

LUZERNE CONSERVATION DISTRICT BOARD OF DIRECTORS
LUZERNE CONSERVATION DISTRICT OFFICE
485 SMITHS POND ROAD, SHAVERTOWN, PA 18708
May 14, 2009

REGULAR MEETING MINUTES

Timothy Ference, Chair, called the meeting of the Luzerne Conservation District Board of Directors (Board) to order at 6:40 PM, at the Luzerne Conservation District office.

The meeting began with the pledge of allegiance to the Flag of the United States of America.

PUBLIC COMMENT: There was no public comment.

ROLL CALL- BOARD MEMBERS:

Timothy J. Ference	Chair	Present
Stephen A. Urban	Vice Chair	Present
Timothy J. Connolly, Jr.	Secretary/Treasurer	Excused
Joseph Boiwka	Member	Excused
Leonard J. Burger, Jr.	Member	Present
William C. Letwinsky	Member	Present
Bruce R. Trumbower	Member	Absent
Carl R. Urbanski	Member	Present
Thomas Venesky	Member	Excused

ASSOCIATE DIRECTORS:

Robert Andrews	Associate Member	
Jack Hanish	Associate Member	Present
John (Jay) Wilkes, Jr.	Associate Member	

DISTRICT EMPLOYEES:

Joshua Longmore, District Manager	Present/written report submitted
Robert Hughes, EPCAMR Executive Director	written report submitted
Michael Hewitt, EPCAMR Watershed Outreach Coordinator	written report submitted
Shawn Rybka, Watershed Program Coordinator	Present/written report submitted
Heather Berlew, Resource Conservation Specialist II	written report submitted
Keith George, Conservation Technician	written report submitted
Aaron Stredny, Conservation Technician	written report submitted
Amy Salansky, Chesapeake Bay Technician	written report submitted
Jennifer Verry, Secretary/Bookkeeper	Present/written report submitted

AGENCY REPRESENTATIVES:

Melissa Lehman	NRCS	Present/written report submitted
Shane Kleiner	DEP	Present/written report submitted

ORDER OF BUSINESS:

****Denotes motion and action taken by the LCD Board.**

MINUTES: submitted by Jennifer Verry, Secretary/Bookkeeper

**** Motion by Urban, seconded by Urbanski, to approve the March 12, 2009 LCD Board Meeting minutes. The motion carried unanimously.**

TREASURER'S REPORT: submitted by Jennifer Verry, Secretary/Bookkeeper

****Ference, Chair ordered the Treasurer's Report to be filed for audit.**

PRESENTATION ON INVASIVE INSECTS:

Andy Duncan, DCNR was unable to attend the meeting. This presentation will be rescheduled for a future meeting.

UNFINISHED BUSINESS:

Draft Strategic Plan

Longmore presented a draft for a long term strategic plan for the Board’s approval. As previously discussed at the March meeting, he consolidated the list of priorities and added an introduction and the district’s mission statement. The long term strategic plan will be implemented in addition to the annual Goals and Objectives.

****Motion by Burger, seconded by Urbanski to accept the strategic plan as presented. The motion carried unanimously.**

Toby Creek Project Update/Consultant Choice for Assessment

Longmore and Rybka presented the following proposals for the Toby Creek Assessment project as requested by the Board at the March meeting:

- GTS \$65,148.00
- Borton Lawson/Skelly & Loy \$65,420.00
- Rettew \$73,950.00
- Entech \$78,000.00

They reported that based on the proposals presented and that Borton Lawson completed an original Act 167 plan for Toby’s Creek and Skelly & Loy wrote the original grant, the streambank workgroup is recommending Borton Lawson/Skelly & Loy for this project.

****Motion by Urbanski, seconded by Burger to hire Borton Lawson/Skelly & Loy for the Toby Creek Assessment Project. The motion carried unanimously.**

Memorandum of Understanding with Lehman Township

Longmore reported that Lehman Township contacted the district to enter into a Memorandum of Understanding regarding erosion and sediment pollution control related to earth disturbance activities within the township. Longmore presented a MOU that was approved by Lehman Township for the Board’s consideration.

****Motion by Urban, seconded by Burger to approve the Memorandum of Understanding with Lehman Township. The motion carried unanimously.**

NEW BUSINESS:

Proposed District Stimulus Projects

Longmore reported that funding is available through the American Recovery and Reinvestment Act (federal stimulus program). The two funding sources for which he is interested in applying for the district are the state’s PENNVEST Program and the DEP Conservation Works program for energy conservation and harvesting projects. He stated that PENNVEST has a funding stream for “green” type projects which would include a stormwater reuse and infiltration project for which he would like to request funding in the amount of \$185,000. The district’s application to DEP’s Conservation Works program would include a geo-thermal HVAC system and a photovoltaic solar electricity system. That funding request would be in the amount of \$230,000. Longmore asked for the Board’s approval to apply for the two grants on behalf of the district.

**** Motion by Urban, seconded by Burger to approve Longmore to move forward with the Energy Conservation & Harvesting Project grant request. The motion carried unanimously.**

**** Motion by Burger, seconded by Urbanski to approve Longmore to move forward with the ARRA PENNVEST funding request and to pass the following resolution required by PENNVEST:**

RESOLVED, the Luzerne Conservation District (“Borrower”) intends to use its General Funds, to finance on an interim basis, the costs of the Stormwater Reuse & Infiltration Project (“Project”) which costs are reasonably expected to be reimbursed with the proceeds of debt to be incurred by the Borrower, up to the maximum principal amount of \$185,000. This resolution is a declaration of official intent adopted pursuant to the requirements of Treasury Regulations Section 1.150.2.

A roll call vote was conducted with the following results:

Ference	Yes	Urban	No
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Burger Yes Letwinsky No
Urbanski Yes
The motion carried.

District Cooperator Approval

Longmore reported that Marion Welliver of Huntington Township is requesting to be recognized as a District Cooperator.

**** Motion by Urban, seconded by Letwinsky to recognize Welliver as a District Cooperator. The motion carried unanimously.**

ADDITIONAL ITEMS:

Nothing to report.

COOPERATING AGENCY REPORTS:

Melissa Lehman, NRCS –Verbal and written report submitted.

**** Ference, Chair acknowledged the following conservation plans:**

- | | | |
|-------------------|-------|------------|
| • Rudolph Chapin | T535 | 74 acres |
| • Rudolph Chapin | T496 | 20.3 acres |
| • Dave Trumbower | T6622 | 20.7 acres |
| • Kevin Ryman | T7043 | 22.6 acres |
| • Kevin Ryman | T7044 | 57.2 acres |
| • Kevin Ryman | T7046 | 30.1 acres |
| • Kevin Ryman | T7045 | 11.3 acres |
| • Kevin Ryman | T7048 | 48.2 acres |
| • Kevin Ryman | T7047 | 60.3 acres |
| • George Hubbard | T6395 | 4.4 acres |
| • George Hubbard | T6396 | 7.7 acres |
| • Faihopity Farms | T6165 | 37.3 acres |
| • JP Sitko | T575 | 65.7 acres |

Shane Kleiner, DEP – Verbal and written report submitted.

ANNOUNCEMENTS:

Backyard Conservation Workshop – June 6, 2009, 8:30 AM – 1:00 PM @ LCD office

June LCD Board of Directors Meeting – June 11, 2009 @ 6:00 PM

NEPA Energy Solutions Expo – June 12&13 @ Luzerne County Fair Grounds

***Ference thanked District staff for their hard work on the Envirothon and congratulated them on its success.**

The board entered into executive session to discuss personnel issues at 8:20 PM and returned from executive session at 9:18 PM.

****Motion by Urban, seconded by Burger to approve the following:**

1. Promotion of Keith George to Resource Conservation Specialist I, with a salary increase of \$1,600.
2. Promotion of Aaron Stredny to Resource Conservation Specialist I, with a salary increase of \$1,100.
3. Promotion of Amy Salansky to Chesapeake Bay Specialist, with a salary increase of \$3,000.
4. Merit raise for Jennifer Verry of \$500.
5. One-time bonuses of \$1,000 for Heather Berlew and Shawn Rybka in recognition of their good performance over the past year.

The motion carried unanimously.

**** Motion by Letwinsky, seconded by Urban, to adjourn the meeting. The motion carried unanimously. The meeting adjourned at 9:25 PM.**

This meeting was recorded on a digital recorder to assist in the preparation of the official written minutes.

Respectfully submitted by Jennifer A. Verry, District Secretary/Bookkeeper

Approved by action of the Luzerne Conservation District Board of Directors on June 11, 2009:

Original, signed copy on file at the Luzerne Conservation District Office
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Chair

Secretary/Treasurer