

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

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
A. Urda, Member
P. Shafer, Member

L. Price, Member
G. Baldwin, Member
J. Puglisi, Grazing Specialist
B. Park, Nat. Resource Asst.

2. **Minutes:** The minutes of the September 2021 meeting were approved.
Motion by G. Baldwin to approve, seconded by A. Urda.

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

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

4. **Correspondence:** none

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. no-till seeder and post pounder have been rented. Work has been done on Oquaga Creek out near Deposit – the \$6000 from Part B dollars will be paid to Delaware County for work on the project. Contractor has moved into Fuller Hollow Creek to begin work. AEM – Producer in Town of Triangle has completed his laneway, there was an over-run of \$2000 due to the weather creating mud issues to complete the laneway. He is approved for \$12,000 for the laneway and have contact P.J. Emerick from State Committee to see if any additional monies can be funded for the over-run.

B. Park updated the board. All contracts have been signed for the Cover Crop Program and beginning to do the verification of the growth in the fields. Trees for Tribs – did a planting out in the Crocker Creek watershed. Working on AEM and attended Conservation Skills workshop. There is a Cover Crop workshop this Friday, Oct. 22, 1-4 p.m. in Trumansburg, NY and would like to attend. The Board gave their approval for workshop.

Reports Con't

H. Lurenz mentioned that the office is looking to put a lock on the interior front door so that producers/customers can get out of the weather. This interior door would then have to be opened by staff in order for them to come into the office. This would still adhere to the current Covid-19 restrictions for producers/customers in the office. Landlord is looking at what the cost would be. There only needs to be a lock and handle put on the door since the other hardware is currently in the door. Motion made by P. Shafer to spend up to \$500 for this lock/handle if the current lease does not cover it, seconded by A. Urda. Motion carried.

MOTION made at 4:10 p.m. by A. Urda to move into Executive Session to review information pertaining to the hiring for the District Manager position. Seconded by E. Heard. Motion carried.

MOTION made by P. Shafer at 4:35 p.m. to move out of Executive Session, seconded by E. Heard.

MOTION made by P. Shafer to provisionally appoint J. Puglisi to the District Manager's position with a salary of \$63,000, to be reviewed in six months, effective October 24, 2021, Seconded by G. Baldwin. All members agreed. Motion carried.

Hiring individual to replace J. Puglisi's position. After discussion the board asked J. Puglisi to review other job description/titles to see if there might be a better title for what that position will encompass, if the Board decides to change the position. Email new job description to all board members before next board meeting.

6. New Business:

A) District Annual Work Plan – was presented to the board. After discussion Motion was made by G. Baldwin to forward to the NYS SWCC for approval, Seconded by A. Urda. Motion carried.

B) County Budget Review Meeting – October 27, 2021 at 5:45 p.m. After discussion J. Puglisi and M. Donahue will attend the Zoom Meeting for the District.

C) USC Meeting this Friday 9/24 at 10:00 a.m. via zoom. H. Lurenz will forward the link for this meeting to the directors. A. Urda and E. Heard will attend via zoom.

At 4:45 p.m. M. Donahue had to leave the meeting, P. Shafer, Vice Chair continued the meeting.

New Business Con't

- D)** Conservation Projects Part B – J. Puglisi provided the Board with the Part B information to be submitted to the State Committee by November 1. This project will encompass Town of Chenango Flooding Issues for technical assistance. Motion made by A. Urda to submit the Part B to the NYS SWCC, Seconded by L. Price. All agreed. Motion carried.
- E)** AEM Round 17 Action Plan 2022-2023 – J. Puglisi provided the board with the Action Plan for Round 17 of AEM to be submitted to State Committee. After discussion, Motion was made by G. Baldwin to approve the resolution (Attached) participate in and submit the Action Plan for AEM Round 17, Seconded by A. Urda. All agreed. Motion carried. Also, J. Puglisi will prepare the information that needs to be distributed for the announcement of implementation dollars for Round 17.

Old Business:

- A)** Sexual Harassment Review - The Directors were reminded that the Sexual Harassment Training provided on-line by NYS needs to be reviewed. Once reviewed, send H. Lurenz an email with the date that it's completed.
- B)** Work/Grant Update – discussed in district reports.

7. Personnel: Timesheets – All timesheets reviewed and signed by A. Urda.

Next meeting will be November 16, 2021 at 4:00 p.m. at the Broome SWCD District Shop Building which will include Director Training.

Motion to adjourn meeting made by A. Urda, seconded by L. Price. Carried. Meeting adjourned at 5:00 p.m.

M. Donahue, Chair/P. Shafer Vice-Chair

H. Lurenz, Secretary

Attachments:

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