

**LUZERNE CONSERVATION DISTRICT
BOARD OF DIRECTORS
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708
July 11, 2019**

REGULAR MEETING MINUTES

Timothy Ference, Chairman called the meeting of the Luzerne Conservation District Board of Directors to order at 6:04 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:

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

DISTRICT EMPLOYEES:

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| 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:

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| Andrew Kears | NRCS | Present/written report submitted |
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ORDER OF BUSINESS

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

PUBLIC COMMENT: None

Ference noted for the record the County Council Resolution Proclamation for Conservation District week – May 11, 2019 through May 11, 2019 was received and presented to the Board.

MINUTES: Submitted by Josuweit.

****Motion by Wilkes, seconded by Connolly to approve the June 13, 2019 meeting minutes as submitted. The motion carried unanimously.**

FINANCIAL REPORTS: Submitted by Josuweit.

Longmore noted that some account balances are lower due to grant and roads projects that are in progress. Also, on the Budget vs Actual report, the MDC expenses were moved out of the General Operating Fund class and put into a separate program class to more accurately account for the types of expenses.

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

ACTION ITEMS:

Revised Quotes for Lipka Farm Surface Water Drainage Project

Ference noted that the project was discussed at last month's meeting. Longmore reported that he spoke with the contractors to figure out why the received bids were significantly higher than the design estimate from PACD/NRCS. At the pre-bid site showing contractors and designers agreed to the need for multiple add-on's that weren't included in the original design. The only component that could be removed for significant savings is the fencing work, which would cost much less if the landowner handled the work outside of the contract. The landowners agreed to do so. Revised bids were provided by the contractors. Machiesky Construction was the low bidder at \$56,000, Rutledge Excavating Inc. bid \$58,200, and the previously highest bidder, Neal Lynn Inc., didn't make any changes to their bid. Funds are available through the amended 2014 Ag BMP GG grant that Kleiner approved. Longmore is asking for board approval to accept the low bidder pending the DEP contractor check. A brief discussion was held.

****Motion by Wilkes, seconded by Connolly to approve Machiesky Construction at \$56,000 for the Lipka Farm surface water drainage project. The motion carried unanimously.**

E&S Fee Agreement with the PA Turnpike Commission

Ference referenced a letter from the PA Turnpike Commission that was included in the packet. The commission wants to enter into an agreement to pay the District \$150 per disturbed acre for review and inspections of E&S and PCSM plans although they aren't required by law to do so. This changes the previous agreement which provided \$100 per acre.

****Motion by Hanish, seconded by Connolly to approve the new agreement with the PA Turnpike Commission. The motion carried unanimously.**

QAB Recommendation on Contract Amendment for Wright Twp. Project

Ference referenced the QAB meeting minutes. Longmore noted the recommendations by the QAB for two contract amendments: Fairview Township LVR contract for Gracedale Ave. to increase the value by 20% (\$11,641) and extend the project completion date to 12/31/19, and Wright Township LVR contract for Red Coat Ln. to increase the value by 20% (\$8,504.33) and extend the project completion date to 10/31/2020. It was also reported that Butler Township has indicated that the Saams Rd. LVR project previously approved will not be completed. They will be cancelling the contract and returning the advance payment.

****Motion by Wilkes, seconded by Connolly to approve the recommendations of the QAB committee for the above projects. The motion carried unanimously.**

Grant Bank Account Changes

Ference noted that the district has several banks accounts used for managing grant funds. Longmore explained that with each new grant the district opens a savings account with FNB Bank. When the accounts are drawn down below a minimum amount, a fee is charged. The bank credits back the fee when this occurs, but it is Longmore's recommendation to change the savings accounts to interest bearing checking accounts with no minimum balance requirements. These accounts would continue to be used as savings accounts, with all checks paid through the General Checking Account.

****Motion by Connolly, seconded by Wilkes to authorize Longmore to change the grant savings accounts to interest bearing checking accounts. The motion carried unanimously.**

Additional Items:

Ference acknowledged the receipt of the Unconventional Gas Well Fund PUC Block Grant for \$59,827.65, which is used for general operating expenses. Longmore noted this grant is reflected in the district's general fund budget.

COOPERATING AGENCY REPORTS:

NRCS – Kearsse provided a written and verbal report.

PA DEP – Kleiner forwarded a written report from DEP's Central Office.

PACD – Provided a written report. Ference summarized relevant state budget changes to the general funding. The fiscal code was amended to allow the transfer of up to \$45M of special funds under the Governor's jurisdiction to augment the operations of DEP and/or DCNR. A discussion was held on state budget funding for districts.

Ference also noted that he submitted the resolution in support of the reauthorization of the SMCRA funds previously discussed at the June board meeting.

CORRESPONDENCE & ANNOUNCEMENTS:

- August LCD Board of Directors Meeting – 8/8/19 @ 6:00PM.
- SCC/PACD annual meeting will be attended by Hanish, Ference and Longmore on 7/17-18/19.

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

The meeting adjourned at 6:50 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 August 15, 2019.



Chair or Vice Chair



Tredsurer or Secretary