

BROOME COUNTY SOIL AND WATER CONSERVATION DISTRICT
DIRECTORS' MEETING MINUTES
JANUARY 18, 2022

1. **Call to Order:** Meeting was called to order at 4:05 p.m., by Chair, M. Donahue.

Present Were:

M. Donahue, Chair
E. Heard, Member
P. Shafer, Member

L. Price, Member
J. Puglisi, District Manager
B. Park, Nat. Resource Asst.

2. **Minutes:** The minutes of the December 2021 meeting were approved.
Motion by L. Price to approve, seconded by E. Heard.

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

- A) Financial Report December 2021 was approved. (see attachment)
Motion made by E. Heard to approve the December Financial report, seconded by P. Shafer.
- B) January 2022 bills were approved. (see attachment)(inc. transfers & approval of possible grant payments before next board meeting.)
Motion made by P. Shafer to approve January bills, seconded by E. Heard.

4. **Correspondence:** NYS Soil & Water Conservation Committee report from P.J. Emerick, DOT Route 26 Culvert Project information & specs.

5. **Reports:**

NRCS: E. Steele's not able to attend, her report is in Director's folders.

District: J. Puglisi & B. Park's (written reports in folders) J. Puglisi updated the board. He's been working on 2021 Annual Reports, AEM Round 17 letter went out to producers, Natural Resource Conservationist job description has been approved by Broome County Personnel.

B. Park updated the board. Cover Crops producers have been paid and are waiting for reimbursement from Tioga County SWCD, assisting with AEM Round 16 closeout, preparing grazing plans, and working with USC Water Quality Program for wetland planting of about 8 acres for riparian forest buffer and work with USC wetland team to create wetland enhancement for wildlife. Trees for Tribs – looking at sites for spring plantings. Attended Catskills Regional Ag Conference and Pasture Soil Health Management via zoom.

Reports Con't

H. Lurenz mentioned she has been working on 2021 Annual Treasurer's Report and other annual year end 2021 reports. Organizational meeting will be February 15, 2022.

6. New Business:

- A)** DOT has requested a letter of endorsement from Broome SWCD be sent to Army Corps for the Route 26 DOT Culvert project. After discussion J. Puglisi will compose and send letter.
- B)** Annual Reports Part A & C – discussion regarding the possibility of purchasing another pick-up truck when the Natural Resource Conservationist is hired and also look at possible projects that could utilize the Part C monies.
- C)** USDA Staffing – the USDA has reduced staff to 25% in office due to Covid spikes. NRCS staff is requested to work from home as much as possible.
- D)** Buffer Steward Intern – USC has the opportunity for a Buffer Steward Intern that would be housed here in Broome County. This intern would perform buffer maintenance for USC buffer sites and we could also utilize them for SWCD work as necessary. It would be a 50/50 split of funds to pay for this intern. Approximately \$6000 to \$8000 which would be matched by Broome SWCD. Discussion followed. One item brought up was the possibility of Broome hiring an intern for summer work instead of a buffer steward.
- E)** New Position – Natural Resource Conservationist - a job description was completed for this position and has been approved by Broome County Personnel. After discussion, this position will be advertised as soon as possible with an application deadline of February 11, 2022, so they can be reviewed at the February 15th board meeting.

Old Business:

- A)** Work/Grant Update – discussed in district reports.
- B)** Employee Handbook – received a quote from Public Sector HR Consultants LLC, who had prepared the original handbook. Cost to update would be \$175/hr., and they estimate three (3) hours. After discussion Motion made by P. Shafer to update the handbook with a not to exceed \$800, seconded by E. Heard. Motion Carried.

7. **Personnel:** Timesheets – All timesheets reviewed and signed by P. Shafer.
Retiree insurance – After discussion and review of the May 18, 2021 that stated “the board decided that medical insurance will be offered with a 90% paid by district and 10% paid by retiree on a month-to-month basis until age of 65.” The District insurance will be discontinued for retirees when they reach the age of 65. Also discussed was that the retiree could write a letter of request for assistance after age 65 to the Board for their review.

Next meeting will be February 15, 2022 at 4:00 p.m. at the Broome SWCD District Shop Building. This will be the organizational meeting.

Motion to adjourn meeting made by P. Shafer, seconded by L. Price. Carried. Meeting adjourned at 5:03 p.m.

M. Donahue, Chair

H. Lurenz, Secretary

Attachments:

Financial Report – December 2021
List of Bills – January 2022
E. Steele, NRCS – Report
J. Puglisi's Report
B. Park's Report
P. J. Emerick, NYS SWCC, Report