

**LUZERNE CONSERVATION DISTRICT
BOARD OF DIRECTORS
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708
May 16, 2024**

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
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
Lauren Holder, Program Technician (MDC Program)	written report submitted
Deborah Josuweit, Office Administrator	Present via phone/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
Michael Skokoski, Program Technician (MDC Program)	written report submitted

AGENCY REPRESENTATIVES:

Dustin Detweiler	NRCS	Present via phone/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: None

1. MINUTES:

****Motion by Herbert, seconded by Hanish to approve the April 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 and verbal report. He noted that his last day serving as Luzerne County District Conservationist is June 16th. The board wished him well in his future endeavors.

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. DGLV Roads Program Quality Assurance/Quality Control Report

Longmore noted the summary report from the State Conservation Commission's August 23-24, 2023 Quality Assurance/Quality Control Visit Board was included in the board packet. The report included commendations and recommendations. Schlauch will be working on the recommendations to update the district's local policy document, and then it will be presented to the QAB and the district board for approval.

5b. New Phone Service Contract with Breezeline

With the expiration of the current service agreement, Breezeline provided another 3-year service proposal that would upgrade the phone and internet system with new technology and equipment for an increase of about \$8 a month.

****Motion by Hanish, seconded by Chonko, to approve the new 3-year phone and internet service agreement with Breezeline. The motion carried unanimously.**

5c. Employee Step Increase Acknowledgment

Wilkes acknowledged that Josuweit and Semanski have achieved step increases within the district's Employee Pay Schedule.

6. EXECUTIVE SESSION:

The board went into Executive Session at 6:14 PM to discuss personnel matters.

The board resumed the Regular Meeting at 6:27 PM.

Wilkes asked if there was a motion on the recommendation that was discussed during the Executive Session.

****Motion by Hanish, seconded by Moyer, to terminate the employment of Charles Kelshaw, Program Technician in the E&S program, effective May 17, 2024. The motion carried unanimously.**

7. ANNOUNCEMENTS:

6/20/24 – June LCD Board of Directors Meeting at 6:00 PM

7/17-18/24 – PACD/SCC Joint Annual Conference in State College

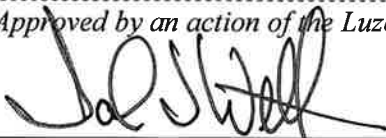
PUBLIC COMMENT: None

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

The meeting adjourned at 6:28 PM.

Respectfully submitted by Deborah Josuweit, Office Administrator.

Approved by an action of the Luzerne Conservation District Board of Directors on June 20, 2024.



Chair or Vice Chair



Treasurer/Secretary