

MEETING AGENDA

- I. Call to Order
- II. Acknowledgment of guests & roll call
- III. Approval of the Agenda: Additional topics should be made and amended at this time
- IV. Report: Farm Bureau: Mark
- V. Report: Grange: Pat
- VI. Report: NYACD: Pat
- VII. Report Staff: None this meeting
- VIII. Operational Business:
 - a. Reading of contents of Correspondence Folder
 - b. Minutes of Meetings: December 21, 2023 Regular Meeting
 - c. Treasurer's Report: January 2024
 - d. Bills to be paid PO List:
- IX. Old Business:
 - a. County REDI Update
 - b. County Contracts Updates: Septic, AVC, Drainage, Recycling
 - c. Staff Activities
- X. New Business:
 - a. No-Cost Time Extension: Grown and Certified Round 2 – four farms
 - b. Insurance Increase
 - c. Kelly Reynolds Notary
 - d. Bethany's duties
 - e. Research possibly using a payroll service.
 - f. Monies request to adjust accounts
 - g. FLOW-PA adjustment, farm project and payout.
 - h. Lindsey time left payout
 - i. WQS
 - j. Procurement for 1 laptop/docking stations
 - k. Tree sale supplies – tubes, flags, etc.
 - l. Vehicle rotation discussion
- XI. Adjournment:

Next Meetings: February 21, 2024 at the District Office, 7312 Route 31, Lyons NY 14489 at 8:30 a.m. for February Regular Board Meeting.

Motions

1. A MOTION to approve the agenda.
2. A MOTION to accept the meeting minutes as presented and with recommended changes for December 21, 2023.
3. A MOTION to accept the treasurer's report for January 2024 as presented.
4. A MOTION to approve the payment of the bills as presented in the PO list
5. A MOTION to approve and request a one year no-cost time extension with the Grown & Certified Round two Grant for the four farms on the list.
6. A MOTION to approve paying the 2024 Asset/Equipment Insurance with Ashley Insurance as presented.
7. A MOTION to increase Kelly's base salary \$500.00 for acquiring a Notary as per policy in the Employee Guidebook.
8. A MOTION to research the benefit/cost of hiring an outside payroll service
9. A MOTION to transfer funds of \$26,981.00 from General Savings to Retirement Contributions Savings then transfer funds of \$51,981.00 to District Checking to pay for Annual Retirement Contribution.
10. A MOTION to transfer funds of \$4,300.00 monthly from District Checking to Retirement Contributions Savings to establish adequate funding at year-end.
11. A MOTION to transfer sufficient funds from General Savings Funds and District Checking to establish grant accounts for AgNPS Round 28 Craft Family Farms (\$69,717.50) and CRF Round 6 Hohenboken (\$14,693.75). Both are from 25% CFP.
12. A MOTION to transfer funds of \$35,542.50 from District Checking to Ag NPS Rd. 27 Harper Account once AEM Round 17 funding arrives.
13. A MOTION to transfer funds of \$30,000 from Special Projects to District Checking to William and Emily Smith for a completed FLOW-PA 20/21 Ag project. Once funding comes in from FLOW-PA 21 funding, it is to be transferred from the FLOWPA 21 account back to Special Projects Account to the \$100,000.00 base amount per policy.
14. A MOTION to transfer funds up to \$6,000.00 from Compensated Absences account to District Checking to payout Lindsey Gertenslager's final Annual/Sick/Comp leave hours remaining 12/31/2023.
15. A MOTION to transfer funds from District Checking to Compensated Absences to restore saving to the \$24,000.00 rate as the Interval Control Guide policy states.
16. A MOTION to pay funds up to \$2,250.00 for the staff and BODs annual Water Quality Symposium training event in March
17. A MOTION to approve procurement of 1 laptops/docking station setups and any additional equipment needed to move a staff from desktop from 2015 to current equipment needed to maintain IT policy compliance with Wayne County IT up to \$2,000.00.
18. A MOTION to approve funding of Tree Sale supplies/items up to \$2,500.00
19. A MOTION to research the cost of a new pick-up truck/vehicle and vehicle rotation plan.
20. A MOTION to adjourn.
21. A MOTION to meet on February 21, 2024 at the District Office, 7312 Route 31, Lyons NY 14489 at 8:30 a.m. for February Regular Board Meeting