

**LUZERNE CONSERVATION DISTRICT
BOARD OF DIRECTORS
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708
April 16, 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	Excused
Tracey Chonko, Secretary/Treasurer	Excused
Leonard J. Burger, Jr.	Present via phone
Thomas Herbert	Present
Patty Krushnowski	Present
Gary Williams	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
Emily Humm, Conservation Technician (E&S)	written report submitted
Deborah Josuweit, Office Administrator	Present
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:

Esther Ermlick	NRCS	written report submitted
Janet Creegan	DEP	Present/written report submitted

ORDER OF BUSINESS

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

PUBLIC COMMENT: None.

1. MINUTES:

****Motion by Krushnowski, seconded by Williams to approve March 19, 2026, meeting minutes as submitted. The motion passed unanimously.**

2. FINANCIAL REPORTS:

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

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

3. COOPERATING AGENCY REPORTS:

USDA – Ermlick provided a written report.

PA DEP – Creegan gave a verbal report, and a written report was included in the board packet.

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

4. STAFF REPORTS:

Staff reports were included in the board packet.

5. BUSINESS ITEMS:

5a. Letter of Responsibility for Long Hollow Cattle Co. PENNVEST Application

Longmore noted that draft letter of responsibility for the Long Hollow Cattle Co. PENNVEST application was provided in the board packet, and the final application total is \$2,028,000 for the two project sites located in Luzerne and Columbia Counties.

****Motion by Burger, seconded by Williams, to approve the letter of responsibility for the Long Hollow Cattle Co. PENNVEST application in the amount of \$2,028,000. The motion passed unanimously.**

5b. Legal Counsel for Long Hollow Cattle Co. PENNVEST Project

Longmore recommended using the Blakinger-Thomas Law Firm as legal counsel for the project. The firm provided a letter of representation for \$25,000, which will be included as a grant-covered expense.

****Motion by Krushnowski, seconded by Herbert to approve Blakinger-Thomas as legal counsel for the PENNVEST project. The motion passed unanimously.**

5c. Transfer of Conservation Program Funds to PLGIT

Longmore recommended moving Dirt & Gravel Roads, Low Volume Roads, and ACAP program funds from M&T Bank accounts to new PLGIT investment accounts.

****Motion by Williams, seconded by Krushnowski, to transfer program funds, as described, from M&T Bank to PLGIT. The motion passed unanimously.**

5d. New Vehicle Purchase

Longmore presented a quote from Ken Pollock Nissan, a COSTARS Program vendor, for the purchase of a 2026 Nissan Frontier for \$34,205, after all the discounts. Trade-in for the district's oldest Frontier was quoted at \$20,000, so the end purchase price would be \$14,205.

****Motion by Herbert, seconded by Krushnowski, to approve purchasing the 2026 Nissan Frontier from Ken Pollock Nissan for \$14,205 plus the 2022 Frontier trade-in. The motion passed unanimously.**

5e. E&S Service Fee Policy Update to Adjust Revision Fee Amount

George noted the district's current revision fees associated with repeatedly deficient applications are currently set at 40% of the initial fee. After a reevaluation by management, he presented a recommendation to reduce the revision fee to 20% of the initial fee, with a cap of \$3,000.

****Motion by Williams, seconded by Krushnowski, to approval the revision fee adjustment, as recommended. The motion passed unanimously.**

6. CORRESPONDENCE & ANNOUNCEMENTS:

4/21/26 – Luzerne County Envirothon at Camp Kresge

4/30/26 – PACD Northeast Region Meeting at Pike CCD, 10am-noon.

5/1/26 – Statements of Financial Interests (PA Ethics Comm.) forms due

5/21/26 – May LCD Board of Directors Meeting at 12:00 PM

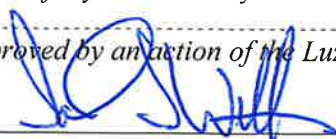
PUBLIC COMMENT: None.

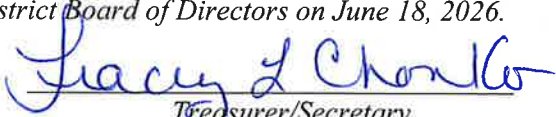
****Motion by Krushnowski, seconded by Herbert, to adjourn the meeting. The motion carried unanimously.**

The meeting adjourned at 12:29 PM.

Respectfully submitted by Deborah Josuweit, Office Administrator.

Approved by an action of the Luzerne Conservation District Board of Directors on June 18, 2026.


Chair or Vice Chair


Treasurer/Secretary