

**LUZERNE CONSERVATION DISTRICT  
BOARD OF DIRECTORS  
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708  
November 20, 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 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 via phone
Leonard J. Burger, Jr.	Present via phone
Thomas Herbert	Present
Gregory S. Wolovich, Jr.	Present via phone

Susan Traver, Associate Director, present.

**DISTRICT EMPLOYEES:**

Hunter Bednarczyk, Conservation Coordinator (E&S)	written report submitted
Keith George, Deputy Director	Present/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	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	Present via phone/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 Chonko, to approve the October 16, 2025, meeting minutes as submitted. The motion carried unanimously.**

**2. FINANCIAL REPORTS:**

Moyer noted the financial reports for October 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.

4b. Holder distributed an MDC Program newsletter and provided an update on the program's 2025 activities.

**5. BUSINESS ITEMS:**

**5a. PA Turnpike Commission Stream Mitigation Funding Agreement**

Longmore explained that the PA Turnpike Commission provided a proposed cooperative agreement with the district to fund watershed conservation work to mitigate stream impacts from a proposed bridge replacement project over Mill Creek. As part of DEP permitting requirements, the commission would provide \$102,000 to the district under the PIESCES program for stream mitigation credits.

**\*\*Motion by Herbert, seconded by Wolovich, to approve the agreement between PA Turnpike Commission and Luzerne Conservation District in the amount of \$102,000. The motion carried unanimously.**

**5b. 2026 District Budget Approach & Projections**

Longmore reported that he is working on the 2026 budget, and a draft overview of the proposed financial approach for next year was included in the packet. He requested board's input on the budget and will present the final budget at the December meeting.

**5c. Deputy Director Job Description**

Longmore provided a job description for the Deputy Director position.

**\*\*Motion by Chonko, seconded by Herbert to approve the job description, as presented. The motion carried unanimously.**

**5d. Conference Room Furniture Purchasing**

Longmore requested approval to purchase new conference room furniture.

**\*\*Motion by Chonko, seconded by Herbert, to approve the purchase of conference room furniture at a cost not to exceed \$5,000. The motion carried unanimously.**

**5e. Employees Step Increase Acknowledgement**

Moyer acknowledged that Levitsky and Holder successfully achieved a step increase within the district's Employee Pay Schedule.

**6. CORRESPONDENCE & ANNOUNCEMENTS:**

12/18/25 – December LCD Board of Directors Meeting at 12:00 PM

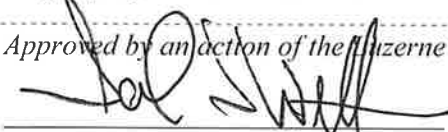
**PUBLIC COMMENT:** None

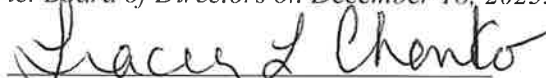
**\*\*Motion by Chonko, seconded by Herbert, to adjourn the meeting. The motion carried unanimously.**

The meeting adjourned at 12:31 PM.

*Respectfully submitted by Deborah Josuweit, Office Administrator.*

*Approved by an action of the Luzerne Conservation District Board of Directors on December 18, 2025.*

  
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Chair or Vice Chair

  
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Treasurer/Secretary