

**LUZERNE CONSERVATION DISTRICT  
BOARD OF DIRECTORS  
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708  
May 10, 2018**

**REGULAR MEETING MINUTES**

Timothy Ference, Chairman called the meeting of the Luzerne Conservation District Board of Directors to order at 6:01 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	Excused
Leonard J. Burger, Jr.	Member	Present
John P. Hanish, Jr.	Member	Present
Chris Maylath	Member	Excused
Gary A. Moyer, Sr.	Member	Excused
Matthew Vough	Member	Excused

**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	
Amber Martin, Conservation Specialist (MDC & Ed. Outreach)	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

Ference read a thank you note presented to the Board from the staff for all the support and help that was provided for the benefit dinner for Emily Longmore and family. Josuweit expressed appreciation to the Board for their support and reported the total funds raised to date was \$32,282.00.

**MINUTES:** Submitted by Josuweit.

**\*\*Motion by Hanish, seconded by Burger to approve the April 12, 2018 meeting minutes as submitted. The motion carried unanimously.**

**FINANCIAL REPORTS:** Submitted by Josuweit.

Ference noted E&S revenue is still ahead of the budgeted fees. As such, Connolly inquired about the need to add another E&S Program employee to handle the workload. Ference reported that he discussed it with Longmore, and he felt the workload is being well managed by the current staff members so an additional employee is not needed at this time. Kleiner noted that the E&S Program staff members have been working on cases with DEP, and they are doing a great job in handling the issues.

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

**ACTION ITEMS:**

**MDC Program Seasonal Technician Hiring**

Ference noted that the district only received one application for this position, but the applicant withdrew the application to accept a position elsewhere. Longmore will look into individuals who have expressed interest in internships and possibly offer the position as a paid internship.

**Ag Conservation Specialist Position Hiring**

Longmore reviewed and ranked applications for the position. He scheduled interviews with the Personnel Committee for the top three-ranked applicants. One withdrew his application before the interview. The Committee meet with the other two candidates, and further discussion will be held during executive session.

**Executive Director's Personal/Medical Leave**

Ference noted this item will be discussed further during executive session.

**Additional Items:**

Ference noted copies of proposals were presented to the board during the meeting. The information is related to a Comprehensive Nutrient Management Plan (CNMP) project for the Murray farm that Salansky was coordinating before her resignation. Schlauch has worked with the landowner to gather proposals for the CNMP. Longmore verified that the proposals come from qualified bidders. The proposals received are as follows:

Red Barn Consulting, Inc.	= \$6,900.00
TeamAg, Inc.	= \$7,987.00
R&R Engineering & Diane Comrey	= \$2,900.00 + \$2,310.00 = \$5,210.00

Discussion was held on the bids. Kleiner stated that funding is available through the Section 319 grant.

**\*\*Motion by Connolly, seconded by Wilkes to select R&R Engineering and Diane Comrey for the Murray CNMP project at a total cost of \$5,210.00. The motion carried unanimously.**

Ference noted that while dealing with administrative and leadership matters during Longmore's absence, the board has used an informal, ad hoc arrangement. Longmore is not sure how long his leave of absence will be. Ference and Wilkes discussed the concept of a formal standing committee that would be established to work in conjunction with the Executive Director to provide administrative guidance and oversight of district operations and staff. In instances when Longmore wouldn't be available, the committee would be accessible to help the staff and provide needed leadership. Ference asked Adam Long, an employment law attorney who has provided counsel to the district in the past, for a legal opinion on the committee concept. Attorney Long provided a favorable opinion. Connolly, Wilkes, Ference and Hanish expressed interest in serving on the committee.

**\*\*Motion by Wilkes, seconded by Connolly, to create an Executive Committee to provide any necessary operational oversight, working in conjunction with district's Executive Director. Members of the committee will be Tim Ference, Jay Wilkes, Tim Connolly and Jack Hanish. The motion carried unanimously.**

**COOPERATING AGENCY REPORTS:**

NRCS – Kearsse provided a written and verbal report. He presented on the USDA/NRCS requirements regarding civil rights and the district's obligation under the cooperative agreement to ensure that the civil rights section is followed in program outreach. He requested that board members sign an acknowledgement that they have received the information. A brief discussion was also held on the Spotted Lanternfly.

PA DEP – Kleiner provided a written and verbal report.

PACD – A written report is included in the packet. Ference and Hanish attended the quarterly meeting. There was discussion on celebrating Conservation Week, and an NRCS report was provided to those in attendance. Ference will provide further information if anyone is interested.

**CORRESPONDENCE & ANNOUNCEMENTS:**

- June LCD Board of Directors Meeting – 6/14/18 @ 6:00 PM.
- AMR Conference will be held 6/20-21/18 at the Ramada Inn in State College
- FSA job opening for a full time, temporary position. Applications will be accepted until 5/11/2018.

**EXECUTIVE SESSION:**

The Board entered executive session to discuss personnel issues at 6:40 PM.

**RETURN TO REGULAR SESSION:**

The Board returned to regular session at 7:41 PM, and the following motions were considered:

**Executive Director's Personal/Medical Leave**

**\*\*Motion by Connolly, seconded by Hanish, to grant continued leave of absence with full benefits to Josh Longmore, if needed, for the remainder of 2018. Motion is conditioned upon favorable legal review. The motion carried unanimously.**

**\*\*Motion by Wilkes, seconded by Hanish, to authorize the Executive Director to offer the position of Agricultural Conservation Specialist to Jennifer Lauri at the Conservation Specialist 2, Step 1 level. Motion further authorizes Executive Director to negotiate salary, if necessary, up to limit of two steps and to offer the position to the second-ranked candidate if the first declines. The motion carried unanimously.**

**\*\*Motion by Wilkes, seconded by Connolly, to create the position of "Office Administrator" with a pay grade equivalent to Conservation Specialist 2. The motion carried unanimously.**

**\*\*Motion by Wilkes, seconded by Connolly, to appoint Deborah Josuweit to the position of Office Administrator and promote her to the Conservation Specialist 2, Base Step pay grade.**

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

The meeting adjourned at 7:50 PM.

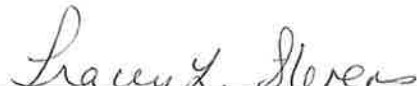
*This meeting was recorded on a digital recorder to assist in the preparation of the official written minutes.*

*Respectfully Submitted by: Deborah Josuweit, Office Administrator*

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*Approved by action of the Luzerne Conservation District Board of Directors on June 14, 2018.*

  
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Chair or Vice Chair

  
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Treasurer or Secretary