

**Minutes of the Wayne County Soil & Water  
Conservation District Board of Directors  
Regular Meeting— January 17,2024  
District Office, 7312 Route 31, Lyons NY 14489**

**Directors:**

Mark Humbert  
Pat VanLare  
Lynn Chatfield

**Staff:**

Ron Thorn  
Kelly Reynolds

- I. The meeting was called to order at 8:53 a.m. by Chairman Mark Humbert.
- II. **A MOTION** was made by M. Humbert to approve the agenda as presented; seconded by P. VanLare; motion carried.
- III. **Guests:** None were present
- IV. Report: Farm Bureau: Mark Humbert reported that he feels there is a good group of people on board who really care about the county.
- V. Report: Grange: Pat VanLare stated the last meeting was cancelled and rescheduled for Saturday, January 20, 2024. March meeting will be Pomona. Brian Manktelow spoke at National Grange in Niagara Falls and was featured in the latest issue of the Grange magazine along with her great granddaughter who was appointed to a state committee.
- VI. Report: NYACD: Pat urged people to attend the WQS in March stating there was a lot of good information and networking that is helpful not only in the District, but in other areas. She also made mention that we all have performance measures to meet to keep our level of funding. Registration for WQS is due soon.
- VII. There was no staff report this month.
- VIII. Operational business
  - A. Correspondence Folder: there was none this month
  - B. **A MOTION** was made by P.VanLare to accept the meeting minutes as presented for the December 21, 2023 Regular Meeting; seconded by L. Chatfield; motion carried
  - C. **A MOTION** was made by L. Chatfield to accept the Treasurer's Report; seconded by P. VanLare; motion carried.
  - D. **A MOTION** was made by L. Chatfield to approve the payment of the bills as presented in the PO list; seconded by P.VanLare; motion carried.
- IX. **Old Business**
  - A. County REDI Update: Lynn stressed again the necessity of communication. Blind Sodus Bay Improvement Association needs to be copied into all email and kept up to date on all areas of the project. The contact is Mike Berelli; Ron has his contact info. **Lindsey believes all projects are moving along. Permitting is always a hang up.**
  - B. County Contracts Update: Ron stated that he is still waiting for contracts from the County Attorney's office. Chris has started drainage planning and Drew is planning recycling events.
  - C. Staff Activities Update: Chris is working on drainage; beavers are a big problem this year. Scott is working on FLLOPWA and has closed out 20/21. Ian is working on AEM Round 17 closeout. Drew is working on the tree sale and marketing with Gabby (part-time) on the website and Facebook. Ron and Kelly are figuring thing out as they go.
  - D. Mark wanted to take a moment in remembrance of Bethany Comella, Secretary/Treasurer who passed away on January 2, 2024. She is fondly remembered and not one to be forgotten.

**X. New Business**

- A. A MOTION** was made by P. VanLare 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; seconded by L. Chatfield; motion carried.
- B. A MOTION** was made by P. VanLare to approve paying the 2024 Asset/Equipment Insurance with Ashley Insurance as presented; seconded by L. Chatfield; motion carried.
- C. A MOTION** was made by P. VanLare to increase Kelly's base salary \$500.00 for acquiring a Notary as per policy in the Employee Guidebook; seconded by L. Chatfield; motion carried.  
At this point, the Board went into executive session to discuss Kelly's new roll resulting from Bethany's loss and the accompanying salary. After deliberation the board invited Kelly back and proposed a salary increase to \$42,500 annually.
- D. A MOTION** was made by M. Humbert to research the benefit/cost of hiring an outside payroll service; seconded by L. Chatfield; motion carried.
- E. A MOTION** was made by L. Chatfield 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; seconded by P. VanLare; motion carried.
- F. A MOTION** was made by L. Chatfield to transfer funds of \$4,300.00 monthly from District Checking to Retirement Contributions Savings to establish adequate funding at year-end; seconded by P. VanLare; motion carried.
- G. A MOTION** was made by P. VanLare 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; seconded by L. Chatfield; motion carried.
- H. A MOTION** was made by L. Chatfield to transfer funds of \$35,542.50 from District Checking to Ag NPS Rd. 27 Harper Account once AEM Round 17 funding arrives; seconded by P. VanLare; motion carried.
- I. A MOTION** was made by P. VanLare 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; seconded by L. Chatfield; motion carried.
- J. A MOTION** was made by L. Chatfield 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; seconded by P. VanLare; motion carried.
- K. A MOTION** was made by L. Chatfield 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; seconded by P. VanLare; motion carried.
- L. A MOTION** was made by P. VanLare to pay funds up to \$2,250.00 for the staff and BODs annual Water Quality Symposium training event in March; seconded by L. Chatfield; motion carried.
- M. A MOTION** was made by L. Chatfield 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; seconded by P. VanLare; motion carried.
- N. A MOTION** was made by P. VanLare to approve funding of Tree Sale supplies/items up to \$2,500.00; seconded by L. Chatfield; motion carried.
- O. A MOTION** was made by L. Chatfield to research the cost of a new pick-up truck/vehicle and vehicle rotation plan; seconded by P. VanLare; motion carried.
- P. A MOTION** was made by L. Chatfield to donate \$1,000 from Part C funds to the National Envirothon to be held at Hobart in Geneva; seconded by P. VanLare; motion carried.

**Q. A MOTION** was made by L. Chatfield to adjourn at 10:15; seconded by P. VanLare; motion carried.

The next regular Board of Directors Meeting will be on Wednesday, February 20, 2024, at 8:30 a.m. at the District Office (7312 Route 31, Lyons NY, 14489).