

**LUZERNE CONSERVATION DISTRICT
BOARD OF DIRECTORS
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708
January 19, 2023**

Item 1

REGULAR MEETING MINUTES

Chairman John Wilkes, Jr. called the meeting of the Luzerne Conservation District Board of Directors to order at 6:02 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.	Present
Tracey Chonko	Excused
Leonard J. Burger, Jr.	Present via phone
Thomas Herbert	Present @ 6:07 PM
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
Keith George, Program Coordinator (MDC & Special Projects)	
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
Caitlin Skibiel	DEP	Present

ORDER OF BUSINESS

(**Denotes motion or action taken by the district board)

PUBLIC COMMENT: None

BOARD REORGANIZATION:

Wilkes turned the meeting over to Skibiel to act as Chair Pro Tem to conduct the election of officers.

Skibiel opened the floor for nominations for Chair of the Luzerne Conservation District Board.

****Motion by Moyer, seconded by Wolovich to nominate Jay Wilkes as Chair.**

Skibiel asked if there were any other nominations. Receiving none, she entertained a motion to close the nominations for Chair and to elect Wilkes to the position.

****Motion by Wolovich, seconded by Moyer to close the nominations and to elect Wilkes as Chair. The motion carried unanimously.**

Skibiel opened the floor for nominations for Vice Chair of Luzerne Conservation District Board.

****Motion by Wilkes, seconded by Burger to nominate Jack Hanish as Vice Chair.**

Skibiel asked if there were any other nominations. Receiving none, she entertained a motion to close the nominations for Vice Chair and to elect Hanish to the position.

****Motion by Moyer, seconded by Wilkes to close the nominations and to elect Hanish as Vice Chair. The motion carried unanimously.**

Skibiell opened the floor for nominations for Secretary/Treasurer of Luzerne Conservation District Board.

****Motion by Hanish, seconded by Herbert to nominate Tracey Chonko as Secretary/Treasurer.**

Skibiell asked if there were any other nominations. Receiving none, she entertained a motion to close nominations for Secretary/Treasurer and to elect Chonko to the position.

****Motion by Wolovich, seconded by Wilkes to close the nominations and to elect Chonko as Secretary/Treasurer. The motion carried unanimously.**

Skibiell turned the meeting over the Chairman Wilkes.

Wilkes noted the draft list of 2023 Committee and Advisory/Work Group Appointments included in the board packets. He asked if any changes were desired for 2023. Skibiell offered to serve on a committee. Longmore suggested the Ag Program Advisory Group, and Skibiell agreed to serve.

****Wilkes make the appointments to the 2023 Committees and Advisory/Work Groups, as presented and discussed.**

MINUTES:

****Motion by Hanish, seconded by Herbert to approve the December 19, 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 – Kearsse provided a written and verbal report.

DEP – Skibiell provided a written and verbal report. Skibiell noted an Employment Law Seminar will be held in Jim Thorpe on February 23rd. Longmore, Herbert, and Hanish will attend.

PACD – A written report was included in the board packet. Longmore noted the PACD Executive Council video conference will be held on January 26th at 10:00 AM. Herbert reported on the PACD Legislative Committee meeting.

STAFF REPORTS:

Wilkes noted that staff reports were included in the board packet as item 5.

BUSINESS ITEMS:

Sale of 2018 Nissan Frontier

Wilkes stated he would be abstaining from any votes on this agenda item. Longmore noted that he previously received quotes of about \$19,000 for the trade-in of the 2018 Nissan Frontier. Jackson Township inquired about purchasing the vehicle for \$19,000.

****Motion by Wolovich, seconded by Hanish to approve the sale of the 2018 Nissan Frontier to Jackson Township for \$19,000.00, as-is. The motion carried. Wilkes abstained from the vote.**

2023 Countywide Action Plan Grant Additional Funds Request

Longmore announced that DEP awarded the district an additional \$45,557 in the CAP Implementation Projects grant for 2023. This is an amendment to the grant agreement that was approved last year.

****Motion by Herbert, seconded by Hanish to approve the additional funding of \$45,557 for the Countywide Action Plan Implementation Projects grant. The motion carried unanimously.**

Agricultural Conservation Assistance Program Delegation Agreement

The SCC provided the delegation agreement for the new Agricultural Conservation Assistance Program for the board's consideration.

****Motion by Burger, seconded by Moyer to approve the Agricultural Conservation Assistance Program Delegation Agreement with the State Conservation Commission. The motion carried unanimously.**

Dirt, Gravel, & Low-Volume Road Program Delegation Agreement Renewal

Longmore noted that the board packets included a draft version of the delegation agreement with the SCC that would extend the district’s involvement in the program for another five years. The SCC made only a few minor changes to the agreement. Once the SCC approves the final document, it will be presented for the board to take formal action.

Employee Step Increase Acknowledgement

Wilkes acknowledged that Schlauch successfully achieved a step increase within the district’s Employee Pay Schedule.

ANNOUNCEMENTS:

PACD Executive Council Video Conference – 1/26/23 at 10:00 AM
February LCD Board of Directors Meeting – 2/16/23 at 6:00 PM
Statements of Financial Interests (PA Ethics Comm.) forms due 5/1/23.

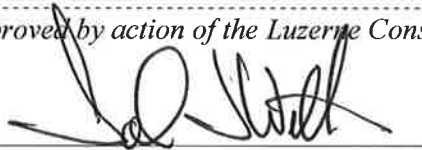
PUBLIC COMMENT: None

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

The meeting adjourned at 6:38 PM.

Respectfully submitted by Deborah Josuweit, Office Administrator.

Approved by action of the Luzerne Conservation District Board of Directors on February 16, 2023.



Chair or Vice Chair



Treasurer/Secretary

