

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

item 1

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	Present via phone
Leonard J. Burger, Jr.	Present via phone
Thomas Herbert	Present via video
Gary A. Moyer, Sr.	Present via phone
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)	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:

Dave McCoy	NRCS	Present via phone/verbal report given
Caitlin Skibieli	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 June 20, 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 – McCoy provided a verbal report. He noted that Ben Smith, Soil Conservationist from the Bloomsburg office will work one to two days a week in the Plymouth office.
DEP – Skibieli 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. Contract Extensions for Union Township DG Road Projects

Longmore noted that Union Township is requesting an extension until 12/31/2024 for the Belles Hill Road and Hartman Hill Road projects due to weather and material issues.

****Motion by Wilkes, seconded by Hanish to approve the DG Road projects contract extensions until 12/31/2024 as requested by Union Township. The motion carried unanimously.**

5b. DGLV Roads Program Local Policy Update

Longmore noted the previously provided DGLV Roads Program Quality Assurance Quality Control report recommended updates to the district's local policies and procedures. He reviewed the proposed updates that were included in the board packet.

5c. DGLV Quality Assurance Board Grant Recommendations

Longmore provided and reviewed the minutes from the DGLVR Program Quality Assurance Board's meeting on 7/12/24 which included the following actions by the QAB:

The QAB members discussed the applications and unanimously agreed to make the following recommendations to the District Board:

- 1. Approval of funding and execution of all Dirt and Gravel Road contracts for Fairmount Township - Davis Road (\$80,061.93), Conyngham Township - Hollow Road Phase 2 (\$31,817.78), and Lehman Township – Swamp Road, (\$24,903.70).*
- 2. Approval of funding and execution of Low Volume Paved Road contracts for Lehman Township - Jackson Road (\$19,443.60) and New Columbus Borough - Pine Creek Road, (\$57,411.40), pending traffic study submission.*
- 3. Approval and execution of Union Township – Wolfe Road Phase 2 that would allow the municipality up to \$36,500.00 to finish base stabilization and the placement of Driving Surface Aggregate. Pending grant application submittal.*
- 4. QAQC Review/Policy Revisions: Michael Schlauch and Josh Longmore provided an overview of Round 4 QAQC visit from the Fall. At that time the QAB reviewed proposed revisions to the Luzerne Conservation District's QAB Policies and Procedures document. **The consensus of the QAB was to recommend approval of the revisions by the district board.***

****Motion by Wilkes, seconded by Moyer to approve the QAB recommendations to fund the projects and to revise the local policy and procedures document as presented. The motion carried. Chonko abstained.**

5d. Mosquito-borne Disease Control Program Personnel Recommendation

Wilkes presented recommendations to give promotions to the MDC seasonal personnel Mike Skokoski to Program Technician Step 12, and Lauren Holder to Program Technician, Step 18. Longmore noted funding for the promotions is available in the 2024 grant, and the recommendations come from Program Coordinator Keith George in recognition for their exceptional work performance.

****Motion by Hanish, seconded by Wolovich, to approve the personnel recommendations for Skokoski and Holder as presented. The motion carried unanimously.**

5e. Employee Step Increase Acknowledgment

Previously acknowledged.

6. ANNOUNCEMENTS:

8/15/24 – August LCD Board of Directors Meeting at 6:00 PM

Wilkes noted that the district received a certificate from the PA Department of Agriculture in recognition of 60 years of service and dedication to the conservation of natural resources in Luzerne County. Tom Herbert accepted the certificate at the PACD/SCC joint annual conference on behalf of the district. Wilkes thanked Longmore, Herbert, and Hanish for representing the district at the event.

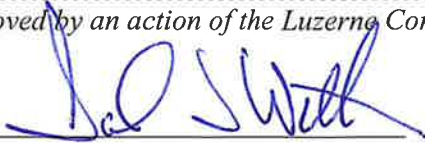
PUBLIC COMMENT: None

****Motion by Hanish, seconded by Herbert 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 September 19, 2024.



Chair or Vice Chair



Treasurer/Secretary