

**LUZERNE CONSERVATION DISTRICT
BOARD OF DIRECTORS
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708
September 17, 2020**

Item 1

REGULAR MEETING MINUTES

Timothy Ference, Chairman, called the meeting of the Luzerne Conservation District Board of Directors to order at 6:02 PM, noting that the meeting was being held in-person and via video/phone conference.

ROLL CALL - BOARD MEMBERS:

Timothy Ference	Chairman	Present
John J. Wilkes, Jr.	Vice-Chairman	Present
Tracey Chonko	Secretary	Excused
Leonard J. Burger, Jr.	Member	Present
Walter Griffith	Member	Present
John P. Hanish, Jr.	Member	Present
Gary A. Moyer, Sr.	Member	Present via phone until 6:45PM

DISTRICT EMPLOYEES:

Hunter Bednarczyk, Conservation Specialist (E&S/NPDES Program)	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

AGENCY REPRESENTATIVES:

Andrew Kearsse	NRCS	Present via phone
Joe Buczynski, P.E.	DEP	Present via phone

ORDER OF BUSINESS

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

Ference noted for the record that the August meeting was canceled due to lack of business.

PUBLIC COMMENT: None

MINUTES: Submitted by Josuweit.

****Motion by Wilkes, seconded by Hanish to approve the July 16, 2020 meeting minutes as submitted. The motion carried unanimously.**

FINANCIAL REPORTS: Submitted by Josuweit.

Longmore noted E&S fees are higher than budgeted at this time due to continued development within the county. The DEP 2014 Ag BMP Growing Greener grant reimbursement of \$112,865.00 has been received.

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

Ference noted the meeting will begin the with Item 3h in the board packet.

ACTION ITEMS:

Chesapeake Bay Watershed County Implementation Plan Introduction

Longmore provided an overview of PA's Chesapeake Bay Program in recent years. He reported that DEP is requesting that counties develop countywide watershed implementation plans to meet pollution reduction goals

and improve local water quality. The plans would be created by a local team of stakeholders and DEP will provide funds to hire a coordinator to work with the team and create the plan document. DEP is looking for a local entity to be the main point of contact for the planning effort and has asked the district to consider this. Buczynski stressed that this is a voluntary effort, and that DEP will provide support to the team. He also answered questions from board members. Wilkes and Griffith voiced concern about the increased workload the effort could cause for district staff. Longmore acknowledged that it would require time commitments from several staff members, but the investment will help in planning and securing funds for future district projects. He felt the additional work will be worth the result. Ference and Griffith stated the importance of communicating with county leadership to express the district's willingness to be the main point of contact, while requesting the county's concurrence and a commitment for other county representatives to be part of the planning effort.

****Motion by Wilkes, seconded by Griffith for the district to participate in the development of a countywide action plan for PA's Chesapeake Bay Watershed Implementation Plan. The motion carried unanimously.**

****Motion by Wilkes, seconded by Griffith to volunteer the district to serve as the local primary point of contact for the process. The motion carried unanimously.**

Longmore noted that technical difficulties with the recording of the meeting had been corrected and the meeting was being recorded to aid in the preparation of the meeting minutes. Recording began at 6:20 PM.

Update on Office Building Maintenance Issue

Longmore referenced item 3a report in the board packet and reviewed the quotes for bat/batbug mitigation and mold remediation work. Disaster Blaster pointed out items related to the ventilation of the roof which could be causing the mold issue. Gable vents and a mechanical fan system were installed a few years ago which has improved the situation, but issues still need to be addressed. Longmore suggested hiring Terminix to exclude the bats and Disaster Blaster to deal with the mold. The insulation replacement would be done by either of the two companies, which quoted that work at nearly the same cost. Before Terminix comes back to make sure everything is sealed up, he would have a contractor replace the fascia boards and fix any ventilation issues. Longmore is still waiting for a quote for that work. This issue is time sensitive and will need to be completed before the end of October because of restrictions related to the bats. He requested authorization to move forward with Terminix and Disaster Blaster and flexibility to hire a contractor for the other work.

****Motion by Hanish, seconded by Wilkes to authorize Longmore to enter into an agreement with Terminix for the bat/batbug mitigation. The motion carried unanimously.**

****Motion by Griffith, seconded by Hanish to authorize Longmore to enter into an agreement with Disaster Blaster for the mold remediation. The motion carried unanimously.**

****Motion by Wilkes, seconded by Hanish to authorize Longmore to hire a contractor to deal with the fascia boards and ventilation issues at a cost not to exceed \$5,000. The motion carried unanimously.**

Nescopeck Creek Watershed Growing Greener Grant Status

Ference referenced the Nescopeck Creek Watershed GG grant status for two projects, Stout and Glen Oaks. Longmore noted the total grant amount was around \$260,000 with the largest portion going to the Glen Oaks which was completed last year. Spring thaw and rains caused sediment to bleed-through the rock wall in several areas, which concerned Levitsky. The neighbor across the creek is concerned how the project potentially restricted the floodplain, so Levitsky re-assessed the area and determined the bank could be laid back to expand the floodplain. Levitsky was asked to gather some quotes to address these items. Neal-Lynn provided a quote of \$6,748.52 for the excavation work. Valley Seeding Company proposed a soil growth medium with special seeding in-between segments of the wall. This will allow vegetation and roots to grow in those areas between the rocks, with the intention that the roots will help stabilize the bank behind the wall. The quote from Valley Seeding Co. is for \$2,625. With those two expenses, around \$40,000 will still be available in the grant. The next project on the list is the Stout project, which is a large-scale stream stabilization project. The first step would be to get a qualified consultant to put together conceptual plans. A quote of \$5,600 was received from Land Studies Inc., a company which is known throughout the state as highly qualified for this type of stream restoration work.

****Motion by Wilkes, seconded by Burger to contract with Neal-Lynn for \$6,748.52 and Valley Seeding Co. for \$2,625.00 for the work on the Glen Oaks project. The motion carried unanimously.**

****Motion by Wilkes, seconded by Hanish to contract with Land Studies, Inc. for conceptual planning for the Stout project at a cost of \$5,600.00. The motion carried unanimously.**

FY 2020/2021 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 Griffith, seconded by Burger to approve the FY 2020/2021 ACT application for \$16,225. The motion carried unanimously.**

FY 2020/2021 CDFAP UGWF Allocation Acknowledgments (PUC & SCC)

Ference noted the application for funding for the FY 2020/2021 CDFAP UGWF Allocation Acknowledgment. Longmore stated the allocation is from the SCC for unconventional gas well funds that are allocated each year. This year's allocation is for \$12,076, the SCC asks districts to formerly identify on a worksheet how they will allocate the funds. Longmore's recommendation is to continue using the funds to cover general administrative expenses, which is documented on the worksheet that was presented to the board.

****Motion by Wilkes, seconded by Griffith to accept Longmore's recommendation to allocate the funds for administrative expenses and to acknowledge the CDFAP UGWF Allocation Worksheet. The motion carried unanimously.**

Nutrient Management Plan Review MOU with Columbia CCD

Longmore explained that the district used to have a nutrient management delegation agreement with the SCC to review and approve plans. The district also had mutual agreements with other conservation districts to review plans written by their employees and vice versa, but those expired years ago. When Lauri was hired, she had current nutrient management planning certification. For her to maintain that certification, she needs to review plans every so often. By reinstating an agreement with Columbia County CD, she would be able to do so. Longmore presented a new MOU, which was already approved by the Columbia County CD board.

****Motion by Hanish, seconded by Griffith to approve the MOU with Columbia County Conservation District. The motion carried unanimously.**

Retirement System Minimum Obligation for 2021 Acknowledgment

Ference noted that Longmore provided the district's PA Municipal Retirement System 2021 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 2021.

Payroll Tax Deferral Program

Ference indicated that Longmore informed him that there is no interest from the employees to participate in the payroll tax deferral program.

Employee Step Increase Notification

Ference informed the board that Lauri successfully achieved a step increase within the district's Employee Pay Schedule.

Ference noted the staff reports were included in the board packets.

COOPERATING AGENCY REPORTS:

NRCS – Kearsse provided a written report and a verbal report via phone.

PACD – Ference noted a written report included in the board packet.

CORRESPONDENCE & ANNOUNCEMENTS:

- Northeast Regional PACD Meeting via Zoom – 10/2/2020 at 10:00 AM
- October LCD Board of Directors Meeting – 10/15/2020 at time to be determined
- DGLV Roads Program QA/QC Visit – 10/15/20-10/16/20

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

The meeting adjourned at 7:22 PM.

This meeting was recorded 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 November 19, 2020



Chair or Vice Chair



Treasurer/Secretary