

**LUZERNE CONSERVATION DISTRICT
BOARD OF DIRECTORS
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708
November 21, 2024**

REGULAR MEETING MINUTES

Chairman Wilkes called the meeting of the Luzerne Conservation District Board of Directors to order at Noon, 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	Present
Leonard J. Burger, Jr.	Present
Thomas Herbert	Present
Gary A. Moyer, Sr.	Absent
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)	Present/written report submitted
Heather Graham, Conservation Coordinator (E&S)	written report submitted
Lauren Holder, Conservation Specialist (MDC & Cons. Edu.)	Present/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)	Present/written report submitted
Michael Schlauch, Conservation 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 Chonko to approve the October 17, 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.

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

5. BUSINESS ITEMS:

5a. 2024 Mosquito-borne Disease Surveillance & Control Program Recap

George provided a summary report on the 2024 MDC season, noting that it was a highly active year in Luzerne County. Holder reported on the program's response to Tropical Storm Debby flooding, which included over 200 mosquito complaints received and over 3,000 acres of habitat treated in 11 municipalities. Longmore noted that DEP has praised district program staff's efforts over the past season.

5b. ACAP Grant Recommendations from Ag Advisory Workgroup

Merryman reported that the Ag Advisory Workgroup met to consider three ACAP grant applications that were received for the third quarter. The workgroup recommended funding a conservation and manure management plan estimated at \$10,000 for the Paul Zagata farm and approving a large-scale Ag BMP Project for the Mark Verbyla farm once an updated cost estimate is received. A recommendation on a third application, for the Matt Balliet farm, was postponed pending completion of the necessary plans by the landowner.

****Motion by Herbert, seconded by Burger to approve the Ag Advisory Workgroup's recommendation to fund the Paul Zagata conservation and manure management plans. The motion carried unanimously.**

5c. Proposed 2025 Board Meeting Schedule

****Motion by Hanish, seconded by Herbert to schedule the 2025 board meetings for the third Thursday of each month at 12:00 PM. The motion carried unanimously.**

5d. 2025 District Budget Approach & Projections

Longmore reported that he is working on the 2025 budget and provided a review of the proposed financial approach for next year. He requested the board's input on next year's budget.

****Motion by Wilkes, seconded by Chonko to include a 4% COLA for district staff in the 2025 budget. The motion carried unanimously.**

5e. Employee Step Increase Acknowledgment

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

5f. Executive Committee Personnel Recommendation

The item was postponed until the next board meeting.

6. ANNOUNCEMENTS:

Wilkes noted that he and Longmore presented at a recent Luzerne County Council Budget Work Session. 12/19/24 – December LCD Board of Directors Meeting at Noon.

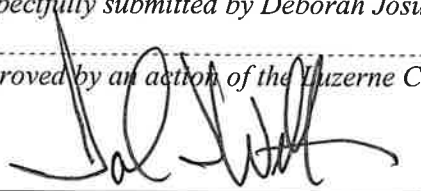
PUBLIC COMMENT: None

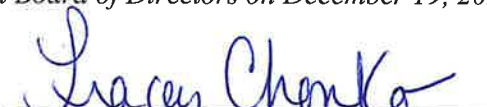
****Motion by Hanish, seconded by Chonko to adjourn the meeting. The motion carried unanimously.**

The meeting adjourned at 12:52 PM.

Respectfully submitted by Deborah Josuweit, Office Administrator.

Approved by an action of the Luzerne Conservation District Board of Directors on December 19, 2024.


Chair or Vice Chair


Treasurer/Secretary