

**Minutes of The Wayne County Soil & Water  
Conservation District Board of Directors  
Regular Meeting November 16, 2011  
SWCD Office, Lyons, NY, 14489**

**Directors:**

Steve Brownell  
Bob VanLare  
Bill Hammond  
Jody Bender  
Tom Caprilla

**Staff:**

Lindsey Gerstenslager  
Cathy Comfort

**NRCS:**

Bill Jones

**FSA:**

Sandy DeBadts

**Guest:**

Pat VanLare

**Call to order @ 9:03am**

**Secretary's Report:**

**A MOTION** was made to approve the minutes of the previous meeting by B. VanLare second by T. Caprilla; carried.

J. Bender entered the meeting at 9:05 am

**Treasurer's Report:**

S. Brownell inquired as to carryover of funds into next year. L. Gerstenslager explained that there will be some but certain funds are due to be closed out this year and others run on a different fiscal year.

S. Brownell inquired as to where the District is in the drainage program. L. Gerstenslager explained that the current numbers do not reflect approximately \$20,000 in bills received and there are more permits that are pending.

L. Gerstenslager also reported that the harvesting program will be reduced when S. DeRue's time has been vouchered. Also carryover of funds has been approved by the County.

**A MOTION** was made to approve the treasurer's report by T. Caprilla seconded by J. Bender; carried.

A question was brought up on funds expended to Research Foundation. L. Gerstenslager explained that these funds were for stream sampling provided thru HOW funds and assist us in applying for larger grants. These monies are reimbursed by SOS and when reimbursed SOS reimburses for our technicians time.

J. Bender questioned payment to B. Ceste and trapping fees. L. Gerstenslager explained that the fee is \$50 per beaver.

B. Hammond entered the meeting at 9:13 am

**A MOTION** was made to approve the bill's to be paid for November 2011 by B. VanLare seconded by J. Bender; carried.

### **NRCS Report**

B. Jones gave a brief report; see attached addendum..

B. Jones reminded the board that November 18<sup>th</sup>, 2011 will be the continuing resolution day for the federal government and as of right now still no information is available.

### **FSA Report**

No Report This Period. However Sandy DeBadts did want to say a special farewell to the board as she will be retiring effective November 30, 2011.

### **Staff Report**

There is no staff report this time.

### **District Manager Report**

L. Gerstenslager presented the board with an update to the employee handbook concerning performance appraisals to be effective January 1, 2012; see attached addendum.

**A MOTION** was made to approve the amendment by B. Hammond seconded by B. VanLare; carried.

L. Gerstenslager presented the board with options for a medical insurance buyout to be included in the employee handbook effective January 1, 2012.

Much discussion was had by all as some see this as an incentive while others see this as a raise. L. Gerstenslager and C. Comfort explained how in the long run it is a cost savings to the district.

**A MOTION** was made to approve the buyout incentive by B. Hammond seconded by B. VanLare.

Further discussion was had as to the wording; as it states ½ of the employer's share of a single policy, and most would prefer a set dollar amount that could be revisited annually. L. Gerstenslager will redo the wording for the employee manual.

**AN AMENDMENT TO THE MOTION** was made to approve the buyout incentive at an amount not to exceed \$1,500 annually by B. Hammond seconded by B. VanLare; Carried.

L. Gerstenslager stated to the board that an auditing firm has been chosen. The firm is Bailey Carr CPA and they come on the recommendation of surrounding districts. They have quoted an introductory cost of \$5,500.00 and plan on doing the 2010 audit the first week of December.

**A MOTION** was made to approve the auditing firm of Bailey Carr CPA for the 2010 audit by B. Hammond seconded by T. Caprilla; carried.

L. Gerstenslager stated she is seeking board approval to set up a FLOWPA 09/10 savings account at the current contract amount of \$44,100.

**A MOTION** was made to approve the to set up a savings account dedicated to FLOWPA 09/10 with an initial deposit of \$44,100 by B. Hammond seconded by T. Caprilla; carried.

L. Gerstenslager requested the boards' opinion of a separate equipment fund for the weed harvester in the capital reserve plan. The board agreed as a whole that a designated account be set up for this piece of equipment in the plan.

**A MOTION** was made to approve the set up a designated account for the weed harvester by J. Bender seconded by B. Hammond; carried.

L. Gerstenslager stated she was seeking board approval to close out FLOWPA 08/09 grant; \$44,100 moved as retainer to FLOWPA 09/10 savings; \$10,000 to Equipment – Weed Harvester capital reserve; remainder to district checking.

**A MOTION** was made to approve the closing of FLOWPA 08/09 and move monies as explained by B. Hammond seconded by J. Bender; carried.

L. Gerstenslager explained to the board that the district bronze award received included a payment of \$75 that she would like to put toward next year's award of a polar fleece with the district logo 2012 Conservation Steward of the Year and participant name.

**A MOTION** was made to approve the purchase by J. Bender seconded by T. Caprilla; carried.

L. Gerstenslager addressed the board on staff apparel items for the 2012 year. These would include screen printed T-Shirts for the harvesting crew and fleece pullovers for the full time staff and board. The harvesting crew is also interested in cost sharing a jacket with SWCD.

**A MOTION** was made to approve the purchase of necessary work apparel not to exceed \$1,200 by B. Hammond seconded by B. VanLare; carried.

L. Gerstenslager stated that on Monday, November 14, 2011, she had a meeting with our insurance representative and was presented with costs of our current medical plan as well as 3 others. After reviewing the options she feels the best recommendation is to stay with our current health plan.

**A MOTION** was made to continue the SimplyBlue plan offered by Excellus as the medical insurance offered by Wayne County Soil and Water by B. Hammond seconded by T. Caprilla; carried.

### **Other Business**

A discussion was had that due to the current financial constraints and hope of increasing local participation in current and future Envirothon involvement;

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**A MOTION** was made to focus on surrounding district Envirothon programs by J. Bender seconded by B. VanLare; carried.

C. Comfort brought up the NYS Retirement amortization schedule and asked if this had ever been looked into; it was decided to table this until it can be researched more.

Next Meeting is scheduled for Wednesday December 21, 2011 at 9:00am at the SWCD Office Conference Room, with a holiday reception to follow.

**A MOTION** was made to adjourn at 11:05 am by B. VanLare seconded by J. Bender; carried.