

**LUZERNE CONSERVATION DISTRICT
BOARD OF DIRECTORS
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708
June 8, 2017**

REGULAR MEETING MINUTES

Timothy J. Ference, Chairman called the meeting of the Luzerne Conservation District (District) Board of Directors (Board) to order at 6:10 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	Excused
Timothy J. Connolly, Jr.	Treasurer	Present
Tracey Stevens	Secretary	Absent
Leonard J. Burger, Jr.	Member	Present
John P. Hanish, Jr.	Member	Present
Eugene Kelleher	Member	Present
Chris Maylath	Member	Excused
Gary A. Moyer, Sr.	Member	Excused

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
Amber Martin, Program Technician (MDC Program)	written report submitted
Matthew Osmulski, Program Technician (MDC Program)	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)**

PUBLIC COMMENT: None.

MINUTES: Submitted by Josuweit.

****Motion by Kelleher, seconded by Burger to approve the May 11, 2017 meeting minutes as submitted. The motion carried unanimously.**

FINANCIAL REPORTS: Submitted by Josuweit.

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

ACTION ITEMS:

Roads Program Quality Assurance Board (QAB) Recommendations

Ference referenced the QAB meeting minutes that were included in the board packets. Longmore noted that the total funds requested for Dirt & Gravel Roads (DGR) projects were more than the funds currently available, but a new allocation is expected for the next state fiscal year (FY17/18). The QAB recommended that the Board approve grants for DGR projects up to the currently available funds of \$200,659.12, and then provide funding for the remaining projects once the FY17/18 program funds are secured. The QAB also recommended approving grants for all requested Low Volume Roads (LVR) projects since the applications totaled less than the currently available funds of \$244,917.53.

(The QAB 5/31/17 Meeting Minutes, with the recommendations, are included with these minutes.)

****Motion by Kelleher, seconded by Burger to approve grant funding and execute contracts for the five highest ranked DGR projects. The motion carried unanimously.**

****Motion by Hanish, seconded by Connolly to approve grant funding and execute contracts for the remaining DGR projects when the program FY17/18 funding becomes available. The motion carried unanimously.**

****Motion by Hanish, seconded by Kelleher to approve grant funding and execute contracts for all LVR projects as recommended by QAB. The motion carried unanimously.**

Update on Attempted Sale of Ford Ranger

Longmore reported that he received some interest in the sale of the Ford Ranger, but he did not receive offers in the amount authorized by the Board. An offer for \$7,000 was received. Longmore researched the private party sale value through Kelly Blue Book, and it suggests \$9,000 - \$9,500. Longmore asked for the Board's direction in continuing posting the vehicle for sale or holding the vehicle for a possible trade-in later. It was the consensus of the Board to continue advertising for sale at the previously authorized amounts.

****Motion by Connolly, seconded by Kelleher to decline the offer of \$7,000 for the Ford Ranger. The motion carried unanimously.**

Microsoft Office Upgrade

Longmore explained the different computer software currently being used in the office and issues with compatibility between users. In researching options, he is recommending that the District purchase a yearly subscription for MS Office 365 Business for the staff members. This is a subscription based service (paying a monthly or yearly subscription) which costs \$99.00 per year, per user and will ensure the most current Office software is being used. It will allow all the computers to operate on the same version and will be more compatible with state and federal partners. This purchase will likely exceed the Technology budget line, so he requested Board approval. Discussion was held on yearly cost, total number of software licenses needed for the office, and if the District has an option to discontinue the service after a years' time.

****Motion by Connolly, seconded by Kelleher to authorize the purchase of Microsoft Office 365 Business as presented. The motion carried unanimously.**

Additional Items:

Longmore reported on the remaining funds from the Zika Virus Grant Program. The Board's previous directive was to spend the remaining funds on tire clean-ups, so he contacted the Pennsylvania Environmental Council (PEC) for assistance in arranging clean-ups. To date, only one bill for \$528.00 has been submitted. Longmore discussed additional MDC Program needs with Martin. The District has until June 30, 2017 to spend the funding, or it will remain with the state. He requested the Board's direction on proceeding with the funds. A brief discussion was held on agricultural plastic recycling and farm tractor tire recycling.

****Motion by Burger, seconded by Connolly to authorize Longmore to utilize the funds for any MDC program-related expenses. The motion carried unanimously.**

Ference referenced the Brown Ag BMP Project, which has been delayed. Longmore informed the Board that the contractor, Agpoint Construction Services, re-started the work in April after delays due to municipal permitting issues and winter weather. Concrete has been poured for the HUA, and there are still approximately 2 to 3 weeks of building construction left until completion of the project. The contractor moved off to another project in Virginia, so Salansky contacted them to see when they will be completing the job since the delay is inconveniencing the farmer. Agpoint stated they were working on this new project and would be back in 2 to 3

weeks. Our bidding documents and contract state that work should proceed in a continual manner to completion. The contract does allow the District to impose a fine on the contractor if there are delays not under the District's control. There is a performance bond on the project as well. Longmore has not spoken to the president of Agpoint yet, and he would like the Board's input on how to proceed. Discussion was held on the contract timeframe for completion of work. It was the consensus of the Board that Longmore contact the president of Agpoint to discuss the District's concerns regarding timeframe for completion of the project.

COOPERATING AGENCY REPORTS:

NRCS – Andrew Kears provided a written and verbal report. Kears 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.

PA DEP – Shane Kleiner provided a written and verbal report. Kleiner noted that the Luzerne County Envirothon winners placed 8th in the statewide competition. He also provided updated Director Handbooks for current and new members.

PACD – Longmore noted the joint annual conference will be held on July 12-13. He will be submitting registration for any Director who is interested in attending. Hanish and Ference will be attending along with Longmore. Also, Brenda Shambaugh, PACD Executive Director will be available to meet with directors on June 27th at the District office to discuss the state association's activities and receive input. The state association has been actively involved in the state budget process. The Governor's budget held the conservation district lines in the Department of Agriculture and DEP at level funding. The State House passed a bill that reduced the conservation district funding by 15%, but PACD has been actively discussing the reduction with Senate leadership and they have been positive about the districts and restoring the funding to the current level. Shambaugh encourages districts to continue advocating for current-level funding in the state budget by contacting legislators.

Burger asked about the Farmland Preservation Program, Longmore acknowledged that Salansky is working within the program and the Ag Preservation Board oversees the program. Nancy Snee was recently appointed to the county's Farmland Preservation Board.

CORRESPONDENCE & ANNOUNCEMENTS:

- An e-mail was received from PPL Sr. Environmental Professional, James Clauser in regards to the quality of professionalism he experienced working with Heather Graham and DEP's Justin Desher on an E&S (PCSM) plan.
- Annual Abandoned Mine Land/Discharge Conference will be held 6/21-22/2017 at Genetti's in Wilkes-Barre; 6/12/2017 is registration deadline. To learn more about AML/AMD visit the website: treatminewater.com.
- July LCD Board of Directors Meeting – 7/13/2017 @ 6:00 PM
- RiverFest will be held 6/23-24/2017 at Nesbitt Park

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

The meeting adjourned at 7:26 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 July 13, 2017.


Chair or Vice Chair


Treasurer or Secretary

