

**LUZERNE CONSERVATION DISTRICT
BOARD OF DIRECTORS
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708
June 17, 2021**

REGULAR MEETING MINUTES

Tim Ference, Chairman, called the meeting of the Luzerne Conservation District Board of Directors to order at 6:07 PM, noting that the meeting was being held in person and via video/phone conference and that it was being recorded.

ROLL CALL - BOARD MEMBERS:

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

DISTRICT EMPLOYEES:

Hunter Bednarczyk, Conservation Specialist (E&S/NPDES Program)		written report submitted
Heather Graham, E&S/NPDES Program Coordinator		written report submitted
George Jones, MDC Program Technician		written report submitted
Deborah Josuweit, Office Administrator	Present via video/	written report submitted
Jennifer Lauri, Ag Conservation Specialist		written report submitted
John Levitsky, Watershed Specialist	Present via video/	written report submitted
Joshua Longmore, Executive Director	Present via video/	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 Kears	NRCS	Present via phone
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ORDER OF BUSINESS

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

Ference expressed his appreciation for all the condolences on the passing of his wife Carol.

PUBLIC COMMENT: None

MINUTES: Submitted by Josuweit.

****Motion by Hanish, seconded by Burger to approve the May 20, 2021, meeting minutes as submitted. The motion carried unanimously.**

FINANCIAL REPORTS: Submitted by Josuweit.

Ference noted the financial reports in the board packet. Longmore mentioned that the E&S service fees continue to trend well over budget as significant development continues in the county.

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

COOPERATING AGENCY REPORTS:

NRCS – Kears provided a written and verbal report.

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

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

Ference noted staff reports were included in the board packet under item 4.

BUSINESS ITEMS:

DGLV Roads Program Quality Assurance Board (QAB) Recommendations

Longmore presented a copy of the 6/15/21 QAB meeting minutes. During that meeting, Schlauch presented the QAB with grant applications from municipalities for several DGLV road projects. Longmore noted the QAB made the following recommendations:

1. DG Roads:

To approve a grant to Union Township for \$15,484.86 for the Baer Road Phase 2 project.

To approve a grant to Lehman Township for \$24,919.60 for the Sayre Road project.

These will be contingent upon approval of the FY 21/22 state budget.

2. LV Roads:

To approve a grant to Black Creek Township for \$119,200.00 for the Park Street project.

To approve a grant to Sugarloaf Township for \$102,397.50 for the Welsch Road project.

These will be contingent upon approval of the FY 21/22 state budget.

Longmore stated that Black Creek Township also submitted applications for work on Chicks Lane that would be done in phases at a total of approximately \$384,000, but that amount far exceeds available funds and the project needs more technical work before the applications can be considered. The 2021/2022 state fiscal year allocations from the State Conservation Commission are expected to be \$186,500.71 for DGR and \$231,574.44 for LVR.

****Motion by Burger, seconded by Griffith to approve the recommendations of the QAB as presented. The motion carried unanimously.**

Geotechnical Core Boring Contract for Nescopeck Creek Project

Longmore explained that with about \$40,000 left in the Growing Greener grant for the project, planning work continues at the Stout property along Nescopeck Creek. Last fall the district hired Land Studies to develop engineering estimates and proposals for stabilizing a large stream section on that property. After reviewing the site with Levitsky, the engineer would like to have geotechnical core borings done to better understand the subsurface materials and provide more accurate design solutions for stabilizing the area. He requested about 18 core borings throughout the site, estimating approximately \$1,000 per borehole. The only other item that will need funding through this existing grant is survey work to establish property lines. After the initial work is done at the site and the most feasible proposed solution is decided upon, the next step will be a grant application to fund the full design and permitting for the project. Longmore requested the board's approval to get quotes and choose the lowest responsible bidder for the core borings.

****Motion by Hanish, seconded by Griffith to approve funding for the core borings at the Stout project site, not to exceed \$22,000. The motion carried unanimously.**

Update on Countywide Action Plan for Clean Water

Longmore updated the board on the behind-the-scenes items that the consultant has been working on. Focus group meetings with stakeholders are planned for the near future. Josh Glace, from Larson Design Group, has been compiling data that is needed to quantify how many pollution reduction credits can be applied to projects that have been recently completed and that are in the planning or implementation process by the district and other partners within the county. Once compiled, DEP and the Susquehanna River Basin Commission will determine how much of the pollution reduction goals these projects will achieve and how much more will need to be done to reach the goals. Based on recent information from DEP, it looks like credit can be taken for municipal stormwater projects that WVSA is working on as well, although the plan will not be able to include implementation grant requests for those projects. The steering committee will be meeting next Thursday to discuss the logistics of providing the draft plan for county council's review and input before it is submitted to DEP at the end of September.

Personnel Committee Report/Recommendations

Ference noted the board will go into executive session at the end of the regular meeting to discuss personnel recommendations from the Executive Committee.

Employee Step Increase Acknowledgment

Ference noted this item will be discussed in the executive session.

Additional Items:

FY 2021/2022 Agricultural Conservation Technician 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 Chonko to approve the FY 2021/2022 ACT application for \$16,225. The motion carried unanimously.**

John Deere Tractor Update

Longmore explained that he checked on the status of the tractor order, and the salesman stated that John Deere has indicated a mid-October delivery date. Availability is a problem everywhere, which was verified when Longmore checked with another dealer. Inventories are low and the factory is behind filling orders. He asked the salesman about upgrading to the next larger tractor, and although they don't have availability at their dealership, he said he would check with other dealers. Longmore asked if the board would provide authorization to purchase another tractor if one is available. With the 24% COSTARS discount the cost would be an additional \$1,200-\$1,300.

****Motion by Burger, seconded by Hanish to authorize Longmore to purchase a larger John Deere tractor, if it can be delivered sooner than the original order. The motion carried unanimously.**

ANNOUNCEMENTS:

- July LCD Board of Directors Meeting – 7/15/21 at 6:00 PM
- PACD Executive Council Annual Meeting (via Zoom) – 7/29/21 at 10:00 AM

Public Comment: None

Executive Session:

The board went into executive session at 6:37 PM.

Regular Session:

The board returned to regular session at 6:56 PM.

****Motion by Hanish, seconded by Burger to move George Jones from the part-time, seasonal MDC Program position to the seasonal lead technician position for 40 hours a week and to hire Owen Sprau for the part-time, seasonal position in the MDC Program as a Program Technician, Step 3. The motion carried unanimously.**

****Motion by Burger, seconded by Hanish to move Hunter Bednarczyk to Conservation Specialist I, Step 4.**

Employee Step Increase Acknowledgement

Ference acknowledged that Graham and Bednarczyk both have successfully achieved a step increase within the district's Employee Pay Schedule, with Bednarczyk's increase being included in the salary adjustment that was previously approved.

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

The meeting adjourned at 7:00 PM.

Respectfully submitted by Deborah Josuweit, Office Administrator.

Approved by action of the Luzerne Conservation District Board of Directors on August 19, 2021


Chair or Vice Chair


Treasurer/Secretary