

**LUZERNE CONSERVATION DISTRICT  
BOARD OF DIRECTORS  
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708  
June 13, 2019**

**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	Excused
Timothy J. Connolly, Jr.	Treasurer	Excused
Tracey Stevens	Secretary	Present by Phone
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	Excused

**DISTRICT EMPLOYEES:**

Hunter Bednarczk, E&S Program Technician	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	written report submitted
Joshua Longmore, Executive Director	Present/written report submitted
Amber Martin, Conservation Specialist (MDC Program)	written report submitted
Michael Schlauch, Conservation Specialist (Ag & Roads Programs)	written report submitted
Ryan Sotelo, Program Technician (MDC Program)	written report submitted

**AGENCY REPRESENTATIVES:**

Andrew Kearse	NRCS	Present/written report submitted
Shane Kleiner	PA DEP	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 Moyer to approve the May 9, 2019 meeting minutes as submitted. The motion carried unanimously.**

**FINANCIAL REPORTS:** Submitted by Josuweit.

Longmore noted that the General Fund income will show an increase in the coming months as grant project reimbursements are received.

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

## **ACTION ITEMS:**

### **Contract Amendment with Princeton Hydro (Frances Slocum Lake Project)**

Ference noted the letter in the board packets regarding a contract amendment with Princeton Hydro for the Frances Slocum Lake project. Longmore explained that in the original scope of work for the grant project, DCNR was going to purchase the floating wetland islands and planting materials that were placed in Frances Slocum Lake, and the district would reimburse DCNR out of the grant. Instead, Princeton Hydro purchased the islands and planting materials without submitting a contract change order. They billed the district for the costs, which put the project over the original contract amount. Princeton Hydro had some anomalies in the invoices that required Longmore to look further into it, and he spoke several times with Princeton Hydro representatives who reviewed the charges with Longmore. Longmore requested board approval for a contract amendment with Princeton Hydro for \$13,760 and to request a revised invoice that reflects proper billing adjustments.

**\*\*Motion by Hanish, seconded by Burger to approve the contract amendment with Princeton Hydro in the amount of \$13,760 and request a revised invoice. The motion carried unanimously.**

### **Change Order Approval for Krispin Farm Ag BMP Project**

Ference noted that the contractor has requested a change order for the Krispin Farm Ag BMP project. Longmore reminded the board of the bidding and rebidding process for the project. Designers from PACD/NRCS, Lauri, DEP, the contractor and his excavator subcontractor were on site for a preconstruction meeting. The contractor stated he would need a change order due to approximately a foot or more of mud and manure in the area where the building is to be built. That area will need to be excavated and filled with compact gravel for a solid foundation. From what the designer, Lauri, and Pete Tarby told Longmore the site change is needed and is a justifiable request. The subcontractor put together a conservative estimate for excavation and fill to a depth of 1.5 feet. Longmore requested board approval for the change order up to \$18,069.63. He also requested the ability to approve change orders as the project progresses of up to 10% of the contract value, in consultation with the Board Treasurer. DEP has indicated that the district's request for an additional \$30,000 has been approved and a grant contract amendment will be sent for board officer signatures. Longmore requested board approval for the grant contract amendment.

**\*\*Motion by Moyer, seconded by Burger to approve the change order as outlined by Longmore for up to \$18,069.63. The motion carried unanimously.**

**\*\*Motion by Hanish, seconded by Moyer to authorize Longmore to approve additional change orders, if needed, at amounts up to 10% of the total project value, in consultation with the Board Treasurer. The motion carried unanimously.**

**\*\*Motion by Burger, seconded by Moyer to approve an amendment to the grant contract with DEP for an additional \$30,000. The motion carried unanimously.**

### **Lipka Farm Surface Water Drainage Project Bids**

Longmore explained that a second phase had to be added to the Lipka Farm Ag BMP Project that was completed over a year ago. Over the last year a significant amount of water during the warm seasons and multiple inches of ice during the winter months requires corrective drainage work. For this phase, stormwater diversion channels are needed to direct the water around the heavy use and manure storage areas. The PACD/NRCS designers estimated the project at \$17,000. Lauri held a site showing with four contractors in attendance who expressed concerns that the work couldn't be done for under \$25,000. No bids were received by the bid deadline, so Longmore reached out to the four contractors and asked for quotes. Two responded at prices significantly higher than the estimate. A brief discussion was held on the quotes. Longmore stated he would like time to talk with the project designer and requested that the board delay action on the issue.

**Ference noted that since no bids were received no action is required.**

### **Drasher Diversion Repair Project Quotes**

Longmore explained that the project is approximately 5,100 feet of old diversions that need to be rebuilt with about 2.43 acres of disturbance. Schlauch calculated the NRCS cost share estimate of about \$12,000 to \$13,000 without seeding or mulching. He initially asked the landowner to get quotes, but he was having a difficult time getting contractors to submit any. Schlauch contacted a few contractors that have bid on recent district projects and requested quotes. Three quotes came in at \$72,000, \$72,140 and \$35,449.98. Longmore and Schlauch analyzed the quotes and determined the project value was more than the original estimate. Schlauch reported that the farmer isn't able to farm the land with the present conditions and the erosion will continue to occur if not addressed. Funds are available for the project through the 2014 Ag BMP Growing Greener grant. Longmore

spoke with Kleiner who is okay with modifying the grant scope of work to cover the higher project costs. A brief discussion was held.

**\*\*Motion by Stevens, seconded by Moyer to accept the quote from Neal-Lynn, Inc. for the Drasher Farm diversion repair project for \$35,449.98. The motion carried unanimously.**

### **QAB Recommendations for Roads Program Grants**

Ference noted the QAB committee meeting was held on June 11, 2019, and they furnished written recommendations for Dirt & Gravel Roads (DGR) and Low Volume Roads (LVR) project grants. Longmore reported 7 applications were received for DGR and 4 for LVR. Schlauch ranked the projects, and the committee made the following recommendations:

1. Approve funding and execute a contract for Fairview Township's Sterling St. LVR project, pending traffic count.
2. Upon confirmation of the availability of FY19/20 funding from the SCC, approve funding and execute contracts for Jackson Township's Smiths Pond Rd. and Lehman Township's Meeker Rd. LVR projects.
3. Approve funding and execute contracts for Fairmount Township's Moss Rd. and Lehman Township's Church Rd. DGR projects.
4. Upon confirmation of the availability of FY19/20 funding from the SCC, approve funding and execute contracts for the remaining DGR projects.

Longmore noted that funds would be available to fund all the DGR projects but only 3 highest ranked LVR projects.

**\*\*Motion by Hanish, seconded by Moyer to approve the four recommendations as presented by the QAB. The motion carried unanimously.**

### **Disposition of Pesticide Spraying Equipment**

Ference explained that the district has older MDC equipment that is no longer in use and is being stored on the property. Longmore was approached by an individual who is interested in purchasing two pesticide sprayers that are no longer used by the program since DEP purchased a new sprayer two years ago. He submitted an offer of \$100 each, along with his license, certification, and insurance for one to two spray operations this year while working under the district's direction with the district's product. He indicated that the value of his time and equipment is well over a few thousand dollars. Longmore noted that the district's two staff members do the spraying and DEP provides additional support when needed, so that value isn't relevant. He has reached out to other districts with MDC programs about interest in the equipment, but none indicated interest. He also spoke to the salesman from Clark Mosquito Control Products, the manufacturer of the equipment, to determine values and inquire about marketing the used sprayers for sale. He suggested the district could also give them away to another public agency. A brief discussion was held on the topic.

**\*\*Motion by Moyer, seconded by Burger to decline the offer that was received and authorize Longmore to pursue other means of advertising, selling, or disposing of the equipment. The motion carried unanimously.**

### **Items Up for Voting at PACD Conference in July**

Ference stated that the PACD Conference will be in July and those who would like to attend should contact Longmore to be registered. A handout was included in the board packet highlighting 3 actions that will be considered at the meeting. Ference asked if anyone had an issues or concerns with supporting the actions or if more information is needed. Votes would be cast according to the board's decision or previous input on the items. He noted that the Conservation District Fund Allocation Program Scenarios will not come before PACD Executive Council.

### **Proposed SCC Policy on the Removal of CD Directors**

Ference noted the SCC letter and proposed policy included in the board packet. Longmore offered that if anyone had any questions/comments they would like submitted to the SCC regarding the proposal, they can send him their input and he'll forward it to the SCC.

### **Employee Step Increase Notification**

Ference informed the board that Debbie Josuweit and Heather Graham successfully achieved a step increase within the district's Employee Pay Schedule. Hunter Bednarczyk successfully completed the probationary period and Longmore's recommendation is to advance him to a Program Technician, Step 10 effective June 14, 2019. **\*\* Motion by Hanish, seconded by Moyer to acknowledge Bednarczyk at full-time regular employment status, which will make him eligible for the district's benefit package, and to classify him as a Program Technician, Step 10 effective June 14, 2019. The motion carried unanimously.**

**Additional Items:**

Longmore reported on the previously discussed Comprehensive Nutrient Management Plan for the Eugene Burd farm. Burd contacted several technical providers, and he received quotes from TeamAg for \$6,615 and Sara Crooke for \$5,865. Schlauch reached out to Austin Drager and others from NRCS, who are familiar with Crookes' work. They indicated satisfaction with her work, and noted she is good with communication and organization. Longmore recommended accepting the low bid for the project.

**\*\*Motion by Burger, seconded by Moyer to accept Sarah Crooke's proposal for the Burd CNMP. The motion carried unanimously.**

Ference noted that with the above project needs, Longmore has recommended to request a scope of work change relative to the 2014 Ag BMP Growing Greener grant. One originally proposed project, the Conyngham project, would be dropped from the grant to accommodate the needs for the current projects.

**\*\*Motion Moyer, second Burger to authorize Longmore to request a scope of work change for the 2014 Ag BMP GG grant as needed to cover the actions that were previously discussed. The motion carried unanimously.**

**COOPERATING AGENCY REPORTS:**

NRCS – Kears provided a written and verbal report.

PA DEP – Kleiner provided a written report.

PACD – Provided a written report.

FSA – Provided a written report.

EPCAMR – Ference reported on the quarterly meeting he attended. EPCAMR, Friends of Nescopeck and Nescopeck State Park coordinated a senior tour of the Jeddo Tunnel, Atlantic Carbon operation, Solomon Creek Bore Hole, and Askam AMD treatment. He also reported that WPCAMR is asking groups to support a Reauthorization Resolution for federal Abandoned Mine Land Reclamation Fund. Ference provided information to the board and requested support of the resolution.

**\*\*Motion by Moyer, seconded by Hanish to adopt the resolution as described. The motion carried unanimously.**

**CORRESPONDENCE & ANNOUNCEMENTS:**

- July LCD Board of Directors Meeting – 7/11/19 @ 6:00 PM.
- PACD/SCC Joint Annual Conference – 7/17-18 in Williamsport

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

The meeting adjourned at 7:41 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 July 11, 2019.*

  
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*Chair or Vice Chair*

  
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*Treasurer or Secretary*