

**LUZERNE CONSERVATION DISTRICT
BOARD OF DIRECTORS
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708
June 20, 2024**

REGULAR MEETING MINUTES

Chairman Wilkes called the meeting of the Luzerne Conservation District Board of Directors to order at 6:01 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	Excused
Leonard J. Burger, Jr.	Present
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)	written report submitted
Lauren Holder, Program Technician (MDC)	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, Program Coordinator (Ag & Roads)	written report submitted
Michael Skokoski, Program Technician (MDC)	written report submitted

AGENCY REPRESENTATIVES:

Dustin Detweiler	NRCS	written report submitted
Chantel Shambach	NRCS	Present via phone/verbal report given
Caitlin Skibieli	DEP	Present via phone/written report submitted

ORDER OF BUSINESS

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

PUBLIC COMMENT: Mr. Jamie Adamshick of Lehman Township stated he was present to learn about the district's responsibilities and programs.

1. MINUTES:

****Motion by Herbert, seconded by Hanish to approve the May 16, 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, and Shambach introduced herself as the acting District Conservationist for Luzerne County and provided a verbal report.
DEP – Skibieli provided a written and verbal report.
PACD – A written report was included in the board packet.

USDA Farm Service Agency (FSA) – 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. Quotes for The Lands at Hillside Farms Dam Removal Project

Longmore provided a list of the four quotes received for the dam removal project. The lowest was from Mitchell Knorr Contracting for \$193,184, and the company was verified through DEP's contractor responsibility program.

****Motion by Hanish, seconded by Herbert to authorize Longmore to contract with Mitchell Knorr Contracting, in the amount of \$193,184, for the dam removal project at The Lands of Hillside Farms. The motion carried unanimously.**

5b. PACD Executive Council Voting Matters

The 2024 Spring PACD Region Meetings Summary was provided, and a discussion was held on the three resolutions that will be considered at the upcoming PACD Executive Council meeting on July 17, 2024. The consensus of the board was to vote in favor of actions 1 and 2, and to abstain from voting on action 3.

5c. State Program Funding Requests for Fiscal Year 2024/2025

Per the approved 2024 District Budget, Longmore prepared a request for Conservation District Fund Allocation Program (CDFAP) funding. If approved, the proposed state budget would provide cost shares of \$30,000 for the Manager, \$20,000 for an E&S technician, and \$20,000 for an ACT technician. Also, each year an application is submitted for Watershed Specialist funding under a 5-year grant agreement with DEP. The current agreement provides \$50,250 per year, and DEP is offering a new optional "mini grant" for up to \$5,000 for education and outreach initiatives.

****Motion by Moyer, seconded by Hanish to approve the request for FY24/25 state funding as described. The motion carried unanimously.**

5d. New Copier Purchase

Longmore reported issues with the current copier. Due to its age, parts are no longer available for repairs. He obtained quotes for a new Canon Image Runner Model C3935I from Golden Business Machines for \$8,468 and Topp Business Solutions for \$7,525, both with maintenance agreements.

****Motion by Burger, seconded by Hanish to authorize the purchase of a Canon C3935I with a maintenance agreement from Topp Business Solutions for \$7,525 under the PA COSTARS program. The motion carried unanimously.**

5e. Employee Step Increase Acknowledgment

Wilkes acknowledged that Bednarczyk has successfully achieved a step increase within the district's Employee Pay Schedule.

5f. Re-scheduling of July Board Meeting

Wilkes recommended changing the time for the July 18th meeting to 6:00 PM because Longmore, Hanish, and Herbert will be in State College attending the PACD/SCC Joint Annual Conference and will not be back in time for a noon meeting.

****Motion by Herbert, seconded by Hanish to change the time for the July 18, 2024 board meeting from noon to 6:00 PM. The motion carried unanimously.**

6. ANNOUNCEMENTS:

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

7/18/24 – July LCD Board of Directors Meeting at **6:00 PM**

Longmore noted that he received a letter from the USDA Farm Service Agency (FSA) Luzerne County office indicating that nominations are being accepted until 8/1/2024 for candidates to serve on the FSA County Committee.

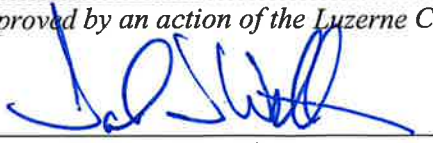
PUBLIC COMMENT: None

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

The meeting adjourned at 6:42 PM.

Respectfully submitted by Deborah Josuweit, Office Administrator.

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



Chair or Vice Chair



Treasurer/Secretary

