

**LUZERNE CONSERVATION DISTRICT  
BOARD OF DIRECTORS  
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708  
January 16, 2025**

**REGULAR MEETING MINUTES**

Chairman Wilkes called the meeting of the Luzerne Conservation District Board of Directors to order at 12:04 PM, noting that the meeting was being held in person 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
Tracey Chonko, Secretary/Treasurer	Present via phone
Leonard J. Burger, Jr.	Present via phone
Thomas Herbert	Present
Gary A. Moyer, Sr.	Present
Gregory S. Wolovich, Jr.	Present via phone

**DISTRICT EMPLOYEES:**

Hunter Bednarczyk, Conservation Coordinator (E&S)	written report submitted
Keith George, Conservation Coordinator (E&S & MDC)	written report submitted
Heather Graham, Conservation Coordinator (E&S)	written report submitted
Lauren Holder, Conservation Specialist (MDC & Cons. Edu.)	written report submitted
Deborah Josuweit, Office Administrator	Present/written report submitted
John Levitsky, Watershed Specialist	written report submitted
Joshua Longmore, Executive Director	Present/written report submitted
Jennifer Merryman, Conservation Specialist (Ag)	written report submitted
Michael Schlauch, Conservation Coordinator (Ag & Roads)	written report submitted

**AGENCY REPRESENTATIVES:**

Ben Smith	NRCS	Present via phone/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

Longmore reported that Jack Hanish provided notification that he decided not to seek reappointment to the board.

**1. BOARD REORGANIZATION:**

**Election of Officers:**

Wilkes turned the meeting over to Skibiel to act as Chair Pro Tem to conduct the election of officers.

Skibiel opened the floor for nominations for Chair of the Luzerne Conservation District Board.

**\*\*Motion by Chonko, seconded by Moyer to nominate Jay Wilkes as Chair.**

Skibiel asked if there were any other nominations. Receiving none, she entertained a motion to close the nomination for Chair and to elect Wilkes to the position.

**\*\*Motion by Wolovich, seconded by Herbert to close the nominations and to elect Wilkes as Chair.**

Skibiel opened the floor for nominations for Vice Chair of the Luzerne Conservation District Board.

**\*\*Motion by Wilkes to nominate Gary Moyer as Vice Chair.**

Skibiel asked if there were any other nominations. Receiving none, she entertained a motion to close the nomination for Vice Chair and to elect Moyer to the position.

**\*\*Motion by Burger, seconded by Wilkes to close the nominations and to elect Moyer as Vice Chair.**

Skibiell opened the floor for nomination for Secretary/Treasurer.

**\*\*Motion by Wilkes to nominate Tracey Chonko as Secretary/Treasurer.**

Skibiell asked if there were any other nominations. Receiving none, she entertained a motion to close the nomination for Secretary/Treasurer and to elect Tracey Chonko to the position.

**\*\*Motion by Moyer, seconded by Wilkes to close the nominations and to elect Chonko as Secretary/Treasurer.**

Skibiell turned the meeting over to the Chairman Wilkes.

#### **Appoint 2025 Committees & Advisory/Work Groups:**

Wilkes noted the list of 2024 appointments included in the board packets. He noted changes to the list for 2025 as follows:

Removal of Operations Committee

Executive Committee: Ference replaced by Moyer, Hanish replaced by Chonko

Roads Program Quality Assurance Board: Detweiler replaced by Esther Ermlick, NRCS, John Cummings replaced by Jeremy Yohe, PFBC, Hanish replaced by Burger

Ag Program Advisory Group: Dustin Detweiler, replaced by Esther Ermlick, NRCS

PA Association of Conservation Districts: Hanish replaced by Herbert as Voting Delegate, Jay Wilkes, Alternate #1 and Josh Longmore, Alternate #2.

**\*\*Motion by Moyer, seconded by Chonko to make the 2025 Committees and Advisory/Work Groups appointments as discussed. The motion carried unanimously.**

#### **2. MINUTES:**

**\*\*Motion by Herbert, seconded by Moyer to approve the December 19, 2024 meeting minutes as submitted. The motion carried unanimously.**

#### **3. FINANCIAL REPORTS:**

Wilkes noted the financial reports that were provided and invited questions.

**\*\*Wilkes ordered the Financial Reports to be filed for audit.**

#### **4. COOPERATING AGENCY REPORTS:**

NRCS – Smith provided a written and verbal report. He noted that Esther Ermlick will be the new Luzerne County District Conservationist as of 1/27/25. He thanked the board for the district's cooperation during his time in the position.

DEP – Skibiell provided a written and verbal report.

PACD – A written report was included in the board packet.

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

#### **6. BUSINESS ITEMS:**

##### **6a. 2024-2028 Audit Proposal**

Longmore noted the proposal from Bradley T. Murray, CPA, LLC for the 2024 audit for \$6,000 and an option to extend the proposed fee up to four additional years, through the calendar year ending December 31, 2028.

**\*\*Motion by Herbert, seconded by Wolovich to retain Murray for audit services at \$6,000 per year for the next 5 years. The motion carried unanimously.**

##### **6b. 2025 Capital Budget**

Longmore reviewed the proposed 2025 Capital Budget that includes equipment and buildings and ground expenses of \$58,500.

**\*\*Motion by Moyer, seconded by Herbert to approve the 2025 Capital Budget as presented. The motion carried unanimously.**

##### **6c. PACD Executive Council Consideration of Proposed Policies**

Longmore noted the 2024 Fall PACD Region Meeting Summary provided in the board packet. The PACD Executive Council will vote on the resolutions presented, and he requested guidance for the district's voting delegate.

**\*\*Motion by Herbert, seconded by Moyer to authorize the district's PACD delegate to support the second resolution. The motion carried unanimously.**

**6d. Employee Step Increase Acknowledgment**

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

**7. CORRESPONDENCE & ANNOUNCEMENTS:**

Constructive service letter from Bradly T. Murray CPA LLC (re: 2023 audit)

1/30/25 – PACD Executive Council video conference at 10:00 AM.

2/20/25 – February LCD Board of Directors Meeting at 12:00 PM

4/29/25 – Luzerne County Envirothon at Camp Kresge

5/1/25 – Statements of Financial Interests (PA Ethics Comm.) forms due

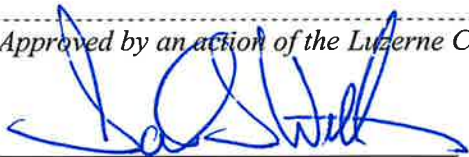
**PUBLIC COMMENT:** None

**\*\*Motion by Herbert, seconded by Chonko to adjourn the meeting. The motion carried unanimously.**

The meeting adjourned at 12:38 PM.

*Respectfully submitted by Deborah Josuweit, Office Administrator.*

*Approved by an action of the Luzerne Conservation District Board of Directors on February 20, 2025.*

  
Chair or Vice Chair

  
Treasurer/Secretary

