

**LUZERNE CONSERVATION DISTRICT
BOARD OF DIRECTORS
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708
February 15, 2024**

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. He then led in the Pledge of Allegiance. Due to an error, the meeting was not recorded.

ROLL CALL - BOARD MEMBERS:

| | |
|------------------------------------|-------------------|
| John J. Wilkes, Jr., Chairman | Present |
| John P. Hanish, Jr., Vice Chairman | Present |
| Tracey Chonko, Secretary/Treasurer | Present |
| Leonard J. Burger, Jr. | Present via phone |
| Thomas Herbert | Present |
| Gary A. Moyer, Sr. | Present via phone |
| Gregory S. Wolovich, Jr. | Excused |

DISTRICT EMPLOYEES:

| | |
|---|----------------------------------|
| Hunter Bednarczyk, Conservation Specialist (E&S/NPDES) | written report submitted |
| Keith George, Program Coordinator (MDC & Special Projects) | written report submitted |
| Heather Graham, Program Coordinator (E&S/NPDES) | Present/written report submitted |
| Deborah Josuweit, Office Administrator | Present/written report submitted |
| Jennifer Lauri, Conservation Specialist (Ag) | 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 | written report submitted |
| Caitlin Skibiel | DEP | Present/written report submitted |

ORDER OF BUSINESS

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

PUBLIC COMMENT: None

1. MINUTES:

****Motion by Hanish, seconded by Herbert to approve the January 18, 2024, meeting minutes as submitted. The motion carried unanimously.**

2. FINANCIAL REPORTS:

Wilkes noted the financial reports that were provided and invited questions.

****Wilkes ordered the Financial Reports to be filed for audit.**

3. COOPERATING AGENCY REPORTS:

NRCS – Detweiler provided a written report.

DEP – Skibiel provided a written and verbal report.

PACD – A written report was included in the board packet.

4. STAFF REPORTS: Wilkes noted that staff reports were included in the board packet.

5. BUSINESS ITEMS:

5a. Individual NPDES Permit Pilot Program

Graham presented an overview of DEP’s proposed Pilot Program for Individual NPDES Permits. A document describing the program was also included in the board packet.

5b. E&S Program Delegation Agreement Amendment for Pilot Program

Longmore noted that DEP has provided an amendment to the existing delegation agreement between the Commonwealth and the district that would be required if the district participates in the pilot program.

****Motion by Hanish, seconded by Chonko, to approve the E&S Program delegation agreement amendment. The motion carried unanimously.**

5c. 2023 Audit Proposals

Longmore noted that the 2023 audit proposal previously provided by Ray Knaub & Associate’s was included in the board packet. He also invited quotes from CPAs that audit neighboring conservation districts. After discussions with interested CPAs, he recommended accepting Bradly T. Murray, CPA, LLC’s proposal for the 2023 audit, which was handed out to board members.

****Motion by Hanish, seconded by Herbert, to approve a one-year agreement with Bradly T. Murray, CPA, LLC for the 2023 audit. The motion carried unanimously.**

5d. Emergency Watershed Protection Grant Contract with PA DEP

Longmore noted that DEP provided a grant agreement for \$65,000 to provide matching funds for two emergency streambank stabilization projects in Shavertown.

****Motion by Chonko, seconded by Hanish to approve the grant agreement with PA DEP for \$65,000 for streambank stabilization projects. The motion carried unanimously.**

5e. Executive Committee Personnel Recommendations

Wilkes reported that the Executive Committee was making the following recommendations:

- To hire David Lorenzo Febbo as a Program Technician, Step 1 in the E&S Program.
- To authorize Longmore to negotiate up to Program Technician, Step 8 and to waive the 90-day waiting period for health insurance, if needed.
- To authorize Longmore to make the same offer to Charles Kelshaw if Febbo declines.

****Motion by Herbert, seconded by Hanish to approve the recommendations as presented. The motion carried unanimously.**

6. ANNOUNCEMENTS:

3/19/24 – Strategic Board Development Workshop at Monroe CCD

3/21/24 – March LCD Board of Directors Meeting at 12:00 PM

4/23/24 – Luzerne County Envirothon at Camp Kresge

5/1/24 – Statements of Financial Interests (PA Ethics Comm.) forms due

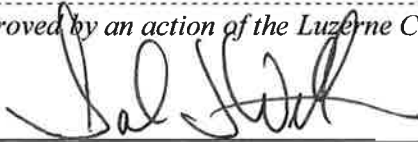
PUBLIC COMMENT: None

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

The meeting adjourned at 12:34 PM.

Respectfully submitted by Deborah Josuweit, Office Administrator.

Approved by an action of the Luzerne Conservation District Board of Directors on March 21, 2024.



Chair or Vice Chair



Treasurer/Secretary