

**LUZERNE CONSERVATION DISTRICT
BOARD OF DIRECTORS
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708
July 31, 2025**

REGULAR MEETING MINUTES

Vice Chairman Moyer 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	Excused
Gary A. Moyer, Sr., Vice Chairman	Present
Tracey Chonko, Secretary/Treasurer	Present
Leonard J. Burger, Jr.	Present
Thomas Herbert	Present via video
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	Present/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:

Janet Creegan	DEP	Present/verbal/written report submitted
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Susan Traver was also present.

ORDER OF BUSINESS

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

PUBLIC COMMENT: None

1. MINUTES:

****Motion by Chonko, seconded by Burger, to approve the June 26, 2025 meeting minutes as submitted. The motion carried unanimously.**

2. FINANCIAL REPORTS:

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

3. COOPERATING AGENCY REPORTS:

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

4. STAFF REPORTS:

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

5. BUSINESS ITEMS:

5a. Huntington Creek Stabilization CAP Project Quotes

Merryman provided the quotes received for the Huntington Creek Stabilization project:

- Mitchell Knorr = \$96,400
- Joey's Landcare = \$46,607
- RCH Services, LLC = \$97,450
- Belles Property Management = \$61,975

****Motion by Burger, seconded by Wolovich, to approve contracting with Joey's Landcare for \$46,607, contingent upon contractor responsibility verification by DEP. The motion carried unanimously.**

****Motion by Chonko, seconded by Burger to approve contracting with the next low bidder, Belles Property Management, for \$61,975, contingent upon contractor responsibility verification by DEP, in the event the lowest bidder is not verified. The motion carried unanimously.**

5b. ACAP Recommendations from LCD Ag Workgroup

Merryman provided the following ACAP recommendations from the Ag Advisory Workgroup, which met prior to the board meeting:

- Approval of \$34,795.00 for Chris Maylath's project application for a well and related BMPs.
- Approval to move forward with Stanley and Lucille Stempien's project application for a manure storage/HUA facility by first completing an Inventory & Evaluation and design either through the CACAT services or using ACAP funds.
- Hold off on considering Matt Balliet's application for a manure storage/HUA facility since the applicant is currently pursuing PENNVEST funds as well.

****Motion by Burger, seconded by Herbert, to approve the workgroup's recommendations for an Inventory & Evaluation and design for the Stempien project and to fund the Maylath project for \$34,795. The motion carried unanimously.**

5c. DGLV Roads Quality Assurance Board Recommendations

Schlauch presented the following recommendations made by the DGLVR Program Quality Assurance Board during their meeting on 7/28/25:

1. *Approve a contract for the Dallas Township – Goodrich Road Ph.3 DGR project for \$121,800.58, and approve a contract for the Lake Township - Sorber Mountain Road DGR project with the remaining available funds for \$70,657.00.*
2. *Approve a contract for the Lehman Township – Jackson Road Ph.2 LVR project for \$55,125.00.*

****Motion by Wolovich, seconded by Chonko, to approve the recommendations from the QAB to fund the DGR/LVR projects as presented. The motion carried unanimously.**

5d. Additional Invasive Species Control on Espy Run Riparian Buffer Project

Levitsky explained the need for a \$4,500 addendum to the original contract with Native Habitat Restoration, Greg Parrs, to apply a third treatment for invasive species control. Longmore stated that funding is available through the remaining CAP Implementation Grant allocation for the tree planting projects.

****Motion by Burger, seconded by Herbert, to approve the agreement with Native Habitat Restoration for additional treatment of invasive species on the Espy Run project for \$4,500. The motion carried unanimously.**

5e. Agricultural Complaint Response Policy

Longmore noted that DEP recently issued an agricultural compliance standard operating procedure (SOP). The document contained a model Agricultural Complaint Response Policy, and DEP recommended that district boards consider adopting a policy consistent with the model. Longmore provided a draft revision of the district's current policy that incorporated applicable language from the model and a reference to the SOP.

****Motion by Chonko, seconded by Burger, to approve the updated Luzerne Conservation District Agricultural Complaint Response Policy as presented. The motion carried unanimously.**

5f. State Program Funding Requests for Fiscal Year 2025/2026

Longmore requested board approval to apply for \$20,000 through the Conservation District Fund Allocation Program's Ag Conservation Technical (ACT) Assistance Program.

****Motion by Wolovich, seconded by Chonko, to approve the ACT program application for \$20,000. The motion carried unanimously.**

Longmore explained that Unconventional Gas Well Fund (UGWF) allocations are distributed by the SCC and the Pennsylvania Utility Commission (PUC) each year. The PUC block grant of \$75,280.81 was received in June. Those funds are included in the 2025 budget for staff costs not covered by other sources.

****Motion by Burger, seconded by Chonko, to acknowledge receipt and use of the PUC block grant for unreimbursed expenses as reflected in district's budget. The motion carried unanimously.**

5g. Additional Reserve Funds Transfer to PLGIT

Longmore reported on the success of the recently opened Pennsylvania Local Government Investment Trust (PLGIT) account that is currently earning over 4% interest, and he recommended moving another \$300,000 of district reserve funds from M&T Bank into the PLGIT account.

****Motion by Burger, seconded by Herbert, to give the Executive Director discretion to move funds between the reserve accounts at M&T Bank and PLGIT. The motion carried unanimously.**

5h. Employee Step Increase Acknowledgment

Removed from the agenda because it was not applicable.

6. CORRESPONDENCE & ANNOUNCEMENTS:

8/21/25 – August LCD Board of Directors Meeting at 12:00 PM

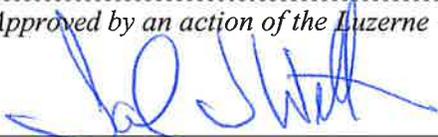
PUBLIC COMMENT: None

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

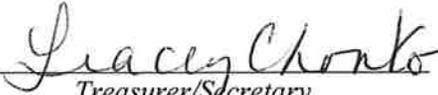
The meeting adjourned at 12:22 PM.

Respectfully submitted by Deborah Josuweit, Office Administrator.

Approved by an action of the Luzerne Conservation District Board of Directors on September 23, 2025.



Chair or Vice Chair



Treasurer/Secretary

