

**LUZERNE CONSERVATION DISTRICT
BOARD OF DIRECTORS
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708
March 21, 2023**

Item 1

REGULAR MEETING MINUTES

Chairman Wilkes called the meeting of the Luzerne Conservation District Board of Directors to order at 6:01 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 via phone
Leonard J. Burger, Jr.	Present via phone
Thomas Herbert	Present
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)	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

Longmore noted that Josh Glace from Larson Design Group, the district's consultant for coordinating the Chesapeake Bay Countywide Action Plan was present via video and phone to address an agenda item.

MINUTES:

****Motion by Hanish, seconded by Herbert to approve the February 16, 2023 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:

ACAP Assistance Agreement w/Larson Design Group (LDG)

Longmore explained the anticipated need for engineering services for the new Agricultural Conservation Assistance Program (ACAP). After considering several options, he and Lauri met with Glace to discuss what arrangements might be made with LDG since they are already providing services to the district under the Countywide Clean Water Action Plan. Glace provided a Client Master Prime Agreement with LDG to provide professional engineering services for ACAP projects and explained that a scope of work for individual projects would be provided in accordance with the terms of the agreement.

****Motion by Moyer, seconded by Chonko to approve the Client Master Prime Agreement with Larson Design Group for ACAP engineering services as needed. The motion carried unanimously.**

Josh Glace left the meeting at 6:26 PM.

Toby Creek Feasibility Study Agreement w/Borton-Lawson

Longmore described the need for a feasibility study for a streambank retention wall along Toby Creek in Kingston Township. The district's Toby Creek Restoration Growing Greener grant was written to include engineering services from Borton-Lawson, Kingston Township's engineer, because of extensive work they have already done for the township in the vicinity of the wall. Borton-Lawson provided a professional services agreement for the work.

****Motion by Wolovich, seconded by Herbert to approve the professional services agreement with Borton-Lawson. The motion carried unanimously.**

Dirt, Gravel, Low-Volume Roads Program Contract Approvals

The board packet included a list of projects provided by Schlauch that were already approved by the Quality Assurance Board but were not yet approved by the district board:

****Motion by Hanish, seconded by Herbert to approve the Larksville Borough, Hills Lane DGR project for \$179,790.12. The motion carried unanimously.**

****Motion by Wilkes, seconded by Hanish to approve the Hollenback Township, Kingsbury Road Phase 2 LVR project for \$72,444.00. The motion carried. Moyer abstained from the vote.**

****Motion by Wolovich, seconded by Hanish to approve the Fairmount Township, Pine Creek Road Phase 2 DGR project for \$70,000. The motion carried unanimously.**

New Credit Card Account w/U.S. Bank (through COSTARS)

Longmore provided information on a credit card from U.S. Bank, through the COSTARS program, which offers a 1.65% rewards program.

****Motion by Herbert, seconded by Hanish to approve applying for the U.S. Bank credit card. The motion carried unanimously.**

Scope of Work Change for Huntington Creek Growing Greener (GG) Grant

Longmore reported that the Taylor Farm project was completed last year under budget. He and Ag Program staff met to discuss potential uses for the remaining Huntington Creek GG grant funds. Because of the eligibility criteria included in the grant, the remaining funding could be used towards the Stevens Farm project which has been on hold for several years. Staff recommended requesting DEP's approval to use the remaining funds for that project.

****Motion by Hanish, seconded by Burger to approve the request to DEP to change the Scope of Work of the Huntington Creek Growing Greener grant to include the Stevens Farm project. The motion carried. Chonko abstained from the vote.**

Spotted Lanternfly (SLF) Program Grant Application

Longmore requested the board's approval for George to apply for an SLF Program grant from the PA Dept. of Agriculture.

****Motion by Wilkes, seconded by Chonko to authorize George to submit a grant application for the Spotted Lanternfly Program. The motion carried unanimously.**

ANNOUNCEMENTS:

April LCD Board of Directors Meeting – 4/20/23 at 6:00 PM
Luzerne County Envirothon – 4/25/23 at Talon Energy’s Riverlands Park
Statements of Financial Interests (PA Ethics Comm.) forms due 5/1/23.

PUBLIC COMMENT:

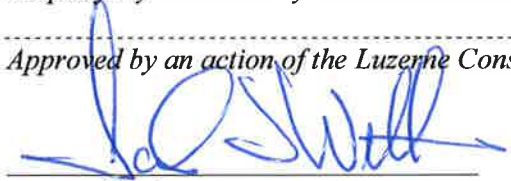
Ugo Voso spoke to the board on a water and dumping issue in Humboldt Industrial Park. Longmore indicated that a district staff member would follow up with Mr. Voso to determine if the district can provide any assistance regarding the issue.

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

The meeting adjourned at 6:54 PM.

Respectfully submitted by Deborah Josuweit, Office Administrator.

Approved by an action of the Luzerne Conservation District Board of Directors on May 18, 2023.



Chair or Vice Chair



Treasurer/Secretary

