

**LUZERNE CONSERVATION DISTRICT  
BOARD OF DIRECTORS  
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708  
February 16, 2023**

**REGULAR MEETING MINUTES**

Chairman Wilkes called the meeting of the Luzerne Conservation District Board of Directors to order at 6:00 PM, noting that the meeting was being held in person and via video/phone conference and that it was being recorded. He then led in the Pledge of Allegiance.

**ROLL CALL - BOARD MEMBERS:**

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

**DISTRICT EMPLOYEES:**

Hunter Bednarczyk, Conservation Specialist (E&S/NPDES Program)	written report submitted
Keith George, Program Coordinator (MDC & Special Projects)	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:**

Longmore noted a correction to the minutes on page 2: "Skibiell turned the meeting over *the* Chairman Wilkes" should read "*to*".

**\*\*Motion by Hanish, seconded by Herbert to approve the January 19, 2023 meeting minutes with the correction as described. 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. Longmore noted that the Northeast Regional meeting will be held on March 30<sup>th</sup> at 10:00 AM, and it will be attended virtually from the district office. Tom Herbert, the new PACD NE Regional Director, will chair the meeting.

## **STAFF REPORTS:**

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

## **BUSINESS ITEMS:**

### **Revised E&S Program Service Fee Schedule**

A revised E&S Program Service Fee Schedule and Policy were developed by a workgroup consisting of Longmore, Graham, Bednarczyk, Josuweit, and George and provided in the board packets for members' review and input.

**\*\*Motion by Hanish, seconded by Chonko to approve the E&S Program Service Fee Schedule and Policy as presented, effective February 17, 2023. The motion carried unanimously.**

### **MuniciPAY Service for Receiving Electronic Payments**

Longmore explained the service for government entities that will allow the district to accept electronic checks and credit card payments with no fees, no long-term commitments, or cancellation fees to the district. The district would also continue to accept paper checks.

**\*\*Motion by Chonko, seconded by Burger to approve the MuniciPAY service for receiving electronic checks and credit card payments. The motion carried unanimously.**

### **Surveyor Proposals for Stout Stream Restoration Project Design**

Longmore reported that Levitsky sought quotes for survey work on the Stout stream project site, which is part of the district's Nescopeck Creek Watershed Restoration Efforts Growing Greener Grant project. Although quotes were solicited from several companies, only one was received: from Northeast Surveyors for \$10,500. Longmore noted that grant funds are available to cover the expense.

**\*\*Motion by Herbert, seconded by Hanish to accept the proposal from Northeast Surveyors for \$10,500. The motion carried unanimously.**

### **DEP Flood Damage Repair Grant Amendment**

Since there was funding remaining in the grant, DEP offered to amend the agreement to include a project at Silver Lake Farm along Huntington Creek to address a log jam in the creek that is causing streambank erosion and flooding to agricultural fields.

**\*\*Motion by Hanish, seconded by Chonko to approve the amendment to add the Huntington Creek project at Silver Lake Farm to the grant agreement with DEP. The motion carried unanimously.**

### **Huntington Creek Flood Damage Repair Project Contractor Proposals**

Longmore reported that four quotes were received for the Huntington Creek project at Silver Lake Farm:

1. RHL = \$30,600
2. RCH Services = \$23,950
3. Native Habitat Restoration = \$19,700
4. Neal-Lynn = \$12,046.40

**\*\*Motion by Burger, seconded by Herbert to accept Neal-Lynn's proposal, contingent upon a DEP contractor compliance check, and to authorize Longmore to approve change orders, if needed. The motion carried unanimously.**

### **Hiring Plan for Seasonal MDC Program Technicians**

**\*\*Motion by Hanish, seconded by Herbert to authorize and approve the hiring of two, 40-hour per week seasonal employees for the MDC Program at \$18.70 per hour each and to authorize Longmore and George to post the positions, interview, and hire the seasonal employees. The motion carried unanimously.**

### **PACD Salary Survey Report**

Longmore noted 5g in the board packet. PACD contracted with the Astron Solutions consulting firm for a thorough study and comparison of conservation district salaries and benefits packages with those of other agencies, non-profit organizations, and private sector employers in PA. Last fall the board approved a contribution to support the study, so \$500 was provided to PACD.

## **ANNOUNCEMENTS:**

March LCD Board of Directors Meeting – 3/16/23 at 6:00 PM  
Statements of Financial Interests (PA Ethics Comm.) forms due 5/1/23.

Wilkes noted that he and Burger were reappointed to the board and thanked the Clerk to County Council and Longmore for helping with the process. Longmore thanked Wilkes and Burger for their continued commitment to the district.

**PUBLIC COMMENT:** None

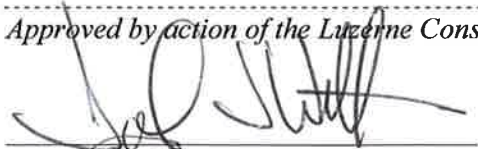
**\*\*Motion by Herbert, seconded by Chonko to adjourn the meeting. The motion carried unanimously.**

The meeting adjourned at 6:53 PM.

*Respectfully submitted by Deborah Josuweit, Office Administrator.*

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*Approved by action of the Luzerne Conservation District Board of Directors on March 21, 2023.*



Chair or Vice Chair



Treasurer/Secretary

