

**LUZERNE CONSERVATION DISTRICT
BOARD OF DIRECTORS
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708
July 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	Present
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, Office Administrator	Present/written report submitted
Jennifer Lauri, Ag Conservation Specialist	written report submitted
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	written report submitted
Phil Trowbridge, E&S/NPDES Conservation Specialist	written report submitted

AGENCY REPRESENTATIVES:

Andrew Kears	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 Vough, seconded by Hanish to approve the June 14, 2018 meeting minutes as submitted. The motion carried unanimously.**

FINANCIAL REPORTS: Submitted by Josuweit.

Longmore noted E&S fees are above the budgeted amount and expenses are as expected. Prior month to current month balances reflect changes due to spending on roads project that were previously approved.

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

ACTION ITEMS:

Grant Contract Extension Request for Dallas Twp. DGR Projects

Longmore reported that Schlauch, the coordinator of the roads program, spoke with Dallas Township on the timing of the grant agreement for Fern Street and Goldsmith Road. The projects were to be completed by June 30, 2018, but due to utility work and weather-related issues, the work has been delayed. The township is requesting an extension until the end of October to complete the projects. No changes in the contract amounts are requested.

****Motion by Burger, seconded by Hanish to approve the amendments for the Fern Street and Goldsmith Road contracts with Dallas Township to extend the completion dates to October 31, 2018. The motion carried unanimously.**

Timing of 2017 Audit

Longmore explained that Ray Knaub usually begins his work on the district's annual audit around this time of the year. The district's contract with Ray Knaub & Associates includes a clause for a 10% penalty if it is not completed before the September board meeting. Some of the audit work that is done in the office requires Longmore's presence. Knaub has indicated his intention to begin the process soon since Longmore expects to be available in the office over the next few weeks. His availability may be limited for several weeks from mid-August on due to his daughter's medical treatment. Longmore recommended the board take action to waive the penalty clause because of the circumstances. The deadline to submit the audit to the SCC is December 31, 2018. A brief discussion was held on the audit timeframe and deadline for completion by Knaub.

****Motion by Burger, seconded by Moyer to change the deadline for presentation of the 2017 audit to the December board meeting. The motion carried unanimously.**

PACD Executive Council Vote on Building Sale/Condo Purchase

Ference noted that this item was explained previously, but action was not taken due lack of a quorum. PACD would like input from districts in regards to the sale of the office building in Harrisburg and the purchase of an office condominium suite on the outskirts of Harrisburg. PACD has reported several issues related to the current location including parking, a roof repair that will cost approximately \$30,000.00 and impending issues with a current tenant who is looking to move to a new location. PACD will present a proposal at the PACD/SCC conference to sell the existing headquarters and enter into an agreement to purchase the office condominium suite. The PACD Executive Board is looking for support from each district on this action. Ference asked if the district board's input.

****Motion by Hanish, seconded by Vough to support the proposed action by the PACD Executive Board relative to the disposal of the existing office and acquisition of the new office condominium. The motion carried unanimously.**

Personnel Committee Recommendations

Ference noted the board will go into executive session to discuss Personnel Committee recommendations, then return for possible actions.

Additional Items:

Longmore provided an update on the district's Ag BMP Projects. He noted that contractors were previously approved during the June board meeting for The Lands of Hillside Ag BMP Project. The district was waiting for final local government approvals and approval from the Columbia County Conservation District, that was reviewing the E&S plan on our behalf. Upon the review, a few modifications were needed for additional E&S control measures. This should not significantly increase the cost of the project. Lauri requested the contractor's estimate on the changes, but they haven't been received yet. The district hasn't executed the contracts yet due to these issues. Longmore and Lauri have been reviewing the grant files and found that the Smith project expenses were significantly over budget. This affects the available funds in the 2015 Growing Greener (GG) grant for the Hillside project. Salansky may have gotten approval from the previous DEP grant coordinator (who has retired) to re-allocate funds from the 2014 GG grant to the Hillside project, but there is no record in the file. The 2014 grant includes three projects totaling over \$300,000 that may not be able to move forward because matching funds have not yet been secured for them. The board concurred with requesting DEP's approval to re-allocate funds from the 2014 grant to the Hillside project. Longmore reviewed these issues with Lauri and Schlauch. They will meet with Kleiner, the new DEP grant coordinator, regarding the issues with grant project funding. Kleiner asked Longmore to provide him with information on the grants and where the issues are occurring so he could gather the information prior to meeting with Lauri, Schlauch and Longmore. A brief discussion was held

on executing the contracts for the Hillside project. After the contracts are signed, Longmore asked if the board would provide him authorization to execute change orders in consultation with the Board Treasurer, as with past projects.

****Motion by Wilkes, seconded by Hanish to authorize Longmore to approve change orders on the Hillside project up to 10% of the original contract amount, in consultation with the Board Treasurer. The motion carried unanimously.**

Wilkes asked if any engineering issues are present with The Lands of Hillside Farms dam removal portion of the grant project. Longmore stated he spoke with Levitsky about the project's status recently, and Levitsky didn't have any concerns. If changes are needed, Kleiner believes they could still be done in a timely manner. Permitting for the project is going through DEP's Dam Safety office in Harrisburg. Longmore noted he will ask Levitsky to check with Harrisburg and the engineer on the timing for this project.

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 – Ference noted that if any board member wanted to submit questions to be addressed at the annual conference they could email him, and he would present them.

CORRESPONDENCE & ANNOUNCEMENTS:

- NACD NE Regional/PACD/SCC Joint Annual Conference will be held 7/15-18/18.
- August LCD Board of Directors Meeting – 8/9/18 @ 6:00 PM.
- Penn State's Ag Progress Days – 8/14-16/18 in Centre County
- Local work group meeting on 7/18/18.

EXECUTIVE SESSION:

The board entered executive session to discuss personnel issues at 6:37 PM.

RETURN TO REGULAR SESSION:

The board returned to regular session at 6:45 PM.

Personnel Committee Recommendation

****Motion by Moyer, seconded by Wilkes to promote Heather Graham to Program Coordinator, Step 18 retroactive to June 10th. The motion carried unanimously.**

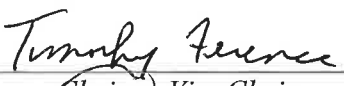
****Motion by Wilkes, seconded by Vough to adjourn the meeting. The motion carried unanimously.**

The meeting adjourned at 6:47 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

Approved by action of the Luzerne Conservation District Board of Directors on September 13, 2018.



Chair or Vice Chair



Treasurer or Secretary

