

**LUZERNE CONSERVATION DISTRICT
BOARD OF DIRECTORS
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708
January 16, 2020**

REGULAR MEETING MINUTES

Timothy Ference, Chairman, called the meeting of the Luzerne Conservation District Board of Directors to order at 6:01 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 and welcomed the newly appointed County Council member Walter Griffith.

ROLL CALL - BOARD MEMBERS:

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

DISTRICT EMPLOYEES:

Hunter Bednarczyk, 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
Michael Schlauch, Conservation Specialist (Ag & Roads Programs)	written report submitted

AGENCY REPRESENTATIVES:

Andrew Kearse	NRCS	Present/written report submitted
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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 Longmore, as Chairman Pro Tem, to conduct the election of Chairman.

Longmore opened the floor for nominations for Chairman.

****Motion by Wilkes, seconded by Moyer to nominate Timothy J. Ference as Chairman. Longmore asked if there were any other nominations, receiving none, he asked for a motion to close the nominations. Griffith motioned to close the nominations and elect Ference to the position. Longmore called for the vote. The motion carried unanimously. Ference abstained.**

Longmore turned the meeting over to Ference.

Ference opened the floor for nominations for Vice-Chairman.

****Motion by Chonko, seconded by Moyer to nominate John J. Wilkes, Jr. as Vice-Chairman. Ference asked if there were any other nominations, receiving none, he asked for a motion to close the nominations. Griffith motioned to close the nominations and elect Wilkes to the position. Ference called for the vote. The motion carried unanimously.**

Ference opened the floor for nominations for Secretary.

**** Motion by Wilkes, seconded by Moyer to nominate Tracey Chonko as Secretary. Ference asked if there were any other nominations, receiving none he asked for a motion to close the nominations. Griffith motioned to close the nominations and elect Chonko. Ference called for the vote. The motion carried unanimously.**

Ference reminded the members of the pending change in the size of the board from 9 members to 7. County Council supported the decision and the SCC is scheduled to vote on the change at the upcoming winter meeting. It is anticipated that the SCC will approve the request. Since one of the members leaving served as the Treasurer, consideration is needed on how to fill that position. Longmore stated that the Conservation Law does allow the merger of Secretary/Treasurer position into one or for an Associate Director to serve in that capacity. Wilkes asked expressed Connolly interesting in serving as an Associate Director. Longmore noted Connolly and Maylath are willing to serve as Associates. Once the SCC votes on this item, Connolly could continue as the Treasurer as an Associate Director. The duties of the Treasurer position were discussed.

Ference opened the floor for nominations for Treasurer.

Wilkes asked Hanish if he would be interested in the position, but he declined. Moyer asked Chonko if she would be interested in the position, and she indicated her willingness.

****Motion by Moyer, seconded by Wilkes to nominate Tracey Chonko as Treasurer. Ference asked if there were any other nominations, receiving none he asked for a motion to close the nominations. Griffith motioned to close the nominations and elect Chonko to the position. It was noted that the Secretary and Treasurer positions will be combined. Ference called for the vote. The motion carried unanimously.**

Appoint 2020 Committees & Advisory/Work Groups

Ference referenced the 2020 Luzerne Conservation District Appointments draft list, Item 1 in the board packet. He gave a brief explanation of the committees & advisory/work groups and noted a vacancy on the Executive Committee. He asked board members if changes to the appointments were desired. An updated list will be provided at the February meeting. Griffith stated he would be interested in being an alternate to PACD. Ference noted that Tim Connolly and Chris Maylath will be Associate Directors, subject to the SCC's approval of the reduction in board size.

MINUTES: Submitted by Josuweit.

****Motion by Wilkes, seconded by Moyer to approve the December 12, 2019 meeting minutes as submitted. The motion carried. Griffith abstained.**

FINANCIAL REPORTS: Submitted by Josuweit.

Longmore noted the E&S Fees came in under budget. He explained that these fees are the major source of income that are charged for plan reviews and permit processing for earth disturbance projects. The budget is based on the previous year's trend, but that there was a downturn in the last half of 2019. The profit and loss report for the year ended with a \$16,171 deficit.

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

ACTION ITEMS:

2020 Board Meeting Date

Ference noted that a discussion was held during the December meeting on changing the meeting dates to the third Thursday of each month. He asked if there was a consensus to the change. The members present indicated no preference. Longmore noted that he spoke to Burger by phone who stated he had no preference.

****Motion by Moyer, seconded by Hanish to hold the regular district board meetings on the third Thursday of each month at 6:00 PM. The motion carried unanimously.**

Voting Items for PACD Executive Council Meeting on 1/23/2020

Ference referenced Item 4b in the board packets, 2019 Fall PACD Region Meeting Summary, and explained the actions that took place during the fall regional meeting. He and Longmore explained each policy that was presented during the meeting and how the region's districts voted. These items will be presented at the PACD Executive Council meeting on 1/23/2020. In referencing items 3 and 4, they explained the time frame and issues that occur during the permitting process. Longmore noted that an ad hoc committee was formed to look for solutions to the permitting issues. Ference reminded the board that permitting, and review of projects are based on the delegation agreement with DEP. If board members have questions or comments that they would like presented to PACD please bring them to Longmore's attention prior to the meeting.

Radon Testing/Mitigation

Longmore reported on the results of radon tests that he conducted. The tests showed elevated levels, and it was recommended to run a second set of tests which also had elevated levels. He contacted 4 companies that are listed on DEP's radon mitigation list. Two companies responded and will set up appointments to discuss the proposed process and cost.

****Motion by Wilkes, seconded by Moyer to authorize Longmore to select the best proposal and use capital reserve funds to have the mitigation work done. The motion carried unanimously.**

Time Extensions for 2 Dallas Township Low-Volume Road Contracts

Ference gave a brief explanation of the Dirt, Gravel, & Low-Volume Roads Program. Longmore explained that the grant contracts are typically for one year. Dallas Township contacted Schlauch and requested a contract extension for the Jake Moore Road and Fern Street projects due to conditions out of their control which pushed the projects past the previous deadline. The township would like to extend the contracts to the end of 2020.

****Motion by Wilkes, seconded by Hanish to extend the LVR contracts for Jake Moore Rd. and Fern St. in Dallas Township until the end of 2020. The motion carried unanimously.**

Additional Items

Time Extensions for Fairmount Township Dirt & Gravel Road Contract

Longmore noted that Fairmount Township is requesting an extension for the Campbell Road project until the end of 2020 due to storm damage.

****Motion by Hanish, seconded by Moyer to extend the DGR contract for Campbell Road in Fairmount Township until the end of 2020. The motion carried unanimously.**

Ference briefly explained the contents of the board packets.

COOPERATING AGENCY REPORTS:

NRCS – Kearsse discussed some highlights from his written report. Longmore gave a brief description of NRCS.

DEP – Kleiner forwarded a written report from DEP.

PACD – Provided a written report.

CORRESPONDENCE & ANNOUNCEMENTS:

- PACD/SCC Winter Meeting is scheduled for January 22-23, 2020 at Wyndham State College, Boalsburg
- February LCD Board of Directors Meeting – 2/20/2020 @ 6:00 PM
- PACD Regional Meeting – 3/13/2020
- Women in Ag will be held at the Milkhouse Creamery, 99 Pecora Rd. Drums on 3/17/2020
- State Ethics Commission Statements of Financial Interest are due by May 1, 2020.

Griffith asked if the District would post the board minutes and agenda on the county's website. Longmore noted that he has submitted the minutes to the county for posting in the past, but they were not been placed on the website. Longmore will continue to work on providing the information for the public to view whether it's through the district's website or the county's website. Griffith suggested putting the board meeting schedule on the site as well. Discussion was also held on the county process for reinstating board members.

Longmore gave a brief description of the district's programs.

Wilkes provided insight on the PA Farm Show Public Officials Day that he attended on behalf of the district. He suggested that more board members consider going next year.

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

The meeting adjourned at 8:00 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 19, 2020.

Chair or Vice Chair

Treasurer/Secretary