

**LUZERNE CONSERVATION DISTRICT
BOARD OF DIRECTORS
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708
October 16, 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
Gary A. Moyer, Sr., Vice Chairman	Excused
Tracey Chonko, Secretary/Treasurer	Present via phone
Leonard J. Burger, Jr.	Present via phone
Thomas Herbert	Present
Gregory S. Wolovich, Jr.	Absent

Jerry George, Associate Director, present via phone.

DISTRICT EMPLOYEES:

Hunter Bednarczyk, Conservation Coordinator (E&S)	written report submitted
Keith George, Conservation Coordinator (E&S & MDC)	Present/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)	written report submitted
Michael Schlauch, Conservation Coordinator (Ag & Roads)	written report submitted

AGENCY REPRESENTATIVES:

Janet Creegan	DEP	written report submitted
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ORDER OF BUSINESS

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

PUBLIC COMMENT: None

1. MINUTES:

****Motion by Herbert, seconded by Burger, to approve the September 23, 2025 meeting minutes as submitted. The motion carried unanimously.**

2. FINANCIAL REPORTS:

Wilkes noted the financial reports for September were provided and invited questions.

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

3. COOPERATING AGENCY REPORTS:

DEP –Creegan provided a 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. 2026 Mosquito Disease Control Program Grant Application

George presented a draft proposal for the 2026 MDC grant application for \$188,605.

****Motion by Burger, seconded by Chonko, to approve the 2026 MDC grant request. The motion carried unanimously.**

5b. Toby Creek Stream Repair Project Contractor Change

Longmore noted the previously approved contractor was unable to meet PA Fish and Boat Commission time limitations for the project. After discussion with Levitsky and Wilkes, the next lowest bidder, RCH Services, was contacted to negotiate a price within the remaining grant funds. RCH agreed to provide the work for an amount not to exceed \$13,400, and the project was completed within the required time frame.

****Motion by Herbert, seconded by Chonko, to approve the change in contractor to RCH Services for the Toby Creek Stream Repair Project. The motion carried unanimously.**

5c. Procurement Policy - Postponed to a future meeting.

5d. Design/Permitting Consultant for SGL 260 AML Grant Project

Longmore reported that the PA DEP Bureau of Abandoned Mine Reclamation procurement guidelines for the federally funded grant allow for the grantee to request a waiver from competitive bidding requirements for consulting services by providers that have unique qualifications. With Larson Design Group's work as the Countywide Action Plan Coordinator and in developing the grant application, Longmore requested the board's input on requesting a waiver to contract with the company for the design/permitting phase of the project.

****Motion by Burger, seconded by Herbert, to authorize Longmore to submit the waiver request to DEP BAMR for the district to contract with Larson Design Group for the grant project. The motion carried unanimously.**

5e. Creation of Deputy Director Position

Wilkes noted that a Deputy Director position has been discussed for some time and that the approved 2025 budget included provisions for the position. Longmore reviewed the position purpose from a draft job description and explained that a final job description would be provided if the board approves the creation of the position.

****Motion by Herbert, seconded by Chonko, to create the Deputy Director position. The motion carried unanimously.**

5f. Filling of Deputy Director Position

Wilkes noted the Executive Committee recommended hiring Keith George as the Deputy Director with a salary adjustment to Conservation Coordinator Step 24.

****Motion by Wilkes, seconded by Herbert, to approve the Executive Committee recommendation to promote Keith George to the position. The motion carried unanimously.**

5g. Employee Step Increase Acknowledgement

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

6. CORRESPONDENCE & ANNOUNCEMENTS:

11/20/25 – November LCD Board of Directors Meeting at 12:00 PM

PUBLIC COMMENT: None

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

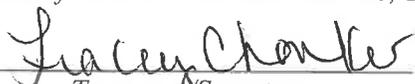
The meeting adjourned at 12:27 PM.

Respectfully submitted by Deborah Josuweit, Office Administrator.

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



Chair or Vice Chair



Treasurer/Secretary