

BROOME COUNTY SOIL AND WATER CONSERVATION DISTRICT
DIRECTORS' MEETING MINUTES
FEBRUARY 15, 2022

1. **Call to Order**: Meeting was called to order at 4:06 p.m., by Chair, M. Donahue.

Present Were:

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

P. Shafer, Vice-Chair
J. Puglisi, District Manager
B. Park, Nat. Resource Asst.

2. **Minutes**: The minutes of the January 2022 meeting were approved.
Motion by L. Price to approve, seconded by E. Heard.

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

A) Financial Report January 2022 was approved. (see attachment)
Motion made by P. Shafer to approve the January Financial report, seconded by E. Heard.

Financial Report for Year End 2021 was approved. Motion made by P. Shafer,
seconded by E. Heard

B) February 2022 bills were approved. (see attachment)
Motion made by P. Shafer to approve February bills, seconded by E. Heard.

4. **Correspondence**: None.

5. **Reports**:

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

District: J. Puglisi and B. Park updated the board (written reports provided).

J. Puglisi: All 2021 Annual Reports have been submitted to the State. Request from Town of Colesville, to look at property on Hartz Road. Oquaga Creek project has been completed. Broome SWCD's Part B money was used towards engineering for the project. Discussion followed. AEM Round 16 has been closed out and voucher has been submitted to the State. Risk Assessment worksheet has been submitted to Broome County. Meetings attended: NYS Conservation District Employees Association, Broome County Environmental Council, Ag Task Force Meeting, State Committee meeting tomorrow. Attending upcoming Water Quality Training Symposium (held via zoom). Discussion regarding Round 26 Grant and how to proceed.

B. Park updated the board. She assisted with the AEM Round 16 Closeout, Tier 3A updates and grazing plans. USC buffer plantings and trees for tribs. Will be attending the Water Quality training symposium also. Preparing a presentation for outreach with NRCS and Broome County Cornell Cooperative Extension (will be held via zoom).

H. Lurenz: 2021 Annual Treasurer's Report was reviewed with L. Price and forwarded to State Committee and NYS Comptrollers office. Working on ag assessments and tree orders.

6. New Business:

- A) Discussion regarding a bill not paid with a landowner's (N. Coyne) ag assessment which was done last April. Several letters requesting payment have been sent. The amount due for the soil group worksheet is \$30. After discussion, Motion made by P. Shafer to post this as a bad debt, seconded by L. Price. Motion carried.
- B) Natural Resource Conservationist position – we have only had two responses to the job opening which closed on February 11, 2022. One not interested in working with equipment, the other is qualified. After discussion, the board decided to extend the posting of the job until March 11th. It was mentioned to post on SUNY Binghamton and SUNY Broome's websites and possibly on indeed.com.
- C) District Insurance – meeting was held via zoom with David Sidle of Sidle Insurance to review the district's insurance policy. Health Insurance – discussion regarding obtaining other quotes to see if the amount per month could be reduced. Check with Broome County to see if the district could be put under their health insurance.

Organizational Business:

A) Election of Officers: After discussion - Motion by E. Heard to approve same slate of officers as 2021:

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

Seconded by A. Urda . 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 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

(Con't from page 2 – District Investment Policy)

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. (See Attachment).

3) Personnel Policy: After discussion, the Employee Handbook was approved with the following changes: increase holidays to 14, which is the addition of Juneteenth and increase the amount of sick time that can be carried from 165 to 170 days. 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 P Shafer. 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 the District Manager. 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 for J. Puglisi for district purchases and a total line of credit for the District of \$3500 for L. Price - Treasurer, and to cancel C. McElwee district credit card. 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.

Old Business

A) Work update – provided in District reports above.

7) **Personnel:** Timesheets – reviewed and signed by A. Urda.

Next meeting will be March 15, 2022 at 4:00 p.m. at the USDA Service Center. – P. Shafer and E. Heard mentioned that they will not be able to attend the March meeting.

Meeting adjourned at 5:11 p.m.

M. Donahue, Chair

H. Lurenz, Secretary

Attachments:

Financial Report – January 2022

List of Bills – February 2022

E. Steele - NRCS Report

J. Puglisi's Report

B. Park's Report

P. J. Emerick, NYS SWCC, Report

District Procurement Policy