

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

**Item 1**

**REGULAR MEETING MINUTES**

Chairman Wilkes called the meeting of the Luzerne Conservation District Board of Directors to order at 12:00 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 via video
Gary A. Moyer, Sr.	Present via phone
Gregory S. Wolovich, Jr.	Present

**DISTRICT EMPLOYEES:**

Hunter Bednarczyk, Conservation Specialist (E&S/NPDES)	written report submitted
Keith George, Program Coordinator (MDC & Special Projects)	Present/written report submitted
Heather Graham, Program Coordinator (E&S/NPDES)	written report submitted
Lauren Holder, Program Technician (MDC)	written report submitted
Deborah Josuweit, Office Administrator	Present/written report submitted
Jennifer Lauri, Conservation Specialist (Ag)	Present/written report submitted
John Levitsky, Conservation Specialist (Watershed)	written report submitted
Joshua Longmore, Executive Director	Present/written report submitted
Michael Schlauch, Conservation Specialist (Ag & Roads Programs)	written report submitted

**AGENCY REPRESENTATIVES:**

Dustin Detweiler	NRCS	Present/written report submitted
Caitlin Skibiel	DEP	Present via phone/written report submitted

**ORDER OF BUSINESS**

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

**PUBLIC COMMENT:** None

**MINUTES:**

**\*\*Motion by Hanish, seconded by Wolovich to approve the September 21, 2023, meeting minutes as submitted. The motion carried unanimously.**

**FINANCIAL REPORTS:**

Wilkes noted the financial reports that were provided and invited questions.  
**\*\*Wilkes ordered the Financial Reports to be filed for audit.**

**COOPERATING AGENCY REPORTS:**

NRCS – Detweiler provided a written and 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:**

### **2022 Financial Audit Presentation**

Longmore distributed copies of the audit report from Ray Knaub, CPA, of Ray Knaub & Company P.C. Knaub thanked the board for the opportunity to prepare the 2022 audit and noted that he provided a proposed engagement agreement for the 2023 audit, which includes a \$195 increase over the fee for the 2022 audit, for the board's consideration. He reviewed the audit report and noted there were no significant issues found. Wilkes asked if the board members had any questions for Knaub, and hearing none he asked for a motion to accept the audit.

**\*\*Motion by Chonko, seconded by Hanish accept and approve payment for the 2022 audit as presented by Knaub. The motion carried unanimously.**

### **Contractor Quotes for Berger CAP Ag BMP Project**

Lauri shared quotes received for the Berger project. The estimates were broken into three parts, the pump with installation, precast concrete items, and excavation for the project. The quotes as provided:

- **Item 1 – Manure Pump**  
Cedar Crest Equipment - \$21,246  
Rovendale Ag & Barn Engineering - \$20,485
- **Item 2 – Precast Concrete**  
Dihl Vault & Precast Inc. - \$4,622.66 (*Excluding taxes the cost will be \$4,360*)
- **Item 3 - Excavation**  
Heckman Hauling and Excavating - \$17,800  
Neal-Lynn Inc. - \$97,616

The available funds for the project are \$40,021.30. The total of the lowest quotes is \$42,645.34. The project engineer suggested that the excavating contractor could be asked to exclude the gutter extension work, with the landowner installing it in-kind to reduce the contracted amount. The landowner was agreeable.

**\*\*Motion by Chonko, seconded by Hanish to approve CAP grant funding for the Berger Ag BMP project at a cost not to exceed \$40,021.30. The motion carried unanimously.**

**\*\*Motion by Hanish, seconded by Wolovich to accept the quotes from and approve contracts with Rovendale Ag & Barn Engineering for \$20,485, Dihl Vault & Precast Inc. for \$4,360, and Heckman Hauling and Excavating for \$17,800. The motion carried unanimously.**

### **ACAP Grant Recommendations from Ag Advisory Workgroup**

Lauri reported one new application was received for the second ACAP grant round from Martin Murray for \$1,444.06 to address additional drainage needs along the Section 319 grant-funded project that is currently being constructed on his farm. The Ag Advisory Workgroup recommended approval of an ACAP grant for the project.

**\*\*Motion by Hanish, seconded by Chonko to approve ACAP funding for the Martin Murray farm in the amount of \$1,444.06. The motion carried unanimously.**

### **Mosquito-borne Disease Control Program Update**

George provided a summary report on the 2023 MDC season.

**\*\*Motion by Hanish, seconded by Herbert to acknowledge the end of the program season per DEP's directive. The motion carried unanimously.**

### **Use of Medical Loss Ratio Rebate from Highmark BC/BS**

Longmore explained that the district received a \$3,277.04 rebate for 2022 health insurance premiums from Highmark BC/BS. There are two options for the use of those funds: distribute the rebate to staff members or apply it to next year's employer premium expenses. Since the district covers all premium and deductible costs for the employees, he recommended the second option – to apply it to next year's health plan costs.

**\*\*Motion by Herbert, seconded by Hanish to approve applying the Highmark rebate to the 2024 health care premium costs. The motion carried unanimously.**

### **Request for Voluntary Reduction of Office Administrator's Hours**

Longmore noted that Josuweit has requested a voluntary reduction of hours in which she would maintain full-time status but reduce her work schedule to 32 hours per week. Longmore recommended approval of the request, with paid time-off benefits prorated accordingly and retention of full health insurance benefits.

**\*\*Motion by Wilkes, seconded by Moyer to approve the voluntary reduction of hours request by Josuweit from a 40-hour work week to a 32-hour work week, while maintaining full-time status. The motion carried unanimously.**

**ANNOUNCEMENTS:**

Longmore noted that he would be placing an order for district-labeled apparel, and he would send an email requesting preferences and sizes.

11/16/23 – LCD Board of Directors Meeting at 6 PM

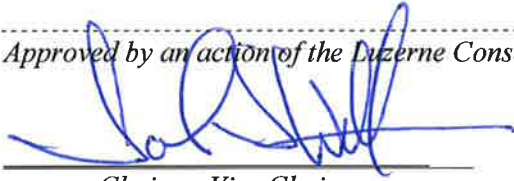
**PUBLIC COMMENT:** None

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

The meeting adjourned at 12:47 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 November 16, 2023.*



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*Chair or Vice Chair*



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*Treasurer/Secretary*

