

BROOME COUNTY SOIL AND WATER CONSERVATION DISTRICT
DIRECTORS' MEETING MINUTES
JANUARY 19, 2021

1. **Call to Order**: Meeting was called to order at 4:11 p.m., by Chair, M. Donahue.

Present Were:

M. Donahue, Chair
L. Price, Member
A. Urda, Member
E. Heard, Member

K. Wildoner, Member (via phone)
C. McElwee, Executive Director
J. Puglisi, Grazing Specialist(via phone)
B. Park, Nat. Resource Asst.

2. **Minutes**: The minutes of the December 2020 meeting were approved.
Motion by L. Price to approve, seconded by E. Heard.

3. **Treasurer's Report & Bills**:

A) Financial Report December 2020 was approved. (see attachment)
Motion made by E. Heard to approve the December Financial report, seconded by A. Urda.

B) January 2021 bills were approved. (see attachment)
Motion made by E. Heard to approve January bills, seconded by A. Urda.

4. **Correspondence**: no correspondence was presented at meeting.
of Information request.

- 5 **Reports**:

NRCS: Written report in folders.

District: C. McElwee updated the board. No word from the State regarding the Round 26 grants. Annual reports are due to the State by February 15, 2021. Town of Colesville – stream issue.

B. Park updated the board. (see report attached) Working on locating potential farms for DEC Cover Crops program – hope to get the cover crops off the ground this year. USC Buffer planning – submitted plant order to USC for plantings in the spring. Created tree planting plans for Schnurbusch Park, Harold Moore Park, and Jay Colwell farm. Started to schedule 2021 BMP farm verifications for BMP data entry. AEM – completed tier 1 & 2 as needed; began prescribed grazing plan with J. Puglisi to learn the process; updating information in AEM Online Tool for Chesapeake Bay model. Assisted NRCS create plan maps for CRP re-enrollments.

J. Puglisi – updated the board via phone. He mentioned he is currently working on closing Round 22 grant. Worked on prescribed grazing plan with B. Park. The 2015 Ford F-250 was picked up and awaiting check from Auction International.

Report's Con'd

H. Lurenz - working on 2020 Annual Treasurer's Report and other year end reports, close out of books for 2020. She will be in contact with L. Price to come in and review the reports when completed.

6. **New Business**

No new business.

Old Business

A) Work update – provided in District reports above.

- 7) **Personnel:** Timesheets – All timesheets reviewed and signed by M. Donahue. Motion made by E. Heard at 4:24 p.m. to move into Executive Session for personnel issues, seconded by L. Price. Motion made by A. Urda to move out of Executive Session at 4:44 p.m., seconded by L. Price. During Executive Session the following motions were made: Motion made by L. Price to increase B. Park's salary by \$1200.00 effective this pay period, seconded by A. Urda. Motion carried. Motion made by L. Price to increase C. McElwee, H. Lurenz, and J. Puglisi's salary by \$800 each effective this pay period, seconded by E. Heard. Motion carried.

Discussion regard current Covid-19 issues in the office where a District Employee came to work who had been exposed to someone who tested positive for Covid-19. That day they were told they needed to leave the office. Due to the fact that they had been in the office, NRCS then closed the office until the following Tuesday and at that time the employee was told they needed to be out of the office for 14 days (NRCS directive). After checking with the Broome County Health Department, it was decided that they could return to work this Thursday. This situation brought about discussion regarding the updating the District's Covid 19 plan.

- If an employee doesn't feel well, do not come into the office – use sick time
- If employee feels well the next day, they may return to work
- If employee is still not feeling well, but does not have any covid symptoms—continue to use sick time and stay home
- If employee develops covid symptoms, they will need to be tested before returning to work, if test is positive employee will be paid for time off without using sick time, if negative you may return to work

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District's Covid-19 Plan update con't

- If a District employee is around a person who has tested positive for covid they must not come to work, quarantine for 10 days, and must get tested before returning to work – employee will use sick time. If employee's test is positive, they will not use sick time and will be paid for the time off. If employee refuses to get tested, they cannot use sick time, employee can use vacation time or time off without pay.

The above update to the District's Covid-19 plan will be reviewed/discussed at the February Board Meeting and updated if necessary.

Discussion regarding the Health Insurance for Retirees – M. Donahue contacted Excellus BlueCross/BlueShield representative J. Gordon, that has been assisting with questions and setting up a HRA (health reimbursement account). M. Donahue mentioned that an amount could be deposited into the retirees account semi-annually. There is a cost of \$1000 per year for the account regardless of number of retirees. There is a \$450 amount that could be paid for the retiree to track their account, this is a one-time fee. At age 65, the amount added to the account could be decreased due to retiree being able to utilize Medicare. This item will be discussed further at the February board meeting. H. Lurenz will send the information to the board members for J. Gordon so they could contact him directly with any questions.

Next meeting will be February 16, 2021 at 4:00 p.m. at the Broome SWCD District Shop Building. This will be the organizational meeting.

Meeting adjourned at 5:15 p.m.

M. Donahue, Chair

H. Lurenz, Secretary

Attachments:

Financial Report – December 2020

List of Bills – January 2021

NRCS Report

B. Park's Report

P. J. Emerick, NYS SWCC, Report