

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

**Regular Meeting – January 23, 2013  
SWCD Office, Lyons, NY, 14489**

**Directors:**

Steve Brownell  
Bob VanLare  
Steve LeRoy  
Tom Caprilla

**Staff:**

Lindsey Gerstenslager  
Cathy Comfort

**NRCS:**

B. Jones

**FSA:**

T. McKay

**Guests:**

Pat VanLare

**Absent:**

Bill Hammond

**Organizational Meeting**

**Call to order @ 9:05**

Elections: Chair/Vice

- T. Caprilla nominated S. Brownell for SWCD Board Chair of 2013. S. LeRoy seconded. Nomination carried.
- S. Brownell nominated B. VanLare for SWCD Board Vice Chair of 2013. S. LeRoy seconded. Nomination carried.

District Policies (review and approve)

- **A Motion** was made to reaffirm the acceptance of the 2013 Employee Handbook by T. Caprilla seconded by S. LeRoy; carried

Designate Official Newspaper & Bank

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

Designate Committee Representatives

WQCC – **A Motion** was made to designate B. VanLare as Committee Representative by S. LeRoy, seconded by T. Caprilla; carried.

Ag Advisory Board – **A Motion** was made to designate B. Hammond as Committee Representative by S. Brownell, seconded by B. VanLare; carried.

Personnel – **A Motion** was made to designate B. VanLare and S. LeRoy as Committee Representative by T. Caprilla, seconded by S. Brownell; carried.

Executive Committee – **A Motion** was made to designate S. Brownell; T. Caprilla and B. Hammond as Committee Representative by S. LeRoy, seconded by T. Caprilla; carried.

Approved Minutes for January 23, 2013 Board of Directors Meeting -

**A Motion** was made to adjourn the organizational meeting at 9:25 am by S. Brownell seconded by T. Caprilla; carried.

### **Regular Meeting**

**Call to order at 9:26am**

### **Approval of the Agenda**

L. Gerstenslager stated she wished to add the following items to the agenda:

- NYACD Legislative Days
- FLOWPA Lobby Days
- Tree Sale

### **Acknowledgement of Guests**

Pat VanLare stated that the Pomona Grange has an upcoming meeting in March 2013; the newsletter deadline for this is February 10, 2013. Ideas for newsletter are Tree Sale and Earth Day.

### **Operational Business**

**A MOTION** was made to approve the minutes of the December Meeting by T. Caprilla second by S. LeRoy; carried.

### **Treasurer's Report**

**A MOTION** was made to approve the treasurer's report by S. LeRoy seconded by B. VanLare; carried.

**A MOTION** was made to approve the bill's to be paid for January 2013 by S. LeRoy seconded by T. Caprilla; carried.

S. LeRoy inquired about the holiday luncheon and wanted to reaffirm that county funding was not used for this event. L. Gerstenslager assured the board that the recruitment and retention line is not funded by the county; the funding for this comes from tree sales and district activities.

### **Report from NRCS**

See attached addendum.

### **Report from FSA**

Ted McKay, CED from Monroe County introduced himself and said he will be working Wayne County and Monroe County. Ted started his career in Cayuga County and has been at Monroe County since 1989.

T. McKay stated FSA is currently waiting on a one (1) year extension on the old farm bill for funding of programs.

### **Board Training Plan**

L. Gerstenslager explained the handout to the board and the different functions and roles of the boards with meetings that help qualify the District for state funding and further individuals certifications.

S. LeRoy advised L. Gerstenslager that he is the County Representative on the NYS Fish and Wildlife Board.

B. VanLare stated that he would like to be advised when PJ Emerick of Ontario County has another Division II meeting. L. Gerstenslager will provide him with information as available.

S. LeRoy stated that he plans on going to the Farm Bureau State Annual Meeting.

### **SWCD Report**

- Annual Report- should be delivered today.
- Overtime summary report of 2012; L. Gerstenslager handed out a summary to the board of the overtime hours that were paid to the staff for 2012.
- L. Gerstenslager 's sale of easel and display; **A Motion** was made for Wayne County Soil and Water Conservation District to purchase L. Gerstenslager's Easel and Display for the sum of fifty dollars (\$50.00) by T. Caprilla, seconded by S. LeRoy; carried.
- Service Cost Recommendations:
  - o Permitting-includes up to two (2) site visits and filing of the DEC/Army Corp Joint App \$125.00
  - o Additional Site Visit - \$20.00
  - o Additional Map/Topo with specific information (design) - \$20.00
  - o Basic Survey - \$30.00/hour
  - o Mileage would be regional
  - o Basic call for maps - \$5.00

**A Motion** was made to accept the service cost recommendations and apply the new fee schedule effective with the 2013 year by T. Caprilla, seconded by S. LeRoy; carried.

- L. Gerstenslager advised the board that the staff has agreed and would like to utilize July 5, 2013 as the floating holiday for Wayne County Soil and Water Conservation District Staff.

**A Motion** was made to allow Wayne County Soil and Water Conservation District Offices to be closed for the 5<sup>th</sup> of July 2013 for the floating holiday of the staff by Steve LeRoy, seconded by T. Caprilla; carried.

- L. Gerstenslager advised the board that the spring intern, Andrew Wegman, will be starting on January 28, 2013. A. Wegman will be focusing on Soil Group Worksheets, Public Relations and transitioning into invasive species. Andrew is a student at RIT.

### **Other Business**

L. Gerstenslager advised the board there is a NYACD meeting February 11<sup>th</sup> and 12<sup>th</sup> 2013. B. VanLare is planning on attending. S. Brownell expressed interest in attending on the 12<sup>th</sup> for the SWCC meeting with L. Gerstenslager.

Approved Minutes for January 23, 2013 Board of Directors Meeting -

**A Motion** was made to reimburse B. VanLare for one (1) night of hotel accommodations for NYACD conference by S. Brownell, seconded by S. LeRoy; carried.

L. Gerstenslager stated that FLOWPA Lobby Days are to be held February 4<sup>th</sup> and 5<sup>th</sup>, 2013. L. Gerstenslager will be attending to represent Wayne County Soil and Water Conservation District.

L. Gerstenslager advised the board that state reports are due February 15<sup>th</sup> 2013. The district will follow normal procedures of compiling them and submitting them copying the board in all correspondence.

L. Gerstenslager wanted the board to know the annual tree sale is upon us. S. DeRue has updated the catalog and it will also be available on our website as of February 1, 2013.

### **Other Business**

**A Motion** was made to go into executive session to discuss a personnel matter by S. Brownell, seconded by T. Caprilla; carried.

Board went into executive session for review of district manager.

Board returned from executive session and recommended a 2% increase retroactive to January 1, 2013 for district manager.

Next Meeting is scheduled for Wednesday, February 20, 2013 at 9:00am at the SWCD Office Conference Room.

**A MOTION** was made to adjourn at 11:45 am by S. Brownell seconded by B. VanLare carried.