

**LUZERNE CONSERVATION DISTRICT  
BOARD OF DIRECTORS  
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708  
March 20, 2025**

**Item 1**

**REGULAR MEETING MINUTES**

Chairman Wilkes called the meeting of the Luzerne Conservation District Board of Directors to order at 12:03 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
Gregory S. Wolovich, Jr.	Present via video

**DISTRICT EMPLOYEES:**

Hunter Bednarczyk, Conservation Coordinator (E&S)	Present/written report submitted
Keith George, Conservation Coordinator (E&S & MDC)	Present/written report submitted
Heather Graham, Conservation Coordinator (E&S)	Present/written report submitted
Lauren Holder, Conservation Specialist (MDC & Cons. Edu.)	written report submitted
Deborah Josuweit, Office Administrator	Present via video/written report submitted
John Levitsky, Watershed Specialist	Present/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:**

Esther Ermlick	NRCS	Present
Caitlin Skibiel	DEP	written report submitted

**ORDER OF BUSINESS**

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

**PUBLIC COMMENT:** None

Jerry George joined the meeting by phone.

**1. MINUTES:**

**\*\*Motion by Moyer, seconded by Herbert, to approve the February 20, 2025 meeting minutes as submitted. The motion carried unanimously.**

**2. FINANCIAL REPORTS:**

Wilkes noted the financial reports were in draft form, and final reports will be provided at the next meeting.

**3. COOPERATING AGENCY REPORTS:**

NRCS – Ermlick provided a written and verbal report.  
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. A presentation on the district's Erosion & Sediment Control Program was given by George, Bednarczyk, and Graham.

## **5. BUSINESS ITEMS:**

### **5a. Bids for Stevens Ag BMP Project – Phase 2**

Bids were provided for the board's consideration. The bid request was divided into three sections: Earthwork, Concrete/Building, and Water Well.

Bids Received for Earthwork: O'Neil Excavating Inc., \$78,141.20; AWP Services LLC, \$99,600.00; and Creekside Concrete, \$79,235.00.

Bids Received for Concrete/Building: White Deer Concrete, LLC, \$356,895.00; Precise Concrete Walls Inc., \$146,005.00 (concrete only); Creekside Concrete, \$348,289.00.

No bids were received for the water well. Merryman will reach out to well companies to request quotes.

**\*\*Motion by Moyer, seconded by Wilkes, to accept the lowest bids for the Stevens Ag BMP Project from O'Neil Excavating, Inc. for \$78,141.20 for the Earthwork and from Creekside Concrete for \$138,272.00 for the Concrete Work and \$210,017.00 for the Building. The motion carried. Chonko abstained.**

### **5b. Sub-work & Change Orders for Stevens Ag BMP Project – Phase 2**

During the bidding process, building contractors requested that electrical contractors be hired separately from the building portion. Merryman requested quotes from local electricians and is waiting for responses.

**\*\*Motion by Herbert, seconded by Moyer, to authorize Longmore to accept the lowest qualified bids for the electrical and water well portions of the project. The motion carried. Chonko abstained.**

### **5c. Tree Planting Project Proposals**

Quotes were presented for three project locations. Levitsky noted the tree planting that was proposed for Sutton Hills has been moved to the nearby Meyers Pond property due to issues with the homeowners' association. The lowest quotes for each site were as follows:

Meyers Pond – Native Habitat Restoration/Greg Parrs, \$15,200.00

Kingston Borough – Joey's Landcare LLC, \$30,090.00

Earth Conservancy Espy Run – Joey's Landcare LLC, \$62,500.00

**\*\*Motion by Herbert, seconded by Moyer, to approve the tree planting project site change to the Meyers Pond and to approve the lowest bidders as presented, pending DEP approval. If approval is not granted, the Executive Director is authorized to choose the next lowest bidder. The motion carried unanimously.**

### **5d. Site change for CAP Implementation Grant Tree Planting Project.**

Item was included and approved within item 5c.

### **5e. MDC Seasonal Technician Hirings**

George noted the MDC Program season will begin at the end of April. The program grant contract provides funding for three staff members, and the seasonal program technician position is currently vacant. Michael Skokowski, who worked in the program last season, is interested in returning. George recommended rehiring him for this season. Longmore noted Skokowski would begin on April 24<sup>th</sup> as a Conservation Technician, Step 12.

**\*\*Motion by Hanish, seconded by Wolovich, to rehire Skokowski, on or about April 24, 2025, as the seasonal MDC technician. The motion carried unanimously.**

### **5f. Purchases of MDC Program Equipment**

George presented quotes for a 2025 Polaris Ranger UTV from Caddie LaBar's Inc. for \$16,351.48 and a 2025 Nordtek trailer from Trailer Corner LLC for \$4,999.97. The equipment will be covered by MDC grant funds.

**\*\*Motion by Herbert, seconded by Hanish, to buy the UTV from Caddie LaBar's Inc. for \$16,351.48 and the trailer from Trailer Corner LLC for \$4,999.97 with authorization for George to sign necessary documents on behalf of the district. The motion carried unanimously.**

**5g. Grant Agreement for AML-AMD Project Design on SGL 260**

Longmore reported that DEP approved the district's grant application for \$140,740 submitted by Larson Design Group for design of an abandoned mine land (AML) reclamation project on State Game Lands 260.

**\*\*Motion by Hanish, seconded by Moyer, to approve the grant agreement with DEP for the AML reclamation project on State Game Lands 260 in the amount of \$140,740. The motion carried unanimously.**

**6. CORRESPONDENCE & ANNOUNCEMENTS:**

4/17/25 – April Board of Directors Meeting at 12:00 PM

4/25/25 – PACD Northeast Region Meeting at Schuylkill CCD, 10am-noon

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

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

Wilkes thanked Josh and Tracey for attending the closing on the PENNVEST grant for the Maylath Farm Ag BMP project on March 19<sup>th</sup>.

Longmore noted Pam Karchner, NRCS Supervisory District Conservationist, sent an invitation to a local work group meeting for Columbia, Montour, Luzerne, Carbon, and Northumberland Counties that will be held on Friday, March 18<sup>th</sup> at 9am-11am at the Ag Service Center in Bloomsburg.

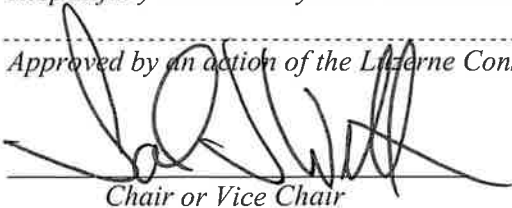
**PUBLIC COMMENT:** None

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

The meeting adjourned at 12:54 PM.

*Respectfully submitted by Deborah Josuweit, Office Administrator.*

*Approved by an action of the Luzerne Conservation District Board of Directors on April 17, 2025.*



Chair or Vice Chair



Treasurer/Secretary

