

**LUZERNE CONSERVATION DISTRICT
BOARD OF DIRECTORS
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708
June 26, 2025**

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
Gary A. Moyer, Sr., Vice Chairman	Present
Tracey Chonko, Secretary/Treasurer	Excused
Leonard J. Burger, Jr.	Present via phone
John P. Hanish, Jr.	Present
Thomas Herbert	Present
Gregory S. Wolovich, Jr.	Excused

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
Michael Skokoski, Conservation Technician (MDC)	written report submitted

AGENCY REPRESENTATIVES:

Esther Ermlick	NRCS	Present/verbal/written report submitted
Janet Creegan	DEP	Present/verbal/written report submitted

Jim Hoyson was present, and Jerry George and Matthew Schuler joined the meeting via video/phone conference.

ORDER OF BUSINESS

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

PUBLIC COMMENT: None

1. MINUTES:

****Motion by Hanish, seconded by Moyer, to approve the May 15, 2025 meeting minutes as submitted. The motion carried unanimously.**

2. FINANCIAL REPORTS:

Wilkes noted the financial reports for May were provided and invited questions.
****Wilkes ordered the Financial Reports to be filed for audit.**

3. COOPERATING AGENCY REPORTS:

NRCS – Ermlick provided a verbal and written report.
DEP – Creegan provided a verbal and written report.
PACD – A written report was included in the board packet.

4. STAFF REPORTS:

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

5. BUSINESS ITEMS:

5a. Verbyla ACAP Project Contract

Schlauch presented a proposed contract with Mark Verbyla for \$487,469 to implement an ACAP project per the Ag Advisory Workgroup's prior recommendation to move forward once an updated cost estimate was completed.

****Motion by Moyer, seconded by Herbert, to execute the contract for the Verbyla ACAP project in the amount of \$487,469. The motion carried unanimously.**

5b. Thomas CAP Project Quotes

Schlauch provided quotes received for the Thomas CAP project:

- Joey's Landcare, LLC = \$56,140.00
- Belles Property Management, LLC = \$45,436.19
- O'Neil Excavating, Inc. = \$30,369.60
- RCH Services, LLC = \$24,125.00
- ABW Construction = \$14,597.00

****Motion by Hanish, seconded by Herbert, to approve contracting with ABW Construction for \$14,597, contingent upon contractor responsibility verification by DEP. In the event ABW does not qualify, the next low bidder, RCH Services, is approved for \$24,125. The motion carried unanimously.**

5c. Larksville Boro. – Hills Land DGR Project Contract Extension

Schlauch reported Larksville Borough met the design deadline set by the board. The SCC provided approved the borough engineer's design. The borough requested a contract extension for construction completion.

****Motion by Herbert, seconded by Moyer, to approve the contract extension for the Larksville Borough Hills Lane DGR project to December 1, 2025. The motion carried unanimously.**

5d. Building Staining Project Quotes

Longmore presented three quotes to clean the exterior and apply stain to the building, decks, and shed:

- Back Mountain Painting, LLC = \$7,425
- Fox Professional Painting = \$8,725
- Classical Painting = \$11,650

****Motion by Hanish, seconded by Moyer, to accept Back Mountain Painting, LLC's quote of \$7,425. The motion carried unanimously.**

5e. New Storage Building Project

No action was needed, so the item was removed from the agenda.

5f. PACD Dues Increase Proposal

Longmore provided information from PACD proposing to increase district dues \$300 in the new fiscal year and then \$200 in the next two years. This proposal will be presented at the Executive Council meeting next month. Herbert will be attending and voting on this proposal on the district's behalf.

****Motion by Hanish, seconded by Moyer, to support the proposal to increase the PACD dues. The motion carried. Herbert abstained from the vote because of his involvement on the PACD Executive Board.**

5g. Reschedule July Board Meeting

Wilkes suggested moving the July board meeting to Thursday, July 31st to provide enough time for the bidding process for the Huntington Creek Stream Stabilization Project.

****Motion by Hanish, seconded by Moyer, to move the July board meeting to July 31, 2025 at noon. The motion carried unanimously.**

5g. Employee Step Increase Acknowledgment

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

6. CORRESPONDENCE & ANNOUNCEMENTS:

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

7/31/25 – July LCD Board of Directors Meeting at 12:00 PM

PRESENTATION:

On behalf of the board and staff, Wilkes and Longmore presented Jack Hanish with a framed picture with a plaque recognizing his many years of dedicated service to the district. Herbert presented a certificate from PACD as well. The board and staff expressed appreciation and well wishes for Hanish in his retirement from the board.

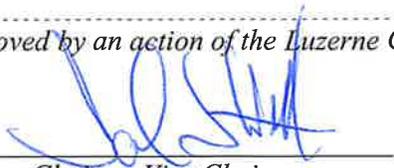
PUBLIC COMMENT: None

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

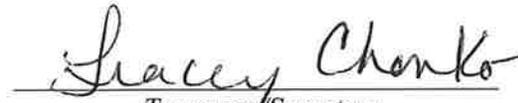
The meeting adjourned at 12:40 PM.

Respectfully submitted by Deborah Josuweit, Office Administrator.

Approved by an action of the Luzerne Conservation District Board of Directors on July 31, 2025.



Chair or Vice Chair



Treasurer/Secretary

