

LUZERNE CONSERVATION DISTRICT  
BOARD OF DIRECTORS  
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708  
March 21, 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 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 via phone |
| Thomas Herbert                     | Present           |
| Gary A. Moyer, Sr.                 | Excused           |
| Gregory S. Wolovich, Jr.           | Present via phone |

**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         |
| Deborah Josuweit, Office Administrator                          | written report submitted         |
| Jennifer Lauri, Conservation Specialist (Ag)                    | written report submitted         |
| John Levitsky, Conservation Specialist (Watershed)              | Present/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/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 February 15, 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 – 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. Consolidation of Reserve Accounts**

Longmore recommended consolidating the district's three unrestricted reserve accounts (Capital Reserve, Compensation Liability Reserve, and Education & Outreach Fund) into one account for improved efficiency. Non-budgeted expenses from the account would still be presented for board approval.

**\*\*Motion by Burger, seconded by Herbert to approve the consolidation of the three reserve accounts into one reserve account. The motion carried unanimously.**

### **5b. Switch from Accrual to Cash Basis Audit for 2023**

Wilkes noted the previous discussion regarding switching from an accrual to a cash basis for the district's audit. The district's new auditor offered the option for the 2023 audit as a cost-saving measure, and Longmore verified with DEP and SCC that the change is allowed.

**\*\*Motion by Hanish, seconded by Herbert, to approve switching from accrual to cash basis for the 2023 audit. The motion carried unanimously.**

### **5c. Quotes for Kingston Boro. Tree Planting Project**

Levitsky presented quotes for the tree planting project in Kingston Boro. The low bid was from Green Valley Landscaping for \$16,800.

**\*\*Motion by Wolovich, seconded by Burger, to accept Green Valley Landscaping's proposal for \$16,800 for the Kingston Borough tree planting project. The motion carried unanimously.**

### **5d. Maylath PENNVEST Project Sponsorship**

Maylath Farm in Sugarloaf Township has requested the district's assistance in sponsoring a PENNVEST funding application for a proposed agricultural BMP project. As with the previous PENNVEST project, the district would act as the local public entity sponsor for the grant and function as a pass-through to get the project implemented, with TeamAg providing project coordination and grant administration. Longmore presented a resolution and a letter of responsibility for the board's consideration. [Resolution attached for proposed PENNVEST application for Maylath Ag BMP Project.]

**\*\*Motion by Hanish, seconded by Chonko to approve the resolution for the Maylath Farm project PENNVEST application. The motion carried unanimously.**

### **5e. Engineering Services for Stevens Ag BMP Project**

**\*\*Motion by Hanish, seconded by Herbert to accept the proposal from Larson Design Group for \$32,000 for engineering services for the Stevens Ag BMP project. The motion carried. Chonko abstained from voting.**

### **5f. MDC Seasonal Technician Hirings**

**\*\*Motion by Hanish, seconded by Herbert to authorize Longmore to hire Michael Skokoski and Lauren Holder as seasonal MDC Program Technicians, and if either candidate declines, to hire Hannah Martin. The motion carried unanimously.**

### **5g. Need for Envirothon Volunteers**

George noted the 2024 Luzerne County Envirothon will be held April 23<sup>rd</sup> at Camp Kresge, and that volunteers are needed for the event.

## **6. ANNOUNCEMENTS:**

4/4/24 – PACD Northeast Region Meeting at Monroe CCD, 10 am - noon.

4/15/24 – NRCS/CD Local Work Group Meeting in Bloomsburg from 9 am to 11 am.

4/18/24 – April LCD Board of Directors Meeting at **6:00 PM.**

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

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

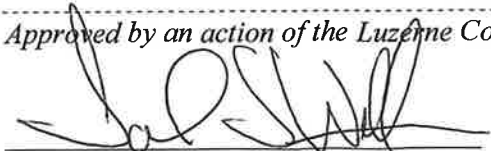
**PUBLIC COMMENT:** None

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

The meeting adjourned at 12:48 PM.

Respectfully submitted by Deborah Josuweit, Office Administrator.

Approved by an action of the Luzerne Conservation District Board of Directors on April 18, 2024.



Chair or Vice Chair



Treasurer/Secretary

ATTACHMENT:

RESOLUTION TO APPLY

The undersigned, an authorized representative of Luzerne Conservation District, hereby certifies that at a meeting held on the 21<sup>st</sup> day of March 2024, after due notice, at which a quorum was present, the Luzerne Conservation District Board of Directors adopted the following Resolution:

RESOLVED, that the Luzerne Conservation District shall be, and the same hereby are authorized to submit a Financial Assistance Application to the Pennsylvania Infrastructure Investment Authority (PENNVEST), for the purpose of financing the construction and implementation of agricultural best management practices and farmstead improvements to improve water quality at the Maylath Farm in Sugarloaf Township, Luzerne County, Pennsylvania. The Executive Director and/or appropriate officers of the Board of Directors are hereby authorized to execute all certifications and documentation required in connection with the application.

I hereby certify that the above Resolution is in full force and effect as of the 21<sup>st</sup> day of March, 2024.



John J. Wilkes, Jr., Chair

Luzerne Conservation District Board of Directors