

**Minutes Of The Wayne County Soil & Water  
Conservation District Board Of Directors**

**Regular Meeting – February 18, 2015  
SWCD Office, Lyons, NY, 14489**

**Directors:**

Bill Hammond  
Steve LeRoy  
Mark Humbert  
Steve Olson  
Bob VanLare

**Staff:**

Lindsey Gerstenslager  
Cathy Comfort  
Ron Thorn

**NRCS:**

Bill Jones  
Greg Robinson

**Guests:**

Vic DiGiacomo  
Pat VanLare  
Deb VanLare  
Special Guest Chase Allen Weller

**FSA:**

Absent

**Call to order by Board Chair B. Hammond at 9:07am**

**Approval of the Agenda**

- No additional topics to be added at this time.

**Acknowledgement of Guests**

Welcome Deb and Pat VanLare; very special welcome to Chase Allen Weller and congratulations to Lindsey Gerstenslager and Greg Weller on their wonderful addition born February 8<sup>th</sup> 2015.

**Operational Business**

- **A MOTION** was made to approve the minutes from the December 2014 Regular Meeting, tabled from last meeting, by B. Hammond seconded by B. VanLare; carried.
- **A MOTION** was made to approve the minutes of the January 21, 2015 Organizational Board Meeting Minutes by M. Humbert seconded by S. LeRoy; carried.
- **A MOTION** was made to approve the minutes of the January 21, 2015 Regular Meeting by M. Humbert seconded by S. Olson; carried.
- **A MOTION** was made to approve the Treasurer's report by M. Humbert seconded by S. LeRoy; carried.
- **A MOTION** was made to approve the bill's to be paid for February 2015 by S. Olson seconded by M. Humbert; carried.

**Report from NRCS**

See attached addendum.

- Training provided on USDA Partnership Civil Rights Training.

B. Hammond inquired if there was a workplace violence policy in place as the Town of Macedon recently was cited for this. L. Gerstenslager stated that USDA sets the precedence for this.

**Report from FSA**

No Report

### **Report from SWCC – AEA Victor DiGiacomo**

See attached addendum. V. DiGiacomo also covered some key points:

- Annual Reports: Wayne SWCD Reports and Claim is done
- Ag NPS Rd 21: Any questions with Grants Gateway refer to Vic.
- Ag NPS Rd 20: 25% Voucher is due.
- AEM: 5 yr plan is due.
- Training : District Module on Open Meeting Law Review. Some key points follow:
  - ❖ Special Committee's (Finance, Personnel, etc.) need minutes if a quorum is met.
  - ❖ Advisory Boards are not subject to Open Meeting Law.
  - ❖ Site Visits are subject to Open Meeting Law if quorum is met unless previously opted out.
  - ❖ Must be careful of casual meetings when there is a quorum if official business is discussed; minutes must be taken.
  - ❖ Executive Session is part of regular meeting and has only 8 reasons to enter into. The reason of entering into executive session may not be for personnel reasons the proper language should read "to discuss a particular person(s)". Also in executive votes cannot be cast to expend money, must exit session first.

### **Report From Staff**

Agricultural Programming – Ron Thorn & Terry Reynolds (Terry is sick at this time and not in attendance)

- Ag NPS Rd 21; R. Thorn gave an update that he is currently working on updating ones that were not funded in Rd 20.
- AEM; A mailing was sent out and a tile sale is under way, we are online for funding.
- Ag NPS Implementation; T. Reynolds will update in March.
- Other Projects of Interest; T. Reynolds has been working on a couple smaller projects with the Technical Staff and will update in March.

Soils Resource Management – Chris Hotto (absent At Training)

- **A MOTION** was made to approve the Drainage Bids as reviewed by Chris Hotto and Ron Thorn on February 12, 2015. All bids have been reviewed and recorded are found to be complete as submitted and double checked for accuracy. So moved by B. Hammond seconded by S. LeRoy; carried.
- 2<sup>nd</sup> Annual Fish Sale; Information and order form being sent out with newsletter, purchase deadline is April 23, 2015 with a pickup date of May 2<sup>nd</sup>, 2015.
- Announcement of Good News; Chris and Monica Hotto are expecting a baby due in September, congratulations Chris and Monica.

Water Resource Management – Scott DeRue (absent At Training)

- 2015 Annual Forever Green Tree Sale; Information and order form being sent out with newsletter, purchase deadline is April 1, 2015 with a pickup of April 23<sup>rd</sup>, 24<sup>th</sup> and 25<sup>th</sup>, 2015 coordinating with Earth Day and Arbor Day.
- Water Assessment Update – Red Creek Watershed – March
- Maxwell Creek Access Point – March
- WQCC Update – March

Operations and Financial Office Management – Cathy Comfort

- Records Management Update; C. Comfort advised the Board that she has begun the process of coordinating a Grant for Local Government Management Improvement Fund (LGRMIF) for Inactive Records. She has spoken with State Representative Kent Steutz who is working with her on this process.
- Sodus Central High School Volunteer; C. comfort explained that she is overseeing a student volunteer from the Sodus School District who comes in 1 hour a day and is assisting with various responsibilities in the office.

- Financial Operations – State Reports Completed; C. Comfort reported that Wayne County SWCD Financial Reports have been completed and submitted to the SWCC and to the State, she also assisted 4 other Districts with their reports this year.

**Other Business**

B. VanLare addressed the Board and inquired if Wayne County SWCD would be interested in taking over of the NYACD website. L. Gerstenslager stated she will have to check with M. Appleby who currently does the Wayne County SWCD website. L. Gerstenslager also expressed her concerns of the NYACD By-Laws and other topics from the January Board Meeting. B. VanLare stated that he would also like for Wayne County SWCD to manage the QuickBooks for NYACD. The Board asked C. Comfort if this is something that she would want to do; C. Comfort stated that she would but would like an audit of the books before she takes them on. B. VanLare will be updating this as he is aware of more information.

L. Gerstenslager reminded that Board that tomorrow, February 19<sup>th</sup>, 2015 a recognition for past Board Members Steve Brownell and Tom Caprilla will be held at the Wayne County Supervisors Meeting at 9 am Wayne County Courthouse.

Next Board Meeting is scheduled for March 18, 2015 at 9 am at the SWCD Conference Room.

**A MOTION** was made to adjourn at 10:55 am by M. Humbert seconded by S. LeRoy; carried.