

**LUZERNE CONSERVATION DISTRICT
BOARD OF DIRECTORS
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708
April 18, 2024**

Item 1

REGULAR MEETING MINUTES

Chairman Wilkes called the meeting of the Luzerne Conservation District Board of Directors to order at 6:00 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., Chairman	Present
John P. Hanish, Jr., Vice Chairman	Present
Tracey Chonko, Secretary/Treasurer	Present via phone
Leonard J. Burger, Jr.	Present
Thomas Herbert	Present
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)	written report submitted
Heather Graham, Program Coordinator (E&S/NPDES)	written report submitted
Deborah Josuweit, Office Administrator	Present/written report submitted
Charles Kelshaw, Program Technician (E&S/NPDES)	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	Present/written report submitted
Caitlin Skibiell	DEP	Present via phone/written report submitted

ORDER OF BUSINESS

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

PUBLIC COMMENT: Martin Murray was present and made comments regarding municipal stormwater requirements related to his Ag BMP Project. Wilkes recommended that he contact Franklin Township for more information.

1. MINUTES:

****Motion by Herbert, seconded by Hanish to approve the March 21, 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 and verbal report.

DEP – Skibiell 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. ACAP Grant Recommendations from Ag Advisory Workgroup

Longmore reported that the Ag Advisory Workgroup met on April 17th. One new ACAP application was received, from Kaleb Michaels of Huntington Township. The workgroup recommended moving forward with the Michaels project and presenting it for future board action once a dollar amount is determined. The workgroup also recommended allocating \$430,000 of ACAP funding for the Stevens project. Larson Design Group is working on the project design, and it is expected that bidding will occur in mid-summer.

****Motion by Hanish, second by Wolovich to allocate \$430,000 of ACAP funds for the Stevens Ag BMP project. The motion carried. Chonko abstained.**

5b. Emergency Watershed Protection Projects Agreement w/NRCS

Longmore filed paperwork per the board's earlier decision to act as the local sponsor for EWP projects. NRCS is working on the design, and a formal contract is expected soon. The total estimated project budget is \$161,700, with NRCS funding 75% (\$121,275) and a local match of 25% (\$40,425). DEP has agreed to fund the 25% match, and the district will function as a passthrough.

****Motion by Burger, seconded by Hanish, to accept the Emergency Watershed Protection Project agreement with NRCS and authorize the executive director and chairman to execute the paperwork when it is submitted. The motion carried unanimously.**

5c. PACD Request for Special Donation for Budget Shortfall

****Motion by Wilkes, seconded by Hanish, to approve a one-time \$500 donation to PACD. The motion carried unanimously.**

5d. Executive Committee Personnel Recommendation

****The item was tabled until after the Executive Session.**

6. EXECUTIVE SESSION:

The board went into Executive Session at 6:28 PM to discuss personnel matters.

The board resumed the Regular Meeting at 6:46 PM.

****Motion by Hanish, seconded by Moyer, to approve a promotion for Michael Schlauch to Program Coordinator, Step 3, and provide him with a one-time \$2,500 performance bonus. The motion carried unanimously.**

7. ANNOUNCEMENTS:

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

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

5/16/24 – May LCD Board of Directors Meeting at 6:00 PM

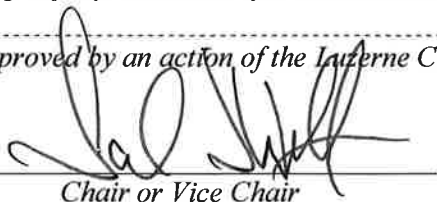
PUBLIC COMMENT: None

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

The meeting adjourned at 6:47 PM.

Respectfully submitted by Deborah Josuweit, Office Administrator.

Approved by an action of the Luzerne Conservation District Board of Directors on May 16, 2024.



Chair or Vice Chair



Treasurer/Secretary