

**LUZERNE CONSERVATION DISTRICT
BOARD OF DIRECTORS
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708
July 14, 2022**

ITEM 1

REGULAR MEETING MINUTES

Chairman Jay Wilkes called the meeting of the Luzerne Conservation District Board of Directors to order at 6:02 PM, noting that the meeting was being held via video/phone conference and that it was being recorded, and he led in the Pledge of Allegiance.

ROLL CALL - BOARD MEMBERS:

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

Wilkes noted that Director Emeritus Tim Ference 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
John Gentileco, MDC Program Technician	written report submitted
Deborah Josuweit, Office Administrator	written report submitted
Morgan Lancenese, MDC Program Technician	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
Caitlin Skibiell	DEP	Present via phone

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 June 16, 2022, meeting minutes as submitted. The motion carried unanimously.**

FINANCIAL REPORTS:

Wilkes noted the financial reports in the board packet and invited questions. Longmore pointed out that E&S Service Fee income was very close to the budgeted amount for the first half of the year.

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

COOPERATING AGENCY REPORTS:

NRCS – Kears provided a written and verbal report.

DEP – Skibiell provided a written and verbal report.
PACD – 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:

Longmore referenced the list of bids for the Sudol and Butts stream stabilization projects that was included in the board packet and noted that the two projects qualified for USDA NRCS's Emergency Watershed Protection Program funding due to storm damage from Tropical Storm Ida. Full funding for both projects was provided by NRCS (75%) and PA DEP (25%).

Bids for Sudol Emergency Watershed Protection Project

Longmore reported the lowest bidder for the Sudol project was RHL Companies, Inc., at \$42,630.

****Motion by Moyer, seconded by Wolovich to authorize Longmore to contract with RHL Companies, Inc. in the amount of \$42,630 for the Sudol EWP project. The motion carried unanimously.**

Bids for Butts Emergency Watershed Protection Project

Longmore reported the lowest bidder for the Butts project was RHL Companies, Inc., at \$58,449.

****Motion by Moyer, seconded by Hanish to authorize Longmore to contract with RHL Companies, Inc. in the amount of \$58,449 for the Butts EWP project. The motion carried unanimously.**

Longmore noted that the next two items were Agricultural BMP projects that would be funded through several programs. The Barchik project would be funded through the landowner's REAP tax credits, NRCS EQIP funding, and the district's existing 2016 Ag BMP Growing Greener grant. The Murray project would be funded through the district's existing DEP Section 319 grant, although the lowest bid exceeds the currently available grant funds. Lauri has inquired with DEP regarding the availability of additional Section 319 grant funds, and the initial response was favorable.

Bids for Barchik Ag BMP Project

Longmore reported the lowest bidder for the Barchik project was Creekside Concrete at \$509,000.

****Motion by Herbert, seconded by Burger to authorize Longmore to contract with Creekside Concrete in the amount of \$509,000 for the Barchik project, contingent upon receiving the necessary funding approval and contractor verification from DEP. The motion carried unanimously.**

Bids for Murray Ag BMP Project

Longmore reported the low bidder for the Murray project was Creekside Concrete at \$435,000.

****Motion by Wolovich, seconded by Moyer to contract with Creekside Concrete in the amount of \$435,000 for the Murray project, contingent upon receiving the necessary funding approval and contractor verification from DEP. The motion carried unanimously.**

ANNOUNCEMENTS:

PACD/SCC Joint Annual Conference in Harrisburg – 7/20/22 - 7/21/22

August LCD Board of Directors Meeting – 8/18/22 at 6:00 PM

Wilkes noted that the board would enter Executive Session to discuss personnel issues. Skibiell and Kears left the meeting at 6:25 PM.

EXECUTIVE SESSION:

The board entered Executive Session to discuss personnel issues at 6:25 PM.

RETURNED TO REGULAR SESSION:

The board returned to regular session at 7:05 PM.

****Motion by Hanish, seconded by Wolovich to promote MDC Program seasonal staff members John Gentileco to Conservation Specialist 1/Step 2 and Morgan Lancenese to Program Technician/Step 9. The motion carried unanimously.**

****Motion by Moyer, seconded by Burger to provide one-time employee retention incentive payments in the amount of \$750 to regular, full-time employees and \$250 to the regular, part-time employee. The motion carried unanimously.**

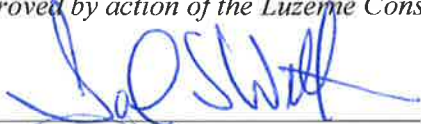
PUBLIC COMMENT: NONE

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

The meeting adjourned at 7:11 PM.

Respectfully submitted by Deborah Josuweit, Office Administrator.

Approved by action of the Luzerne Conservation District Board of Directors on September 15, 2022.



Chair or Vice Chair



Treasurer/Secretary

