

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

**Regular Meeting – January 17, 2018  
SWCD Office, Lyons, NY, 14489**

**Directors:**

Mark Humbert  
Steve Olson  
Pat VanLare  
Brian Manktelow  
Lynn Chatfield

**Guest:**

**Staff:**

Lindsey Gerstenslager  
Cathy Comfort  
Ron Thorn

**NRCS:**

Absent

**FSA:**

Denise Buisch

**Organizational Meeting**

**Call to order by District Secretary/Treasurer C. Comfort @ 8:40**

**A MOTION** was made to suspend the orders of the day by P. VanLare seconded by S. Olson; carried.

Elections: Chair/Vice

- P. VanLare nominated M. Humbert for SWCD Board Chair of 2018; seconded by S. Olson; nomination carried.
- M. Humbert nominated P. VanLare for SWCD Board Vice-Chair of 2018; seconded by S. Olson; nomination carried.
- M. Humbert nominated S. Olson for SWCD Board Treasurer of 2018; seconded by P. VanLare; nomination carried.

Board Meeting Date and Time Established

- **A MOTION** was made to determine the 3<sup>rd</sup> Wednesday of the month at 8:30 am will be the Wayne County Soil & Water Conservation District's designated Board of Directors Meetings; as moved by P. VanLare seconded by L. Chatfield; carried.

Floating Holiday (designation)

- **A MOTION** was made to accept Monday, December 24<sup>th</sup> 2018, as the designated floating holiday for 2018 by B. Manktelow seconded by P. VanLare; carried.

Designate Official Newspaper & Bank

- **A MOTION** was made for Wayne County Times to be designated as our official newspaper for publication and legal notices by L. Chatfield seconded by P. VanLare; carried.
- **A MOTION** was made for the National Bank of Lyons to be our designated bank by L. Chatfield seconded by P. VanLare; carried.

Designate Committee Representatives:

**A MOTION** was made to appoint B. Manktelow as the Water Quality Coordinating Committee representative to attend a bi-monthly meeting on the 4<sup>th</sup> Wednesday of the month at 9 am by S. Olson seconded by P. VanLare; carried.

**A MOTION** was made to appoint S. Olson as the Ag Advisory Board representative to attend a meeting four times a year as meets the needs to farm commodities and production by P. VanLare seconded by L. Chatfield; carried.

**A MOTION** was made to appoint P. VanLare as the NYACD representative to attend and participate in regular NYACD functions by S. Olson seconded by B. Manktelow; carried.

**A MOTION** was made to appoint L. Chatfield and S. Olson to the personnel committee for 2018 by B. Manktelow seconded by P. VanLare; carried.

**A MOTION** was made to appoint M. Humbert, S. Olson and B. Manktelow to the executive committee for times when special considerations need to be made in a time sensitive nature. All information is always reported to the entire board but will only require three individuals to make a determination; so moved by L. Chatfield seconded by S. Olson; carried.

**A MOTION** was made to adjourn the organizational meeting at 9:05 am by L. Chatfield seconded by S. Olson; carried.

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**REGULAR BOARD OF DIRECTOR'S MEETING**  
**January 17, 2018**

**Call to order by Board Chair M. Humbert @ 9:08 am**

**Approval of the Agenda**

- No additional topics at this time

**A MOTION** was made to approve the agenda was made by S. Olson seconded L. Chatfield; carried.

**Acknowledgement of Guests**

None

**Operational Business**

**A MOTION** was made to accept the minutes from December Regular 2017 Board Meeting by P. VanLare; seconded M. Humbert. Carried

**A MOTION** was made to approve the Treasurer's report for January 2018 by L. Chatfield seconded by S. Olson; carried.

**A MOTION** was made to approve the bill's to be paid for January 2018 by S. Olson seconded by L. Chatfield; carried.

- State Membership Dues-L. Gerstenslager explained to the Board that the bill has not come in but she is being pro-active as it is due soon and without payment Wayne District Board would not have a voice as a vote on issues that affect our regular operations. L. Gerstenslager further explained to the new Board members what the NYACD is how it works for and with the Districts.

**A MOTION** was made to pay the 2018 Dues for NYACD; Farm Bureau; NYS Envirothon; CDEA NYS Fair and FLOWPA by B. Manktelow seconded by L. Chatfield; carried.

**Old Business: Lindsey Gerstenslager & Ron Thorn**

- Beginning of the Year Paperwork: W-4's & IT-2104's for Stipend Board Members
- Property Insurance: L. Gerstenslager stated the District requires a copy of the Boards driver's license if they plan on driving a District vehicle.

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- Board Training Plan Forms & Meeting Schedule: Tabled-L. Gerstenslager gave a brief overview for the new Board members and stated she will distribute for next Board meeting.
- Water Quality Symposium Registration- WQS Training March 13-16, L. Gerstenslager explained that she will be emailing the registration packet and will need it returned by Friday, January 26th, L. Gerstenslager explained to the Board that there are many training opportunities and educational opportunities at the symposium.

A MOTION was made to approve attendance of available staff and board members to attend the 2018 Water Quality Symposium, March 13-16<sup>th</sup>, 2018 at the Double Tree in East Syracuse not to exceed \$3,500 by P. VanLare seconded by L. Chatfield; carried.

- County Drainage and County Harvesting (AVC) Summary 2017: Tabled-will be presented later. L. Gerstenslager took this time to explain that the Ag. Drainage Program currently takes care of 67 projects. L. Gerstenslager further stated that during 2018 a review will be done of these projects by herself with technicians C. Hotto and I. Priestley to determine the benefit for agriculture and if some of these projects should now be maintained by landowners/town freeing up funds for new projects and assistance in Agricultural Drainage. L. Gerstenslager also stated that the District received an additional \$20,000 in Ag. Drainage monies from the County for the Sodus Center pipe project.

#### **New Business**

- Part C funding allocation: L. Gerstenslager explained that this is performance measure based and is approximately \$90,000 of funding; in 2018 projects include watershed assessment, no-till, hydro-seeding and the Maxwell Creek implementation.
- CRF Round III: Farm Implementation/Resolution: L. Gerstenslager explained that the District is currently recruiting farms and a resolution will be at the February meeting.
- Operational Overview and Budget for program allocations: L. Gerstenslager gave a Power Point presentation of the District programs and funding sources.

A MOTION was made to approve the operational budget as balanced and presented by S. Olson seconded by P. VanLare; carried.

- Risk management Planning & Savings: C. Comfort gave the Board and overview of the NYS Retirement outlook and Compensated Absence report further stating the need and benefits to having dedicated accounts (as per OSC) and the monthly costs associated with establishing these accounts.

A MOTION was made to adopt the risk management savings plan as presented for policy development/update and reported in the minutes by S. Olson seconded by B. Manktelow; carried.

- Cell Phone for District Staff options: C. Comfort stated that due to the addition of two technical positions the need for additional phones/lines has been identified. C. Comfort stated that she was able to procure 2 phones from our carrier (Verizon wireless) for 0 cost and the plan will only increase by approximately \$75/month with the addition of these phones.

A MOTION was made to purchase and add to the Verizon Wireless plan for the two new staff members by P. VanLare seconded by L. Chatfield; carried.

Report from SWCC: - AEA Victor DiGiacomo: Addendum

Report from NRCS: - Absent

Report from Farm Bureau: - Addendum

Report from FLOWPA: - L. Gerstenslager stated that Legislative Days are approaching and she is attending.

Report from Farm Bureau: - L. Gerstenslager stated that she will be leaving the Board of the Farm Board, and Skip Jensen is retiring.

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Report from Grange: - P. VanLare shared that locally there will be a meeting Saturday (soup and lunch) and that the second week of March Pomona will meet at the Rose Grange Hall.

**Announcement**

L. Gerstenslager stated that the NY Farm show is February 22, 23 and 24<sup>th</sup> tickets are available

Adjournment

**A MOTION** to adjourn at 11:18 am was made by S. Olson seconded by B. Manktelow; carried.  
Next Board Meeting is scheduled for February 21, 2018 at 8:30 am at the SWCD Office.