

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

REGULAR MEETING MINUTES

Timothy Ference, Chair, called the meeting of the Luzerne Conservation District Board of Directors (Board) to order at 6:08 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	Excused
Timothy J. Connolly, Jr.	Secretary/Treasurer	Present until 6:45PM
Joseph Boiwka	Member	Absent
Leonard J. Burger, Jr.	Member	Present at 6:38PM
William C. Letwinsky	Member	Excused
Bruce R. Trumbower	Member	Present
Carl R. Urbanski	Member	Present
Thomas Venesky	Member	Present via conference call 6:12PM

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	Present/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
Peter Tarby	DEP	written report submitted

ORDER OF BUSINESS:

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

MINUTES: submitted by Jennifer Verry, Secretary/Bookkeeper

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

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

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

UNFINISHED BUSINESS:

County Programs Request Update

Longmore reported that he attended a public meeting at the courthouse regarding the county commissioners posting a tentative 2010 budget. He stated that the tentative budget shows that the county has accepted a portion of the district's proposal including the West Nile Virus, Gypsy Moth, Black Fly programs and will provide an increase to the district's allocation. He stated the county would retain the Solid Waste & Recycling program. Longmore stated he will provide the board with more information as it is received.

2009 District Audit Contract

Longmore reported that he contacted several CPA's to obtain additional quotes for the 2009 audit as requested by the board at the November meeting. He stated that not many CPA's do local government auditing. Of those he contacted, none wanted to submit a formal proposal.

**** Motion by Trumbower, seconded by Connolly, to accept the 2009 audit proposal from Ray Knaub & Co. in the amount of \$5,625.00 with the condition of a 10% penalty should the audit extend past the September 2010 board meeting. The motion carried unanimously.**

EPCAMR Board of Trustees

Ference asked the board to consider appointing Peter Haentjens as a voting member of EPCAMR'S Board of Trustees based on his request and resume provided at the November meeting. Ference stated that he and Longmore are also voting members of EPCAMR's Board of Trustees and asked the board to consider reappointing Longmore and himself for the upcoming year.

**** Motion by Urbanski, seconded by Connolly, to appoint Peter Haentjens as a voting member of EPCAMR's Board of Trustees. The motion carried unanimously.**

**** Motion by Trumbower, seconded by Connolly, to reappoint Ference and Longmore as voting members of EPCAMR's Board of Trustees. The motion carried unanimously.**

2010 Budget

Longmore stated that the 2010 budget will be discussed during the executive session due to personnel considerations that might affect the final budget.

NEW BUSINESS:

2010 Goals & Objectives

Longmore presented draft copies of the district's 2010 Goals & Objectives to the Board for review. Longmore stated that he and the staff developed the drafts after reviewing the 2009 Goals & Objectives and making adjustments for the upcoming year while keeping with the direction set by the district's Strategic Plan. He asked the Board to take action on the 2010 Goals & Objectives either by amending the drafts or approving them as presented. After review, the board amended the following Administration Program objectives:

Goal #1 – Add: Objective #8 - Pass 2011 Budget

Timeframe – December Board Meeting

Responsible Party – LCD Board

Goal #4 – Change: Objective #4 – Explore ways on improving relationships with State/Federal legislators

Timeframe – Ongoing

Responsible Party – District Manager, LCD Board

**** Motion by Trumbower, seconded by Connolly to approve the 2010 Goals & Objectives as amended. The motion carried unanimously.**

Annual Banquet Update

Rybka presented the board with a merchandise packet for the 2010 Luzerne Conservation District banquet. In an effort to make the banquet a success, he asked the directors/associate directors for their support by obtaining at least one donation from businesses/individuals to underwrite a specific print or item listed in the packet. The banquet will be held at the Genetti Hotel & Convention Center on February 20, 2010.

Winter Maintenance Contractor

Longmore presented four quotes that he obtained from local contractors to provide winter maintenance of the district's driveway and parking area for the board's approval. The quotes are as follows:

B&J Paving Contractors - \$80/visit (plow & salt) \$25/visit (salt only)

Adamski Paving - \$100/visit (plow & salt) + \$6/bag salt (4-5 bags needed per visit) \$50/visit (salt only)
Eastern Landcare - \$ 95/visit (plow & salt) every 2-4 inches \$75/visit (salt only)
Dallas Nursery - \$ 125/visit (plow & salt) every 2-6 inches \$40/visit (ice control only)

****Motion by Connolly, seconded by Urbanski to approve the proposal submitted by B&J Paving Contractors for winter maintenance of the district grounds in the amount of \$80/visit (plow & salt), \$25/visit (salt only). The motion carried unanimously.**

PACD Winter Meeting Registration (Jan. 20-21)

Longmore reported that the PACD Winter meeting will be held on January 20-21, 2010. He stated that discounted hotel reservations must be made by December 20th and registration deadline is January 6, 2010. He asked if any board members were interested in attending to let him know.

Chesapeake Bay Fund Transfer (per 2009 audit)

Longmore reported that \$9,131.00 needs to be transferred from the General Checking account to the Chesapeake Bay Savings account based on information obtained from the 2009 audit. Due to the available funds in the General Checking account, Longmore recommended using the funds in the Capital Improvement Savings account to make the transfer. He asked for the board's approval of this transfer.

****Motion by Trumbower, seconded by Connolly to transfer \$9,131.00 from the Capital Improvement account to the Chesapeake Bay account based on Longmore's recommendation.**

RC&D Update

Hanish reported that he attended the quarterly Pocono Northeast RC&D Council meeting and received information regarding a new draft of the organization's by-laws. He stated that the draft has not been passed yet. He stated that if the by-laws are passed, Districts would be able to nominate whomever they choose, however, the RC&D Council will approve who will be appointed to the council. Hanish noted that fees have not been decided at this time.

ADDITIONAL ITEMS:

Nothing to report.

COOPERATING AGENCY REPORTS:

Richard Maculaitis, NRCS – Verbal and written report submitted.

Ference acknowledged the following conservation plans:

- **Ronald Myers** **CREP contract #332** **10 acres**
- **Ray Barchik** **T973** **113 acres**
- **Robert Kashubski** **T193** **75 acres**

Shane Kleiner, DEP – Verbal and written report submitted.

Peter Tarby, DEP – written report submitted

CORRESPONDENCE & ANNOUNCEMENTS:

Ference stated that he received an invitation from the Department of Agriculture encouraging board members to attend the 7th Annual PA Farm Show Public Officials Day Luncheon on January 14, 2010 at 12:00 PM at the Farm Show complex. He asked if anyone was interested to let him or Longmore know.

LCD Christmas Party – December 18, 2009 @ 12:00 PM

LCD Banquet Planning Committee Meeting – January 7, 2010 @ 1:30 PM

January LCD Board of Directors Meeting – January 14, 2010 @ 6:00 PM

PACD Winter Meeting in State College – January 20-21, 2010

The Board entered into executive session to discuss personnel issues at 7:40 PM and returned from Executive Session at 8:10 PM.

**** Motion by Urbanski, seconded by Burger, to approve the 2010 District Budget as presented. The motion carried unanimously.**

**** Motion by Trumbower, seconded by Burger, to adjourn the meeting. The motion carried unanimously. The meeting adjourned at 8:11 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 January 14, 2010:

Chair

Secretary/Treasurer