

**LUZERNE CONSERVATION DISTRICT
BOARD OF DIRECTORS
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708
December 19, 2024**

REGULAR MEETING MINUTES

Chairman Wilkes called the meeting of the Luzerne Conservation District Board of Directors to order at 12:30 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	Present
Leonard J. Burger, Jr.	Present via phone
Thomas Herbert	Present
Gary A. Moyer, Sr.	Present
Gregory S. Wolovich, Jr.	Present

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	Present/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 Skibiel	DEP	Present/written report submitted

ORDER OF BUSINESS

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

PUBLIC COMMENT: None

1. MINUTES:

****Motion by Herbert, seconded by Hanish to approve the November 21, 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 – Skibiel provided a written and gave a verbal report before the Executive Session.

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. Presentation of 2023 Audit

Bradly Murray, CPA reviewed his audit report and thanked the board for the opportunity to prepare the 2023 audit. He noted that he found no deficiencies in internal controls and no instances of noncompliance.

****Motion by Moyer, seconded by Wolovich to accept the 2023 audit report as presented by Murray. The motion carried unanimously.**

5b. Revised ACAP Participant Application Ranking Criteria

Merryman presented changes to the local priorities section of the ACAP application ranking sheet that the Ag Advisory Workgroup recommended.

****Motion by Herbert, seconded by Moyer to approve the revisions to the ACAP Participant Ranking Criteria pending final approval by the State Conservation Commission. The motion carried unanimously.**

5c. Emergency Watershed Protection (EWP) Project Proposals

Levitsky reported that six quotes were received for the EWP project along Toby Creek in Shavertown, with Sugar Hollow Water Services providing the lowest quote of \$86,700.

****Motion by Moyer, seconded by Hanish to accept the proposal from Sugar Hollow Water Services, pending Contractor Responsibility Certification by PA DEP; and to authorize acceptance of the next lowest proposals from Brdaric Excavating or Mitchell Knorr Excavating if there are problems with obtaining PA DEP certification. The motion carried unanimously.**

5d. 2025 Mosquito Disease Control Project Grant Agreement

Longmore reported that DEP has approved the district's 2025 MDC Program grant application for \$181,573.

****Motion by Hanish, seconded by Chonko to accept the 2025 MDC Program grant agreement with PA DEP for \$181,573. The motion carried unanimously.**

5e. CAP Implementation Grant Agreement Amendment for 2025 Funds

Longmore announced that DEP awarded the district \$264,346 for the proposed 2025 CAP grant implementation projects.

****Motion by Hanish, seconded by Herbert to accept the Countywide Action Plan Implementation Projects grant agreement amendment for 2025 of \$264,346. The motion carried unanimously.**

5f. 2024 Transfers to Reserve Accounts

Longmore reported a significant budget surplus of E&S Service Fee revenue in 2024 along with a deficit in several spending categories. He recommended transferring \$200,000 from the General Fund to the Reserve Fund.

****Motion by Wolovich, seconded by Hanish to transfer \$200,000 from the General Fund to the Reserve Fund. The motion carried unanimously.**

5g. 2025 District Budget

Longmore provided and reviewed a final draft of the proposed 2025 District Budget.

****Motion by Hanish, seconded by Moyer to approve the 2025 district budget as presented. The motion carried unanimously.**

Prior to going into the executive session, Skibiel gave a verbal DEP report.

5h. Executive Committee Personnel Recommendation

The board entered an executive session at 1:20 PM and resumed the regular meeting at 1:28 PM.

Wilkes noted three recommendations from the Executive Committee that were discussed by the board in the executive session.

1. To approve end-of-year performance bonuses for all employees, totaling \$12,000.
2. To approve a performance-based increase for the Executive Director from step 18 to step 19.
3. To approve a 27th pay period in FY 2024.

****Motion by Moyer, seconded by Hanish to approve the recommendations from the Executive Committee. The motion carried unanimously.**

6. ANNOUNCEMENTS:

1/16/25 – January LCD Board of Directors Meeting at 12:00 PM.

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

PUBLIC COMMENT: None

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

The meeting adjourned at 1:30 PM.

Respectfully submitted by Deborah Josuweit, Office Administrator.

Approved by an action of the Luzerne Conservation District Board of Directors on January 16, 2025.



Chair or Vice Chair



Treasurer/Secretary

EWP Toby Creek, Kingston Twp. Quote Receipt Deadline 3:00 PM
12/18/2024

Contractor	Sealed	Date Time	Site 1 - 6ft wall 8ft wall	Site 2	Total 6ft Wall Total 8ft Wall
Sugar Hollow Water Services	X	12/18/2024 2:23PM	\$56,700 \$60,700	\$30,000	\$86,700 \$90,700
Brdaric Excavation	X	12/18/2024 2:32PM	\$47,000 \$52,000	\$46,500	\$93,500 \$98,500
Mitchell Knorr Excavating	X	12/18/2024 12:30PM	\$41,750 \$43,215	\$58,000	\$99,750 \$101,215
Neal Lynn Inc.	X	12/18/2024 12:56PM	\$63,256.36 \$67,711.08	\$62,662.01	\$125,918.37 \$130,373.09
DGR Excavating	X	12/18/2024 8:00AM	\$64,400 \$68,400	\$80,450	\$144,850 \$148,850
Rutledge Excavating Inc.	X	12/18/2024 1:15PM	\$73,095 \$78,655	\$114,583	\$187,678 \$193,238
Darren Thompson	X	12/18/2024 2:59PM	Improper form, not legible, quote rejected		

Submitted top 3 contractors to PA DEP for review process, interviewed Bill Hampton on bid verification and to request references on 12/19/2024. Indicated he has completed 7 projects for Bill Kcenich. Bill Kcenich verified contractor does good work and is requesting to review source quarry for stacked rock material on the project today.