

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

**Regular Meeting – December 16, 2015  
SWCD Office, Lyons, NY, 14489**

**Directors:**

Mark Humbert  
Bill Hammond  
Steve LeRoy  
Bob VanLare  
Steve Olson

**Staff:**

Lindsey Gerstenslager

**Absent:**

**Guests:**

Pat VanLare

**Meeting was called to order by Board Chair B. Hammond 9:00 am**

**Approval of the Agenda**

Additional topics added under new business - None

**Acknowledgement of Guests – P. VanLare**

**Operational Finance Business**

**A MOTION** was made to approve the minutes of the November 18, 2015 meeting by S. LeRoy seconded by B. VanLare; carried.

**A MOTION** was made to approve the November 2015 Treasurer's report by M. Humbert seconded by S. LeRoy; carried.

**A MOTION** was made to approve the bill's to be paid for November 2015 by S. LeRoy seconded by B. VanLare; carried.

**Report from NRCS – None** was given this month

**Report from Staff: No Staff Report at this meeting**

**Report from SWCC – V. DiGiacomo – Reviewed by V. DiGiacomo and answered any questions. See attached. Highlights:**

1. Ag NPS Rd 22 is expected to be funded at 12-13 million dollars and possibly released in January.
2. AEM Year 11 Interim Reports were completed by November 30, 2015.
3. Climate Resiliency Farm program were due 12/14 and was funded at 1.8 million dollars
4. State Conservation Committee Meeting, 12/15 – reviewed and approved Wayne District's Annual Plan of Work. Completion of performance measures must be done by 12/31/15.
5. All State Annual Reports due 2/15/16.
6. There will be in depth training available for the New York State Procurement
7. NYACD interviewed 4 candidates for the Executive Director Position. Hope to have someone on Board January 1, 2016.

**Old Business**

- Computer procurement update – 5 of the 7 work stations were installed. Waiting until after the first of the year on the Conservation PR and Conservation Sec/Tres. Work station because of software migration and then of the year wrap up.
- Carlyle Darron Drainage issue – spoke with the Town of Walworth. This was a Town project and they are looking at a long term solution for how to deal with the stormwater associated with this project.
- Climate Resiliency Farming program – We had two applications submitted. V. DiGiacomo indicated on Friday there were roughly 20 applications. Official word will come through SWCC.

**New Business**

a. 2016 Wayne County Contracts:

- i. 2016 Ag Drainage
- ii. 2016 Aquatic Vegetative Control

**A MOTION** to approve and accept the Wayne County Contracts for works as presented by the SWCD Board of Directors for implementation in 2016. So moved by B. Hammond; seconded by B. VanLare. Carried

**b. Personnel Committee – S. LeRoy, B. VanLare, L. Gerstenslager**

- i. Discussion of a complaint received about vehicle locations and use. The committee addressed the issue and will be resolving it with new policy to be reviewed with the Staff in the 2016 Employee handbook and purchase of 2 new vehicles (previously budgeted but because of NYS procurement issues were tabled)
- ii. Discussion and review of 2015 Personnel Reviews. It was noted that the committee realizes the salaries are lower than other positions in the County that are similar in type and duties. Personnel Committee also felt the entire staff preformed above regular expectation in 2015.

**A MOTION** to approve a performance increase for each staff member both salary and hourly as presented by the Personnel Committee to be reflected in their salaries in 2016; letters to be sent out by the DM to each staff member and rates updated to reflect merits in the budget. So moved B. VanLare; seconded by S. Olson. Carried

c. Vehicle Procurement - Discussion

**A MOTION** to approve to put the 2007 Ford F150 for sale for a min of \$9,000.00 contingent on if Victor Chevrolet wants to take it for a trade as a reasonable offer. So moved by B. Hammond; seconded by B. VanLare. carried

- d. AEM Award Presentation – Conservation Farm of the year and Agricultural Environmental Steward of the Year was awarded at the December Board of Supervisors Meeting. M. Humbert made note of the presentation and how important it is to attend these functions to show representation and support of the District. This year’s receipts were AES to Bill Hammond and CF to Stoep Bros Farm.

**A MOTION** was made to enter into executive session to discuss personnel issues related to the Conservation Field Program Manager. So moved by S. LeRoy; seconded by M. Humbert.

**A MOTION** was made to exit executive session and enter into regular business. So moved by B. VanLare; seconded by S. LeRoy.

Draft Minutes for December 16, 2015 Board of Directors Meeting –

**A MOTION** was made to promotionally hire, Ronald Thorn, for Conservation Field Program Manager. An offer letter will be submitted to Mr. Thorn for consideration with a request for response within one week from date of letter. Please outline job responsibilities and training plan associated with the position. So moved by M. Humbert; seconded by S. LeRoy. Carried

**A MOTION** to adjourn. So moved by B. Hammond; seconded by S. Olson. Carried at 11:05am.

**Next Board Meeting is TBA at the SWCD Conference Room**