

**LUZERNE CONSERVATION DISTRICT  
BOARD OF DIRECTORS  
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708  
September 14, 2017**

**REGULAR MEETING MINUTES**

Timothy J. Ference, Chairman called the meeting of the Luzerne Conservation District Board of Directors to order at 6:06 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	Present
Timothy J. Connolly, Jr.	Treasurer	Excused
Tracey Stevens	Secretary	Present
Leonard J. Burger, Jr.	Member	Excused
John P. Hanish, Jr.	Member	Present
Eugene Kelleher	Member	Present
Chris Maylath	Member	Excused
Gary A. Moyer, Sr.	Member	Present

**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:**

Shane Kleiner	PA DEP	Present/written report submitted
John Cummings	PA Fish & Boat Commission	Present/verbal report

**ORDER OF BUSINESS**

(\*\*Denotes motion or action taken by the district board)

**PUBLIC COMMENT:** None.

**COOPERATING AGENCY REPORT:**

PA Fish & Boat Commission – WCO Cummings provided a verbal report.

Ference noted for the record that the August Board Meeting was canceled.

**MINUTES:** Submitted by Josuweit.

**\*\*Motion by Moyer, seconded by Hanish to approve the July 13, 2017 meeting minutes as submitted. The motion carried unanimously.**

**FINANCIAL REPORTS:** Submitted by Josuweit.

Longmore reported that the district received working capital for the Dirt & Gravel and Low Volume Roads Program, which is reflected in the increased account balances for the current month. E&S fee income continues to exceed the budget.

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

**ACTION ITEMS:**

**2016 District Audit Presentation**

Ray Knaub, CPA, of Ray Knaub & Company P.C., thanked the board for the opportunity to work with the district in preparing the 2016 audit. He presented the audit to the board and reviewed his findings with no significant issues noted. A copy of the report will be on file at the district office, and a copy must be submitted to the State Conservation Commission (SCC) no later than January 31, 2018.

**\*\*Motion by Wilkes, seconded by Hanish to accept the 2016 audit as presented by Ray Knaub & Co. and approve payment of \$6,685.00. The motion carried unanimously.**

**\*\*Motion by Wilkes, seconded by Kelleher to enter into an engagement with Ray Knaub & Co. to perform the 2017 audit at a rate of \$7,015.00. The motion carried unanimously.**

**New Grant Bank Accounts**

Longmore explained that when the district receives new grant agreements the funds are placed in savings accounts associated with the grant activities. It has become difficult to differentiate the funds between two or three grant contracts in the individual accounts. It is the recommendation of Knaub (and Longmore concurs) to open a new savings account for each grant for more accurate accounting. At present, the only new account needed would be for the 2015 Ag & Stream BMP Growing Greener project grant. Longmore requested board approval to open new accounts as mentioned above.

**\*\*Motion by Wilkes, seconded by Moyer to authorize Longmore to open additional accounts as necessary and suggested by the audit. The motion carried unanimously.**

**Retirement System Minimum Obligation for 2018 Acknowledgment**

Longmore presented the annual minimum obligation worksheet required by Pennsylvania Municipal Retirement System. This worksheet lists the district's projected retirement plan contributions for the upcoming year. The 2018 minimum municipal retirement obligation is estimated to be \$15,866.00 based on an estimated 2018 payroll of \$312,125.00.

**\*\*Motion by Hanish, seconded by Stevens to acknowledge the Retirement System MMO for 2018. The motion carried unanimously.**

**FY 2017-2018 CDFAP UGWF Allocation Worksheet**

Ference noted the allocation worksheet for 2017-2018 CDFAP UGWF funds. Longmore explained that the SCC requires districts to submit a worksheet documenting how the CDFAP UGWF funds will be used in the state fiscal year. Districts can either allocate the funds for various staff positions or to cover administrative costs. The district is eligible to receive \$25,926.00 for the current fiscal year. Longmore recommends submitting the worksheet indicating the CDFAP UGWF Funds would be used for general administrative expenses. An acknowledgement by the Board is needed to submit the worksheet to the SCC documenting the district's intentions for the use of the funds.

**\*\*Motion by Hanish, seconded by Kelleher to acknowledge the FY2017-2018 CDFAP UGWF Allocation Worksheet and the intention to use the funds for general administrative expenses. The motion carried unanimously.**

**Ag Conservation Technical Assistance Program Funding Request**

Longmore referenced the renewal request document included in the board packet for funding through the SCC's Agricultural Conservation Technical Assistance Program (ACT). This is another program that requires Board review and approval to request partial funding from the SCC for Salansky's position for the current state fiscal year. The amount available is \$16,219.00.

**\*\*Motion by Kelleher, seconded by Wilkes to approve the ACT Program funding request for \$16,219.00. The motion carried unanimously.**

#### **Watershed Specialist Grant Amendment**

Longmore reported that the district received a grant amendment agreement from DEP to add \$7,200.00 to the current Watershed Specialist contract. No changes are proposed in the scope of work.

**\*\*Motion by Moyer, seconded by Hanish to approve the Watershed Specialist grant amendment for \$7,200.00. The motion carried unanimously.**

#### **New NRCS/PACD Technical Service Agreement**

Longmore reported that funding for the technical services agreement with NRCS and PACD will begin on October 1<sup>st</sup>. NRCS will provide 75% of the funding, the district will provide 25%, and PACD will administer the funds for all districts taking part in these agreements. NRCS Supervisory District Conservationist Kris Ribble and Longmore have been working on the scope of work for the agreement, much of which reflects work that district staff members have already been doing and will continue to do. This will be a reimbursable agreement, with payment made after work has been completed.

**\*\*Motion by Moyer, seconded by Hanish to approve the NRCS/PACD Technical Service Agreement. The motion carried unanimously.**

#### **End of Mosquito-borne Disease Control Program Season**

Longmore reported DEP informed the district that regular mosquito trapping will end on September 29<sup>th</sup>. Part time employee, Matthew Osmulski's position will end at that time, and a formal acknowledgement to that effect is needed. There is still funds available in the grant that could be used for outreach efforts and DEP is encouraging the district to do this into the fall. Martin would continue working, reaching out to municipalities on efforts to control mosquitos and preparing for next year's program activities since her position is reimbursable and grant funds are still available.

**\*\*Motion Wilkes, seconded Kelleher to acknowledge September 29, 2017 will be the end of the regular mosquito trapping season and the end of Osmulski's employment with the district. The motion carried unanimously.**

#### **Building & Grounds Committee Recommendations**

Ference noted the Building & Grounds Committee met to discuss improvements to the building. Longmore explained the three projects the committee is recommending to the board:

- replacement of flooring;
- general contracting work that includes deck repairs, 3 new entry doors, bathroom door reconfiguration to include a privacy wall and repair 9 air conditioner holes in exterior walls; and
- generator and other electrical work in the building.

The committee recommended Tuft-Tex for the flooring. The bid was the lowest of two quotes Longmore received. The base fee is \$13,722.60, but the committee recommends a \$2,000.00 option to upgrade the sheet vinyl to heavy-duty waterproof vinyl that looks more like stone or tile. Ference noted the total flooring bid from Tuft-Tex is \$15,722.60.

Longmore only received one quote for the general contracting work for \$25,311.89 from Skilltree Designs from Wyoming. Another contractor declined providing a quote. Longmore reviewed the estimate to see if the numbers were comparable to deck quotes that were received last year. He also did reference checks for the contractor, with all giving very positive remarks and recommendations for Skilltree Design's work. The committee recommended contracting with Skilltree Designs for the general contracting work.

Longmore received quotes from FA Electric of Luzerne, which has installed generators for local municipalities, and George Hayden of the Hazleton area. Hayden quoted \$9,300.00 for a 20 kW Generac generator, and FA Electric quoted \$8,800.00 for a 22 kW Generac generator. Longmore also requested quotes for attic ventilation, which has been an ongoing problem. Hayden did not provide a quote on this, but FA Electric quoted \$2,995.00. Longmore requested pricing from FA Electric for an extended warranty for 10 years and a maintenance

agreement plan for 10 years. The cost is \$450.00 for the extended warranty and \$295.00 per year for the maintenance agreement, which is necessary for warranty eligibility. The first-year maintenance would be included at no cost. The committee recommended FA Electric for all work that was quoted.

Ference reminded the board that funds have be set aside for building maintenance and repairs over the past several years. There is enough in the fund to finance these projects, as well as funding for long-range plans for other improvements including protection of the building and enhancements that may be required in the future.

**\*\*Motion by Moyer, seconded by Kelleher to authorize the Building and Grounds Committee recommendations for building upgrades as discussed, including authorization for Longmore to approve change orders as needed. The motion carried unanimously.**

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

Ference informed the board that Heather Graham and Amy Salansky successfully achieved step increase within the district's Employee Pay Schedule.

#### **Additional Items:**

Longmore reported that Ross Township has completed the Green Valley Road Dirt & Gravel Roads Program project and had a cost overrun of approximately \$650.00, which is about 1 to 2 % of the contract amount. The township requested a grant contract amendment. Schlauch reached out to Quality Assurance Board members by phone, and they conquered with recommending the amendment.

**\*\*Motion by Moyer, seconded by Wilkes to approve the grant contract amendment for the additional project costs, not to exceed \$700.00. The motion carried unanimously.**

Ference entertained a motion for Longmore to authorize change orders, as necessary, for the building improvement projects that were previously approved. Wilkes voiced his support, noting the uncertainties of such projects. Ference noted that the board has given Longmore similar authority, after consultation with the Board Treasurer, in the past.

**\*\*Motion by Wilkes, seconded by Moyer to authorize Longmore to make change order decisions associated with the building projects, in consultation with the Board Treasurer. The motion carried unanimously.**

Ference noted the district received a signed copy for the Erosion & Sediment Control Memorandum of Understanding (MOU) from Jackson Township. The MOU will need board approval. Wilkes announced his abstention from the vote due to a conflict of interest.

**\*\*Motion by Kelleher, seconded Stevens to approve the MOU between the District and Jackson Township. The motion carried, with Wilkes abstaining.**

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

PA DEP – Shane Kleiner provided a verbal and written report.

PACD – Longmore reported that a Northeast Regional PACD meeting will be held on October 20<sup>th</sup> in Wilkes-Barre. Interested board members are welcome. Longmore offered to register anyone interested. The PACD monthly report was included in the board packet. Longmore informed the board of the PA House of Representatives "Taxpayer Caucus" budget proposal to use transfers from dedicated state funds, which are considered surplus money, to balance the revenue side of the state budget. Based on information Longmore received from Representative Karen Boback's office, the funds are surplus and are not allocated to any current projects. PACD and other environmental groups and state agencies have indicated that most of these funds have been committed to current projects/purposes, many of which are reimbursable projects that groups must complete and then request reimbursement. One such account is the Conservation District Fund which is funded through line items in the DEP and PDA budgets. Money is deposited into that fund, and the SCC divides the funds among districts for some staff positions and administrative expenses. Districts spend the money first, and then request reimbursement. The SCC has indicated that all the current funds in the account have been allocated. Other funds, like those used for Growing Greener grant-funded projects, may also be allocated to existing grant contracts but have not been reimbursed yet. The House passed the bill and it will be sent to the State Senate for consideration. Longmore recommends reaching out to the senators to let them know of the

district's concerns about lost funding if this bill gets passed. PACD is having a phone conference call on 9/15 for managers and board members. Discussion was held on multiply agencies that receive funding through the state budget. Longmore reminded the board that the district is in a good standing financially, and he doesn't see the need for any layoffs in the short term if the proposal moves forward. Future projects and activities would be affected though. Longmore will keep advocating for the Conservation District funding and keep the board informed of developments as the state budget negotiations move forward.

**CORRESPONDENCE & ANNOUNCEMENTS:**

- October LCD Board of Directors Meeting – 10/12/17 @ 6:00 PM

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


The meeting adjourned at 7:44 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 October 12, 2017.

  
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Chair or Vice Chair

  
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Treasurer or Secretary

