

**LUZERNE CONSERVATION DISTRICT
BOARD OF DIRECTORS
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708
April 12, 2018**

REGULAR MEETING MINUTES

Timothy Ference, Chairman called the meeting of the Luzerne Conservation District Board of Directors 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 Ference	Chairman	Present
John J. Wilkes, Jr.	Vice-Chairman	Excused
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	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	written report submitted
Joshua Longmore, Executive Director	Present
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:

John Cummings	PA Fish & Boat Commission	Present/verbal 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

Ference noted for the record an adjustment to the agenda to allow time for a report from Cummings.

COOPERATING AGENCY REPORT

PA Fish and Boat Commission – Cummings provided a verbal report. Discussion was held on pipeline crossing areas.

MINUTES: Submitted by Josuweit.

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

FINANCIAL REPORTS: Submitted by Josuweit.

Ference noted the continuing increase in income. Longmore noted the E&S fees revenue is higher than the budgeted amount.

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

ACTION ITEMS:

MDC Program Seasonal Technician Position Vacancy

Ference noted prior discussions were held on the seasonal position. Longmore explained he will be posting the position shortly and presented the board with a revised job description (Item 4a). He explained the hiring process that has been used in the past for this position and recommended the board authorize the personnel committee to hire for the position instead of going through the process usually used for full-time, regular positions. The position is a Program Technician on the district's pay schedule, with a starting rate of \$13.23 per hour. It was suggested that the committee be granted the discretion to offer a step or two above the starting rate if the applicant holds a pesticide license or has experience.

****Motion by Moyer, seconded by Hanish to approve the job description for MDC Program Seasonal Technician position. The motion carried unanimously.**

****Motion by Burger, seconded by Vough to authorize the personnel committee to interview and select a candidate for the part-time, seasonal position at a base rate of \$13.23 an hour and to authorize the committee to adjust the rate based on pesticide license or experience. The motion carried unanimously.**

Ag Conservation Specialist Position Vacancy

Ference noted that Salansky has rendered her resignation. Ference entertained a motion to accept Salansky's resignation with regrets. Longmore posted an announcement for the position. He will process resumes, and the Personnel Committee will interview candidates and make a recommendation to the board. Discussion was held on the Farmland Preservation Program.

****Motion by Hanish, seconded by Moyer to accept Salansky's resignation. The motion carried unanimously.**

Watershed Specialist Grant Contract Renewal

Longmore explained the Watershed Specialist position is funded through DEP's Growing Greener Program. In the past, districts applied for this grant every two years. DEP will modify the term of the grant agreements to 5 years, with an annual opt-in to continue the program. The current agreement will be completed June 30, 2018, and the new grant agreement will begin on July 1, 2018. Current funding for this position is \$33,000, but funding will increase to \$45,250 per year. The district will make application through a new e-grants application system, which will require a learning curve. Longmore is recommending the board authorize him to make application for the Watershed Specialist grant for the new 5-year agreement.

****Motion by Moyer, seconded by Hanish to authorize Longmore to apply for the 5-year Watershed Specialist Grant. The motion carried unanimously.**

6:35 John Cummings excused himself from the meeting.

E&S Memorandum of Understanding with Hazleton City

Ference informed the board that Hazleton City has requested an Erosion & Sediment Control Memorandum of Understanding (MOU) with the district.

****Motion by Hanish, seconded by Vouge to approve the MOU with Hazleton City. The motion carried unanimously.**

Additional Items:

Ference noted that Longmore is the district's Open Records Officer for Right-to-Know Law records requests. Longmore recommended that the board appoint Heather Graham as the alternate Open Records Officer to fulfill any requests in his absence.

****Motion by Hanish, seconded by Vough to approve Graham as the alternate Open Records Officer. The motion carried unanimously.**

Longmore explained that the district typically enters into a 5-year agreement with the State Conservation Commission for the Dirt, Gravel and Low Volume Roads maintenance program. The current agreement will be ending soon. The SCC is making a few changes for the new agreement – quarterly reporting through the online GIS program which is an easy system to navigate and will make reimbursement process easier and a requirement that districts spend the allocated funds for any given state fiscal year within 2 years from the date they are awarded. Districts that don't meet the spending timeframe, will not be eligible for a full allocation the following year. The district has typically been able to spend the funding for the Dirt & Gravel Roads (DGR) Program, but Low Volume Roads (LVR) funding has lapsed multiple years. Another change to the agreement is that districts will have the choice to participate in the DGR Program, the LVR Program, or both. Longmore recommends continuing with both programs.

****Motion by Moyer, seconded by Hanish to approve the new Dirt, Gravel and Low Volume Roads Program Agreement with the SCC and maintaining involvement with both portions of the program. The motion carried unanimously.**

Ference noted Levitsky, the Watershed Specialist, is requesting approval to submit a grant from the National Fish & Wildlife Foundation's Eastern Brook Trout Joint Venture in the amount of \$9,059.00 for a project at the former site of Mountain Springs Lake. Longmore reported that the PA Fish & Boat Commission tore down the old dam last year, and Levitsky would like to restore the riparian area with tree plantings and stream stabilization. This is a federal grant, and paperwork will need to be completed for this grant.

****Motion by Hanish, seconded by Burger to approve the application for the Eastern Brook Trout Joint Venture grant. The motion carried unanimously.**

Ference reminded the board of the celebration of Conservation District Week, and he has reached out to PACD for promotional materials they have for districts to send out. Ference and Longmore have discussed the situation, and they felt low-key involvement was in order for the district this year. Vough stated he would bring it to County Council's attention and would ask for a proclamation from Council.

Ference noted for the record that a copies of Martin's and Levitsky's monthly reports were provided at the meeting.

COOPERATING AGENCY REPORTS:

PA DEP – Kleiner provided a written and verbal report.

PACD – A written report is included in the packet. Ference and Hanish will be attending the quarterly meeting and will report back at next month's meeting.

CORRESPONDENCE & ANNOUNCEMENTS:

- Ethics forms are due 5/1/2018
- AMR/AML Annual Conference will be held at the Ramada Inn in State College on 6/20-6/21, sponsored by EPCAMR and WPCAMR.
- May LCD Board of Directors Meeting – 5/10/18 @ 6:00 PM.


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


The meeting adjourned at 6:53 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 May 10, 2018.


Chair or Vice Chair


Treasurer or Secretary

