

**LUZERNE CONSERVATION DISTRICT  
BOARD OF DIRECTORS  
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708  
June 14, 2018**

**REGULAR MEETING MINUTES**

Timothy Ference, Chairman called the meeting of the Luzerne Conservation District Board of Directors to order at 6:09 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	Present by Phone
Tracey Stevens	Secretary	Present
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	Present by Phone

**DISTRICT EMPLOYEES:**

Heather Graham, E&S/NPDES Program Coordinator	written report submitted
Deborah Josuweit, Office Administrator	Present/written report submitted
Jennifer Lauri, Ag Conservation Specialist	Present
John Levitsky, Watershed Specialist	written report submitted
Joshua Longmore, Executive Director	Present/written report submitted
Amber Martin, Conservation Specialist (MDC & Ed. Outreach)	written report submitted
Michael Schlauch, Conservation Specialist (Ag & Roads Programs)	written report submitted
Ryan Sotelo, MDC Program Technician	
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)

On behalf of the board, Ference welcomed Jennifer Lauri, the district’s new Ag Conservation Specialist.

**PUBLIC COMMENT:** None

**MINUTES:** Submitted by Josuweit.

Ference noted a minor revision to the May meeting minutes regarding the sequence of events that led to the creation of the Executive Committee structure, but he noted the concept of the committee was reflected correctly. He asked if there were any other changes or corrections needed. Receiving none, he requested action on the minutes.

**\*\*Motion by Hanish, seconded by Stevens to approve the May 10, 2018 meeting minutes as corrected. The motion carried unanimously.**

**FINANCIAL REPORTS:** Submitted by Josuweit.

Longmore noted the report does not reflect the open invoices that were submitted within the last few days. Longmore submitted reimbursement requests for DGLV Roads Program funds for \$188,296.00, and Lauri submitted an Ag Growing Greener grant reimbursement request for \$125,522.16. Even with considerable open invoices outstanding, the checking and other accounts still have healthy balances.

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

**ACTION ITEMS:**

**Bids for The Lands at Hillside Ag BMP Project**

Ference noted that the district received bids for the Ag BMP project. Lauri reported that the low bids were from Machiesky Construction for the excavation portion of the project and Precision Concrete for the concrete portion. There was a concern on Machiesky's bid being significantly lower than the other two excavation bids, so Lauri reached out to the project engineers for their review. The engineers discussed the bid with Mr. Machiesky, and although they determined an item was missed from the bid, they were otherwise comfortable with the proposal. Lauri spoke with Mr. Machiesky who gave her a revised itemized bid that included the amount for the missed item. The revised bid is in the amount of \$163,446.40, which is still the low bid for excavation and is close to the original engineer's estimate that was used to prepare the grant application. Lauri reported that she called references for both bidders and received positive responses from those she was able to talk with. Lauri also reached out to an employee of Lancaster Conservation District who is familiar with Precision Concrete, and he provided a positive reference for the company. Longmore explained that the bidding for the project moved forward before final land development, stormwater, and zoning approval was received from the municipality on the excavation side and stormwater management. Also, because of the district's involvement in the project, the Columbia County Conservation District was asked to review the E&S Control Plan. CCCD noted some technical deficiencies with the plan, but it isn't expected that they will require significant design changes or affect the bids. However, the pending municipal review for zoning and stormwater management approval could have a bearing on whether changes will be needed to the plans for the excavating portion of the project. Since final local government approval for the project is still unresolved, Longmore recommended that the board approve contracts with the low bidders contingent upon final local government approvals. This would allow the district to move forward with contracting as soon as approvals are received, but if significant design changes were required that would affect the bids, the situation can be discussed at the next board meeting. Discussion was held on the timeframe for the projects, the concrete tank that was missed in Machiesky Construction bid, and the difference in bid amounts on the excavation portion. On the concrete portion of the project, bids there was only about a \$2,000.00 difference and the low bids are within the grant budget.

**\*\*Motion by Burger, seconded by Hanish to approve Precision Concrete for the concrete work at a cost of \$154,800.00, contingent upon final local government approval. The motion carried unanimously.**

**\*\*Motion by Hanish, seconded by Stevens to approve Machiesky Construction for the excavation work at a cost \$163,446.40, contingent upon final local government approval. The motion carried unanimously.**

**Roads Program Quality Assurance Board Recommendations**

Ference referenced the QAB meeting minutes included in the board packet with recommendations for Dirt & Gravel Road (DGR) and Low Volume Road (LVR) grant projects. Longmore informed the board of a revised set of minutes handed out during the meeting that includes amounts for the Union Township Low Volume Road grant application that were marked "pending" on the previous minutes. Ference noted the recommendations from the QAB to approve funding and execute the contracts for all LVR applications as submitted.

**\*\*Motion by Hanish, seconded by Burger to approve funding and execute contracts for all current LVR project applications pending traffic counts. The motion carried unanimously.**

Ference noted the DGR funding available is \$147,279.57, and the district will be receive an allocation for more funding on July 1<sup>st</sup>. The recommendation from the QAB is to approve funding and execute contracts based upon project ranking scores, up to the currently available program funds. The top three-ranked applications total are \$143,483.30 and are for the following projects:

- Dallas Township – Goldsmith Road Phase 2
- Fairmount Township – Cambell Road
- Lake Township – Halowich Road

**\*\*Motion by Hanish, seconded by Stevens to approve and execute contracts for the top three ranked DGR projects, as stated. The motion carried unanimously.**

Ference noted additional funding for FY 2018-2019 will be available July 1<sup>st</sup> which will allow the district to fund additional projects. Longmore noted that the QAB made a formal recommendation that the board approve grants for the rest of the DGR projects upon confirmation of availability of the next fiscal year's funds.

**\*\*Motion by Hanish, seconded by Burger to accept the recommendation of the QAB to approve the rest of the DGR project grants when the next fiscal year's funds become available. The motion carried unanimously.**

#### **Butler Twp. Saams Road Project Contract Extension Request**

Ference noted the district received a request from Butler Township to extend the grant contract for the Saams Road project until 6/1/19.

**\*\*Motion by Hanish, seconded by Burger to grant the time extension to Butler Township on the Saams Road project until 6/1/19. The motion carried unanimously.**

#### **Employee Step Increase Acknowledgement**

Ference informed the board that Phil Trowbridge successfully achieved a step increase within the district's Employee Pay Schedule.

#### **Personnel Committee Recommendations**

Ference noted the board will go into executive session to discuss personnel committee recommendations and other personnel issues, then return for possible actions.

#### **Additional Items:**

Ference formally congratulated the MMI Envirothon Team for their winning performance in the Luzerne County Envirothon.

Ference noted the staff reports included in the board packet.

#### **COOPERATING AGENCY REPORTS:**

NRCS – Kearsse provided a written and verbal report.

PA DEP – Kleiner provided a written and verbal report.

PACD – Longmore informed the board of the joint NACD Northeast Regional and PACD/SCC annual conference to be held in Lancaster on July 15-18<sup>th</sup>. Ference and Hanish will be attending. If any other board member is interested in going, they should inform him and he will register them. PACD is looking for names of Conservation District Directors or Associate Directors who would be willing to serve as Treasurer and Secretary for the state association. At the annual conference, Ference and Hanish will be representing this district with Ference voting at the executive council. One of the items to be voted on is the sale of the PACD building located on Front Street in Harrisburg. The building is getting old and having maintenance issues. The Executive Board has authorized the staff to pursue other options. The option they are supporting, which will be brought to Executive Council for consideration, is moving to a commercial suite, where they would own a commercial condominium. The maintenance and upkeep would be through the condo association and the realtor's estimates on the sale of the existing office building is between \$588,000 and \$662,000. The condo price is \$435,000.00. When they factor in reduction in taxes, deduction in operating cost since it is a new facility and long-term maintenance needs, they are expecting a considerable cost savings. PACD is asking districts to discuss the issue, and to direct their representative to vote accordingly. Ference asked the board if they have enough information to recommend how vote on the issue and reported that he and Hanish have heard the preliminary discussion on the issue at the regional meeting.

Longmore informed the board that phone connections with Connolly and Vough were disconnected and that there was no longer a quorum. Ference noted the board will defer voting on the PACD Executive Council vote until the July meeting.

**CORRESPONDENCE & ANNOUNCEMENTS:**

- AMR Conference will be held 6/20-21/18 at the Ramada Inn in State College cutoff date was June 11<sup>th</sup>, but if you are still interested you can contact them at [treatminewater.com](http://treatminewater.com) to see if they have any seating availability left.
- July LCD Board of Directors Meeting – 7/12/18 @ 6:00 PM.
- NACD NE Regional/PACD/SCC Joint Annual Conference will be held 7/20-21/18.

**EXECUTIVE SESSION:**

The board entered executive session to discuss personnel issues at 6:55 PM.

Longmore tried to reconnect with Connolly and Vough via phone but was unsuccessful.

**RETURN TO REGULAR SESSION:**

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

Ference noted for the record no actions will be taken on the personnel issues due to lack of quorum.

The meeting adjourned at 7:15 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 July 12, 2018.*

  
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Chair or Vice Chair

  
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Treasurer or Secretary