

**LUZERNE CONSERVATION DISTRICT
BOARD OF DIRECTORS
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708
March 17, 2022**

REGULAR MEETING MINUTES

Jay Wilkes, Chairman, called the meeting of the Luzerne Conservation District Board of Directors to order at 6:03 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:

John J. Wilkes, Jr.	Present
John P. Hanish, Jr.	Present
Tracey Chonko	Present via phone
Leonard J. Burger, Jr.	Present
Thomas Herbert	Present
Gary A. Moyer, Sr.	Present via phone
Gregory S. Wolovich, Jr.	Present

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

MINUTES:

****Motion by Herbert, seconded by Hanish to approve the January 20, 2022 meeting minutes as submitted. The motion carried unanimously.**

FINANCIAL REPORTS:

Wilkes noted the financial reports in the board packet and invited questions.
****Wilkes ordered the Financial Reports to be filed for audit.**

COOPERATING AGENCY REPORTS:

NRCS – Kears 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.

STAFF REPORTS:

Wilkes noted that staff reports were included in the board packet under Item 4.

BUSINESS ITEMS:

Appointment of Director Emeritus

Wilkes entertained a motion to appoint recently retired board member Tim Ference as an Associate Director with the honorary title of Director Emeritus.

****Motion by Burger, seconded by Hanish to approve the appointment. The motion carried unanimously.**

Contracting for Conyngham Ag BMP Project

Longmore reported the low bidder for the Conyngham Ag BMP project was Creekside Concrete at \$211,801, which exceeds the currently available grant funds for this project. Longmore and Lauri spoke with DEP to discuss options. It was suggested the district request a change to the scope of work to include funding for the Conyngham project from the 2016 Ag BMP Growing Greener grant that was originally for the Manzoni project, which has not proceeded because matching funds have not been secured.

****Motion by Herbert, seconded by Wolovich to approve the amendment request to move funds from the 2016 grant for the Conyngham project and, contingent upon approval and contractor verification from DEP, to contract with Creekside Concrete for \$211,801 for the project. The motion carried unanimously.**

Contracting for Taylor Ag BMP Project

Longmore reported the low bidder for the Taylor Ag BMP Project was Martins Construction at \$230,700. Grant funds are available, but the DEP contractor verification check came back with a discrepancy which will need to be addressed prior to executing a contract.

****Motion by Moyer, seconded by Burger to contract with Martins Construction for \$230,700 for the Taylor project, contingent upon the discrepancy being addressed to DEP's satisfaction. If that does not occur within 15 days, Longmore is authorized to proceed with a contract with the next lowest bidder. The motion carried unanimously.**

****Motion by Hanish, seconded by Herbert to authorize Longmore to approve any necessary change orders for the Conyngham and Taylor projects up to 20% of the contract amounts, upon consultation and approval by the board Secretary/Treasurer. The motion carried unanimously.**

Vehicle Purchases

Longmore provided information on new vehicle purchase and existing vehicle trade-in options. Two MDC Program trucks would be financed through FNB with a 5-year municipal lease at 3.86%. The lease payments would be reimbursed by the program grant. Two additional vehicles would be purchased outright through the district's Capital Reserve Fund for use by the other district programs.

****Motion by Wolovich, seconded by Burger to authorize Longmore to trade-in existing vehicles and purchase two Nissan Frontiers from Ken Pollack Nissan for the MDC program through a municipal lease with FNB at 3.86% financing for 5 years. The motion carried unanimously.**

****Motion by Herbert, seconded by Wolovich to authorize Longmore to purchase a third Nissan Frontier and a Nissan Rouge using the Capital Reserve Fund and to authorize Longmore discretion to sell or trade current vehicles. The motion carried unanimously.**

PENNVEST Application for Burd Ag BMP Project

[Resolution attached for proposed PENNVEST application for Burd Ag BMP Project.]

****Motion by Burger, seconded by Hanish to approve the resolution for the Burd Ag BMP project PENNVEST application. The motion carried unanimously.**

Moyer left the meeting at 7:12 PM

Hiring for MDC Program Seasonal Positions

Longmore explained that one application was received for the two open MDC Program seasonal positions. He will interview the applicant, and he requested authorization to offer the full-time position at the rate of Program Technician, Step 14 if the applicant seems to be a fit. He would readvertise to fill the second position.

****Motion by Burger, seconded by Hanish to authorize Longmore to hire to fill the seasonal MDC Program positions at a rate of up to \$18.26 per hour and to readvertise as necessary. The motion carried unanimously.**

ANNOUNCEMENTS:

PACD Northeast Regional Meeting – 3/25/22 at Schuylkill CD

April LCD Board of Directors Meeting – 4/21/22 at 6:00 PM

Luzerne County Envirothon – 4/26/22 at Talen Energy’s Riverlands Park

Statements of Financial Interests (PA Ethics Comm.) forms due 5/1/22

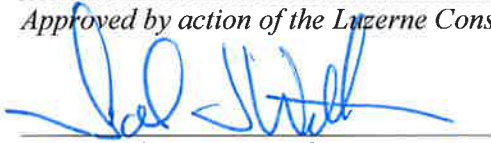
PUBLIC COMMENT: None

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

The meeting adjourned at 7:31 PM.

Respectfully submitted by Deborah Josuweit, Office Administrator.

Approved by action of the Luzerne Conservation District Board of Directors on April 21, 2022.



Chair or Vice Chair



Treasurer/Secretary