

**LUZERNE CONSERVATION DISTRICT
BOARD OF DIRECTORS
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708
January 10, 2019**

REGULAR MEETING MINUTES

Timothy Ference, Chairman called the meeting of the Luzerne Conservation District Board of Directors 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.

Ference noted that newly appointed board members are to be sworn in prior to the board meeting. Judge Tupper administered the oath of office to John J. Wilkes, Jr. and Leonard J. Burger, Jr.

ROLL CALL - BOARD MEMBERS:

| | | |
|--------------------------|---------------|---------|
| Timothy Ference | Chairman | Present |
| John J. Wilkes, Jr. | Vice-Chairman | Present |
| Timothy J. Connolly, Jr. | Treasurer | Present |
| Tracey Stevens | Secretary | Present |
| Leonard J. Burger, Jr. | Member | Present |
| John P. Hanish, Jr. | Member | Present |
| Chris Maylath | Member | Present |
| Gary A. Moyer, Sr. | Member | Present |
| Matthew Vough | Member | Excused |

DISTRICT EMPLOYEES:

| | |
|---|----------------------------------|
| Benjamin Bailey, E&S/NPDES Conservation Specialist | written report submitted |
| 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 | Present/written report submitted |
| Joshua Longmore, Executive Director | Present/written report submitted |
| Michael Schlauch, Conservation Specialist (Ag & Roads Programs) | 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

BOARD REORGANIZATION:

Election of Officers

Ference turned the meeting over to Kleiner, as Chairman Pro Tem, to conduct the officer elections.

Kleiner opened the floor for nominations for Chairman.

****Motion by Wilkes, seconded by Connolly to nominate Timothy J. Ference as Chairman. Kleiner asked if there were any other nominations, and receiving none, he closed the nominations for Chairman.**

****Motion by Wilkes, seconded by Stevens to close the nominations for Chairman and elect Ference to the position. The motions carried. Ference abstained.**

Kleiner opened the floor for nominations for Vice-Chairman.

****Motion by Connolly, seconded by Hanish to nominate John J. Wilkes, Jr. as Vice-Chairman. Kleiner asked if there were any other nominations, and receiving none he closed the nominations for Vice-Chairman.**

****Motion by Moyer, seconded by Hanish to close the nominations for Vice-Chairman and elect Wilkes to the position. The motions carried unanimously.**

Kleiner opened the floor for nominations for Treasurer.

****Motion by Wilkes, seconded by Stevens to nominate Timothy J. Connolly, Jr. as Treasurer. Kleiner asked if there were any other nominations, and receiving none, he closed the nominations for Treasurer.**

****Motion by Wilkes, seconded by Hanish to close the nominations for Treasurer and elect Connolly to the position. The motions carried unanimously.**

Kleiner opened the floor for nominations for Secretary.

****Motion by Hanish, seconded by Wilkes to nominate Tracey Stevens as Secretary. Kleiner asked if there were any other nominations, and receiving none, he closed the nominations for Secretary.**

****Motion by Wilkes, seconded by Connolly to close the nominations for Secretary and elect Stevens to the position. The motions carried unanimously.**

Kleiner turned the meeting back over to Chairman Ference.

Appoint 2019 Committees & Advisory/Work Groups

Ference referenced the draft 2019 Luzerne Conservation District Appointments sheet (Item 4a) in the board packet. He asked board members if corrections to their appointments were desired.

****Motion by Hanish, seconded by Wilkes to approve the 2019 appointments as presented. The motion carried unanimously.**

MINUTES: Submitted by Josuweit.

****Motion by Wilkes, seconded by Moyer to approve the December 13, 2018 meeting minutes as submitted. The motion carried unanimously.**

FINANCIAL REPORTS: Submitted by Josuweit.

Longmore noted that 2018 finished financially well, with both restricted and unrestricted accounts remaining in very good condition. The district is healthy, and the financial records reflect that.

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

ACTION ITEMS:

District's Response to Municipal Stormwater Fee

Longmore reported that the district has received calls and office visits from concerned citizens regarding a stormwater management service fee that has been implemented by the Wyoming Valley Sanitary Authority (WVSA). WVSA is coordinating MS4 permits for multiple municipalities, and the fee is related to that effort. Longmore and Levitsky provided background on MS4 permitting and the responsibilities that municipalities have under the federal and state permitting program, which is related to the federally-mandated reductions to pollutants entering the Chesapeake Bay. Longmore referred to the district's letter from three years ago on DEP's Chesapeake Bay Reboot Strategy, which included the district's concerns about the affects of the MS4 requirements on local governments and their citizens. After some discussion, it was agreed that the district will not interject itself into the current dispute regarding the stormwater fees but will continue to provide general education and assistance to the public and partners in local government, if requested and within the means of staffing resources. Furthermore, although no formal position will be stated, the district's concerns from three years ago remain valid and may be shared when appropriate.

Employee Step Increase Notification

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

Additional Items

Ference stated the Statements of Financial Interest from the State Ethics Commission are available in hardcopy and are due back to the office by May 1, 2019. Longmore reminded the board members to return them in sealed envelopes marked "2018 Ethics Form".

Ference announced there will be an executive session for the purpose of personnel issues at the end of the regular meeting.

Staff reports were included in the board packet.

COOPERATING AGENCY REPORTS:

NRCS – Kears provided a written and verbal report.

PA DEP – Kleiner provided a written and verbal report.

PACD – A written report was provided in the board packet. Longmore noted the upcoming PACD/SCC winter meeting that Ference and Hanish will attend. The newly hired leadership development coordinator is working to improve communication with board members. He asked for updated email addresses of board members.

Longmore asked the board members if they wanted to provide the information to PACD.

CORRESPONDENCE & ANNOUNCEMENTS:

- PACD/SCC Winter Meeting will be held 1/30 and 1/31 at Toftrees Resort in State College.
- PACD Directors' training will be held 3/5/19 at Genetti's in Wilkes-Barre.
- February LCD Board of Directors Meeting – 2/14/19 @ 6:00 PM.
- Staff conference will be held 2/27 and 2/28 at Genetti's in Williamsport

EXECUTIVE SESSION:

The board entered executive session to discuss personnel issues at 7:24 PM.

RETURNED TO REGULAR SESSION:

The board returned to regular session at 7:56 PM.

****Motion by Wilkes, seconded by Moyer to terminate Ben Bailey's employment with the district effective January 11, 2019. The motion carried unanimously.**

****Motion by Moyer, seconded by Hanish to authorize Longmore to proceed with a recruiting effort to fill the newly vacated position and to authorize him to set the salary at his discretion. If the recruitment process is unsuccessful, he will proceed with the regular hiring process. The motion carried unanimously.**

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

The meeting adjourned at 7:59 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 March 14, 2019.


Chair or Vice Chair


Treasurer or Secretary