

**LUZERNE CONSERVATION DISTRICT
BOARD OF DIRECTORS
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708
February 19, 2026**

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 – DISTRICT DIRECTORS:

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
Patty Krushnowski	Absent
Gary Williams	Present
Susan Traver, 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:

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 Moyer to approve January 15, 2026, meeting minutes as submitted. The motion passed unanimously.**

2. FINANCIAL REPORTS:

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

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

3. COOPERATING AGENCY REPORTS:

USDA – Schlauch provided a verbal report for Ermlick, noting the USDA Ag Service Center Field Office is in the process of moving to Edwardsville.

DEP – Creegan provided a verbal and written report.

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

4. STAFF REPORTS:

Staff reports are included in the board packet.

4a. George gave a brief review of the new template for the E&S staff reports

5. BUSINESS ITEMS:

5a. Verbyla ACAP Contract Amendment

Schlauch presented a request for a \$24,630 amendment to the Verbyla ACAP contract to align with the total of the low bids received from contractors to implement the project.

****Motion by Moyer, seconded by Chonko, to approve the contract amendment in the amount of \$24,630. The motion passed unanimously.**

5b. Conservation Specialist (MDC-Outreach) Job Description

George presented a new Mosquito-borne Disease Control/Outreach Conservation Specialist position job description.

****Motion by Herbert, seconded by Williams, to approve the job description as presented. The motion passed unanimously.**

5c. Conservation Technician (MDC) Job Description

George presented an updated MDC Conservation Technician job description.

****Motion by Williams, seconded by Herbert, to approve the job description as presented. The motion passed unanimously.**

5d. E&S Conservation Technician Position Hiring

George explained the hiring process. After interviews and coordination with Longmore, they recommended hiring Emily Humm as a full time Conservation Technician, Base Step, with a start date of March 9, 2026.

****Motion by Herbert, seconded by Moyer, to hire Emily Humm as a full time Conservation Technician, Base Step, starting March 9, 2026. The motion passed unanimously.**

5e. Status of 2025 Growing Greener Grant Applications

***Toby Creek Watershed Assessment Growing Greener Grant Acceptance**

Longmore noted that grant application for the Shickshinny Creek stream restoration project was not approved, but DEP approved the Toby Creek Watershed Assessment grant for \$85,000.

****Motion by Williams, seconded by Chonko, to accept the Toby Creek Watershed Assessment Growing Greener grant for \$85,000.00 and to authorize the Executive Director and board officers to execute the grant contract. The motion passed unanimously.**

5f. Contract with Larson Design Group for AML Grant Engineering Services

Longmore referenced the previously received grant for design and permitting of abandoned mine land reclamation work on State Game Lands 260 in Shickshinny. The district received DEP BAMR approval to contract with Larson Design Group for the work, and a proposed contract was presented for the board's consideration.

****Motion by Moyer, second by Herbert, to approve the contract with Larson Design Group for \$139,740. The motion passed unanimously.**

5g. New PLGIT Account for PTC Stream Mitigation Agreement Funding

Longmore requested approval to open a new PA Local Government Investment Trust account for the \$102,000 received from the PA Turnpike Commission (PTC) to fund stream mitigation work.

****Motion by Moyer, seconded by Williams, to establish a new PLGIT account for the \$102,000 from the PTC. The motion passed unanimously.**

5h. Approval for Contracting Office Renovations

George reported that two quotes were received, and a third one is expected. Management requested approval to move forward with the lowest quote once the third is received.

****Motion by Chonko, second by Herbert, to authorize the Executive Director or Deputy Director to contract for office renovations at a cost not to exceed \$24,999. The motion passed unanimously.**

6. CORRESPONDENCE & ANNOUNCEMENTS:

3/19/26 – March LCD Board of Directors meeting at 12:00 PM

3/24/26 – “Back to Basics” Board Member Orientation Workshop @ Monroe CCD

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

The meeting adjourned at 12:44 PM.

Respectfully submitted by Deborah Josuweit, Office Administrator.

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



Chair or Vice Chair



Treasurer/Secretary

