

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

REGULAR MEETING MINUTES

Timothy Ference, Chairman called the meeting of the Luzerne Conservation District Board of Directors to order at 6:03 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	Absent
Tracey Stevens	Secretary	Present
Leonard J. Burger, Jr.	Member	Present
John P. Hanish, Jr.	Member	Present
Chris Maylath	Member	Present
Gary A. Moyer, Sr.	Member	Present
Matthew Vough	Member	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	Present/written report submitted
Joshua Longmore, Executive Director	Present via phone
Amber Martin, Conservation Specialist (MDC & Ed. Outreach)	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	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 Moyer to approve the January 11, 2018 meeting minutes as submitted. The motion carried unanimously.**

FINANCIAL REPORTS: Submitted by Josuweit.

Ference referenced the Financial reports provided in the packet noting the Budget vs Actual report will be provided in the March packet. The Board was provided with a Profit & Loss statement for January.

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

Longmore joined the meeting by phone at 6:07.

ACTION ITEMS:

Interim District Leadership

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

RECLAIM Resolution

Ference referenced the RECLAIM Resolution included in the Board packet (item 4b). The District has been asked to support the revitalization of the coal communities by sending letters of support for H.R. 1731 to local legislators. Components to the resolution are reclamation and restoration of abandoned coal mines. Pennsylvania would receive \$253 million over the next 5 years for these projects. Ference asked the Board if they had any questions regarding the resolution.

****Motion by Wilkes, seconded by Hanish to adopt the resolution and to send letters of support to the local federal legislators. The motion carried unanimously.**

Additional Items:

Ference informed the Board that Harvey's Lake Borough submitted an Erosion & Sediment Control Memorandum of Understanding (MOU) between District and the Borough.

****Motion by Hanish, seconded by Moyer to approve the MOU with Harvey's Lake Borough. The motion carried unanimously.**

Levitsky noted that he will be working with Wyoming Valley Sanitary Authority on MS4 permit compliance and will discuss working on a master MOU document to include the 31 municipalities.

Ference noted he received an email from PACD executive Director Brenda Shambaugh regarding Governor's Budget proposal. He explained to the Board that the District receives funding from the Dept. of Agriculture and DEP. PACD noted the proposed funding for DEP and PDA is the same as last year. PDA funding was \$869,000 and DEP funding was \$2.5 million. Ference did note that the budget is not final, and the Environmental Stewardship Fund has not been addressed yet, since its funding comes from various sources.

Levitsky referenced the district's existing Growing Greener Grant for The Lands at Hillside Farms (The Lands) project. Levitsky explained the project is for dam removal, he has received two quotes; CEC quote for \$66,000.00 and Barry Isett quote for \$17,250.00. Levitsky is waiting on additional services to be added to the quote and plans on presenting a proposed contract to the March Board meeting. Longmore explained that the dam removal is part of an overall multi-conservation practice project that will be done in partnership with The Lands. The agricultural BMP's will include a new dairy barn and manure storage/management structures. The ag engineer is being paid for by The Lands, who contracted with Barry Isett & Associates to handle some of the permitting work for the ag portion of the project. Barry Isett is already part of the overall scope of work so that is why Levitsky reached out to the firm for a quote for the dam removal portion. Levitsky explained the project must be completed by October, or it will have to wait until January due to wild trout water permit restrictions. Discussion was held on the permitting and time frame of the project. Ference asked if the Board was satisfied with the quote from Barry Isett, and if Levitsky should continue with the contracting process with them. There was consensus to move forward and address the contract at the March board meeting.

Ference noted staff reports are included in the packets.

COOPERATING AGENCY REPORTS:

NRCS – Kearsse provided a verbal and written report.

PA DEP – Kleiner provided a verbal and written report. Kleiner will provide orientation for Matt Vough and Chris Maylath at 5:00 prior to March 8th Board Meeting.

PACD – Ference along with Hanish attended the PACD/SCC Winter meeting. The PACD Executive Council voted on the following items listed below:

Items from Fall Region Meetings:

1. Proposed Policy Opposing an Abbreviated Permit Review Period – **Approved**
2. Armstrong Resolution Regarding Distribution of UGWF by the SCC (Attachment A) – **Rejected**

Returning Items:

1. Proposed Bylaws Change – Region Director Eligibility (Attachment B) – **Approved**
2. Proposed Bylaws Change – Executive Board Voting Rights (Attachment C) – **Approved**

Hanish reported on the Spotted Lanternfly presentation. The Spotted Lanternfly was first discovered in Berks County in 2014 and has since spread to other southeastern counties. Neighboring States are considering quarantining fruits and hardwoods from Pennsylvania.

Ference explained the financial issues noted through district audits on the segregation of duties. The audits showed 34 Districts with no issues, and 21 Districts show “lack of segregation of duties”. SCC is looking for solutions to the issue. Proper recording of Accounts Payable was also discussed.

Ference highlighted the report from the Luzerne Farm Services Agency (FSA). There is a copy in the office if Board Members would like to read the article. Ference noted Lenny Burger, III (son of Lenny Burger, Jr.) was elected for a 3-year term on the Luzerne FSA County Committee.

CORRESPONDENCE & ANNOUNCEMENTS:

- PACD Regional Meeting – DEP NERO Office - 4/13/18
- March LCD Board of Directors Meeting – 3/8/18 @ 6:00 PM.
- Ethic forms are due 5/1/18

EXECUTIVE SESSION

The Board entered executive session to discuss personnel issues at 6:57 PM.

RETURN TO REGULAR SESSION:

The Board returned to regular session at 7:14 PM.

Ference asked the Board for a motion on the discussion that was held during the Executive Session.

****Motion by Moyer, seconded by Wilkes to approve the donation of \$500.00 from the Benevolence Fund to the Longmore’s. The motion carried unanimously.**

Longmore expressed his appreciation to the Board and staff for all the support and love his family has received during this difficult time.

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

The meeting adjourned at 7:19 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 8, 2018.



Chair or Vice Chair



Treasurer or Secretary

