

**LUZERNE CONSERVATION DISTRICT
BOARD OF DIRECTORS
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708
August 15, 2019**

REGULAR MEETING MINUTES

Timothy 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 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	Present, arrived at 6:11 PM
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/NPDES 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: None present.

ORDER OF BUSINESS

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

PUBLIC COMMENT: Hanish reported on a meeting that was held with Pocono Northeast RC&D, Levitsky and Longmore. An educational workshop is being planned for October that will address Spotted Lanternfly for the general public. Longmore noted the location is to be determined but will likely be in southern Luzerne County. Longmore reached out to other districts in the surrounding area to inquire about interest in sending staff members. It was recommended to reach out to Penn State Extension for materials. A brief discussion was held.

MINUTES: Submitted by Josuweit.

****Motion by Wilkes, seconded by Moyer to approve the July 11, 2019 meeting minutes as submitted. The motion carried unanimously.**

FINANCIAL REPORTS: Submitted by Josuweit.

Ference asked if the board had any questions concerning the Financial Reports. Longmore noted that income is as expected for this time of the year.

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

ACTION ITEMS:

FY 2019/2020 Ag. Conservation Tech. Application for Funding

Ference noted the request for funding through the SCC's Ag Conservation Technician Assistance Program (ACT). Longmore explained the program requires board review and approval to request partial funding for Lauri's position for the current state fiscal year. The amount available is \$16,225. Longmore prepared the funding application and recommended board approval.

****Motion by Burger, seconded by Hanish to approve the ACT application for funding. The motion carried unanimously.**

Glen Oaks Stream Stabilization Project Bids

Ference noted that three bids were received and are as follows:

Rutledge Excavating	\$224,885.00
Belles Property Management	\$192,475.00
Neal Lynn, Inc.	\$ 92,594.22

Discussion was held on the significant difference in cost of the bids and the district's experience with the low bidder on similar projects.

****Motion by Moyer, seconded by Hanish to award the contract for Glen Oaks Streambank Stabilization Project to the low bidder, Neal Lynn Inc., at a cost of \$92,594.22. The motion carried unanimously.**

Change Order Authorization for Current Construction Projects

Ference reminded the board that it has been past practice to authorize Longmore to approve change orders for up to 20% of contract amount. Longmore requested approval to authorize change orders if the need occurs on the current construction projects for Lipka Farm, Drasher Farm and Glen Oaks Streambank Stabilization.

****Motion by Wilkes, seconded by Hanish to authorize Longmore to approve change orders if needed on the current construction projects as listed up to 20% of contract amount. The motion carried unanimously.**

Acknowledge Termination of Saams Road LVR Contract with Butler Twp.

Ference noted correspondence that was received from Butler Township Supervisors regarding the Saams Road LVR project. The township canceled the contract due to the inability to obtain a necessary easement and sent a check to reimburse the advance payment that was paid by the district for the project. A brief discussion was held.

****Motion by Moyer, seconded by Wilkes to acknowledge the termination of the Saams Road LVR contract with Butler Twp. and the receipt of the advance payment reimbursement. The motion carried unanimously.**

Consideration of the Size of the District Board

Ference and Longmore discussed the size of the district board with the concern that at times it has been difficult to get a quorum. Longmore spoke with Connolly and Maylath to discuss their intentions since their terms are up at the end of this year. Both stated their interest in retiring from the board. Longmore noted that the Conservation District Law states "the total number of directors shall always be seven, unless the commission, upon the request of the district and county governing body, approves a lesser or greater number in unusual or extenuating circumstances...". In polling other districts, he found that 70% statewide have seven-member boards, and 67% of districts in class 3 counties have the same. The process for changing the size of the board would start with the district board passing a resolution asking the SCC for the change. It would then be requested that county council pass a resolution in agreement, and then the request would be sent to the SCC for approval. Longmore suggested that Connolly and Maylath could be invited to stay on as associate members if they are interested. Discussion was held.

****Motion by Wilkes, seconded by Moyer to adopt a resolution requesting the State Conservation Commission's approval to change the size of the Luzerne Conservation District Board of Directors to seven members, and to authorize the Executive Director to request support of the resolution from the Luzerne County Council. The motion carried unanimously.**

October Meeting Date Change

Ference noted a date change request for the October meeting. Longmore is requesting to move the meeting date to October 17, 2019 because of a scheduled vacation.

****Motion by Moyer, seconded by Stevens to change the October meeting date to the 17th. The motion carried unanimously.**

Additional Items:

Ference noted that Longmore provided the district’s PA Municipal Retirement System 2020 Minimum Municipal Obligation Worksheet. Each year, it is required that Longmore, as the plan administrator, complete the worksheet and present it to the board. Longmore explained that he prepared worksheet based on payroll estimates for 2020.

COOPERATING AGENCY REPORTS:

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

PACD – Provided a written report. Ference provided a brief summary of the PACD/SCC meeting that he attended with Hanish and Longmore. One topic of interest was the Spotted Lanternfly and its effect on the economy in the quarantined areas. Ference passed around fliers he received at the meeting. He also reported the district’s 2019/20 allocations for DGR will be \$191,107 and LVR will be \$154,141. Longmore noted that DGR is down slightly and LVR is slightly higher than last year.

Brief discussion was held on funding for invasive species control, WNV, tick surveillance, and Tree of Heaven, which is habitat for Spotted Lanternfly.

Ference noted that EPCAMR held its quarterly meeting recently, and the SMCRA resolution has several competing versions circulating that are raising issues. The PA legislative community is in favor of the SMCRA reauthorization, with most on record as supporting the resolution. Some environmental groups are opposed to any fossil fuel burning and won’t accept that the co-generation plants are beneficial in reducing coal waste. Ference has more information for anyone who would be interested in viewing the reports. Issues also remain on the Section 319 Program funding which has had cutbacks.

CORRESPONDENCE & ANNOUNCEMENTS:

- September LCD Board of Directors Meeting – 9/12/19 @ 6:00PM.

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

The meeting adjourned at 7:07 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 September 12, 2019.



 Chair or Vice Chair



 Treasurer or Secretary

