

**LUZERNE CONSERVATION DISTRICT
BOARD OF DIRECTORS
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708
January 15, 2026**

REGULAR MEETING MINUTES

Josh Longmore, Chair Pro Tem, 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 in the Pledge of Allegiance.

ROLL CALL – DISTRICT DIRECTORS:

John J. Wilkes, Jr., Chairman	Present
Gary A. Moyer, Sr., Vice Chairman	Present via phone
Tracey Chonko, Secretary/Treasurer	Present
Leonard J. Burger, Jr.	Present via phone
Thomas Herbert	Present
Patty Krushnowski, recently appointed County Council District Director	Not Present
Susan Traver, Associate Director	Present
Jerry George, Associate Director	Present via phone

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)	Present/written report submitted

AGENCY REPRESENTATIVES:

Ester Ermlick	USDA	Present/written report submitted
Janet Creegan	DEP	Present via phone/written report submitted

Longmore introduced Gary Williams, who applied to the County Council for appointment to the vacant Public Director seat on the board.

ORDER OF BUSINESS

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

PUBLIC COMMENT: None

1. BOARD REORGANIZATION:

Election of Officers:

Longmore opened the floor for nominations for Chair of the Luzerne Conservation District Board.

****Motion by Moyer, seconded by Chonko, to nominate Jay Wilkes as Chair.**

Longmore asked if there were any other nominations. Receiving none, he entertained a motion to close the nomination for Chair and to elect Wilkes to the position.

****Motion by Herbert, seconded by Burger, to close the nomination and to elect Jay Wilkes as Chair. The motion carried.**

Longmore opened the floor for nominations for Vice Chair of the Luzerne Conservation District Board.

****Motion Wilkes, seconded by Chonko, to nominate Gary Moyer as Vice Chair.**

Longmore asked if there were any other nominations. Receiving none, he entertained a motion to close the nomination for Vice Chair and elect Moyer to the position.

****Motion by Wilkes, seconded by Herbert, to close the nominations and to elect Gary Moyer as Vice Chair. The motion carried.**

Longmore opened the floor for nomination for Secretary/Treasurer.

****Motion by Wilkes, seconded by Moyer, to nominate Tracey Chonko as Secretary/Treasurer.**

Longmore asked if there were any other nominations. Receiving none, he entertained a motion to close the nomination for Secretary/Treasurer and elect Chonko to the position.

****Motion by Moyer, seconded by Burger, to close the nominations and to elect Tracey Chonko as Secretary/Treasurer. The motion carried.**

Appoint 2026 Committees & Advisory/Work Groups:

Wilkes noted the draft list of 2026 appointments in the board packets. After review and discussion, it was agreed to add Janet Creegan, DEP, to the Ag Program Advisory Group.

****Motion by Herbert, seconded by Chonko, to appoint the 2026 Committees and Advisory/Work Groups as discussed. The motion carried unanimously.**

2. MINUTES:

****Motion by Herbert, seconded by Chonko, to approve the December 18, 2025 meeting minutes as submitted. The motion carried unanimously.**

3. FINANCIAL REPORTS:

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

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

4. COOPERATING AGENCY REPORTS:

USDA – Ermlick provided a verbal and written report.

DEP – Creegan provided a verbal and written report.

PACD – A written report was included in the board packet.

5. STAFF REPORTS:

Wilkes noted staff reports were included in the board packet.

6. BUSINESS ITEMS:

6a. Verbyla Ag BMP Project Bids

Longmore explained that HRG, the engineering consultant for this ACAP-funded project, coordinated the bidding process. A public bid opening was held on January 9, 2026, and the results were included in the board packets.

Schlauch noted that the low bid for building construction was from White Deer Concrete at \$375,924, and the low bid for excavation was from O’Neil Excavating at \$136,175. A formal recommendation is needed so the landowner, Mr. Verbyla, can proceed with contracting.

****Motion by Chonko, seconded by Herbert, to recommend that the landowner contract with the lower bidders, White Deer Concrete at \$375,924 for the building phase and O’Neil Excavating at \$136,175 for the excavation phase. The motion passed unanimously.**

6b. Conyngham Twp Hollow Rd. DGR Contract Amendment

Schlauch reported that the Conyngham Twp. Hollow Rd. project is complete. Material costs were higher than expected, so the township requested an amendment for \$9,331.27.

****Motion by Moyer, seconded by Chonko, to approve the Conyngham Township Hollow Road DGR project contract amendment of \$9,331.27. The motion passed unanimously.**

6c. 2026 Mosquito-borne Disease Control Program Grant Acceptance

George reported that DEP approved the district’s 2026 MDC grant request of \$162,276.

****Motion by Herbert, seconded by Chonko, to authorize the board officers to execute the 2026 MDC grant agreement for \$162,276. The motion passed unanimously.**

6d. 2026 CAP Implementation Grant Acceptance

Longmore reported that DEP approved the district’s full request of \$367,417 for the 2026 Clean Water Action Plan Implementation grant.

****Motion by Herbert, seconded by Chonko, to authorize the board officers to execute the 2026 CAP Implementation Grant agreement for \$367,417. The motion passed unanimously.**

6e. 2026 Capital Budget

Longmore presented the proposed 2026 Capital Budget, which includes vehicle, building, and grounds expenses totaling \$133,500.

****Motion by Burger, seconded by Moyer, to approve the 2026 Capital Budget as presented. The motion carried unanimously.**

6f. Updating Financial Account Signatories

Longmore recommended updating the signatories on the district’s financial accounts to improve segregation of duties to include only the Board Chairman, the Board Vice Chairman, the Executive Director, and the Deputy Director.

****Motion by Chonko, second by Moyer, to approve the updates to the signatories for the district’s financial accounts as presented. The motion passed unanimously.**

6g. Updated E&S Conservation Specialist & Conservation Coordinator Job Descriptions

George presented updated job descriptions for the two E&S Program positions.

****Motion by Burger, seconded by Herbert, to approve the updated job descriptions as presented. The motion passed unanimously.**

6h. Employee Step Increase Acknowledgement

The mistakenly included agenda item was not applicable.

7. CORRESPONDENCE & ANNOUNCEMENTS:

- 1/29/26 – PACD Executive Council Video Conference at 10:00 AM
- 2/19/26 – February LCD Board of Directors meeting at 12:00 PM
- 2/20/26 – DEP Info Session on District Finances at Monroe CCD, 10:00 AM-12:00 PM
- 4/21/26 – Luzerne County Envirothon at Camp Kresge
- 5/1/26 – Statements of Financial Interests (PA Ethics Comm.) forms due

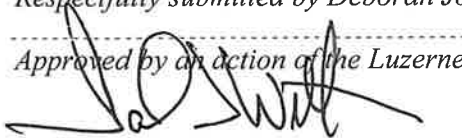
PUBLIC COMMENT: None

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

The meeting adjourned at 12:41 PM.

Respectfully submitted by Deborah Josuweit, Office Administrator.

Approved by an action of the Luzerne Conservation District Board of Directors on February 19, 2026.



Chair or Vice Chair



Treasurer/Secretary

Luzerne Conservation District 2026 Capital Budget

January - December

Beginning Reserve Fund Balance: 407,266

Cash Inflows (Income):

Vehicle Trade-in Values 55,000

Total Cash Inflows \$55,000

Cash Outflows (Expenses):

Building & Grounds/Equipment

New Vehicles (1 truck & 2 SUVs) 106,000

Interior Office Renovations 25,000

Landscape improvements 2,500

Bldg. & Grnds. Sub Total = 133,500

Total Cash Outflows \$133,500

Estimated Ending Capital Fund Balance: \$328,766