

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

**Regular Meeting – June 21, 2017
SWCD Office, Lyons, NY, 14489**

Directors:

Mark Humbert
Steve Olson
Monica Deyo
Pat VanLare
Laurie Crane

Staff:

Lindsey Gerstenslager
Cathy Comfort

NRCS:

Absent

STATE:

PJ Emerick

FSA:

Absent

Call to order by Board Chair M. Humbert @ 8:34 am

Approval of the Agenda

L. Gerstenslager stated that FSA and NRCS will not be attending their reports are attached; correspondence folder is being passed around at this time.

A MOTION was made to approve the agenda as amended was made by M. Deyo seconded P. VanLare; carried.

Acknowledgement of Guests

Welcome to new AEA State Rep PJ Emerick.

Operational Business

A MOTION was made to accept the minutes from May 2017 Board Meeting by P. VanLare seconded L. Crane; carried.

A MOTION was made to approve the Treasurer's report for June 2017 by L. Crane seconded by S. Olson; carried.

A MOTION was made to approve the bill's to be paid for June 2017 by S. Olson seconded by M. Deyo; carried.

L. Crane inquired about the Chemung Supply invoice; L. Gerstenslager explained that Chemung Supply was where we get drainage pipe under the state bid program and use or make available to producers thru various programs including AEM, FLOWPA and Ag Drainage to promote good agricultural drainage practices.

Old Business:

- ANS 2014 property acquisition for Aquatic Weed Harvesting Access-Update
 - ❖ Survey: Quote

L. Gerstenslager stated that the survey quote was obtained for \$800, and that she will need to meet with L. Crane to see if this will work within the Town specifications. L. crane stated that she needs to find out if the County has taken title of the property or if the Town still has ownership as the Town might wish to retain ownership and grant access to the District. L. Gerstenslager stated that the DEC is also interested in the property for future ownership. L. Gerstenslager and L. Crane to set up meeting and continue discussion on property.

➤ **Copier**

C. Comfort informed the Board that the main printer/copier has completely stopped working and now the only working printer is the small desktop located on her desk. C. Comfort stated that she researched the State Bid and spoke with County IT and it was decided that the best course of action is the Toshiba e-studio; C. Comfort further explained to the Board that the savings on toner and producing the newsletter in-house will offset the lease cost of the machine.

- Verizon Wireless & Cell Phones for District Staff-Tabled
- Risk Management-General Savings-Tabled

New Business

➤ Tire Recycling Collection Program

L. Gerstenslager stated that I. Priestley has been working with the CAFO farms in the area to see if there is a need to remove tires from large operations (see attached) and there is an interest. L. Gerstenslager further stated that meetings with area highway supervisors for Town driven; District sponsored events are also another opportunity that received interest. L. Gerstenslager stated that she is meeting with the Director of Economic Development to discuss this and other programs to encourage partnership and education.

➤ Question of Conflict of Interest-Maxine Appleby Running for Trustee

L. Gerstenslager stated that part-time employee, Maxine Appleby would like to run as trustee for Sodus Point but would like to make sure that it was not a conflict of interest with her duties. The Board appreciated the honesty and felt that there was no conflict and wished her luck in the election.

➤ Mower Discussion-Contracting for Service in 2017

L. Gerstenslager stated that the quote to repair the current mower was over \$800 and even that was not guaranteed and it also was not feasible to replace it at this time. Laborer Bill Hall has a large mower and has offered his services to mow the area on a weekly basis.

A MOTION was made to enter into a contract with Bill Hall for the 2017 mowing season not to exceed \$800.00 for (16) times; work to be completed outside of his normal work hours and will include any mowing completed in May thru June. If season needs to be extended the Board will be notified. This motion is moved by L. Crane seconded by P. VanLare; carried.

➤ Procurement: Shop Improvement Project 2017 – Garage Doors

L. Gerstenslager stated that this is to replace the 2 doors at the shop that are currently not functioning properly with a quote that came in \$1,100 under the original budgeted amount. S. Olson inquired if this was put out to bid or if there was a specific reason we went with this company. L. Gerstenslager stated that this was originally part of the overall improvement project and was previously quoted at over \$10,000; the District has used this vendor in the past and is pleased with quality and workmanship.

A MOTION was made to contract with Finger Lakes Garage Door Co. Inc. For installation of two overhead doors totaling \$6,400 on the District Shop (location of 8338 Ridge Road, Alton) to replace the existing sliding doors which will be sold as excess equipment on auction international and to be moved at the purchasers expense/responsibility by S. Olson seconded by P. VanLare; carried.

➤ Procurement: Survey Equipment: GPS Unit: Featherstone Supply

L. Gerstenslager stated that the two vendors that submitted quotes were within \$300 of each other and the staff preferred the equipment with this vendor and service seemed reliable. L. Gerstenslager also stated that this will be purchased with Part C funding; PJ Emerick stated that the cell phone that will need to be used along with this equipment can also be paid for with Part C as it is dedicated to this equipment and trackable.

A MOTION was made to purchase GPS Survey Equipment as specified in the handout from Featherstone Supply and to purchase any additional parts necessary not to exceed \$17,000 and to be reported back to the Board of Directors, motioned by M. Deyo seconded by P. VanLare; carried.

➤ Excess Equipment List:

Approved Minutes for June 2017 Board of Directors Meeting -

L. Gerstenslager stated that an ad will be placed in the paper and the District will accept sealed bids.

A MOTION was made to declare the following tools, equipment and parts as excess equipment and to be sold with all funds to be allocated to the Equipment Savings Account: Lawn Mower (parts), two aquatic weed rollers, 3x5 drag, 4' York rake for a 4-wheeler, 4-wheeler seeder, old pressure washer, gabion baskets, (dock) barrels by L. Crane seconded by M. Deyo.

➤ Envirothon Funds Transfer for Scholarships:

A MOTION was made to transfer \$500 from District Checking to the Envirothon Savings Account for the 2017 Awards Winning Scholarship; this amount will be paid for by County Appropriation as budgeted and will be reported at the next Public Works Committee Meeting, by M. Deyo seconded by P. VanLare; carried.

➤ Internal Audit Discussion

L. Gerstenslager stated that it was time to conduct the annual audit with members of the Board and that L. Crane and M. Deyo conducted the audit last year and S. Olson is ineligible so M. Humbert and P. VanLare would be up for conducting it this year. C. Comfort will contact and coordinate with M. Humbert and P. VanLare when the best time would be as well as send the audit template to them for review.

A MOTION was made to conduct an annual internal audit before August 11, 2017 by M. Humbert and P. VanLare and to be reported back to the Board of Directors at the August Board Meeting on August 16, 2017. This will be scheduled with Cathy Comfort, Conservation Secretary/Treasurer. Motion moved by L. Crane seconded by M. Deyo; carried.

Report from SWCC-AEA PJ Emerick

PJ gave a brief introduction of himself and his background then gave upcoming highlights and deadlines with the programs and grants.

Report from NRCS

Absent-See attached addendum

Report from FSA

Absent-See attached addendum

Report from FLOWPA

Fall meeting will be at Cayuga Farm Bureau

Report from Farm Bureau

Newsletter just came out and the annual meeting is in October, they are looking for a new president. L. Gerstenslager stated that the Farm Bureau Consignment Auction will be held July 29th at the Pioneer Gas Engine's 53rd Annual Steam Show in Marion and there will also be the first ever Taste of Wayne County held on July 18th held in the Canal Park in Newark.

Report from Grange

P. VanLare stated that she has turned down the Presidency this time but will be continuing on as Treasurer. P. VanLare also passed out a very informative newsletter included in addendum.

Adjournment

A MOTION to adjourn at 9:57 am was made by S. Olson seconded by M. Deyo; carried.

Next Board Meeting is scheduled for July 19, 2017 at 8:30 am.