

**LUZERNE CONSERVATION DISTRICT  
BOARD OF DIRECTORS  
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708  
March 14, 2019**

**REGULAR MEETING MINUTES**

Timothy Ference, Chairman called the meeting of the Luzerne Conservation District Board of Directors to order at 6:02 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	Excused
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	written report submitted
John Levitsky, Watershed Specialist	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

**MINUTES:** Submitted by Josuweit.

**\*\*Motion by Hanish, seconded by Stevens to approve the January 10, 2019 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:**

**QAB Recommendation on Ross Twp. Low-Volume Road Grant Application**

Longmore explained to the board that Ross Township submitted a grant application for a low volume road project on Bear Swamp Road. Program funding is still available from the previous 5-year agreement which ended on June 30, 2018. The State Conservation Commission wants the previous funds spent by June 30, 2019, or future

program allocations may be withheld. Schlauch coordinated a Quality Assurance Board (QAB) meeting on March 12, 2019, and the QAB's recommendation is to approve the grant.

**\*\*Motion by Hanish, seconded by Burger to accept the recommendation of the QAB to approve the grant and execute a contract with Ross Township for the Bear Swamp Road project in the amount of \$80,177.45. The motion carried unanimously.**

#### **Chesapeake Bay Special Project Grant Scope of Work Change**

Longmore reminded the board of a grant that was received a couple years ago for a Chesapeake Bay Special Project to fund cover crop planting and no-till incentive payments on 400 acres. Only half the funds have been allocated, mainly due to 2018 weather conditions. One farmer is interested in the incentive payments on approximately 25 acres, which would be funded before the grant expires at the end of this summer. Schlauch contacted Pete Tarby, DEP, to inquire about allocating the rest of the funds to other agricultural BMP projects that staff are aware of. Those projects would be three diversions and a grassed waterway to address runoff and reduce erosion on the Wolk Tree Farm and the Hillard Farm. Tarby is agreeable and will forward the information to the grants center for approval. Longmore requested the board's authorization to move the funds to these projects.

**\*\*Motion by Stevens, seconded by Hanish to authorize Longmore to request a scope of work change to reallocate funding for the 3 projects. The motion carried unanimously.**

#### **2014 Growing Greener Ag BMP Grant Scope of Work Change**

Longmore noted that in 2013-14, a Growing Greener (GG) Grant application written by Salansky requested funds for 4 or 5 projects. Two projects have been completed, but some of the others, including a larger project for Eric Stevens in the amount of \$270,000, will not be completed before the grant expires at the end of this year. DEP has already granted one time extension. GG Grants require a match for projects, and on larger projects the match is significant and isn't always available. That is the case with the Stevens project, which can remain on the district's potential projects list until match funds are obtained in the future. The current project at the The Lands at Hillside Farms and other projects in the 2015 GG Grant cost more than originally budgeted in that grant, so Longmore spoke with Kleiner to see if 2014 grant funds could be used for the Hillside project. Kleiner indicated that he would be agreeable to the change. Longmore requested the board's approval to change the scope of work for the 2014 GG grant by removing the Stevens project and allocating some of the funds to the Hillside project.

**\*\*Motion by Hanish, seconded by Burger to authorize Longmore to request the scope of work change to the 2014 GG grant. The motion carried unanimously.**

#### **New E&S Program Technician**

Ference reported that six candidates were interviewed for the E&S Technician position. Longmore noted he went through the regular process of ranking and reviewing resumes. With the approval from the board at the January meeting, Longmore made an offer to the candidate that the interview committee chose. He requested the board's final authorization of the hire. The candidate is Hunter Bednarczyk from Bear Creek Township, he will be hired as a Program Technician, Step 5 in the Erosion and Sediment Control Program.

**\*\*Motion by Hanish, seconded by Stevens to authorize the hiring of Hunter Bednarczyk as a Program Technician, Step 5. The motion carried unanimously.**

#### **Start of 2019 Mosquito-borne Disease Control Season**

Longmore requested the board's approval to have Amber Martin return for the season on April 1, 2019 as the lead program specialist, and offer Ryan Sotelo the opportunity to return as the part-time technician position. If Sotelo is not available, Longmore would hire someone for a paid internship for the season.

**\*\*Motion by Hanish, seconded by Stevens to authorize Longmore to bring Martin back as lead specialist and to hire a paid intern if Sotelo is not available to return for the second position. The motion carried unanimously.**

#### **Additional Items**

Longmore requested the board's approval to open a new savings account for the Nescopeck Creek Watershed Growing Greener Grant that was awarded last year.

**\*\*Motion by Hanish, seconded by Burger to approve opening a new savings account. The motion carried unanimously.**

**Staff reports were included in the board packet.**

**COOPERATING AGENCY REPORTS:**

NRCS – Kears provided a written and verbal report. He 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 – Kleiner provided a written and verbal report.

PACD – Ference noted he attended the PACD Regional Directors’ training and discussed with Longmore that a review of policy should be done to make sure the district is in compliance.

**CORRESPONDENCE & ANNOUNCEMENTS:**

- PACD Northeast Regional meeting on 4/5/2019 at DEP in Wilkes-Barre. If interested in attending, board members should let Longmore know.
- April LCD Board of Directors Meeting – 4/11/19 @ 6:00 PM.
- Luzerne County Envirothon test date will be held at the Luzerne County Fairgrounds on April 30, and the study date is April 11 at the EMA building located near the Fairgrounds. If board members are interested in volunteering, please let staff know.
- State Ethics Commission Statements of Financial Interest for 2018 are due 5/1/19.

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

The meeting adjourned at 6:37 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 April 11, 2019.*

  
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*Chair or Vice Chair*

  
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*Treasurer or Secretary*