

**LUZERNE CONSERVATION DISTRICT  
BOARD OF DIRECTORS  
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708  
May 18, 2023**

Item 1

**REGULAR MEETING MINUTES**

Chairman 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. 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
Gregory S. Wolovich, Jr.	Present via phone

**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
Lauren Holder, MDC Technician	written report submitted
Deborah Josuweit, Office Administrator	Present/written report submitted
Jennifer Lauri, Ag Conservation Specialist	Present/written report submitted
Morgan Lancenese, MDC Technician	
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/written report submitted

**ORDER OF BUSINESS**

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

**PUBLIC COMMENT:** None

**MINUTES:**

**\*\*Motion by Hanish, seconded by Moyer to approve the March 21, 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 verbal report.  
DEP – Skibiel provided a written and verbal 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 Local Policy & Project Application**

Lauri gave a brief description of item 5a in the board packet, a draft *Agricultural Conservation Assistance Program (ACAP) Statement of Policy for the Luzerne Conservation District* for implementation of the program locally. The draft policy was provided to members of the district's Ag Program Advisory Workgroup for input and includes an application and ranking criteria that is intended to incorporate local interests and needs. Longmore noted if the board approves the policy, the next step will be to notify the local agricultural community that grant applications are being accepted.

**\*\*Motion by Herbert, seconded by Burger to approve the ACAP Statement of Policy and application as provided. The motion carried unanimously.**

### **Proposed Growing Greener (GG) Grant Application**

Longmore reported that staff are proposing two applications for the current GG grant round, one for agricultural practices and one for stream/watershed projects. Longmore handed out written information provided by Levitsky on two projects: one to address erosion causing road damage along Pine Creek in New Columbus Borough and the other to address severe streambank erosion along Shickshinny Creek in Union Township. Lauri stated that the application for agricultural practices would address traditional Ag BMPs and several smaller projects such as grazing areas and education/outreach. Larson Design Group, as the district's CAP coordinator, will write the grant applications if the board approves moving forward.

**\*\*Motion by Moyer, seconded by Wolovich to authorize Longmore to submit the GG grant applications. The motion carried unanimously.**

### **New 5-Year Agreement for DGLV Roads Program**

Longmore noted item 5c in the board packet. The proposed delegation agreement with the SCC would allow the district to continue operating the Dirt, Gravel, and Low-Volume Roads Program for the next five years.

**\*\*Motion by Moyer, seconded by Hanish to approve the 5-Year DGLV Roads Program Agreement with the State Conservation Commission. The motion carried unanimously.**

### **DGLV Roads Program Contract Recommendations from QAB**

Longmore provided minutes from the DGLVR Program Quality Assurance Board's meeting on 5/16/23 which included the following actions by the QAB:

*The QAB members discussed the applications and unanimously agreed to make the following recommendations to the District Board:*

- 1. Approval of funding and execution of Dirt and Gravel Road contracts for Black Creek Township (Mountain Laurel Trail, \$131,972.50), Union Township (Hartman Hill Road, \$13,557.50 and Belles Hill Road, \$26,106.70), and partial funding to Lehman Township (Ide Road, \$17,140.00) contingent upon approval of the FY23/24 state budget allocations.*
- 2. Approval of partial funding and execution of Low Volume Paved Road contracts for Black Creek Township (Chicks Lane Phase 2, \$126,000.00) and Jackson Township (Smiths Pond Road, \$40,000.00) contingent upon approval of the FY23/24 state budget allocations.*
- 3. Approval of ranking criteria revisions suggested by Schlauch.*

**\*\*Motion by Moyer, seconded by Hanish to approve the recommendations for DGR projects as presented and contingent upon approval of the FY23/24 state budget allocation. The motion carried unanimously.**

**\*\*Motion by Hanish, seconded by Herbert to approve the recommendations for LVR projects as presented and contingent upon approval of the FY23/24 state budget allocation. The motion carried. Wilkes abstained.**

**\*\*Motion by Hanish, seconded by Moyer to approve the ranking criteria revision suggested by Schlauch. The motion carried unanimously.**

**Banking Proposal from M&T Bank**

Longmore explained that because of recent issues with the district's current bank, First National Bank of PA (FNB), he recently looked into other banking options. He checked with Luzerne National Bank and M&T Bank about their local government banking products and services. After comparing proposals from those banks and the current services provided by FNB, he recommended transferring all accounts to M&T Bank. The M&T Bank Proposal was included in the board packet as Item 5e.

**\*\*Motion by Wilkes, seconded by Wolovich to authorize Longmore to transition the district's bank accounts to M&T Bank. The motion carried unanimously.**

**Personnel Committee Recommendation**

Wilkes noted the board would go into executive session to discuss a personnel recommendation from the Executive Committee.

**\*\*Motion by Moyer, seconded by Hanish to enter into an executive session. The motion carried unanimously.**

**The board went into Executive Session at 7:03 PM.**

**The board returned to regular session at 7:16 PM.**

The board considered the personnel recommendation from the Executive Committee to provide a special, one time, \$1,000 bonus to Hunter Bednarczyk for exceptional performance in the Erosion Sediment Control Program; and to also give him a promotion from Conservation Specialist 2, Step 1 to Conservation Specialist 2, Step 4.

**\*\*Motion by Herbert, seconded by Hanish to approve the recommendation. The motion carried unanimously.**

**ANNOUNCEMENTS:**

June LCD Board of Directors Meeting – 6/15/23 at 6:00 PM  
PACD/SCC Joint Annual Conference in Harrisburg – 7/19-20/23

**PUBLIC COMMENT: NONE**

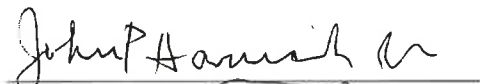
**\*\*Motion by Hanish, seconded by Moyer to adjourn the meeting. The motion carried unanimously.**

The meeting adjourned at 7:19 PM.

*Respectfully submitted by Deborah Josuweit, Office Administrator.*

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*Approved by an action of the Luzerne Conservation District Board of Directors on June 15, 2023.*

  
Chair or Vice Chair

  
Treasurer/Secretary

