

BROOME COUNTY SOIL AND WATER CONSERVATION DISTRICT
DIRECTORS' MEETING MINUTES
DECEMBER 21, 2021

1. **Call to Order**: Meeting was called to order at 4:13 p.m., by Chair, M. Donahue.

Present Were:

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

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

2. **Minutes**: The minutes of the October 2021 meeting were approved.
Motion by L. Price to approve, seconded by P. Shafer.

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

A) Financial Report October 2021 was approved. (see attachment)
Motion made by E. Heard to approve the October Financial report, seconded by P. Shafer.

Financial Report November 2021 was approved. (see attachment)
Motion made by E. Heard to approve the November Financial report, seconded by A. Urda.

B) November 2021 bills were approved. (see attachment)(inc. transfers & approval of possible grant payments before next board meeting.)
Motion made by E. Heard to approve November bills, seconded by P. Shafer.

December 2021 bills were approved. (see attachment)(inc. transfers & approval of possible grant payments before next board meeting.)
Motion made by P. Shafer to approve December bills, seconded by E. Heard.

4. **Correspondence**: NYS Soil & Water Conservation Committee report from P.J. Emerick.

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. Conservation Part B monies have been received. AEM Rd. 17 implementation applications have been received and ranked. Fuller Hollow Creek job is progressing. Oquaga Creek project completed. Met with Senator Akshar, Town of Maine residents regarding flooding issues. Met with DEC regarding a pond complaint and stream issues.

Reports Con't

B. Park updated the board. Cover Crops – invoice has been submitted for producers to receive payment for their cover crops planted. The monies will not be available for reimbursement to Broome County till sometime early in 2022. B. Park requested that, if possible, could funds be moved from special projects account to pay the producers which total \$32,816.50 and when monies are received from Tioga County SWCD, monies would reimburse the special projects account. L. Price recused himself from discussion and voting. After discussion A. Urda made a motion to move the \$32,816.50 from Special Projects account to pay the Cover Crop producers and reimburse the account when monies are received from Tioga County SWCD seconded by P. Shafer. Motion carried. Farm visits to verify acreage for cover crops, Trees for Tribs buffer plan, AEM Round 16 hours have been fulfilled, working on grazing plans, attended cover crop workshop in Ithaca.

H. Lurenz mentioned she will be on vacation from December 22, 2021 – January 3, 2022.

6. New Business:

- A)** 2022 County Contract Appropriation Renewal – motion made by E. Heard to have Chairman, M. Donahue sign the contract renewal, seconded by L. Price. Motion carried.
- B)** Director's Training – "District Directors – Roles and Responsibilities" handout of the training was handed out and gone over with the Directors. Discussion followed. Handouts will be mailed to the two directors that were unable to attend the meeting.
- C)** AEM Round 17 Implementation – applications were received and ranked by J. Puglisi, B. Park, E. Steele (NCRS), and reviewed by L. Price. Ranking was based on resource concern, animal units, etc. Discussion followed regarding each application.
- D)** Erosion & Sediment Control Training – J. Puglisi received a email from Gorick Construction regarding the training contractors need to do every three years to see if one was in the process of being planned. He contacted W. Walsh (Tioga SWCD) to see if she was planning on doing one soon. J. Puglisi will keep on top of obtaining the training necessary to be able to do this workshop in the future.
- E)** New Position – Natural Resource Conservationist - a job description was completed for this position and sent to the Directors and Broome County Personnel to review. Discussion followed. P. Shafer made the motion to set the salary range of \$36,000-46,000, seconded by E. Heard. Motion carried. Send completed job description, new position duty statement and salary to Personnel to review.

District Manager specification was received from Personnel for signature. Motion made by P. Shafer to have the Chairman sign, seconded by E. Heard. Motion carried.

New Business Con't

- F)** 2022 District Programs – motion was made by L. Price to provide all the 2022 District Program (trees, fish, Envirothon), seconded by A. Urda. Motion carried.

Old Business:

- A)** Cover Crops was included in B. Park's report.
B) Work/Grant Update – discussed in district reports.

- 7. Personnel:** Timesheets – All timesheets reviewed and signed by A. Urda.
Retiree insurance – on hold to see if retiree can be covered through the County's plan.
Employee Handbook – H. Lurenz to contact Public Sector HR Consultants LLC to see about the cost of updating the Broome SWCD Employee Handbook with updated/new state requirements.

Next meeting will be January 18, 2022 at 4:00 p.m. at the Broome SWCD District Shop Building.

Motion to adjourn meeting made by P. Shafer, seconded by A. Urda. Carried. Meeting adjourned at 5:32 p.m.

M. Donahue, Chair

H. Lurenz, Secretary

Attachments:

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