

**LUZERNE CONSERVATION DISTRICT
BOARD OF DIRECTORS
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708
May 15, 2025**

REGULAR MEETING MINUTES

Chairman Wilkes called the meeting of the Luzerne Conservation District Board of Directors to order at 12:00 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., Vice Chairman	Excused
Tracey Chonko, Secretary/Treasurer	Present
Leonard J. Burger, Jr.	Present via phone
John P. Hanish, Jr.	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.)	Present/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)	written report submitted
Michael Schlauch, Conservation Coordinator (Ag & Roads)	written report submitted
Michael Skokoski, Conservation Technician (MDC)	written report submitted

AGENCY REPRESENTATIVES:

Esther Ermlick	NRCS	written report submitted
Caitlin Skibiel	DEP	written report submitted

Jim Hoyson was present, and Jerry George joined the meeting by phone.

ORDER OF BUSINESS

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

PUBLIC COMMENT: None

1. MINUTES:

****Motion by Hanish, seconded by Herbert, to approve the April 17, 2025 meeting minutes as submitted. The motion carried unanimously.**

2. FINANCIAL REPORTS:

Wilkes noted the reconciled financial report for April was provided and invited questions.

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

3. COOPERATING AGENCY REPORTS:

NRCS – Ermlick provided a news release about the Conservation Reserve Program, which is taking applications until June 6th.

DEP – Skibiel provided a written report. Longmore noted Skibiel is on leave for several weeks.

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. Holder provided a presentation on the district's 2025 Envirothon program.

5. BUSINESS ITEMS:

5a. Invasive Species Control on Espy Run Tree Planting Project

Levitsky provided a proposal from Greg Parrs, a COSTARS vendor and licensed herbicide applicator, to provide invasive species control on the recent tree planting project site for \$3,100, with an optional second treatment for \$1,900, if needed.

****Motion by Chonko, seconded by Hanish, to approve the proposal from Greg Parrs, Native Habitat Restoration, not to exceed \$5,000 for invasive species control. The motion carried unanimously.**

5b. Growing Greener Grant Proposals

Longmore proposed that the district submit Growing Greener Grant applications for a Toby Creek Watershed Assessment and a stream stabilization project in the vicinity of the DiPasquale property along Shickshinny Creek.

****Motion by Herbert, seconded by Chonko, to approve the Growing Greener Grant applications. The motion carried unanimously.**

5c. Annual Watershed Specialist Grant Request

****Motion by Herbert, seconded by Chonko, to submit an application to DEP for FY2025/2026 Watershed Specialist position funding of \$50,250 and \$5,000 for a watershed outreach project. The motion carried unanimously.**

5d. E&S Program Fee Policy Update

Longmore proposed updates to the E&S Program Fee Policy to address electronic plan submissions and to clarify that fees apply for projects whenever any district services are provided under state requirements.

****Motion by Chonko, seconded by Herbert, to approve the E&S Program Fee Policy update as provided, effective immediately. The motion carried unanimously.**

5e. PA Local Government Investment Trust (PLGIT) Membership Resolution

After a review of several options, Longmore recommended opening a reserve account and applying for procurement cards with PLGIT. He provided a resolution to join PLGIT for the board's consideration.

****Motion by Wolovich, seconded by Chonko, to approve the resolution to join the PA Local Government Investment Trust, to move \$50,000 of the district's reserve funds into a PGLIT account, and to apply for PGLIT procurement cards. The motion carried unanimously.**

5f. Pavilion Project Contractor Proposals

Longmore reported that two of three requested quotes to convert the pavilion into a garage were received: E-Stern Construction, \$29,000 and K&G Construction, \$19,580. A third quote from Pennco Contracting is expected soon.

****Motion by Herbert, seconded by Chonko to authorize Longmore to accept the lowest bid once the third quote is received or after 15 days and to execute a contract for the project. The motion carried unanimously.**

5g. Employee Step Increase Acknowledgment

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

6. CORRESPONDENCE & ANNOUNCEMENTS:

6/19/25 – June LCD Board of Directors Meeting at 12:00 PM

7/15-17/25 – PACD/SCC Joint Annual Conference in Champion, PA.

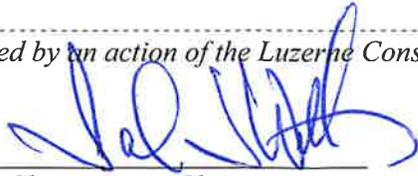
PUBLIC COMMENT: None

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

The meeting adjourned at 12:55 PM.

Respectfully submitted by Deborah Josuweit, Office Administrator.

Approved by an action of the Luzerne Conservation District Board of Directors on June 19, 2025.



Chair or Vice Chair



Treasurer/Secretary



RESOLUTION

Adopted on May 15, 2025 by the Luzerne Conservation District Board of Directors

A resolution authorizing the Luzerne Conservation District (herein referred to as this "Governmental Unit") to join with other local government units as a settlor of the Pennsylvania Local Government Investment Trust for the purpose of purchasing shares of the Trust.

WHEREAS, the Pennsylvania Local Government Investment Trust was formed in accordance with the authorization contained in the Intergovernmental Cooperation Act, as amended, initially by the Boroughs of Chambersburg and Emmaus, to provide a vehicle for Pennsylvania municipal entities to pool their funds for investment purposes; and

WHEREAS, the Municipality Authorities Act, as amended, authorizes municipal authorities to join with other political subdivisions and municipal authorities in accordance with the Intergovernmental Cooperation Act for the purpose of purchasing investments; and

WHEREAS, the Intergovernmental Cooperation Act provides that any joint cooperation agreement shall be deemed in force to any local government unit, when the same has been adopted by all cooperating local governmental units;

NOW, THEREFORE, IT SHALL BE RESOLVED AS FOLLOWS:

Section 1. This Governmental Unit shall join with other local governmental units in accordance with the Intergovernmental Cooperation Act and other similar acts by becoming a settlor of the Pennsylvania Local Government Investment Trust (the Trust) and entering into the Declaration of Trust, which is adopted by reference with the same effect as if it had been set out verbatim in this section and a copy of which shall be filed with the minutes of the meeting at which this Resolution was adopted.

Section 2. This Governmental Unit is authorized to purchase shares in the Trust from time to time with available funds, and to redeem some or all of those shares from time to time as funds are needed for other purposes, subject to the terms and restrictions of the Declaration of Trust referred to in Section 1. These actions are to be taken by the Executive Director or board officers designated for this purpose, pursuant to general or specific instructions by the governing body of this Governmental Unit.

Section 3. The Trustees of the Trust are designated as having official custody of this Governmental Unit's funds which are invested by the purchase of shares in the Trust.

Section 4. As required by the Intergovernmental Cooperation Act the following matters are specifically found and determined:

- (a) The conditions of the agreement are set forth in the Declaration of Trust referred to in Section 1;
- (b) This Governmental Unit's participation in the Trust shall be terminable at any time by Resolution, subject to the terms and restrictions of the Declaration of Trust referred to in Section 1;
- (c) The Declaration of Trust and the purchase of its shares are for the purpose of investing this Governmental Unit's funds in obligations which are otherwise legal investments, as part of a pooled arrangement with other local governmental units, thereby achieving economic and other advantages of pooled investments; and the powers and scope of authority delegated are set forth in the Declaration of Trust referred to in Section 1;
- (d) It is not necessary to finance the agreement authorized herein from funds of this Governmental Unit except through the purchase of shares in the Trust;
- (e) The Trust shall be managed by a Board of Trustees as set forth in the Declaration of Trust and the By-Laws provided for therein;
- (f) Shares may be repurchased and redeemed from time to time as this Governmental Unit may determine to be necessary or appropriate to meet its cash investment requirements in accordance with the terms and restrictions of the Declaration of Trust referred to in Section 1 and;
- (g) The Trust shall be empowered to enter into contracts for policies of group insurance and employee benefits, including social security, for its employees.

Section 5. This Resolution shall become effective at the earliest date permitted by law.

Attest:



Tracey L. Chopko, Board Secretary/Treasurer

