

**LUZERNE CONSERVATION DISTRICT  
BOARD OF DIRECTORS  
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708  
September 23, 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	Present
Tracey Chonko, Secretary/Treasurer	Present via phone
Leonard J. Burger, Jr.	Present via phone
Thomas Herbert	Present
Gregory S. Wolovich, Jr.	Present via phone at 12:09 PM

**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:**

Cait Skibiel	DEP	Present via phone/verbal/written report submitted
Janet Creegan	DEP	Present via phone/verbal/written report submitted

Susan Traver was also present.

**ORDER OF BUSINESS**

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

**PUBLIC COMMENT:** None

**1. MINUTES:**

**\*\*Motion by Herbert, seconded by Moyer, to approve the July 31, 2025, meeting minutes as submitted. The motion carried unanimously.**

**2. FINANCIAL REPORTS:**

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

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

**3. COOPERATING AGENCY REPORTS:**

DEP – Skibiel and Creegan provided a verbal and written report.

PACD – A written report was included in the board packet. Longmore noted the PACD Executive Board appointed Amy Brown as the Executive Director of PACD.

#### **4. STAFF REPORTS:**

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

4b. Merryman presented an overview of the Farmland Preservation Program.

#### **5. BUSINESS ITEMS:**

##### **5a. Associate Director Appointments**

**\*\*Motion by Herbert, seconded by Moyer, to appoint Susan Traver and Jerry George as Associate Directors of the Luzerne Conservation District Board. The motion carried unanimously.**

##### **5b. Jackson Road Lehman Twp. LVR Project Contract Amendment**

Schlauch presented an amendment request from Lehman Township for additional expenses on the Jackson Road project.

**\*\*Motion by Moyer, seconded by Wilkes, to approve an amendment to the Jackson Road LVR Project contract with Lehman Township for \$1,414.19. The motion carried unanimously.**

##### **5c. Toby Creek Stream Repair Project Quotes**

Longmore presented the following quotes for the Growing Greener grant stream repair project on Toby's Creek in Dallas Borough:

- Elston Excavation = \$12,500
- RCH Services = \$21,450
- Joey's Landcare = \$30,200

**\*\*Motion by Moyer, seconded by Wolovich, to accept Elston Excavation's proposal of \$12,500 for the stream repair project, contingent upon contractor responsibility verification by DEP. The motion carried unanimously.**

##### **5d. FY 25/26 CDFAP UGWF Allocation Acknowledgment**

Per the approved 2025 District Budget, Longmore prepared worksheets documenting the district's intended use of Conservation District Fund Allocation Program (CDFAP) and Unconventional Gas Well Fund (UGWF) funding as follows:

- \$30,000 for the manager position
- \$20,000 for an E&S technician position
- \$20,000 for an agricultural conservation technician position
- \$119,898 for general administrative expenses

Board acknowledgment is needed for the submittal of the worksheets to the SCC.

**\*\*Motion by Herbert, seconded by Moyer, to acknowledge and submit the documentation of the district's intent to use FY 2025/2026 CDFAP UGWF allocations as stated. The motion carried unanimously.**

##### **5e. Retirement System Minimum Obligation for 2026 Acknowledgment**

Longmore provided the district's Pennsylvania Municipal Retirement System (PMRS) 2026 Minimum Municipal Obligation Worksheet, which is prepared using payroll estimates for 2026.

**\*\*Motion by Moyer, seconded by Chonko, to acknowledge the PMRS 2026 Minimum Obligation Worksheet. The motion carried unanimously.**

##### **5f. SCC Draft Policy on Payment of Per Diems & Reimbursements for CD Directors**

Longmore noted the draft policy provided by the SCC for review and comment by district boards, which was included in the board packets. He explained that the policy, if approved by the SCC, would give districts options to provide per diems and reimbursements if individual district boards choose. After some discussion, no formal input was put forward.

##### **5g. Parking Lot Sealcoat/Line Painting Project Quotes**

Longmore received two quotes for sealcoating and line painting the district's driveway and parking lot:

- B&J Paving Contractors \$5,900
- BME Sealcoating & Linestriping \$3,487.50

**\*\*Motion by Moyer, seconded by Wolovich, to accept BME Sealcoating & Linestriping proposal. The motion carried unanimously.**

**5h. Winter Driveway/Parking Lot Maintenance Options**

Longmore noted that it has been some time since the district evaluated proposals for winter driveway/parking lot maintenance.

**\*\*It was the consensus of the board to authorize the Executive Director to request quotes and choose a contractor for the work.**

**5i. Planned Projects for 2026 CAP Implementation Grant**

Longmore reported that district staff are gathering data on potential projects for the 2026 CAP Implementation Grant request, which will likely be about \$200,000. Potential projects include:

- Ag BMPs on Young farm in Butler Twp.
- Ag BMPs on Hilliard farm in Sugarloaf Twp.
- Stream crossing and fencing on Verbyla farm in Ross Twp.
- Riparian buffer and fencing on Chamberlain farm in Lehman Twp.
- Myers Pond Phase 2 tree planting in Dallas Twp.
- Dallas Area School District Phase 2 stormwater enhancements/retrofits in Dallas Twp.

**\*\*It was the consensus of the board that staff continue planning for the 2026 CAP Implementation Grant as described and submit the funding request for the projects that prove viable.**

**6. CORRESPONDENCE & ANNOUNCEMENTS:**

10/9/25 – PACD North East Region Meeting at Pike County Conservation District at 10:00 AM

10/16/25 – October LCD Board of Directors Meeting at 12:00 PM

**PUBLIC COMMENT:** None

Wilkes thanked staff members Graham, George, and Schlauch for attending the Luzerne County Association of Township Officials meeting.

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

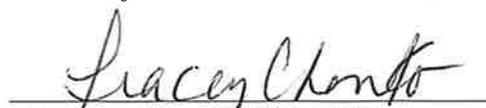
The meeting adjourned at 12:52 PM.

*Respectfully submitted by Deborah Josuweit, Office Administrator.*

*Approved by an action of the Luzerne Conservation District Board of Directors on October 16, 2025.*



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Chair or Vice Chair



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Treasurer/Secretary

