

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

**Regular Meeting – January 18, 2012
SWCD Office, Lyons, NY, 14489**

Directors:

Steve Brownell
Bob VanLare
Jody Bender
Tom Caprilla

Staff:

Lindsey Gerstenslager
Cathy Comfort
Chris Hotto

NRCS:

B. Jones

Guests:

Pat VanLare

Absent:

Bill Hammond

Organizational Meeting

Call to order @ 9:00

Elections: Chair/Vice

- J. Bender nominated S. Brownell for SWCD Board Chair of 2012. T. Caprilla seconded. Nomination carried.
- T. Caprilla nominated B. VanLare for SWCD Board Vice Chair of 2012. J. Bender seconded. Nomination carried.

District Policies (review and approve)

- **A Motion** was made to reaffirm the acceptance of the 2012 Employee Handbook by J. Bender seconded by B. VanLare; carried

Designate Official Newspaper & Bank

- **A Motion** was made for Wayne County Times to be designated as our official newspaper by J. Bender seconded by B. VanLare; carried.
- **A Motion** was made for the National Bank of Lyons to be our designated bank by B. VanLare seconded by T. Caprilla; carried.

Payment of Bills

- **A Motion** was made to reaffirm the list of bill payments that currently stand to include bills that are utility type, payroll, and payroll liabilities by J. Bender seconded by B. VanLare; carried.

District Operations

- Staff bill payment protocol – staff to approve and assign bill payments. **A Motion** was made to accept staff bill payment protocol by J. Bender seconded by B. VanLare; carried.
- End of year payroll records – payroll profile to be added to employee file annually. **A Motion** was made to accept end of year payroll record management by J. Bender seconded by T. Caprilla; carried.
- Audit Standard operating procedure internal odd years; external even years. **A Motion** was made to accept the audit standard operating procedure by T. Caprilla seconded by J. Bender; carried.
- Ag BMP installation O&M – Nonpoint Source. **A Motion** was made to accept the Ag BMP installation O&M by T. Caprilla seconded by J. Bender; carried.

Designate Committee Representatives

WQCC – B. VanLare

Ag Advisory Board – L. Gerstenslager

Personnel – B. VanLare & J. Bender

Finance – S. Brownell, T. Caprilla & B. Hammond

Audit – S. Brownell & T. Caprilla & B. Hammond

Executive Committee – The Board as a Whole

A Motion to accept the designation of committee representatives was made by J. Bender seconded by T. Caprilla; carried.

A Motion was made to adjourn the organizational meeting at 9:35 am by J. Bender seconded by T. Caprilla; carried.

Special Meeting

Call to order at 9:35am

Call for orders of the day to be suspended by J. Bender seconded by T. Caprilla; carried.

Board went into executive session for review of district manager.

Board returned from executive session and recommended a 3% increase retroactive to January 1, 2012 for district manager.

A Motion was made to adjourn the special meeting at 10:15 am by B. VanLare seconded by T. Caprilla; carried.

Regular Meeting

Call to order at 10:15 am

Secretary's Report:

A Correction was made for the December 2011 minutes to reflect National Association of Conservation Districts instead of NY.

A MOTION was made to approve the minutes of the December Meeting by B. VanLare second by T. Caprilla; carried.

Treasurer's Report

Discussion:

- L. Gerstenslager explained that the price of postage is increasing so the district has purchased a large quantity of postage.

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- The Auditor's from Bailey Carr are returning on January 24, 2012 the audit is still ongoing as they had much to cover.
- J. Bender requested that the drainage contract language be looked into as it was originally written the County could not move funds until they were received from the Townships.
- J. Bender questioned about remaining County funds; L. Gerstenslager explained she has the resolutions from the County moving the money to Soil & Water.
- B. VanLare questioned where we were at with Workers' Compensation insurance; L. Gerstenslager explained that at this time we are under contract with NYS Allied until June 30, 2012 and we are also covered with the County as well. As of July 1, 2012 we will be covered by the County.
- L. Gerstenslager requested that with the larger checks going out for NPS; extra signing requirements be put in place. The checks are to be signed by both district manager and treasurer and the pay directive by the board chair.
- It was decided to include payment to Maple Lawn Farms; Ag NPS Round 15 payment of \$114,537.50 included in this treasurer's report.

A Motion was made to accept the Treasurer's Report and pay bills as assigned by B. VanLare seconded by J. Bender; carried.

A Motion to accept the Resolution for FLOWPA 09/10 Contract providing for 75% of funding anticipated in March with the remaining 25% at close by was made by B. VanLare seconded by T. Caprilla; carried.

Report from NRCS

See attached addendum.

Report from FSA

Nothing to report at this time.

SWCD Report

C. Hotto gave a power point presentation of the 2011 Ag Drainage year end review and all the projects associated with this.

L. Gerstenslager reminded everyone that SWCD is gearing up for the annual tree sale; flyers and catalogs have been printed and S. DeRue has done an excellent job designing these. The last order day will be March 20, 2012 anticipated pickup April 19-21, 2012. This will be a busy time as Envirothon is at the same time. L. Gerstenslager stated that the plan is to have M. Walker back by then to assist.

District Manager Report

L. Gerstenslager presented the board with the idea of going to a semi-monthly payroll for salaried staff from a semi-weekly. She explained that this has been reviewed with the staff and they are accepting. C. Comfort stated that the best way to approach this is at the start of the next quarter for tax purposes. The board agreed but reminded of changes that have to be made in the handbook as well. Once corrections are made change to be presented at next board meeting for an April 1, 2012 start date.

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L. Gerstenslager advised the board that we have an operational budget and it will be entered into QuickBooks making management of finances a much easier operation.

L. Gerstenslager spoke of the opportunities for SWCD to utilize interns for Ag Value Worksheets, educational assistance and weed harvesting program. These interns could be reimbursed thru funding provided for by FLOWPA, ANS, Glisten, Part A and County Appropriation.

A Motion was made to approve the hiring of interns to assist the SWCD by T. Caprilla seconded by J. Bender; carried.

Other Business

T. Caprilla and B. VanLare started a discussion on the hydro seeder program. L. Gerstenslager explained the DEC will reimburse 75% of the cost by March 1st and the remaining by the end of year when all deliverables are completed. FINN of the Finger Lakes has quoted on this piece at a cost of \$27,345 plus \$800 freight. It was decided that the program would offer an opportunity to partnership with the towns.

L. Gerstenslager told everyone about the dates of the upcoming Water Quality Symposium and urged their attendance again this year.

The board as a whole discussed board member B. VanLare upcoming trip to the NACD Conference in LasVegas and it was agreed to reimburse him for the hotel bill of \$748.00.

Next Meeting is scheduled for Wednesday, February 15, 2012 at 9:00am at the SWCD Office Conference Room.

A MOTION was made to adjourn at 11:45 am by J. Bender seconded by B. VanLare carried.