

**LUZERNE CONSERVATION DISTRICT
BOARD OF DIRECTORS
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708
December 18, 2025**

REGULAR MEETING MINUTES

Chairman Wilkes called the meeting of the Luzerne Conservation District Board of Directors to order at 12:01 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	Present
Gary A. Moyer, Sr., Vice Chairman	Present
Tracey Chonko, Secretary/Treasurer	Present
Leonard J. Burger, Jr.	Present
Thomas Herbert	Present
Gregory S. Wolovich, Jr.	Present at 12:03

Jerry George, Associate Director, present.
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.)	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/written report submitted
Cait Connolly	DEP	Present/written report submitted

ORDER OF BUSINESS

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

PUBLIC COMMENT: None

1. MINUTES:

****Motion by Moyer, seconded by Herbert, to approve November 20, 2025, meeting minutes as submitted. The motion carried unanimously.**

2. FINANCIAL REPORTS:

Wilkes noted the financial reports for November were provided and invited questions.
****Wilkes 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. Wilkes noted staff reports were included in the board packet.

4b. Longmore and George requested the board's input as they review and improve staff monthly reports to improve efficiency. Wilkes suggested they make revisions, and the board can provide input on the changes as they are submitted.

5. BUSINESS ITEMS:

5a. Presentation of 2024 Audit

Bradly Murray, CPA reviewed his audit report and thanked the board for the opportunity to prepare the 2024 audit. He noted that he found no deficiencies in internal controls and no instances of noncompliance.

****Motion by Chonko, seconded by Wolovich to accept the 2024 audit report as presented by Murray. The motion passed unanimously.**

5b. Jackloski/SSR Phase 1 CAP Implementation Project Approval

Levitsky requested approval to move forward with phase one of the Jackloski/SSR Ag BMP project with the remaining 2025 CAP Implementation grant funds of \$57,104.

****Motion by Burger, seconded by Moyer, to allocate the remaining 2025 CAP Implementation Grant funds to the Jackloski/SSR Phase 1 Project. The motion passed unanimously.**

5c. 2026 District Budget

Longmore provided and reviewed a final draft of the proposed 2026 District Budget.

****Motion by Wolovich, seconded by Herbert, to approve the 2026 district budget as presented. The motion passed unanimously.**

5d. 2026 District Pay Schedule

Longmore provided a proposed employee pay schedule with adjustments made following a thorough evaluation of other conservation districts, public agencies, and private sector compensation. The Executive Committee reviewed and recommended approval of the revised schedule.

****Motion by Herbert, seconded by Chonko, to approve the 2026 Pay Schedule as presented. The motion passed unanimously.**

5e. Pay Schedule Reclassification of George

Wilkes noted George would be classified in the new schedule at the exempt Deputy Director pay grade, step 7.

****Motion by Chonko, seconded by Moyer to approve the new pay grade and step classification for George. The motion passed unanimously.**

5f. Health Insurance Plan Change

Longmore provided information about a proposed health insurance change from the current Highmark Blue Cross plan to a Geisinger All-Access PPO Plan. There would be a 16% cost savings with the change and provider access and benefits would improve, including no deductible and lower co-pays for employees.

****Motion by Moyer, second by Burger to approve the health insurance plan change. The motion passed unanimously.**

5g. E&SPC Fee Schedule and Policy Revision

George provided a fee schedule and policy revision, which was triggered by DEP's guidance to update language related to recent program changes to clarify that district services are provided throughout construction up to the termination permits. The revision includes a 5% increase to Schedule B fees for industrial, commercial, and large developments and an increase to the per acre disturbed fee from \$100 to \$150. With board approval, the updated fee schedule and policy would take effect January 1, 2026.

****Motion by Herbert, seconded by Wolovich to approve the E&SPC fee schedule and policy revision as presented. The motion passed unanimously.**

5h. New E&S Program Staff Position

Wilkes noted the Executive Committee discussed the need for an additional E&S program staff position and recommended authorizing management to begin the hiring process.

****Motion by Chonko, seconded by Herbert to approve the new E&S program staff position and authorize management to begin the hiring process. The motion passed unanimously.**

5i. Employee Step Increase Acknowledgement (2)

Wilkes acknowledged that Longmore and Graham successfully achieved a step increase within the district's Employee Pay Schedule.

5j. Executive Committee Recommendation Re: Staff Performance Bonuses

Wilkes noted the recommendations provided to the board members on the Executive Committee meeting notes.

****Motion by Wolovich, seconded by Moyer, to approve the Executive Committee recommendation for end-of-year performance bonuses for all employees, totaling \$15,000, as presented. The motion passed unanimously.**

5k. 2026 LCD Board of Directors Meeting Schedule

****Motion by Chonko, seconded by Moyer to schedule the 2026 board meetings for the third Thursday of each month at 12:00 PM, with the reorganization meeting on January 15, 2026. The motion passed unanimously.**

6. CORRESPONDENCE & ANNOUNCEMENTS:

1/15/26 – January LCD Board of Directors Meeting at 12:00 PM

PUBLIC COMMENT: None

Wilkes thanked Wolovich for his four years of service to the district.

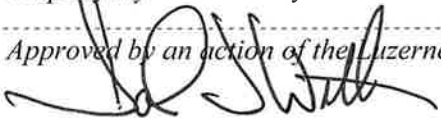
Jerry George asked about providing district workshops for contractors and discussion was held on the matter.

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

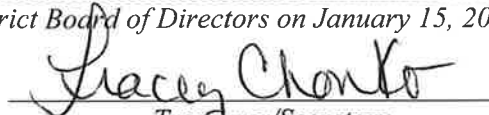
The meeting adjourned at 1:00 PM.

Respectfully submitted by Deborah Josuweit, Office Administrator.

Approved by an action of the Luzerne Conservation District Board of Directors on January 15, 2026.



Chair or Vice Chair



Treasurer/Secretary

