

**LUZERNE CONSERVATION DISTRICT
BOARD OF DIRECTORS
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708
September 15, 2022**

Item 1

REGULAR MEETING MINUTES

Chairman Jay Wilkes 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, and he led in the Pledge of Allegiance.

ROLL CALL - BOARD MEMBERS:

John J. Wilkes, Jr.	Present
John P. Hanish, Jr.	Excused
Tracey Chonko	Present via phone @ 6:08 PM
Leonard J. Burger, Jr.	Present via phone @ 6:08 PM
Thomas Herbert	Present
Gary A. Moyer, Sr.	Present
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
John Gentileco, MDC Program Technician	written report submitted
Deborah Josuweit, Office Administrator	Present/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:

Caitlin Skibiel	DEP	Present
-----------------	-----	---------

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 July 14, 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:

DEP – Skibiel provided a written and verbal report.

Burger and Chonko joined the meeting at 6:08 PM due to computer error.

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:

2021 Financial Audit Presentation

Longmore provided copies of the audit report from Ray Knaub, CPA, of Ray Knaub & Company P.C. to the board. Knaub thanked the board for the opportunity to prepare the 2021 audit and noted that he provided a proposed engagement agreement for the 2022 audit, which includes a \$305 increase over the fee for the 2021 audit, for the board's consideration. He reviewed the audit report and noted there were no significant issues found. Wilkes asked if the board members had any questions for Knaub, and hearing none he asked for a motion to accept the audit.

****Motion by Wolovich, seconded by Moyer accept and approve payment for the 2021 audit as presented by Knaub. The motion carried unanimously.**

**** Motion by Moyer, seconded by Herbert to engage the services of Ray Knaub & Company, P.C. for the 2022 audit at a fee of \$7,905. The motion carried unanimously.**

Contract Amendment for Welsh Road, Sugarloaf Twp. LVR Project

Longmore reported that Sugarloaf Township requested additional funds for the Welsh Road project due to the higher construction costs, and he recommended approval of a contract amendment for \$13,177.99. Schlauch reviewed the request and verified that it was justified.

****Motion by Herbert, seconded by Burger to approve the contract amendment for the Welsh Road Low-Volume Roads Project in the amount of \$13,177.99. The motion carried unanimously.**

FY 2022/2023 UGWF Allocation Acknowledgements

Longmore explained the allocations from the Unconventional Gas Well Fund (UGWF), funded by severance fees on natural gas wells, are distributed by the SCC and the Pennsylvania Utility Commission (PUC). The PUC block grant, in the amount of \$67,123.03, was received in early July. Longmore requested acknowledgment of those funds, which are included in the 2022 budget for staff costs that are not covered by state or federal reimbursements. Additionally, the SCC has allotted \$117,145 in CDFAP UGWF Administrative Assistance Funding for the current state fiscal year. An acknowledgment by the Board is needed to submit a worksheet to the SCC documenting the district's intentions for the use of the funds. Longmore recommended continuing using the funds to cover general administrative expenses.

****Motion by Herbert, seconded by Moyer to acknowledge the receipt and use of the PUC block grant as reflected in the district's budget and to note the district's intent to use FY 2022/2023 CDFAP UGWF allocation from the SCC for general administrative expenses. The motion carried unanimously.**

Retirement System Minimum Obligation for 2023 Acknowledgment

Wilkes noted that Longmore provided the district's PA Municipal Retirement System 2023 Minimum Municipal Obligation Worksheet as Item 5d in the board packet, which Longmore explained was prepared using payroll estimates for 2023.

****Motion by Chonko, seconded by Moyer to acknowledge the PA Municipal Retirement System 2023 Minimum Obligation Worksheet. The motion carried unanimously.**

Mosquito-borne Disease Control Program Status

Longmore reported that DEP has indicated a tentative end of the seasonal program activities at the end of September or early October and noted that employment would end for the seasonal technicians at that time. He also noted that, at the district's request, DEP will be inquiring if Luzerne County would have interest in operating the program next year. Longmore will keep the board updated on the status of the program for 2023.

****Motion by Wolovich, seconded by Moyer to acknowledge the end of the seasonal MDC program activities according to DEP's direction. The motion carried unanimously.**

Attorney Engagement for Drasher PENNVEST Project

Longmore noted the receipt of an engagement letter from attorney George Cook of Blakinger Thomas Law Firm for services related to the Drasher PENNVEST project in the amount of \$9,000. The fee would be covered by the grant that PENNVEST has approved. The closing has been paused while TeamAg, the engineering consultant, works to address higher-than-expected project construction bids that were received.

****Motion by Moyer, seconded by Herbert to engage with Blakinger Thomas Law Firm for the counsel on the Drasher PENNVEST project. The motion carried unanimously.**

Resolution for Drasher PENNVEST Project

See the attached resolution at the end of these minutes.

****Motion by Herbert, seconded by Wolovich to approve resolution 9-15-22-1 for the Drasher Farm PENNVEST project. The motion carried unanimously.**

Driveway/Parking Lot Sealing

Longmore noted the need to seal the parking lot and driveway before winter.

****Motion by Moyer, seconded by Chonko to authorize the Executive Director to hire a contractor to seal the district's driveway and parking lot using funds from the Capital Reserve Account.**

Employee Step Increase Acknowledgment

Wilkes acknowledged that Lauri recently achieved a step increase within the district's Employee Pay Schedule due to satisfactory performance. She is now designated as a Conservation Specialist 2, Step 7.

ANNOUNCEMENTS:

October LCD Board of Directors Meeting – 10/20/22 at 6:00 PM

PACD NE Regional Meeting in Pottsville – 10/25/22 at 10:00 AM

PUBLIC COMMENT:

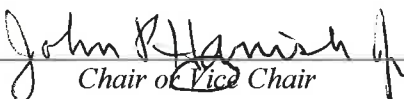
None

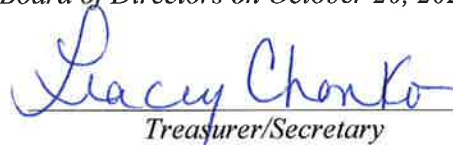
****Motion by Moyer, seconded by Wolovich to adjourn the meeting. The motion carried unanimously.**

The meeting adjourned at 7:08 PM.

Respectfully submitted by Deborah Josuweit, Office Administrator.

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


Chair or Vice Chair


Treasurer/Secretary

