

**LUZERNE CONSERVATION DISTRICT  
BOARD OF DIRECTORS  
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708  
September 21, 2023**

**Item 1**

**REGULAR MEETING MINUTES**

Chairman Wilkes called the meeting of the Luzerne Conservation District Board of Directors to order at 6:00 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.	Present
John P. Hanish, Jr.	Present
Tracey Chonko	Present
Leonard J. Burger, Jr.	Present
Thomas Herbert	Present
Gary A. Moyer, Sr.	Present
Gregory S. Wolovich, Jr.	Present

**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
Morgan Lancenese, Program Technician (MDC)	written report submitted
John Levitsky, Conservation Specialist (Watershed)	written report submitted
Joshua Longmore, Executive Director	Present/written report submitted
Michael Schlauch, Conservation Specialist (Ag & Roads Programs)	written report submitted

**AGENCY REPRESENTATIVES:**

Dustin Detweiler	NRCS	Present/written report submitted
Caitlin Skibiel	DEP	Present/written report submitted

**ORDER OF BUSINESS**

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

**PUBLIC COMMENT:** None

**MINUTES:**

**\*\*Motion by Hanish, seconded by Herbert to approve the August 17, 2023, meeting minutes as submitted. The motion carried unanimously.**

**FINANCIAL REPORTS:**

Wilkes noted the financial reports that were handed out and invited questions.  
**\*\*Wilkes ordered the Financial Reports to be filed for audit.**

**COOPERATING AGENCY REPORTS:**

NRCS – Detweiler provided a written and verbal report.  
DEP – Skibiel provided a written and verbal report.  
PACD – A written report was included in the board packet.

**STAFF REPORTS:** Wilkes noted that staff reports were included in the board packet as item 4.

**BUSINESS ITEMS:**

**DGLVR Contract Extension – Union Twp., Wolfe Rd.**

**\*\*Motion by Moyer, seconded by Hanish to approve the contract extension for the Union Township Wolfe Road project until June 30, 2024. The motion carried unanimously.**

**Contractor Quotes for Berger CAP Ag BMP Project**

Wilkes ordered the matter to be postponed until contractor quotes are received.

**FY 2023/2024 UGWF Allocation Acknowledgement**

Longmore explained that Unconventional Gas Well Fund (UGWF) allocations are distributed by the SCC and the Pennsylvania Utility Commission (PUC). The PUC block grant, in the amount of \$70,277.81, was received in early July. Those funds are included in the 2023 budget for staff costs not covered by other sources. Additionally, the SCC allotted \$118,005 in CDFAP UGWF Administrative Assistance Funding for the current state fiscal year. Board acknowledgment is needed of the submittal of a worksheet to the SCC documenting the district's intended use of the funds. Longmore recommended continuing to use the funds to cover general administrative expenses.

**\*\*Motion by Hanish, seconded by Herbert to acknowledge the receipt and use of the PUC block grant as reflected in district's budget and to note the district's intent to use FY 2023/2024 CDFAP UGWF allocation from the SCC for general administrative expenses. The motion carried unanimously.**

**Retirement System Minimum Obligation for 2024 Acknowledgment**

Longmore provided the district's PA Municipal Retirement System 2024 Minimum Municipal Obligation Worksheet, which he prepared using payroll estimates for 2024.

**\*\*Motion by Wolovich, seconded by Chonko to acknowledge the PA Municipal Retirement System 2024 Minimum Obligation Worksheet. The motion carried unanimously.**

**Reschedule October Board Meeting**

Longmore announced that Levitsky will receive the Northeast Environmental Partners' 2023 Thomas P. Shelburne Environmental Leadership Award at a dinner on Thursday, October 19<sup>th</sup>. Wilkes proposed meeting at noon on October 19<sup>th</sup> to accommodate those who would like to attend the dinner.

**\*\*Motion by Hanish, seconded by Herbert to change the start time for the October 19, 2023 board meeting to noon. The motion carried unanimously.**

**Employee Step Increase Acknowledgement**

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

Wilkes noted the effectiveness of severe weather preparations that the district has made in the past in addressing issues resulting from a recent storm event. Longmore thanked Jackson Township for quickly clearing the roadways.

**ANNOUNCEMENTS:**

10/4/23 – PACD NE Regional Meeting at The Lands at Hillside Farms – 10AM-Noon

10/19/23 – LCD Board of Directors Meeting at Noon

10/19/23 – NEPA Environmental Partners Awards Dinner at the Woodlands, 5-9PM.

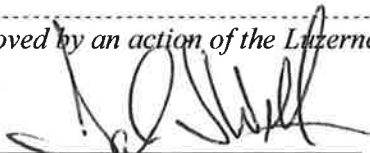
**PUBLIC COMMENT: None**

**\*\*Motion by Moyer seconded by Hanish to adjourn the meeting. The motion carried unanimously.**

The meeting adjourned at 6:43 PM.

*Respectfully submitted by Deborah Josuweit, Office Administrator.*

*Approved by an action of the Luzerne Conservation District Board of Directors on October 19, 2023.*



*Chair or Vice Chair*



*Treasurer/Secretary*