

**LUZERNE CONSERVATION DISTRICT
BOARD OF DIRECTORS
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708
January 20, 2022**

Item 1

REGULAR MEETING MINUTES

Tim Ference called the meeting of the Luzerne Conservation District Board of Directors to order at 6:00 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	Present
John J. Wilkes, Jr.	Present via phone
Tracey Chonko	Present
Leonard J. Burger, Jr.	Present via phone
John P. Hanish, Jr.	Present via video
Gary A. Moyer, Sr.	Present via phone
County Council Board Member	Position Vacant

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 via video/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 Kears	NRCS	Present via phone
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ORDER OF BUSINESS

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

PUBLIC COMMENT: None

BOARD REORGANIZATION:

Tim Ference acted as Chair Pro Tem to conduct the election of officers.

Ference opened the floor for nominations for Chair of the Luzerne Conservation District Board.

****Motion by Moyer to nominate Tim Ference as Chair. Ference declined the nomination.**

****Motion by Burger, seconded by Moyer to nominate Jay Wilkes as Chair.**

Ference asked if there were any other nominations. Receiving none, he entertained a motion to close the nominations for Chair.

****Motion by Hanish, seconded by Chonko to close the nominations. The motion carried unanimously.**

Ference entertained a motion to elect Wilkes as Chair.

****Motion by Hanish, seconded by Moyer to elect Wilkes as Chair. The motion carried unanimously.**

Ference opened the floor for nominations for Vice Chair of the Luzerne Conservation District Board.

****Motion by Wilkes, seconded by Moyer to nominate Jack Hanish as Vice Chair.**

Ference asked if there were any other nominations. Receiving none, he entertained a motion to close the nominations for Vice Chair.

****Motion by Burger, seconded by Chonko to close the nominations for Vice Chair. The motion carried unanimously.**

Ference entertained a motion to elect Jack Hanish as Vice Chair.

****Motion by Wilkes, seconded by Chonko to elect Jack Hanish as Vice Chair. The motion carried unanimously.**

Ference opened the floor for nominations for Secretary/Treasurer of the Luzerne Conservation District Board.

****Motion by Wilkes, seconded by Moyer to nominate Tracey Chonko as Secretary/Treasurer.**

Ference asked if there were any other nominations. Receiving none, he entertained a motion to close the nominations for Secretary/Treasurer.

****Motion by Hanish, seconded by Wilkes to close the nominations. The motion carried unanimously.**

Ference entertained a motion to elect Tracey Chonko as Secretary/Treasurer.

****Motion by Hanish, seconded by Burger to elect Tracey Chonko as Secretary/Treasurer. The motion carried unanimously.**

Ference handed the meeting over to newly elected Board Chair Wilkes.

Wilkes noted that the list of the 2021 Committee and Advisory/Work Group Appointments was included in the board packets and asked if changes were desired for 2022. Ference suggested changing the voting delegates for PACD. The following changes were made under PA Association of Conservation Districts:

Jack Hanish, Voting Delegate (d)

Josh Longmore, Alternate #1 (s)

Thomas Herbert, Alternate #2 (d)

Tim Ference, Alternate #3 (d)

Thomas Herbert was appointed as the only Associate Director for 2022. All other Committees, Advisory/Work Groups, and Appointments to Outside Organizations will remain the same for 2022.

MINUTES: Submitted by Josuweit.

****Motion by Hanish, seconded by Chonko to approve the December 16, 2021, meeting minutes as submitted. The motion carried unanimously.**

FINANCIAL REPORTS: Submitted by Josuweit.

Wilkes noted the financial reports in the board packet.

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

COOPERATING AGENCY REPORTS:

NRCS – Kearse provided a written and verbal report.

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

PACD – Wilkes noted a written report was included in the board packet. Longmore noted a letter from PACD regarding upcoming director trainings that are being offered in-person and virtually was included in the board packet.

DCNR Bureau of Forestry – Longmore read an email providing several updates from Service Forester Julian Maza.

Wilkes noted that staff reports were included in the board packet under Item 5.

BUSINESS ITEMS:

Contract Extensions for DGLV Roads Program Projects

Longmore referenced Item 6a in the board packet. Amendments were proposed to extend the contract end dates for four projects for the purpose of finalizing the completion reports and processing final payments. They are as follows:

- Fairview Township, Lake Road – extension until 1/31/2022
- Fairmount Township, Campbell Road – extension until 1/31/2022
- Fairmount Township, Moss Road – extension until 3/31/2022
- Fairmount Township, Barchik Road – extension until 3/31/2022

Amendments were proposed to extend the contract end dates for two projects that still need to be completed:

- Fairmount Township, Pine Creek Road – extension until 12/31/2022
- Dallas Township, Jake Moore Road – extension until 10/31/2022

****Motion by Burger, seconded by Chonko to approve the DGLV Roads project contract extensions as presented. The motion carried unanimously.**

Resolutions on Sponsorship of PENNVEST Ag BMP Projects

[Resolutions attached for proposed PENNVEST applications for Drasher, Venesky, and Manzoni Ag BMP Projects.]

****Motion by Moyer, seconded by Burger to approve the resolution for the Drasher Farm PENNVEST application. The motion carried unanimously.**

****Motion by Chonko, seconded by Hanish to approve the resolution for the Venesky Farm PENNVEST application. The motion carried unanimously.**

****Motion by Hanish, seconded by Moyer approve the resolution for the Manzoni Farm PENNVEST application. The motion carried unanimously.**

Re-allocate Funds from Nescopeck Creek Restoration Growing Greener Grant

Longmore noted that the existing grant has about \$37,000 remaining which was planned to be used for survey work and core borings for the Stout project. The Sudol property in Denison Township had damages due to Hurricane Ida and is eligible for EWP funding through NRCS. As local sponsor for an EWP project, the district may need to commit to a 25% match if DEP doesn't provide the match funds through other state programs. If needed, staff recommended re-allocating the estimated \$18,000-\$19,000 from the Nescopeck Creek grant to provide match for the Sudol project.

****Motion by Hanish, seconded by Chonko to provide the 25% match for the Sudol project from the Nescopeck Creek Restoration GG grant, if needed. The motion carried unanimously.**

Consideration of Moving Reserve Fund Accounts to Another Institution

Longmore explained that recent deposits into the district's PA Invest (Pennsylvania Treasury) reserve accounts required a lengthy and costly wire transfer process because PA Invest no longer accepts paper checks. Since the PA Invest accounts earn very little interest, he suggested closing out those accounts and opening two new reserve accounts at First National Bank, which would simplify transfers and not require fees.

****Motion by Burger, seconded by Moyer to move the district's reserve funds from PA Invest to First National Bank. The motion carried unanimously.**

Employees Step Increase Acknowledgement

Wilkes acknowledged Schlauch successfully achieved a step increase on January 1, 2022, within the district's Employee Pay Schedule.

PUBLIC COMMENT: None

ANNOUNCEMENTS:

PACD Executive Council Video Conference Meeting – 1/27/22 at 10:00 AM

February LCD Board of Directors Meeting – 2/17/22 at 6:00 PM

Wilkes noted that depending on the COVID-19 situation, future board meetings may need to continue being held in a mostly virtual format. He and Longmore will coordinate before the meetings and advise the members accordingly.

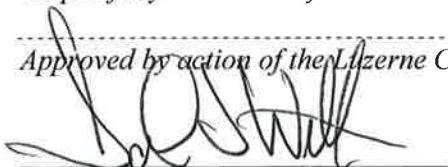
Wilkes noted that PA Ethics Code Statements of Financial Interest are due on 5/1/2022.

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

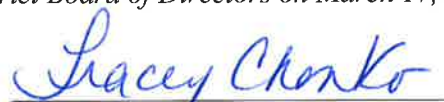
The meeting adjourned at 6:44 PM.

Respectfully submitted by Deborah Josuweit, Office Administrator.

Approved by action of the Luzerne Conservation District Board of Directors on March 17, 2022.



Chair or Vice Chair



Treasurer/Secretary