

**LUZERNE CONSERVATION DISTRICT
BOARD OF DIRECTORS
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708
December 16, 2021**

Item 2

REGULAR MEETING MINUTES

Tim Ference, Chairman, called the meeting of the Luzerne Conservation District Board of Directors to order at 6:04 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	Present
Tracey Chonko	Secretary/Treasurer	Absent
Leonard J. Burger, Jr.	Member	Present via phone
Walter Griffith	Member	Present via video at 6:26
John P. Hanish, Jr.	Member	Present
Gary A. Moyer, Sr.	Member	Excused

Ference noted Associate Director Thomas Herbert was in attendance.

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
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

MINUTES: Submitted by Josuweit.

****Motion by Wilkes, seconded by Hanish to approve the November 18, 2021, meeting minutes as submitted.
The motion carried unanimously.**

FINANCIAL REPORTS: Submitted by Josuweit.

Ference noted the financial reports in the board packet. Longmore reported the district ended the year with a significant surplus.

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

COOPERATING AGENCY REPORTS:

NRCS – Kears provided a written and verbal report. He will be revisiting one of the potential EWP Program project sites on January 5th with Levitsky, NRCS engineers, and Plymouth Borough representatives.

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 stated staff reports were included in the board packet under Item 4.

BUSINESS ITEMS:

Transfers to Reserve Accounts

Longmore projected that the year-end General Fund balance would be about \$300,000, and he explained that the district typically needs about \$150,000 to \$200,000 in the account for healthy cashflow. He recommended moving \$100,000 into reserve accounts.

****Motion by Hanish, seconded by Burger to authorize Longmore to transfer \$50,000 into the Capital Reserve Account and \$50,000 into the Payroll/Benefit Liability Reserve Account. The motion carried unanimously.**

2022 Capital Fund Budget

Longmore presented a revision to the draft of the 2022 Capital Budget that was provided in the board packets. The revision reflected the approved \$50,000 transfer which would bring the estimated beginning fund balance to \$70,000. Purchases would include 4 vehicles, a new copier, and HVAC work in the upstairs office space.

****Motion by Wilkes, seconded by Hanish to approve the 2022 Capital Budget as revised. The motion carried unanimously.**

Chesapeake Bay Countywide Action Plan Implementation Grant Agreement

Longmore reported that of the five projects, that were included in the district's implementation grant application, only one was approved. DEP has presented a grant agreement to fund the Conyngham Ag BMP project for \$94,962.

****Motion by Hanish, seconded by Burger to approve the Chesapeake Bay Countywide Action Plan Implementation Grant Agreement with DEP. The motion carried unanimously.**

Chesapeake Bay Program BMP Verification Funding

Longmore explained that DEP has recognized that many older water quality BMPs are no longer receiving credit in the Chesapeake Bay model even though they are probably still functioning. They are offering to provide funding to each district to verify and report these practices. The funding would be added to the tri-county CAP Coordinator grant which Lackawanna CD is sponsoring for Luzerne, Lackawanna, and Susquehanna Counties. Under this proposal, each district would receive \$30,000 for work through September 30, 2022. Longmore proposed accepting the funds and having Lauri perform the verification tasks. The funding would help offset the funds lost for her position from the NRCS/PACD technical services agreement.

****Motion by Hanish, seconded by Burger to accept the BMP verification funding from DEP, as discussed. The motion carried unanimously.**

Griffith joined the meeting at 6:26 PM.

Mosquito Disease Control Project Grant Agreement

Ference noted that DEP has offered a grant agreement to continue the MDC Program in 2022 in the amount of \$87,920.

****Motion by Griffith, seconded by Wilkes to approve the 2022 MDC Program grant agreement with DEP. The motion carried unanimously.**

2022 Board Meeting Schedule

Ference asked the board members about their desires for the 2022 meeting schedule. Discussion was held, and the consensus was to keep the meeting time and date as the third Thursday of each month at 6:00 PM.

****Motion by Hanish, seconded by Wilkes to maintain the present board meeting schedule in 2022. The motion carried unanimously.**

PUBLIC COMMENT: Ference noted that there was no public input received by the office and no members of the public in attendance.

Ference stated that this meeting will be the end of his term as Chairman of the Board, and he will not be seeking another term. He thanked the members of the board and staff for their support throughout his tenure and expressed his pleasure working with everyone. Board members thanked Ference for his faithful service and for sharing his wisdom through the years. Wilkes noted that Griffith will also be leaving the board and thanked him for his service.

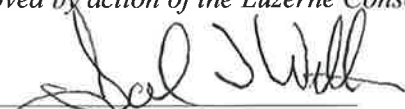
ANNOUNCEMENTS: December LCD Board of Directors Meeting – 1/20/22 at 6:00 PM

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

The meeting adjourned at 6:33 PM.

Respectfully submitted by Deborah Josuweit, Office Administrator.

Approved by action of the Luzerne Conservation District Board of Directors on January 20, 2022



Chair or Vice Chair



Treasurer/Secretary