

**LUZERNE CONSERVATION DISTRICT
BOARD OF DIRECTORS
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708
October 17, 2024**

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., Chairman	Present
John P. Hanish, Jr., Vice Chairman	Present
Tracey Chonko, Secretary/Treasurer	Excused
Leonard J. Burger, Jr.	Present via phone
Thomas Herbert	Absent
Gary A. Moyer, Sr.	Present
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)	
Lauren Holder, Program Technician (MDC)	written report submitted
Deborah Josuweit, Office Administrator	Present/written report submitted
John Levitsky, Conservation Specialist (Watershed)	written report submitted
Joshua Longmore, Executive Director	Present/written report submitted
Jennifer Merryman, Conservation Specialist (Ag)	written report submitted
Michael Schlauch, Program Coordinator (Ag & Roads)	written report submitted

AGENCY REPRESENTATIVES:

Ben Smith	NRCS	Present/written report submitted
Caitlin Skibiell	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 Moyer to approve the September 19, 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 – Smith provided a written and verbal report.
DEP – Skibiell provided a written and verbal report.
PACD – A written report was included in the board packet. Wilkes noted that he along with Hanish, Herbert, and Longmore attended the NE PACD Meeting at The Lands at Hillside Farms on October 4, 2024.

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

5. BUSINESS ITEMS:

5a. Contractor Quotes for Stevens CAP Ag BMP Project

Longmore presented the quotes received for the first phase of the Stevens Project. Contractors could provide quotes for fencing, earthwork, or both. Creekside Concrete Construction and Morgan Earthworks, LLC provided sealed quotes. Creekside Concrete Construction quoted \$34,146 for fencing and \$96,344 for earthwork. Morgan Earthworks, LLC quoted \$99,768 for the earthwork portion only.

****Motion by Moyer, seconded by Hanish to contract with Creekside Concrete Construction for \$130,490 for the Stevens Ag BMP project and to authorize Longmore to approve change orders if needed. The motion carried unanimously.**

5b. 2025 Mosquito Disease Control Program Grant Application

George prepared a grant application for the operation of the 2025 Mosquito-Borne Disease Control Program for \$173,486. With DEP's encouragement, the application includes a special purchase of a Utility Task Vehicle and accessories.

****Motion by Hanish, seconded by Moyer to authorize the grant application for 2025 in the amount of \$173,486. The motion carried unanimously.**

5c. Executive Cmte. Personnel Recommendation re: Job/Pay Grade Title Changes

Longmore provided a recommendation from the Executive Committee proposing changes to two of the Pay Grade titles on the district's Employee Pay Schedule. Program Technician would be changed to Conservation Technician and Program Coordinator would be changed to Conservation Coordinator.

****Motion by Hanish, seconded by Moyer to accept the recommendations of the Executive Committee to change Job/Pay grades titles as presented. The motion carried unanimously.**

5d. Executive Cmte. Personnel Recommendation re: Employee Promotion

Wilkes provided a recommendation from the Executive Committee to promote Bednarczyk from Conservation Specialist 2, Step 5 to Conservation Coordinator, Step 3.

****Motion by Wilkes, seconded by Hanish to accept the recommendation of the Executive Committee to promote Bednarczyk to Conservation Coordinator, Step 3. The motion carried unanimously.**

5e. Executive Cmte. Personnel Recommendation re: Employee Classification Change

Wilkes provided a recommendation from the Executive Committee to reclassify Lauren Holder from seasonal Program Technician, Step 18 to Conservation Specialist 1, Step 2 at Regular Full-time status.

****Motion by Moyer, seconded by Wolovich to approve the recommendation of the Executive Committee to reclassify Holder to Conservation Specialist 1, Step 2 at Regular Full-time status. The motion carried unanimously.**

6. ANNOUNCEMENTS:

11/21/24 - November LCD Board of Directors Meeting at Noon.

Wilkes noted the benefits of meeting during the daytime and reminded the board of the upcoming need to set the meeting schedule for 2025.

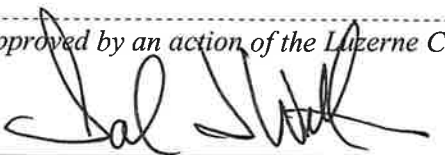
PUBLIC COMMENT: None

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

The meeting adjourned at 6:41 PM.

Respectfully submitted by Deborah Josuweit, Office Administrator.

Approved by an action of the Luzerne Conservation District Board of Directors on November 21, 2024.



Chair or Vice Chair



Treasurer/Secretary