

BROOME COUNTY SOIL AND WATER CONSERVATION DISTRICT
DIRECTORS' MEETING MINUTES
JUNE 15, 2021

1. **Call to Order:** Meeting was called to order at 4:10 p.m., by Chair, M. Donahue.

Present Were:

M. Donahue, Chair	E. Heard, Member
K. Wildoner, Member	P. J. Emerick, NYS SWCC
P. Shafer, Member	C. McElwee, Executive Director
L. Price, Member	J. Puglisi, Grazing Specialist
A. Urda, Member	B. Park, Natural Resource Asst.

2. **Minutes:** The minutes of the May 2021 meeting were approved.
Motion by K. Wildoner to approve, seconded by E. Heard.

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

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

B) June 2021 bills were approved. (see attachment)
Motion made by K. Wildoner to approve June bills, seconded by P. Shafer.

4. **Correspondence:** Circulated.

5. **Reports:**

NRCS: E. Steele was not able to attend meeting. Her report is in Director's folders.
Discussion followed.

District: C. McElwee (written report in folders) NYS Non-Ag Round 26 - Plan of work is finished but waiting to see if landowner is able to obtain additional funding from other sources. If additional funds are found will need a letter from where they were able to obtain the funding. Fuller Hollow Creek Project – design is 90% complete, temporary easements are stilling waiting for two landowners to return. Once this is complete the project can go out to bid. Project needs to be completed by February 2022 or funding is turned back.

J. Puglisi: No-till and post pounder are been out. Farm visits for seven producers, two of which are new farms. These farms are planning to increase their animal units; J. Puglisi said to contact the district when animals are on the farm and will review what funding is available for them. Discussion regarding reducing the number of animal units for grant eligibility. AEM Round 16 implementation and grants – bids that have been obtained by producers are coming in very high due to labor and material prices increasing rapidly.

Reports Con't:

Bids are usually only good for 10-20 days. Have been able to get a hold of all but one producer that is included in the AEM Round 16 implementation. This money needs to be used by December 31, 2021, or is turned back.

B. Park: Did farm visits with J. Puglisi and checked hydroseeding jobs.

Cover crops: L. Price excused himself from the meeting and left the meeting room at 4:30. Discussion regarding the USC Cover Crops Program Budget Breakdown that was provided in her report. USC/DEC funding will cover \$33,451.30; there is an overage on this program because of new acreage added and USC limiting districts to only 400 continued acres where Broome has 700 continued acres. There is an amount remaining for these producers of \$3,872.70. Discussion regarding utilizing Part C funds to cover the remaining \$3872.70, which makes the cover crop program funds at a total of \$37,324.00. **Motion** made by A. Urda to utilizing the Part C funds to cover the \$3,872.70, seconded by K. Wildoner. Motion carried. L. Price was absent (out of the room) when motion was made and acted upon. L. Price re-entered the meeting at 4:37 p.m.

BMP and data verification for the USC agreement has been completed and the district will receive \$11,200 from USC for completion. AEM – continuing to look for new farms in the county to be included in this program. Receive \$5,818.50 for CRP work through NRCS/USC Contribution Agreement.

H. Lurenz asked if the daily Covid-19 questionnaire can be stopped. It was decided to wait until more information is received from the State. P.J. Emerick will check into this.

P.J. Emerick – He introduced himself to the board and gave a brief background of what he does. He congratulated the Board and employees on work done in the past, he has had very good support from his region. He also brought the board up to date on:

- NYS SWCC monthly meeting was today. He suggested to the board that if possible, they attend one or more of these meetings as they count towards the Performance Standard Measures.

- Quotes: if Districts are unable to obtain 3 quotes from producers for work needed to be performed for AEM and Non-Ag Source grants that it be noted individually in the board meeting minutes that producers were unable to procure 3 quotes due to labor and materials rising so quickly and quotes only guaranteed by the contractor for 15-30 days or less. If all quotes are high suggested wait 45 days and contact contractors to see if there quotes may have gone down once they caught up with some back work.

- NYS Governor suspended in person meetings till June 16th. Will advise when this changes.

- Engineering Needs Survey - encouraging districts to do the survey so the State Committee can get a handle on what engineering needs the districts may have.

- Tip of the Month – discussion at the State level regarding district directors attending farm tours, what about the NYS Meeting Laws? Short answer is “no.” Directors attending site visits or tours by a public body, particularly on private property, would apparently not constitute a meeting.

- Freedom of Information Law Virtual Training was held June 10th. If anyone interested in reviewing this meeting, he believes it was recorded and available to view.

Reports Con't

- NYS DEC Water Quality Improvement Projects (WQIP) Round 11 is now accepting applications online through July 30, 2021 till 4 p.m.
DAP Funding & US Forest Service GLRI request for applications was reviewed.

P.J. Emerick encouraged the Directors/employees to reach out at any time with questions and if the district would like to schedule a Board/staff training.

He congratulated C. McElwee on his upcoming retirement.

The Directors thanked P.J. for coming.

6. New Business:

- A) 2022 County Budget Request – a draft budget was provided to the Directors prior to this meeting. Discussion followed. After review, **Motion** was made by E. Heard to approve the budget to be submitted to the County, seconded by L. Price. Motion carried.
- B) Open position – with C. McElwee retiring June 25th, the board reviewed a job description providing by Broome County Personnel for “Soil & Water Conservation District Manager”, after discussion **Motion** was made by A. Urda to approve this position, seconded by P. Shafer. Motion carried. H. Lurenz will contact J. Gardner in Broome County Personnel to see what the next step is.

With C. McElwee retiring the board assigned the attendance of USC Meetings be given to J. Puglisi and B. Park; and all technical visits be done by J. Puglisi. Timesheet will be review and approved by the directors at the board meeting. Bank reconciliations to be done by L. Price and H. Lurenz prior to board meeting. Any other items requiring action contact the Board Chairman.

Old Business:

A) District Book Audit: Contact directors in the beginning of July to set up a time.

B) NYS Deferred Comp: After discussion:

Motion was made by A. Urda to approve the following resolution for submittal:

Adoption of the New York State Deferred Compensation Plan

WHEREAS, The Broome County Soil and Water Conservation District wishes to adopt the Deferred Compensation Plan for Employees of the State of New York and Other Participating Public Jurisdictions (the “Plan”) for voluntary participation of all eligible employees; and (Con't on next page)

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WHEREAS, The Broome County Soil and Water Conservation District is a local public employer eligible to adopt the Plan pursuant to Section 5 of the State Finance Law* and

WHEREAS, The Broome County Soil and Water Conservation District has reviewed the Plan established in accordance with Section 457 of the Internal Revenue Code and Section 5 of the State Finance Law of the State of New York; and

WHEREAS, the purpose of the Plan is to encourage employees to make and continue careers with The Broome County Soil and Water Conservation District by providing eligible employees with a convenient and tax-favored method of saving on a regular and long-term basis and thereby provide for their retirement;

NOW, THEREFORE, it is hereby:

RESOLVED, that The Broome County Soil and Water Conservation District hereby adopts the Plan for the voluntary participation of all eligible employees; and it is further

RESOLVED, that the appropriate officials of The Broome County Soil and Water Conservation District are hereby authorized to take such actions and enter such agreements as are required or necessary for the adoption, implementation, and maintenance of the Plan; and it is further

RESOLVED, that the Administrative Services Agency is hereby authorized to file copies of these resolutions and other required documents with the President of the State of New York Civil Service Commission.

Adopted the 15th day of June , 2021, at a meeting of the Broome County Board of Directors.

I hereby certify that The Broome County Soil and Water Conservation District is a local public employer within the meaning of Section 5 of the State Finance Law and that the adoption of the Plan has received all required approvals of any local governing body or officer and otherwise complies with local law.

* A local public employer eligible to adopt the Plan pursuant to Section 5 of the State Finance Law includes: a county, city, town, village or other political subdivision as defined in Section 131 of the retirement and Social Security law or civil division of the State; a school district or other governmental entity operating a public school, college, or university; a public improvement or special district, a public authority, commission , or public benefit corporation; or any other public corporation, agency or instrumentality or unit of government which exercises governmental powers under the laws of the State.

Seconded by P. Shafer. Motion carried.

Old Business – Con't

C) Work/Grant Update – discussed in district reports.

D) Retiree health insurance paid by C. McElwee will be due 1st of the month.

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

The Board congratulated Chip on his upcoming retirement and thanked him for his 25 years of service with the District.

Next meeting will be July 20, 2021 at 4:00 p.m. at the Broome SWCD District Shop Building.

Motion to adjourn meeting made by K. Wildoner, seconded by L. Price. Carried. Meeting adjourned at 5:30 p.m.

M. Donahue, Chair

H. Lurenz, Secretary

Attachments:

Financial Report – May 2020

List of Bills – June 2021

E. Steele - NRCS Report

C. McElwee Report

J. Puglisi's Report

B. Park's Report

P. J. Emerick, NYS SWCC, Report