audit to the board and reviewed his findings with no significant issues noted. A copy of the report will be on file at the district office, and a copy must be submitted to the State Conservation Commission (SCC) no later than January 31, 2019.

**\*\*Motion by Vough, seconded by Burger to accept the 2017 audit as presented by Ray Knaub & Co. The motion carried unanimously.**

Knaub noted for the record that a copy of the financial statement was emailed to Longmore for review prior to submitting the report to the Board.

**\*\*Motion by Wilkes, seconded by Hanish to authorize the final payment of \$3,342.50 to Ray Knaub & Company, P.C. for the 2017 audit. The motion carried unanimously.**

**\*\*Motion by Wilkes, seconded by Vough to enter into an engagement agreement with Ray Knaub & Co. to perform the 2018 audit at a rate increase of \$175.00. The motion carried unanimously.**

### **Follow-up on Growing Greener Grant Extension/Reallocation Request**

Ference reminded the board of the discussion held during October's meeting regarding the possibility of using the remaining \$11,000 in funds from the Luzerne County Stream Stabilization GG grant for the Glen Oaks project. Levitsky reported he contacted DEP and an extension was approved until December 31, 2019 due to all the rain events that occurred this year. At Kleiner's suggestion, Levitsky requested a change in the scope of the grant to include the Glen Oaks project. DEP approved the change. He is presently working with DEP to get an emergency permit to remove debris out of the stream in the Glen Oaks area to alleviate flooding to area homes. Levitsky is working with NRCS on the project design, which is needed for the permits from DEP. The goal is to use part, if not all, of the remaining funds on this project. Moving forward, Levitsky will seek bids from three contractors who have done stream work for the district in the past once the permit is issued. Kleiner asked if the stream is classified as wild trout. Levitsky confirmed it is and stated work cannot be started until January 1, 2019. He has been in contact with the Fish and Boat Commission regarding this issue. Levitsky requested board approval to seek three quotes from local contractors and to use the remaining grant funds towards this project.

**\*\*Motion by Hanish, seconded by Vough to reallocate the remaining funds from the Luzerne County Stream Stabilization Growing Greener Grant to the Glen Oaks project. The motion carried unanimously.**

### **Employee Step Increase Acknowledgement**

Ference informed the board that John Levitsky successfully achieved a step increase within the district's Employee Pay Schedule.

Ference reported it is time for County Council to reappoint district directors. Correspondence was received from the USDA Farm Service Agency nominating Leonard J. Burger, Jr. and John J. Wilkes, Jr. Ference provided forms for the nominees to complete and send to the Luzerne County Clerk.

Ference noted for the record that Councilman Matt Vough presented the board with a resolution from Luzerne County Council proclaiming the week of April 15, 2018 through April 21, 2018 as Conservation District Week in Luzerne County.

Ference referenced the MECC (Municipality, Engineer and Contractor Conservation) Workshop. He noted for the record the excellent performance of the staff who had to work through some technical difficulties prior to the program. Ference received positive feedback from attendees who approached him. He presented a letter to the staff for their hard work on the workshop and throughout this difficult year. Kleiner also commended the staff for the quality of the program and stated that the workshop exceeds the expectation that DEP looks for in educating attendees.

Ference announced that the Board will go into executive session to discuss personal issue following the regular session.

Staff reports are included in the packets.

### **COOPERATING AGENCY REPORTS**

NRCS – Kears provided a written and verbal report.

PA DEP – Kleiner provided a written and verbal report.

PACD – A written report was provided in the Board Packet. Ference noted the PACD office is in the process of moving into their new location.

### **CORRESPONDENCE & ANNOUNCEMENTS:**

- December LCD Board of Directors Meeting – 12/13/18 @ 6:00 PM.
- Wildlife Leadership Academy is looking for students to become youth conservation ambassadors. There is a scholarship available for Luzerne County students interested in the program.
- Notice of a full-time position with the Luzerne County USDA Farm Service Agency, application time frame is from October 31<sup>st</sup> through November 14<sup>th</sup>. If interested, information can be found on USAjobs.gov. It will be posted on the bulletin board in the office. FSA submitted a quarterly report for review.

Kleiner noted three students from Keystone College (Shane Kleiner's class) arrived at 6:56 pm to attend the meeting. They presumed the meeting began at 7:00 pm. Kleiner gave the students a brief description of the board's responsibilities. He told the board it was the student's responsibility to attend a meeting, take notes to understand how the parliamentary procedure occurs, and then discuss it during class. A copy of the agenda was given to the students for review.

### **EXECUTIVE SESSION:**

The Board entered executive session to discuss personnel issues at 7:02 PM.

### **RETURNED TO REGULAR SESSION:**

The Board returned to regular session at 7:06 PM, no action was taken relating to the executive session.

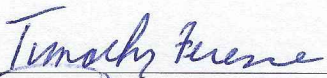
**\*\*Motion by Wilkes, seconded by Hanish to adjourn the meeting. The motion carried unanimously.**

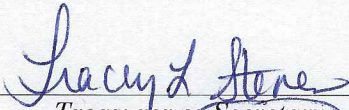
The meeting adjourned at 7:09 PM.

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

*Respectfully Submitted by: Deborah Josuweit, Office Administrator*

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*Approved by action of the Luzerne Conservation District Board of Directors on December 13, 2018.*

  
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Chair or Vice Chair

  
\_\_\_\_\_  
Treasurer or Secretary