

**LUZERNE CONSERVATION DISTRICT
BOARD OF DIRECTORS
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708
November 9, 2017**

REGULAR MEETING MINUTES

Timothy Ference, Chairman called the meeting of the Luzerne Conservation District Board of Directors to order at 6:14 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
Eugene Kelleher	Member	Present
Chris Maylath	Member	Excused
Gary A. Moyer, Sr.	Member	Excused

ASSOCIATE DIRECTOR:

Carl R. Urbanski	Director Emeritus	Present
------------------	-------------------	---------

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:

Andrew Kearse	NRCS	Present/written report submitted
Shane Kleiner	PA DEP	written report submitted

ORDER OF BUSINESS

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

PUBLIC COMMENT: None

MINUTES: Submitted by Josuweit.

****Motion by Kelleher, seconded by Hanish to approve the October 19, 2017 meeting minutes as submitted. The motion carried unanimously.**

FINANCIAL REPORTS: Submitted by Josuweit.

Longmore noted the reduction in the Capital Improvement Fund due to the current building maintenance repairs and building upgrades taking place.

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

ACTION ITEMS:

Chesapeake Bay Program Special Project Grant Approval

Ference referenced the DEP grant agreement that was provide in the board packet for the Chesapeake Bay Program Financial Assistance Funding Program.

****Motion by Wilkes, seconded by Hanish to approve the Chesapeake Bay Program Special Project grant agreement. The motion carried unanimously.**

Draft 2018 Budget

Ference referenced the draft 2018 District Budget and recommended board members review it and direct any questions or input to Longmore. The final budget will be presented for approval at the December meeting. Longmore explained he used the income and expense trends from the previous 12 months as a basis for the draft. Income reductions are for programs that are no longer being conducted, and program income increases are from the NRCS/PACD Technical Service Agreement and increased funding in the MDC program grant. The County Manager included an allocation of \$15,000.00 to the district in his proposed budget, and that is included as anticipated income. Income from the Education Fund is higher than prior years to account for the increased education and outreach efforts that Martin will handle. E&S service fee income is based on the current trends over the last 12 months. The total proposed income rose to \$595,210 for 2018. The Personnel Committee discussed several approaches to compensation and benefits on the expense side of the budget and made the recommendation of a 2% cost of living increase to the pay schedule. The draft budget includes that recommendation. Health insurance renewal rates for 2018 will increase by 12%. The committee also recommended continuing with the high deductible insurance plan, with same approach of covering the higher deductible payments out of the Payroll Liability Reserve. This approach saved the district approximately \$10,000 in this first year, and will allow the district to provide the same level of benefits to the employees. Taxes and retirement plan costs are set percentages, and administrative expenses are based on general operating costs. The draft budget expense total is \$592,822, but this could change a bit when additional information is received. It was the board's consensus that Longmore should proceed with finalizing the 2018 Budget as outlined in the draft and present it for approval at the December meeting.

Employee Step Increase Acknowledgement

Ference informed the board that Josh Longmore and John Levitsky successfully achieved step increases within the district's Employee Pay Schedule.

Personnel Committee Recommendations

Ference noted the Personnel Committee met prior to the board meeting with most of the discussion on the 2018 Budget.

Additional Items:

Ference discussed the importance of the district's image when attending meetings, conferences, etc. He pointed out that many other districts provide branded clothing for staff and board members. The Personnel Committee recommends authorizing Longmore to purchase jackets for the staff and board members. A brief discussion was held on options and pricing.

****Motion by Kelleher, seconded by Wilkes to authorize Longmore to explore options for the purchase of district-branded jackets for staff and board members not to exceed \$2,000.00. The motion carried unanimously.**

COOPERATING AGENCY REPORTS:

NRCS – Kears provided a verbal and written report.

PA DEP – Kleiner provided a written report.

PACD – Longmore referenced the written report provided by PACD. Longmore, Hanish and Ference attended the regional meeting in Wilkes-Barre on October 20th. He reported that the proposed resolution from Armstrong Conservation District that was previously discussed at the October meeting was voted down.

CORRESPONDENCE & ANNOUNCEMENTS:

- December LCD Board of Directors Meeting – 12/14/17 @ 6:00 PM.

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

The meeting adjourned at 6:45 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 December 14, 2017.



Chair or Vice Chair



Treasurer or Secretary

