

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

REGULAR MEETING MINUTES

Timothy J. Ference, Chairman called the meeting of the Luzerne Conservation District (District) Board of Directors (Board) to order at 6:08 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 J. Ference	Chairman	Present
John J. Wilkes, Jr.	Vice-Chairman	Present
Timothy J. Connolly, Jr.	Treasurer	Present
Tracey Stevens	Secretary	Absent
Leonard J. Burger, Jr.	Member	Excused
John P. Hanish, Jr.	Member	Present
Chris Maylath	Member	Present
Gary A. Moyer, Sr.	Member	Present
Robert Schnee	Member	Absent

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
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)**

Swear in Appointed/Reappointed Directors

Judge Tupper administered the Conservation District Director oath of office to Connolly, Hanish, Maylath and Moyer.

PUBLIC COMMENT: None.

MINUTES: Submitted by Josuweit.

****Motion by Hanish, seconded by Wilkes to approve the minutes as submitted. The motion carried unanimously.**

FINANCIAL REPORTS: Submitted by Josuweit.

Longmore explained a change to the appearance of the balance sheet to show both prior and current month account information. The accounts were also reorganized on the Profit & Loss report to show specific categories more clearly.

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

ACTION ITEMS:

Sale of 2011 Ford Ranger

Longmore explained that the 2017 Budget included \$8,000.00 anticipated income for the sale of the 2011 Ford Ranger. With last year's elimination of an E&S Program position, the need for this vehicle has been reduced. Included in the board packet is vehicle value data from three sources. Longmore asked the board how they wanted him to proceed with the sale of the vehicle. Discussion was held, and it was the consensus of the board to list the sale price at \$8,999.00, with authorization for Longmore to negotiate no lower than \$8,200.00.

****Motion by Moyer, seconded by Wilkes to authorize Longmore to list the 2011 Ford Ranger for sale at a price of \$8,999.00 with authorization to negotiate no lower than \$8,200.00. The motion carried unanimously.**

Executive Director Job Description

Ference noted the draft job description for the Executive Director was included in the board packet. The Personnel Committee met prior to the board meeting and made a few minor changes. Longmore noted the need to add a statement under the purpose section that position carries out the duties of a "district manager" for the purpose of state contracts, etc. Ference noted the committee's recommendation to include the word "personnel" under the purpose section and to include under the essential job functions section: "strategic planning for short and long term goals".

****Motion by Connolly, seconded by Hanish to approve the Executive Director job description as presented, with the recommendations changes, contingent upon legal review. The motion carried unanimously.**

WNV Seasonal Program Technician Hiring

Longmore informed the Board that Amber Martin is interested in continuing with the program. He requested the Board's approval to bring Martin back on March 28th, part time and then full time beginning in April. Longmore also requested approval to start advertising for the second seasonal position. In the past, the Board approved Longmore to interview the candidates then bring the information to the Board for approval.

****Motion by Hanish, seconded by Connolly to authorize Longmore to begin the WNV Program season on March 28th with the rehire of Amber Martin, as a Program Technician, Step 9. The motion carried unanimously.**

****Motion by Moyer, seconded by Connolly to authorize Longmore to advertise and interview for a second position in the WNV Program and to meet with the Personnel Committee for evaluation of his recommendation. The motion carried unanimously.**

Zika Virus Control Grant Remaining Funds

Longmore explained that there is \$5,521.63 remaining funds from the Zika Virus Control Grant. DEP stated the grant will not be continued moving forward and recommended using the remainder of the funds on mosquito control efforts. The funds can be used for purchasing products, educational efforts, or tire clean-ups. Longmore was referred to Pennsylvania Environmental Council (PEC). PEC would be able to find tire clean-up sites, arrange for the work to be done, and then submit bills to the District. Another option would be to advertise on billboards for educational purposes. A brief discussion was held on the options for using the remaining funds.

****Motion by Wilkes, seconded by Moyer to partner with Pennsylvania Environmental Council for tire clean-ups not to exceed a cost of \$5,521.63. The motion carried unanimously.**

Note: Connolly left the meeting at 6:40 pm.

New Watershed Specialist Grant Application

Longmore explained the new Watershed Specialist grant application is for a two year grant through the state's Growing Greener Program to fund a portion of Levitsky's position. DEP recently reviewed and modified the program deliverables and scope of work for the grant. The changes align well with the way the district currently operates the program. The grant agreement will be for 17 months, and the application requires Board approval for submission. The first partial fiscal year will be for \$13,750.00, and the second full fiscal year will be for the remainder, \$33,000.00.

****Motion by Moyer, seconded by Wilkes to submit the new Watershed Specialist grant application to DEP for a total of \$46,750.00. The motion carried unanimously.**

PACD Legislative Week Activities

Ference informed the Board that the PACD Legislative Week is scheduled for 4/23 through 4/30. PACD is encouraging districts to meet with state legislators to provide insight on the work being done and to develop support for districts. Longmore noted that PACD is asking districts to plan activities during this week and inform them of the plans. Discussion was held on outreach options for the district to consider.

Additional Items:

Longmore informed the Board of NRCS's Regional Conservation Partnership Program (RCPP). An organization or group of partners can apply for a grant for specific regional projects through this program. If approved, funding is set aside through existing NRCS programs for these special RCPP projects. Longmore, Salansky, and Kearsse have met with NRCS and district representatives from Columbia, Northumberland, and Montour Counties about jointly submitting an application that would provide funding for Ag BMP projects. The group has been looking for an organization that would act as the lead partner, which would administer the grant on behalf of all of the partners. None have been identified. Kris Ribble, NRCS Supervisory District Conservationist, has asked if our district assume the role of lead partner if none other is identified. Longmore asked if the Board would be interested in taking on the responsibility. He explained that Kearsse, Schlauch and Salansky will continue the project work in our district and the others would be responsible for work in their districts. He would further explore the role of lead partner and the administrative work involved.

****Motion Hanish, seconded by Moyer to authorize Longmore to further explore the RCPP Program and assume "lead partner" responsibilities, at his discretion. The motion carried unanimously.**

COOPERATING AGENCY REPORTS:

NRCS – Andrew Kearsse provided a written and verbal report.

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

PACD – Longmore noted information was included in the board packet, and the regional meeting is scheduled for 4/21/2017. He reviewed the Amendment to the Bylaws and Voting Rights of PACD Executive Board Members. Board members interested in attending were asked to please contact Longmore.

EPCAMR – Ference provided highlights for the first quarter meeting. If any Board Member is interested in learning more on EPCAMR, they were asked to please contact Ference.

CORRESPONDENCE & ANNOUNCEMENTS:

- Ag & Manure Management Planning Workshop in the Back Mountain on 3/27/2017
- Municipal, Engineers, & Contractors Workshop at the Holiday Inn/East Mtn. on 4/12/2017
- April LCD Board of Directors Meeting – 4/13/2017 @ 6:00 PM
- Luzerne County Envirothon on 4/21/2017 at the Luzerne County Fair Grounds
- State Ethic Commission Statements of Financial Interests are due by 5/1/2017
- PA Abandoned Mine Reclamation Conference at Genetti Hotel in Wilkes-Barre on 6/21-22/2017

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

The meeting adjourned at 7:51 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 13, 2017.

May 11, 2017

Timothy Feun

Chair or Vice Chair

Tracy L. Stevens

Treasurer or Secretary