

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

REGULAR MEETING MINUTES

Timothy Ference, Chairman called the meeting of the Luzerne Conservation District Board of Directors to order at 6:04 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	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/written report submitted
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	written report submitted
Shane Kleiner	PA DEP	Present

ORDER OF BUSINESS

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

PUBLIC COMMENT: None

MINUTES: Submitted by Josuweit.

****Motion by Moyer, seconded by Burger to approve the February 8, 2018 meeting minutes as submitted. The motion carried unanimously.**

FINANCIAL REPORTS: Submitted by Josuweit.

Ference noted the Profit & Loss Budget vs Actual report was included in the March packet.

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

ACTION ITEMS:

Mosquito-borne Disease Control (MDC) Program Seasonal Technician Hiring

Ference noted the change in program duties for Martin and hiring of a seasonal technician.

Longmore explained the past approach of two seasonal technicians who were hired at the same point and worked throughout the same period, mid-April through the end of September. Working with the DEP coordinator on the 2018 grant request, Longmore was encouraged to change Martin's position to make it more permanent. This was done by giving her responsibilities in other district programs. Martin will transition into mostly MDC program work when the season starts with preemptive treatments and preparations, and she will handle post-season wrap-up tasks. The seasonal technician position will be approximately 700 hours starting early to mid-May through mid-September, depending on when DEP decides to end the mosquito surveillance/control season. Longmore requested board approval to start the hiring process for the seasonal technician. The position's hours would be Monday through Thursday, approximately 30 to 32 hours a week. Longmore indicated he may need the personnel committee to help in the hiring process, but he will receive the applications and rank the potential candidates.

****Motion by Connolly, seconded by Wilkes to approve the posting of the Seasonal Technician for the Mosquito-borne Disease Control Program. The motion carried unanimously.**

2018 Conservation District Week

Ference noted PACD's Conservation District Week will run April 15th through April 21st in conjunction with Earth Day. PACD encourages all districts to participate by reaching out to state legislators during this period. Ference explained a few of the events that were held in the past. Longmore noted that this year is generally starting off well for districts statewide, and the Governor's budget doesn't propose any cuts in funding. He feels the approach should be to inform legislators of good things the district is doing, and express appreciation for their support on legislative issues when applicable. Discussion was held on ideas to work with legislators within our county. Wilkes stated he will reach out to Rep. Kaufer and offer a tour of the district office at his convenience. Longmore noted that PACD provides template letters and press releases for local newspapers that can be sent out during Conservation Week. Ference will contact PACD for the letters.

Engineering for Dam Removal Project at The Lands at Hillside Farms

Ference referenced the Dam Removal Project for The Lands at Hillside Farms as discussed at the last board meeting. Levitsky received a proposed contract from Barry Isett & Associates for \$21,150.00 for the design and permitting of the dam removal project with the added services discussed at the February meeting. The timeframe was not included in the contract and Levitsky feels it should be added. Discussion was held on criteria, timeframes, and penalty assessment for delayed services. Connolly suggested adding a 10% penalty if the work is not completed on the scheduled timeframe. Longmore noted that the penalty assessment would be to provide incentive for project completion before the end of October due to wild trout stream restrictions.

****Motion by Wilkes, seconded by Moyer to approve the contract with Barry Isett & Associates with the inclusion of the timeframe conditions as discussed. The motion carried unanimously.**

Additional Items:

Longmore explained the Electronic Communication Device Use Policy that was discussed with the personal and finance committees during the budgeting process. District employees are using personal cell phones for work related issues. In the past, district-provided phones were seldom used. In reaching out to other districts, he found that it is a common practice to provide a stipend for employees' use of personal cell phones. The stipend was included in the 2018 budget and discussed during the December board meeting. A draft policy was provided for the board's consideration. Discussion was held on the terminology and requirement of providing personal phone numbers to the public.

****Motion by Wilkes, seconded by Vough to approve the Electronic Communication Device Use Policy as amended. The motion carried unanimously.**

COOPERATING AGENCY REPORTS:

NRCS – Kears provided a written report.

PA DEP – Kleiner provided a verbal report. Kleiner announced his position has changed to Watershed Manager of the Northeast Region beginning March 12th., he will continue to assist the district until his position is filled.

PACD – A written report is included in the packet.

EPCAMR – Ference highlighted information from the quarterly meeting. EPCAMR is currently engaging with a group of filmmakers looking for funding to develop a TV pilot for a series. The series will be based on mine reclamation using EPCAMR staff and will go from project to project focusing on assessments and remediation for one-hour long segments. Also discussed was the 303(d) list of impaired waters. DEP is looking for streams that have improved so they can be removed from the list. EPCAMR has scanned and cataloged 703 mine maps and geo-referenced 314 into a data bank. Bids are being accepted for the Hicks Creek Natural Stream Design project, and there is work on an SRBC contract to map and model the mine pools related to the Mocanaqua tunnel discharge.

CORRESPONDENCE & ANNOUNCEMENTS:

- Connecting Soils and Profits Conference will be held at three locations on March 13th, 14th, & 15th.
- March LCD Board of Directors Meeting – 4/12/18 @ 6:00 PM.
- PACD Regional Meeting – DEP NERO Office 9:00 a.m. - 4/13/18
- State Ethics Commission Statements of Financial Interest forms are due 5/1/18

Longmore gave an update on his family situation and thanked the board for their continued support and prayers.

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

The meeting adjourned at 7:10 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 April 12, 2018.



Chair or Vice Chair



Treasurer or Secretary

