

**LUZERNE CONSERVATION DISTRICT
BOARD OF DIRECTORS
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708
February 20, 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 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
Tracey Chonko, Secretary/Treasurer	Present via phone
Leonard J. Burger, Jr.	Present via phone
Jack Hanish	Present
Thomas Herbert	Present
Gary A. Moyer, Sr.	Present via phone
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	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)	Present via video/written report submitted

AGENCY REPRESENTATIVES:

Esther Ermlick	NRCS	Present
Pam Karchner	NRCS	Present
Caitlin Skibiel	DEP	written report submitted

ORDER OF BUSINESS

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

PUBLIC COMMENT: None

Longmore introduced guests Jim Hoyson and Jerry George, who joined the meeting by phone.

1. MINUTES:

****Motion by Herbert, seconded by Wolovich to approve the January 16, 2025 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 – Pam Karchner, Supervisory District Conservationist covering the five-county area, introduced Esther Ermlick, the new District Conservationist in the Plymouth Office. Pam read a letter from Denise Coleman, State Conservationist, outlining NRCS's 2024 accomplishments.

DEP – Skibiel provided a written report.

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

4. STAFF REPORTS:

4a. Wilkes noted that staff reports were included in the board packet.

4b. The E&S program presentation was postponed.

5. BUSINESS ITEMS:

5a. Maylath Ag BMP Project PennVest Resolution

See the attached resolution at the end of these minutes.

****Motion by Wolovich, seconded by Chonko to approve the resolution for Maylath Ag BMP PennVest project, as presented. The motion carried unanimously.**

5b. Bids for Zagata Comprehensive Nutrient Management Plan (CNMP)

Three quotes were provided for the Zagata CNMP ACAP project: Crooke Ag Consulting, \$7,025; Weaver Environmental Consulting, \$9,000; and Larson Design Group, \$12,000.

****Motion by Herbert, seconded by Chonko to recommend acceptance of Crooke Ag Consulting's proposal for the Zagata CNMP in the amount of \$7,025. The motion carried unanimously.**

5c. Union Township DGR Contract Amendments

Schlauch reviewed amendment requests from Union Township for the Hartman Hill Road and Belles Hill Road DGR project contracts. The Hartman Hill Rd. original contract amount was \$14,557.50, with a requested amendment for an additional \$9,495.07. Since the amendment exceeds 40% of the contract, SCC approval was requested and granted. The Belles Hill Rd. original contract amount was \$26,106.70, with a requested amendment for an additional \$3,529.06.

****Motion by Wolovich, seconded by Herbert, to approve the contract amendments as requested. The motion carried unanimously.**

6. CORRESPONDENCE & ANNOUNCEMENTS:

3/20/25 – March 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

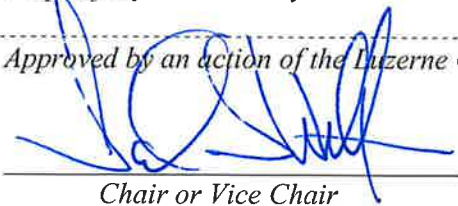
PUBLIC COMMENT: None

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

The meeting adjourned at 12:28 PM.

Respectfully submitted by Deborah Josuweit, Office Administrator.

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


Chair or Vice Chair


Treasurer/Secretary

**Christopher J. Maylath Ag BMP Project
Sugarloaf Township
PennVest Loan No. 401674162404-CN**

RESOLUTION

RESOLUTION OF THE DIRECTORS OF THE LUZERNE CONSERVATION DISTRICT ("DISTRICT") APPROVING A TRANSACTION AND FUNDING AGREEMENT RELATING TO THE DESIGN, PERMITTING AND CONSTRUCTION OF VARIOUS MANURE MANAGEMENT FACILITIES, INCLUDING, WITHOUT LIMITATION, WATER TRANSFER LINES, A ROOFED STACKING AREA, A ROOFED HEAVY USE AREA, VARIOUS DIVERSION AREAS, ACCESS ROAD, FENCING, VARIOUS OTHER IMPROVEMENTS AND FACILITIES, AS WELL AS THE DECOMMISSIONING OF CERTAIN FACILITIES (THE "PROJECT"), TO BE UNDERTAKEN AT 608 ROCK GLEN ROAD, SUGARLOAF TOWNSHIP, LUZERNE COUNTY, (TAX MAP PARCEL NO. 58-S5-00A-39A-000); AND APPROVING FUNDING FOR THE SAME FROM THE PENNSYLVANIA INFRASTRUCTURE INVESTMENT AUTHORITY ("PENNVEST")

WHEREAS:

A. The District has previously passed a Resolution on March 21, 2024 ("Resolution") approving the submission of an application to PennVest to fund the construction of certain facilities set forth in the caption of this Resolution (the "Project") to improve water quality with respect to operations at the real estate owned by Christopher J. Maylath in Sugarloaf Township, Luzerne County.

B. The Resolution indicated the Project was to be financed by PennVest.

C. The Project has been approved by PennVest, and this Resolution is intended to supplement the Resolution.

D. The District is hereby authorized to act as the "Funding Recipient" for the Project further to a principal forgiveness loan to be provided to the District by the Pennsylvania

Infrastructure Investment Authority as set forth in that certain Funding Agreement (“Funding Agreement”) intended to be entered into by and between the Funding Recipient and the Pennsylvania Infrastructure Investment Authority, as funds provider (the “Authority” or “PennVest”), the said principal forgiveness loan being the initially-approved (by PennVest) amount of \$1,108,910.00 (the “Principal Forgiveness Loan”). It is understood that the Principal Forgiveness Loan amount is subject to adjustment (whether increase or decrease) based upon the final awarded contractor bid as determined during the course of the Project approval procedures;

E. The Principal Forgiveness Loan funds are to be used for the Project; and

F. The District’s receipt of funding per the Funding Agreement and administration of the Principal Forgiveness Loan for the Project and performance of all other requirements as set forth in the Project’s “Funding Agreement” and Project “Funding Documents” (as such terms are to be defined in the Funding Agreement) shall be referred to herein as the “Transaction”.

G. Further to the District Resolution, the District directors have considered the above Project and Transaction at a properly advertised and validly called meeting at which a quorum was present, the said meeting having been held on the date of execution of this resolution.

AND the District directors hereby resolve and approve as follows:

1. The Transaction and Project are hereby approved and ratified by the District. The District approves the entering into of the Principal Forgiveness Loan with the understanding that the amount set forth in Paragraph D above is subject to adjustment as described in Paragraph D.

2. The Signatories (as defined below) are each authorized to execute any and all Transaction agreements and documents including without limitation the Funding Agreement, Funding Documents, and any other document related to Transaction as deemed necessary or desirable by such signatory, and to otherwise take such steps and actions as may be necessary to complete the Transaction.

3. The Signatories, each of which may act singly or jointly as each signatory may determine, shall be:

John J. Wilkes, Jr., Chairman of the District Board

Gary Moyer, Vice-Chairman of the District Board

Tracey Chonko, Secretary and Treasurer of the District Board

Joshua Longmore, Executive Director

The above is true and accurate Resolution of Luzerne Conservation District per the terms set forth above and certified by the District Secretary below.

ATTEST:



John J. Wilkes, Jr, Chairman

LUZERNE CONSERVATION DISTRICT

By: 
Tracey Chonko, Secretary/Treasurer

Date: 2/20/2025

