

**LUZERNE CONSERVATION DISTRICT
BOARD OF DIRECTORS
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708
June 15, 2023**

REGULAR MEETING MINUTES

Vice Chairman Hanish called the meeting of the Luzerne Conservation District Board of Directors to order at 6:05 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.	Excused
John P. Hanish, Jr.	Present
Tracey Chonko	Present
Leonard J. Burger, Jr.	Present
Thomas Herbert	Present
Gary A. Moyer, Sr.	Present
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
Lauren Holder, MDC Technician	written report submitted
Deborah Josuweit, Office Administrator	Present/written report submitted
Jennifer Lauri, Ag Conservation Specialist	written report submitted
Morgan Lancenese, MDC Technician	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/written report submitted
Caitlin Skibiell	DEP	Present/written report submitted

ORDER OF BUSINESS

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

PUBLIC COMMENT: None

MINUTES:

****Motion by Moyer, seconded by Chonko to approve the May 18, 2023, meeting minutes as submitted. The motion carried unanimously.**

FINANCIAL REPORTS:

Hanish noted the financial reports in the board packet and invited questions.

****Hanish 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 and verbal report.
PACD – A written report was included in the board packet.

STAFF REPORTS:

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

BUSINESS ITEMS:

CAP Implementation Grant Project – Silver Lake Farm Stream Repair/Buffer

Longmore noted the district received \$45,557 for the 2023 CAP Implementation grant. Levitsky requested \$8,500 from the grant for the Silver Lake Farm Stream Repair/Buffer project.

****Motion by Moyer, seconded by Chonko to approve \$8,500 from the 2023 CAP grant for the Silver Lake Farm Stream Repair/Buffer. The motion carried unanimously.**

CAP Implementation Grant Project – Berger Farm Manure Management Repairs

Longmore noted the remaining balance in the grant is \$37,057. Schlauch and Lauri requested the remaining balance from the grant for the Berger Farm Manure Management Repairs project. Team Ag estimated the project cost at \$39,915. DEP has provided tentative approval to use the grant funds for the project.

****Motion by Moyer, seconded by Herbert to approve the use of the remaining CAP grant funds for the Berger Farm Manure Management Repairs project. The motion carried unanimously.**

State Program Funding Requests for Fiscal Year 2023/2024

Per the approved 2023 District Budget, Longmore submitted a request for Conservation District Fund Allocation Program (CDFAP) funding. If approved, the proposed state budget would provide cost shares of \$30,000 for the Manager, \$20,000 for an E&S technician, and \$20,000 for an ACT technician. Each year an application is submitted for Watershed Specialist funding under a 5-year grant agreement with DEP. The current agreement provides \$45,250 per year. DEP is offering a new 5-year agreement with an annual increase to \$50,250.

****Motion by Burger, seconded by Chonko to approve the 5-Year Watershed Specialist Agreement with DEP. The motion carried unanimously.**

Upcoming PACD Annual Conference Information

The agenda for the conference was included in the board packet item 5d. There are no resolutions being proposed to the PACD Executive Council. Herbert, Hanish, and Longmore will be attending the meeting on July 19th and 20th.

M&T Bank Universal Banking Resolutions

Longmore presented a resolution from M&T Bank for the board to authorize Longmore, Josuweit, Chonko, and Wilkes as signers for the new bank accounts.

****Motion by Herbert, seconded by Moyer to approve the resolution as presented and to authorize the signers to do banking business with M&T Bank. The motion carried unanimously.**

Continuation of CAP Coordinator Agreement w/Larson Design Group

Longmore noted this is the third year Lackawanna County is entering an agreement with Larson Design to act as the Countywide Action Plan (CAP) Coordinator to provide technical services and seek grants to implement projects for Lackawanna, Luzerne, and Susquehanna Counties. Larson Design is proposing a continuation of that agreement. Lackawanna CD has asked for input, and Longmore expressed that staff are pleased with Larson's performance. A two-year review of the CAP is in process with a planned public outreach session to gain input to make updates, if necessary.

****Motion by Burger, seconded by Herbert to support continuing the CAP Coordinator agreement w/ Larson Design Group. The motion carried unanimously.**

Employee Step Increase Acknowledgement

Longmore acknowledged that Josuweit and Semanski have successfully achieved a step increase within the district's Employee Pay Schedule.

ANNOUNCEMENTS:

CREP Workshop at Morgan Hills Golf Course in Muhlenberg – 6/29/23 from 9AM-1PM

PACD/SCC Joint Annual Conference in Harrisburg – 7/19-20/23

July LCD Board of Directors Meeting – 7/20/23 at 6:00 PM

Soil Health Bus Trip to Wilson Farm – 7/21/23, leave from Columbia Co. at 7AM

Soil Health Field Workshop at Bloss Farm in Hobbie – 8/22/23 from 10AM-3PM

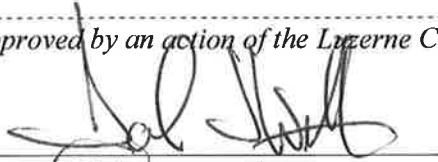
PUBLIC COMMENT: NONE

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

The meeting adjourned at 6:36 PM.

Respectfully submitted by Deborah Josuweit, Office Administrator.

Approved by an action of the Luzerne Conservation District Board of Directors on July 20, 2023.



Chair or Vice Chair



Treasurer/Secretary

