

**Minutes of The Wayne County Soil & Water
Conservation District Board of Directors
Regular Meeting November 21, 2012
SWCD Office, Lyons, NY, 14489**

Directors:

Steve Brownell
Bob VanLare
Steve LeRoy
Tom Caprilla

Staff:

Lindsey Gerstenslager
Cathy Comfort

Absent:

Bill Hammond

NRCS:

Jim LaGioia

Guests:

Cathy McCloud, Fall Intern
Pat VanLare

FSA:

Absent

Call to order @ 9:08 AM

The Board wishes to extend their thanks to District Manager, Lindsey Gerstenslager, for providing a Thanks-giving Breakfast.

A Motion was made to approve the Agenda by S. LeRoy seconded by T. Caprilla; carried.

An introduction to the Board of Cathy McCloud, Fall Intern, was made. Cathy McCloud is from FLCC and is working on the District's Website as well as different database elements for the district. This is a requirement for Cathy's degree, welcome Cathy.

A MOTION was made to approve the minutes of the October 18, 2012 regular meeting by S. LeRoy seconded by T. Caprilla; carried.

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

On discussion of the November bills to be paid report, T. Caprilla questioned the Alpha Boats bill and L. Gerstenslager explained the final payment was a little less than expected, and that the boat is back and is stored and she would like to do a "christening" ceremony in the spring on re-launch. S. Brownell asked about drainage projects, L. Gerstenslager explained that they are still on-going. S. LeRoy asked about Decker Excavating and are they doing our drainage projects. L. Gerstenslager explained yes and they are traditionally behind on billing but we do remind them as we need to get figures to the County for encumbrances.

A MOTION was made to approve the bill's to be paid for November 2012 by T. Caprilla seconded by S. LeRoy; carried.

NRCS Report

See attached email addendum from Soil Conservationist, Jim LaGioia.

FSA Report

Absent. L. Gerstenslager reported that current CD Krista Tyrrell is taking the CD position at Cayuga County, and there is no word yet on replacement.

District Business Report

Old Business

Planners were passed out to the Board members.

L. Gerstenslager let the Board know we are still working on getting Verizon to remove sales tax from our phone billing. Paperwork has been filed several times, unfortunately the turnover at Verizon of employees' seems to hamper progress.

L. Gerstenslager reviewed the 2013 Budget with the Board advising that the County asked for cut in appropriation/contract monies. After much hard work and effort L. Gerstenslager was able to reduce our funding request by 5% which the County deemed acceptable. This will tie in with a 5 year Watershed Management Program and Critical Area Stabilization with stronger goals.

B. VanLare asked if any of the Board members made comments about the District bringing in money to the County. L. Gerstenslager talked about a supervisor that stated he would be in support of the district charging for services for example permitting.

Health Insurance for 2013 was discussed and the Board was advised that all employees were in agreement to adopt the HSA medical insurance plan (one employee is hesitant, however willing to try). The Board further discussed the additional options that were offered with Guardian including Dental, Vision and Life.

A Motion was made to approve the adoption of the new Health Insurance Package, All Inclusive as of January 1, 2013 by S. LeRoy seconded by B. VanLare; carried.

Shop improvement project was discussed and L. Gerstenslager encouraged the Board to take this as a step by step approach as funding is getting tighter. T. Caprilla asked if a skid steer will be needed in the future as we rented one last month from Featherly's at a big expense. At this time the district will look at auction bidding procedures etc.

T. Caprilla suggested doing the improvement in phases. The Board decided that an RFP (Request For Proposal) should be put out for the shop improvement in phases and that the County Attorney may be able to assist with wording if needed. Shop improvement will be funded partly by the 2013 weed harvesting fund.

New Business

L. Gerstenslager passed around a correspondence folder for the board to review.

A Motion was made to approve a Company Holiday Gathering on December 19th at 11:30 after the scheduled Board of Director's Meeting by S. LeRoy seconded by T. Caprilla; carried.

L. Gerstenslager supplied the Board with a listing of her personal supplies she uses at the District; this was at the recommendation of Auditor's Bailey, Carr CPAs letter dated May 8, 2012. After reviewing the list the Board asked L. Gerstenslager to come up with a buy-out price for the district to take ownership of the property if she would like.

Pat Cummings from Bailey Carr CPA is coming in Tuesday November 27, 2012 for the 2011 justification report.

C. Comfort spoke to the Board about the letter she included in their packets explaining that after much review it has been determined that Board members will be paid thru payroll and be issued W-2's.

B. VanLare asked if there were any monies left in the training budget for the Board as he has an upcoming trip for NYACD trip to the NACD conference. I. Gerstenslager stated that she will have to look.

L. Gerstenslager spoke to the board about a Spring Intern position. This position will help with GIS mapping, Tree Sale, Grass Carp and possibly into the Weed Harvesting Season. This position may be partially funded thru the Glisten Fund and would be for 500 hours at \$10 per hour. L. Gerstenslager to email job description.

A Motion was made to approve the Spring Intern Position for 500 hours at \$10 per hour by S. LeRoy seconded by T. Caprilla; carried. B. VanLare casted a negative vote.

The Employee Handbook is updated as follows:

Page 14; Section 408 All Employee records will be kept with the District Manager; this change is vital for safe record keeping and wording should be changed from Secretary/Treasurer to District Manager.

Page 16; Section 500 Operational Hours will include overtime and include a mandatory notice rule.

Page 18; Section 505 Expense Reimbursement for meals will have a not to exceed amount included Breakfast: \$5.00, Lunch: \$9.00, Dinner: \$15.00.

Page 30; Section 606 Time off to Vote as this is no longer a scheduled holiday the district will now follow the accepted State Voting Law.

Other Business

S. LeRoy asked about Soil analysis/samples and if we did them here at the district. L. Gerstenslager explained that at this time we do not, but we do have test kits that can be picked up for people to send on their own. L. Gerstenslager stated that in the future this is a service we would like to take further.

Approved Minutes for November 21, 2012 Board of Directors Meeting –

J. LaGioia mentioned that CCE (Cornell Cooperative Extension) has a test that gives much of the needed information.

S. LeRoy stated that he went to a FLOWPA meeting with L. Gerstenslager on November 15th 2012 in Cayuga and found it to be very informative. He looks forward to attending more.

L. Gerstenslager advised the Board that Performance Measures for 2012 have been met.

Next Meeting is scheduled for Wednesday December 19, 2012 at 9:00am at the SWCD Office Conference Room

A MOTION was made to adjourn at 11:35 AM by B. VanLare seconded by S. LeRoy; carried.