

LUZERNE CONSERVATION DISTRICT BOARD OF DIRECTORS
LUZERNE CONSERVATION DISTRICT OFFICE
485 SMITHS POND ROAD, SHAVERTOWN, PA 18708
September 10, 2009

REGULAR MEETING MINUTES

Timothy Ference, Chair, called the meeting of the Luzerne Conservation District Board of Directors (Board) to order at 6:02 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	Chairman	Present
Stephen A. Urban	Vice Chairman	Present @ 6:31
Timothy J. Connolly, Jr.	Secretary/Treasurer	Excused
Joseph Boiwka	Member	Present
Leonard J. Burger, Jr.	Member	Present
William C. Letwinsky	Member	Present @ 6:12
Bruce R. Trumbower	Member	Present
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
Shawn Rybka, Watershed Program Coordinator	written report submitted
Heather Berlew, Resource Conservation Specialist II	written report submitted
Keith George, Resource Conservation Specialist I	written report submitted
Aaron Stredny, Resource Conservation Specialist I	written report submitted
Amy Salansky, Chesapeake Bay Specialist	written report submitted
Jennifer Verry, Secretary/Bookkeeper	Present/written report submitted

AGENCY REPRESENTATIVES:

Richard Maculaitis	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

Hanish noted a correction to the minutes. He stated that the report on Lake Management issues should read that DEP issued an advisory to the public regarding microsystem contamination in the water of North Lake.

**** Motion by Urbanski, seconded by Burger, to approve the August 13, 2009 LCD Board Meeting minutes as corrected. The motion carried unanimously.**

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

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

UNFINISHED BUSINESS:

Upstairs Rental Update

Longmore reported that he spoke with a realtor and posted the upstairs space on Craigslist.org for \$500/month rent. After three weeks, he had received one inquiry. The interested party made a counter offer of \$350/month because the space is larger than he would need; however, he would allow the district to utilize the additional two upstairs rooms for storage. At the request of the Board, Longmore will obtain a list of references and a background check for the prospective tenant. He will contact Attorney Terrana to develop a code of conduct form for the prospective tenant to sign. He will counter offer the space for \$400/month rent with utilities included; internet and phone will be the responsibility of the tenant. Longmore will present the information to the Board at the October meeting.

NEW BUSINESS:

Ag Preservation Annual Funding Request

Longmore reported that funding is available from the State Conservation Commission for any support the district provides to the county's Farmland Preservation Program; however, after speaking with the county's Farmland Preservation Coordinator it was determined that no support will be needed for the next fiscal year. In order to maintain the option to request funding in future years, he will submit a \$0 application for this year's Ag Preservation grant. The Board agreed and Ference signed the request.

New Director Handbooks

Longmore and Kleiner distributed updated Director Handbooks to each director and associated director. Kleiner noted several changes in the handbook. Kleiner stated he will provide more information at the October meeting.

LCCC Fee Waiver Request

Longmore reported that the district received an E&S plan submission for the LCCC Public Safety Training Facility with a fee waiver request attached. Longmore reviewed the fee waiver request with the Board; however, after discussion the Board denied the request. Longmore will respond to LCCC with the Board's determination.

PA Municipal Retirement System's Annual Minimum Obligation Worksheet

Longmore presented the annual minimum obligation worksheet required by PMRS to the Board. This worksheet lists the projected liability of the district for the upcoming year.

****Ference, Chair acknowledged the annual minimum obligation worksheet as presented by Longmore.**

ADDITIONAL ITEMS:

Ference shared a letter he received from PACD President Irvil Kear with the Board. He stated that he has unedited notes from the Strategic Planning session if anyone is interested in reviewing them.

COMMITTEE REPORTS:

Budget/Finance Committee

Longmore reported that the Budget/Finance Committee met to discuss the current financial state of the district. He stated that the district is maintaining the general fund balance; however, if a state budget is not passed by October, the district may need to consider using the reserve accounts. The committee recommends that since the E&S program has been down, to consider temporary reassignments of E&S staff members. Longmore stated that additional help is needed on the Toby Creek Assessment Project and on a municipal outreach project. Staff members' time can be billed using restricted funds for both of these projects which will allow relief to the general fund.

**** Motion by Trumbower, seconded by Burger, to authorize Longmore to reassign tasks of E&S staff members as recommended by the committee. The motion carried unanimously.**

COOPERATING AGENCY REPORTS:

Richard Maculaitis, NRCS – Verbal and written report submitted.

Shane Kleiner, DEP – Verbal and written report submitted.

CORRESPONDENCE & ANNOUNCEMENTS:

October LCD Board of Directors Meeting – October 8, 2009 @ 6:00 PM

Ference congratulated the staff on a successful first Municipal, Contractors, Engineers Conservation Workshop.

**** Motion by Trumbower, seconded by Urban, to adjourn the meeting. The motion carried unanimously. The meeting adjourned at 7:21 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 October 8, 2009:

Original signed copy on file at the Luzerne Conservation District Office.

Chair

Secretary/Treasurer