

**LUZERNE CONSERVATION DISTRICT
BOARD OF DIRECTORS
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708
December 19, 2022**

Item 2

REGULAR MEETING MINUTES

Chairman John Wilkes, Jr. called the meeting of the Luzerne Conservation District Board of Directors to order at 1:00 PM, noting that the meeting was being held in-person and 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 via video
John P. Hanish, Jr.	Present
Tracey Chonko	Present
Leonard J. Burger, Jr.	Present via phone
Thomas Herbert	Present
Gary A. Moyer, Sr.	Present
Gregory S. Wolovich, Jr.	Excused

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:

****Motion by Moyer, seconded by Herbert to approve the November 17, 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 – Skibiell provided a written report.

PACD – A written report was included in the board packet.

STAFF REPORTS:

Wilkes noted that staff reports were included in the board packet as item 4.

BUSINESS ITEMS:

Contract Amendment for Pine Creek Rd. (Fairmount Twp.) DGR Project

****Motion by Chonko, seconded by Hanish to approve the contract amendment to provide additional funds of \$19,482.32 for Fairmount Township's Pine Creek Road Dirt & Gravel Road Project, bringing the contract total to \$70,482.32, and to extend the contract to January 31, 2023. The motion carried unanimously.**

New Vehicle Purchase

****Motion by Herbert, seconded by Hanish to approve the purchase of a 2023 Nissan Rogue from Ken Pollock Nissan at the purchase price of \$18,095, with the trade-in of the district's 2015 Chevrolet Equinox. The motion carried unanimously.**

Transfer to Reserve Accounts

Longmore provided an overview of the district's finances in 2022 and recommended not transferring funds from the General Fund into reserve accounts as provided for in the 2022 budget.

****Motion by Moyer, seconded by Chonko to withhold transferring funds from the General Fund to the reserve accounts. The motion carried unanimously.**

2023 Capital Fund Budget

Longmore proposed a 2023 Capital Improvement Budget that included the purchase of a new pick-up truck, which would be mostly funded by the MDC Program grant, and a new copier.

****Motion by Hanish, seconded by Moyer to approve the 2023 Capital Fund Budget. The motion carried unanimously.**

2023 Mosquito Disease Control Project Grant Agreement

Longmore reported that the district was notified of the grant approval for \$142,990 to operate the program in 2023.

****Motion by Burger, seconded by Chonko to approve the 2023 Mosquito Disease Control Project Grant Agreement with PA DEP in the amount of \$142,990. The motion carried unanimously.**

2023 Board Meeting Schedule

Wilkes asked the board if changes should be made to the current monthly meeting schedule.

****Motion by Moyer, seconded by Herbert to approve the 2023 Board Meeting Schedule to continue on the third Thursday of each month at 6:00 PM. The motion carried unanimously.**

ANNOUNCEMENTS:

January LCD Board of Directors Meeting – 1/19/23 at 6:00 PM

PACD Executive Council Video Conference – 1/26/23 at 10:00 AM

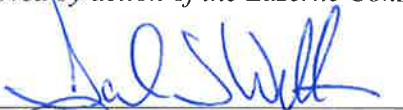
PUBLIC COMMENT: None

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

The meeting adjourned at 1:24 PM.

Respectfully submitted by Deborah Josuweit, Office Administrator.

Approved by action of the Luzerne Conservation District Board of Directors on January 19, 2023.



Chair or Vice Chair



Treasurer/Secretary