

BROOME COUNTY SOIL AND WATER CONSERVATION DISTRICT
DIRECTORS' MEETING MINUTES
FEBRUARY 16, 2021

1. **Call to Order**: Meeting was called to order at 4:08 p.m., by Chair, M. Donahue.

Present Were:

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

P. Shafer, Vice-Chair
C. McElwee, Executive Director
J. Puglisi, Grazing Specialist

2. **Minutes**: The minutes of the January 2021 meeting were approved.
Motion by A. Urda to approve, seconded by L. Price.

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

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

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

4. **New Business:**

Organizational Business:

A) Election of Officers: After discussion - Motion by A. Urda to approve same slate of officers as 2020:

M. Donahue as Chairman, P. Shafer as Vice-Chair, L. Price as Treasurer,
H. Lurenz as Secretary/Asst. Treasurer.

Seconded by E. Heard. Motion carried and the Secretary cast one ballot.

B) Formation of Personnel Committee: After discussion the personnel committee will be A. Urda, E. Heard and M. Donahue. Motion to approved committee made by L. Price, seconded by P. Shafer. Motion Carried.

C) District Policy Review:

1. Investment Policy: Motion made by E. Heard to approve and continue the Investment Policy for one year, seconded by P. Shafer. Motion carried. The Investment Policy is as follows:

RESOLVED that the following bank be and hereby is designated as depository for all funds received by Broome County Soil & Water Conservation District with permitted

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maximum deposits at one time in any one bank of \$250,000, over this amount a collateral confirmation will be supplied each month.

M&T Bank

BE IT FURTHER RESOLVED that the Chairman with approval of the Board be and hereby is authorized to invest money, not needed temporarily, in United States Treasury Obligations, and various savings accounts and certificates of deposit at prevailing interest rates in any bank authorized for the deposit of District funds as per this resolution. The total deposits, excluding United States Treasury Obligations, are not to exceed the amounts authorized by this resolution, and are to be secured by obligations at the United States of America, the State of New York, or political subdivisions thereof, to the extent deposits exceed FDIC coverage, pursuant to Section 11 of the General Municipal Law and State Comptroller's Financial Management Guide.

The Chairman and the Treasurer shall monthly monitor collateral pledged by banks as to adequacy and custodial arrangements.

2) Bidding & Procurement Policy for District: After discussion, the bidding/procurement policy will remain for the District the same as last year, motion made by E. Heard, seconded by P. Shafer. (Attachment 3).

3) Personnel Policy: The Employee Handbook was approved with no changes/ updates at this time also approved were the 13 holidays as set in the handbook. Motion made by E. Heard, seconded by P. Shafer.

4) Director's Attendance Policy: After discussion motion was made by E. Heard to keep the current policy, seconded by P. Shafer.

Director Attendance Policy: Directors are expected to attend at least eight (8) district board meetings each year. Meeting this requirement allows us to receive funding under the NYS SWCC Performance Measure Evaluations.

D) Official Bank & Newspaper: Official Newspaper and Bank:
Official Bank: District savings and checking accounts:

Bank: M&T Bank --Individuals authorized to issue and sign checks, make withdrawals and transfer of accounts: M. Donahue - Chairman, L. Price – Treasurer, and H. Lurenz, Asst. Treasurer.

Motion to approve the District Bank account information made by A. Urda, seconded by E. Heard. Motion carried.

Newspaper: Motion made by A. Urda, - The newspaper that will be utilized for press releases, notice of request for bids, etc. pertaining to Broome SWCD will be the Press & Sun-Bulletin, Binghamton, NY, seconded by E. Heard. Motion carried.

E) Bills paid prior to meeting - Bills: Motion to accept the following by P. Shafer, seconded by E. Heard. Motion carried. "Authority for Broome County SWCD Treasurer and/or Asst. Treasurer to pay bills that are due before the next month's board meeting with a not to exceed amount of \$1000.00 per bill after review by Executive Director. These bills will be presented and formally approved at the next board meeting."

F) District Credit Cards – Motion made by A. Urda which authorizes a limit of \$1000 each card for J. Puglisi and C. McElwee for district purchases and a total line of credit for the District of \$3500 for L. Price - Treasurer, these bills will be presented and formally approved at board meetings. Seconded by P. Shafer. Motion carried.

G) District rate for services: Technical assistance rate for the general public continue at \$50.00 flat rate per visit, referral from County agency or farm related: no fee charged. Agricultural Assessments – Soil Group worksheets \$30 new parcel, \$15 revised parcel . Motion to continue these rates made by L. Price, seconded by A. Urda. Motion carried.

Motion made by L. Price to have landowner rates for grants at \$25/hr., seconded by A. Urda. Motion carried.

5. **Correspondence:** Folder was circulated. C. McElwee mentioned information regarding the proposed Governor's budget – district programs either stayed the same or increased. He also brought to the attention of the Board the proposed Conowingo Watershed Implementation Plan – will provide more information as it becomes available.

6. **Reports:**

NRCS: Written report in folders. E. Steele not able to attend.

District: C. McElwee updated the board (written report provided). All 2020 Annual Reports have been submitted to the State. No word from the State regarding the Round 26 grants. Working in conjunction with the Tioga County SWCD and the Governor's Office of Storm Recovery (GOSR) to secure an engineering firm to finish the design for the Fuller Hollow Creek Stabilization project. The team choose DuBois & King of Hamburg, NY and a kickoff meeting was held on February 5, to discuss various aspects of the project. Surveying and the geotechnical study will begin the week of February 15th, final design, technical specification, bid documents and supporting documentation are to be complete by May 15, 2021. Construction of this project must be completed by February 28, 2022. The SWCD will meet with DuBois & King staff in the field to assist in the evaluation of the project site and assist in the initial investigation.

J. Puglisi – updated the board (written report in folders). He mentioned that the Round 22 Grazing grant has been closed out, check was sent to the State for BMP monies not used. Work on report for the Hydroseeding grant and continuing work on Round 25 Grazing grant.

7. **New Business**

- A) District book review – tabled until March meeting.
- B) Covid 19 update – employees are wearing masks in the office as per information shared from E. Steele, NRCS regarding federal guidelines.

Old Business

- A) Work update – provided in District reports above.

8) **Personnel:** Timesheets – All timesheets reviewed and signed by P. Shafer.

Discussion regarding the possible Health Insurance for Retirees – M. Donahue suggested that C. McElwee contact the representative from Lifetime Solutions himself to receive answers to his questions. He still plans on retiring this coming June

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

Meeting adjourned at 4:47 p.m.

M. Donahue, Chair

H. Lurenz, Secretary

Attachments:

Financial Report – January 2020

List of Bills – February 2021

E. Steele - NRCS Report

C. McElwee's Report

J. Puglisi's Report

P. J. Emerick, NYS SWCC, Report