

**LUZERNE CONSERVATION DISTRICT
BOARD OF DIRECTORS
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708
April 17, 2025**

REGULAR MEETING MINUTES

Chairman Wilkes called the meeting of the Luzerne Conservation District Board of Directors to order at 12:01 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
Gary A. Moyer, Sr.	Present via phone
Tracey Chonko, Secretary/Treasurer	Excused
Leonard J. Burger, Jr.	Present via phone
Jack Hanish	Present
Thomas Herbert	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)	Present/written report submitted
Michael Schlauch, Conservation Coordinator (Ag & Roads)	Present/written report submitted

AGENCY REPRESENTATIVES:

Esther Ermlick	NRCS	Present
Caitlin Skibiel	DEP	Present via phone/written report submitted

ORDER OF BUSINESS

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

PUBLIC COMMENT: None

Jim Hoyson was present.

1. MINUTES:

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

2. FINANCIAL REPORTS:

Wilkes noted the reconciled financial reports for February and March were provided and invited questions.

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

3. COOPERATING AGENCY REPORTS:

NRCS – Ermlick provided a verbal report.

DEP – Skibiel provided a verbal and written report.

PACD – A written report was included in the board packet. Longmore announced PACD is currently in a strategic planning process and requests that districts provide input through a survey by May 9th. He offered to email the link to anyone who needs it.

4. STAFF REPORTS:

- 4a. Wilkes noted that staff reports were included in the board packet.
- 4b. A presentation on the district's Ag Conservation Program was given by Merryman and Schlauch.

5. BUSINESS ITEMS:

5a. Larksville Boro. Contract Extension Request for Hills Ln. (DGR)

Schlauch reported that Larksville Borough requested a contract extension for the Hills Lane Dirt & Gravel Road project due to engineering issues.

****Motion by Herbert, seconded by Moyer, to approve a two-step process including a 90-day extension for completion of the project design by June 30th, 2025 and then, once the design is verified, the district will consider another extension for construction. The motion carried unanimously.**

5b. New Columbus Boro. Contract Amendment Request for Pine Creek Rd. (LVR)

Schlauch presented a request from New Columbus Borough for additional grant funding of \$15,162.41 because the low bid was higher than the project estimate and a contract extension to December 31, 2025.

****Motion by Hanish, seconded by Moyer, to amend the Pine Creek Rd. LVR project contract with New Columbus Borough for an additional \$15,162.41 and to extend the contract to December 31, 2025. The motion carried unanimously.**

5c. Building & Grounds Keeper Vacancy & Hiring Process

Longmore announced the resignation of Frank Semanski, Building & Grounds Keeper. He requested authorization to fill the part-time position with hours varying from about 8-16 per week and a pay range of about \$16-\$20, depending on relevant experience/skills.

****Motion by Herbert, seconded by Wolovich, to authorize Longmore to advertise the vacancy as presented and to hire the right candidate as a Conservation Technician. The motion carried unanimously.**

5d. Investment Considerations for District Funds

Longmore provided some investment options for the board's consideration to earn higher yield interest rates on some of the district's funds. The board members indicated consensus on Longmore further evaluating options and bringing recommendations to the board in the future.

6. CORRESPONDENCE & ANNOUNCEMENTS:

- 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
- 5/15/25 – May LCD Board of Directors Meeting at 12:00 PM

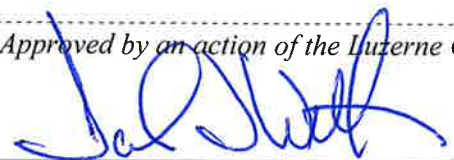
PUBLIC COMMENT: None

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

The meeting adjourned at 12:41 PM.

Respectfully submitted by Deborah Josuweit, Office Administrator.

Approved by an action of the Luzerne Conservation District Board of Directors on May 15, 2025.



Chair or Vice Chair



Treasurer/Secretary