

SWCD Board of Directors' Meeting February 23, 2023

In attendance: Directors: Meg Kennedy (Chair), Jennifer Mickle, Helene Kraham & Ed Lentz

District Staff: Christos Galanopolous

Others:

Minutes taken by Ed Lentz

Meg opened the meeting at 1:19pm.

Meg passed around Abstract 4-2023 with vouchers for audit by the board.

A motion was made by Jennifer, seconded by Helene, to approve the minutes of the 2/13/23 meeting and was passed unanimously.

Ed presented data and calculations showing how much each employee was paid in 2022 and how much they should have been paid. The bottom line is that with the 2022 bonuses, Karl, Chris, and Dan were each underpaid as shown in the attached report. A motion was made by Helene, seconded by Jennifer, to pay the underpayments to Karl, Chris, and Dan and, following discussion, was approved unanimously. Christos will advise Ray Holohan's office.

Meg will talk to Ray to see if his office can synchronize our QB data with theirs and also about generating payroll reports for periodic (e.g., quarterly) review by the board.

Ed reported that Christos is now registered in the NYSLRS. Ed will call NYSLRS to confirm that there's nothing more we need to do in this regard.

Christos reported that Rex Seamon confirmed that he would send the \$13K payment to Conservation Services Inc. The assignment of payment is completed and will go into the closeout package. Christos needs to collect signatures from Jordan Bros and Seamon; he already has signatures from Mitchell. Meg reminded Christos that we need to go through the closeout policy and checklist as per district policy.

Christos is still working on the Hughes closeout. As of yet, it is not clear if we will owe district funds to NYS but, preliminarily, it looks like we may have to pay NYS ~\$20K out of district funds.

Christos said he thinks it will be difficult to reconvene the WQCC absent a specific issue or project. Meg suggested the recent harmful algal blooms. Ed said there doesn't need to be a specific issue or project b/c a key function of the WQCC is to provide a forum for sharing information, ideas, and best management practices among persons in the county engaged in lake management. Christos will make additional efforts to reconvene the group, including reaching out to DEC which historically had been a participant in the WQCC.

The board agreed we should post for the two internships, for which USC will provide the funding, and that were previously approved by the board at the time of application for funding to the USC.

Darin and Christos will attend Legislative Days. Darin is primarily representing the NYFB but will also represent the district as best he can. He will try to get to the NYACD pre-meeting the evening before.

Christos reported that he mistakenly paid \$599 to a private agency to renew the district's SAM registration but that he has requested a refund and was told the money would be returned.

Tony Capraro received a well-earned promotion but, unfortunately for the district, he will no longer be managing the Otsego County NRCS office. Christos will confirm that Tony has no accounts or passwords that give him access to district files.

Snow removal: Bids were requested from three landscapers but only Epic Landscaping responded. Following discussion, including discussion to confirm compliance with the district procurement policy (and state law), a motion was made by Ed to accept Epic Landscape's bid for snow removal, attached, seconded by Helene, and approved unanimously.

The need for a building inspection, as previously agreed by the board, was discussed and confirmed. Meg will seek advice from Tim Donahue, Director, OC Building Services.

Christos will seek at least three proposals for an exterminator.

Christos reported that Mike Ross said he did not receive a 1099. Ed reported that Angelica said she sent the 1099 but that he would confirm with her that it was actually sent.

With regard to audit of the bills, the board did not want to pay the Insero invoice because we were not satisfied with the work product (perhaps owing to their not having been properly instructed), we never received a final written report (b/c it would not have been helpful), and b/c the amounts shown on the bill required explanation or revision. Meg will discuss this with Alan Ruffles, as well as the scope and cost of an audit by Insero of our 2022 financial records. The board also reviewed the NYSEG bills, some of which included amounts shown on previous bills. Meg pointed out that we should not pay sales tax on sales made through our Amazon account and asked Christos to ensure that that account is corrected.

On motion by Ed, seconded by Jennifer, a motion to approve the bills in Abstract 4, except for the Insero bill, with the changes to the NYSEG payments and the exclusion of sales tax previously discussed, was passed unanimously.

Meg presented a Board Training Report form which directors should use to record their training hours. Ed suggested that it or something like it be placed in a Google Sheet so that each director can enter their training on line in a single file accessible to all directors. Christos said he would create such Google Sheet and send out a link.

Ed also requested that the AEM Reports be shared as electronic files and suggested that Goggle Sheets be used for this, too.

Meg asked Christos for monthly staff reports of the type that Chris A. often provides.

Review of additional district policies was deferred to the next meeting, at which we plan to cover the policies on pages 19 to 43. The board members were asked to be ready to discuss these then.

A motion to approve the draft Board Attendance policy and to approve the form of the FOIL policy that was approved at the 2/13 meeting, as attached, was made by Jennifer, seconded by Helene, and approved unanimously.

A motion by Helene, seconded by Jennifer, to deem Doug's recent absences as excused absences as per the District Board Attendance Policy, was discussed and then passed unanimously.

The Conservation Mini-grants program was discussed. A motion by Jennifer, seconded by Ed, to approve the program as set out in the draft press release (with a few clarifications as shown in the attached) was discussed and then approved unanimously. Ed will issue the release to media outlets for which he has contact info and Christos was asked to post the release on FB and the website and on the District office bulletin board.

The board went into executive session at approximately 2:15 with Christos in attendance on motion by Jennifer, seconded by Helene, and passed unanimously, to discuss matters leading to the appointment and employment of a District Secretary. On motion Ed, seconded by Helene and passed unanimously, the board exited the executive session at approximately 3:00.

The board will interview three candidates in executive session on March 13, at 9:00, 9:30, and 10:00. Meg will inform all four candidates. The selected candidate will be expected to start no later than about April 3.

A motion was made by Ed, seconded by Jennifer, to pay the NYSLRS invoice with the \$125.00 penalty. Meg and Ed will print and prepare the payment for mailing after the meeting and Christos will post it by certified mail on Saturday morning.

The motion was adjourned at approximately 3:45.

Next meeting 3/13, Executive Session at 9:00am, Open Session at 10:30am.



Otsego County Soil & Water Conservation District

967 CO HWY 33 – RIVER ROAD – COOPERSTOWN, NEW YORK 13326-9222 – PHONE (607)
547-8337 ext. 4

Friday, 24 February 2023

1 PM

Meadows Complex, Classroom A

Agenda

- I. Call to Order
- II. Approval of Minutes, February 13, 2023
- III. Treasurer's Activity
 - a. Approval of Bills to pay Abstract 4-2023
 - b. Approve payment of 2022 additional pay
- IV. Director's Update
 - a. Seamon update -Finalize Disbursement approval for assignment of payment
 - b. Hughes update
- V. Review Performance Measures
 - a. Legislative Day Feb 28, 2023
Darin attending
 - b. Directors' training worksheets
- VI. Review AEM hours
hours worked; projects
- VII. Review Training Goals for Board
- VIII. Continue review of policies (to be done yearly)
 - a. Review Policies Board Attendance, Personnel (thru end)
 - b. Discuss revision of Credit Card policy
 - b. Begin discussion on IT policy

Policies include: Personnel, Closeout, Procurement, Payments & Disbursements, Financial Management of Grant Funded Projects, Investment Policy, Public Employee Health Management Plan, Pandemic Flu Policy, Sexual Harassment Prevention Policy, FOIL
- IX. Review Cover Letters and C.V. for District Secretary position
- X. Any other old or new business
- XI. Adjourn

NEXT MEETING Monday, 13 March 2023.
10 AM Classroom A, Meadows.



Otsego County Soil & Water Conservation District

967 CO HWY 33 – RIVER ROAD – COOPERSTOWN, NEW YORK 13326-9222 – PHONE (607)
547-8337 ext. 4

Board of Directors
Training Journal 2023

Name: _____

Date joined Board: _____

Representing: _____

Board Meetings Attended:

Topics for Board Training	date completed	other notes
1. Conservation District Law	_____	_____
2. Effective Board Meetings	_____	_____
3. Director Responsibilities	_____	_____
4. Grants Management/ Program Administration	_____	_____
5. Ethics	_____	_____
6. Open Meetings Law	_____	_____
7. District Roles and Responsibilities	_____	_____
8. Partners in Conservation	_____	_____

Mandatory



Otsego County Soil & Water Conservation District

967 CO HWY 33 – RIVER ROAD – COOPERSTOWN, NEW YORK 13326-9222 – PHONE (607)
547-8337 ext. 4

Sexual Harassment Training _____

Board of Directors
Training Journal 2023

Name: _____

Participation at State, Regional and National Meetings and Functions:
Choose to participate in at least one (1) of the following:

(virtual meetings allowed)

- NACD National or Regional Meeting
- NACD Legislative Conference
- NYACD Annual Meeting
- NYACD Division Directors Meeting
- SWCC Meeting
- SWCC Subcommittee Meeting
- SWCC Manager Meeting
- NACD Leadership Conference
- CDEA;SWCC Water Quality Symposium
- CDEA Meeting
- CDEA Division Meeting
- Regional and/or State RC&D Meeting
- Organized Multi-County Watershed/Groundwater Initiative
- Forest Practice Board
- NYS Grange Annual Meeting
- FL-LOWPA Full Board Meeting
- NYS Fish & Wildlife Management Board Meeting
- NY Farm Bureau Young Farmers & Ranchers Leadership Conference
- Multi-County Watershed Boards
- County WQ Coordinating Committee
- NYSFOLA, Inc. Annual Conference
- NYSFOLA, Inc., Regional Conference
- NY Regional Stormwater Conference
- NY Certified Organic Regional Meetings
- Soil and Water Conservation Society Annual Meeting
- USDA Regional Meeting
- PRISM Meetings
- Empire Farm Days

~~RESOLUTION NO. 256-20120801~~

~~RESOLUTION AMENDING RESOLUTION NO. 85 OF
1978 ESTABLISHING RULES AND REGULATIONS OF THE
COUNTY OF OTSEGO AS REQUIRED BY ARTICLE 6 OF
THE PUBLIC OFFICERS' LAW (FREEDOM OF
INFORMATION LAW)~~

~~MURPHY, POWERS, SCHWERD, FRAZIER~~

~~RESOLVED, that the following Rules and Regulations be and are hereby
amended as follows:~~

~~RULES AND REGULATIONS OF THE COUNTY OF OTSEGO, NEW YORK, AS REQUIRED
BY ARTICLE 6 OF THE PUBLIC OFFICERS' LAW (FREEDOM OF INFORMATION LAW)~~
**Otsego County Soil and Water Conservation District
FOIL Policy**

- I. INTENT
- II. PUBLIC RECORDS
- III. RECORDS ACCESS OFFICER
- IV. WHEN AND WHERE
- V. FEES
- VI. UNWARRANTED INVASION OF PERSONAL PRIVACY
- VII. DENIAL OF ACCESS
- VIII. EXISTING RIGHT OF ACCESS
- IX. EFFECTIVE DATE

I. INTENT

It is the intent of the ~~County~~**District** by the adoption of these rules to provide the public individually and collectively as represented by “free news media”, unimpaired access to its public records as herein described.

II. PUBLIC RECORDS

The ~~County~~**District** ~~through its many and diverse departments~~ shall make available for public inspection, electronically transmit or copying all records, except those, or parts thereof, that:

- (a.) are specifically exempted from disclosure by state or federal statute;
- (b.) if disclosed would constitute an unwarranted invasion of personal privacy under the provisions of section VI of this resolution;
- (c.) if disclosed would impair present or imminent contract awards or collective bargaining negotiations;

- (d.) are trade secrets or are maintained for the regulations of commercial enterprise, which if disclosed would cause substantial injury to the competitive position of the subject enterprise;
- (e.) are compiled for law enforcement purposes and which, if disclosed, would:
 - i. interfere with law enforcement investigations or judicial proceedings;
 - ii. deprive a person of a right to a fair trial or impartial adjudication;
 - iii. identify a confidential source or disclose confidential information relating to a criminal investigation; or
 - iv. reveal criminal investigative techniques or procedures, except routine techniques and procedures;
- (f.) if disclosed would endanger the life or safety of any person;
- (g.) are inter-agency or intra-agency materials which are not:
 - i. statistical or factual tabulations or data;
 - ii. instructions to staff that affect the public, or
 - iii. final agency policy or determinations; or
- (h.) are examination questions or answers which are requested prior to the final administration of such questions.

III. RECORDS ACCESS OFFICER

The ~~District Manager~~~~Clerk of the Board of Representatives~~ is hereby designated the records access officer in accordance with § 1401.2 of the Rules of the Committee on Public Access to Records, and is directed to comply with Part 1401 of Chapter XXV of the Rules of the Committee on Public Access to Records and in particular to §1401.2 thereof.

IV. WHEN AND WHERE

- (a) Records shall be made available within five (5) working days of the receipt of the request.
- (b) Records shall be available at the office of the ~~County District official or department head having jurisdiction and responsibility thereof or at such other place as may be convenient to the particular official or department head.~~
- (c) If the agency does not provide or deny access to the record sought within five (5) business days of receipt of a request, the agency shall furnish a written acknowledgement of receipt of the request and statement of the approximate date when the request will be granted or denied. If the agency determines to grant a request in whole or in part, or deny such request, this shall be done within 20 business days from the date of the acknowledgement receipt of the request. If access to records is neither granted or denied within ten business days after the date of acknowledgement of receipt of a request, the request may be construed as a denial of access that may be appealed.

- (d) In the event a requested record cannot be found the ~~County official or department head~~District Manager shall certify that he/she has searched the records in his/her custody and that such record cannot be found.
- (e) The CountyDistrict shall make and maintain for public inspection and copying a list to identify available records, which list shall be compiled and maintained by the records access officer.

V. FEES

- (a) The CountyDistrict shall make no charge for an inspection of its records.
- (b) The CountyDistrict shall charge \$.25 for each 8 1/2" X 14" photocopy that its officials, department heads or employees are required to make except as otherwise authorized by law. Other copies shall be available at the cost thereof.
- (c) The CountyDistrict shall make no charge for each certificate that a CountyDistrict official or department head attaches to the record certifying to its correctness, except as otherwise authorized by law.
- (d) The CountyDistrict will provide records on the medium requested, if the agency can reasonably make such copy. The CountyDistrict shall charge the actual cost of the medium requested.
- (e) For those records that require a substantial amount of time to prepare, greater than two (2) hours, the CountyDistrict shall charge a fee based on the cost of the storage medium used as well as the hourly salary of the lowest paid employee who has the skill needed to prepare the records.
- (f) In rare cases, if the CountyDistrict is incapable of preparing a copy, the CountyDistrict can charge the actual cost of engaging a private professional service to do so. The CountyDistrict will notify the applicant in advance of this fee.

VI. UNWARRANTED INVASION OF PERSONAL PRIVACY

The CountyDistrict shall not permit an unwarranted invasion of personal privacy through access to its records. An unwarranted invasion of personal privacy includes, but is not limited to:

- (a) Disclosure of personal matters as may have been reported in confidence and which are not relevant to the ordinary work of the CountyDistrict;
- (b) Disclosure of employment, medical or credit histories or personal references of applicants for employment, except such records may be disclosed when the applicant has provided a written release permitting such disclosure;
- (c) Disclosure of items involving the medical or personal records of a client or patient in a hospital or medical facility;
- (d) The sale or release of lists of names and addresses in the possession of the CountyDistrict if such lists would be used for private, commercial or fundraising purposes;

- (e) Disclosure of items of a personal nature when disclosure would result in economic or personal hardship to the subject party and such records are not relevant or essential to the ordinary work of the ~~County~~District.

VII. DENIAL OF ACCESS

- (a) Should access be denied, such denial shall be in writing, stating the reason therefore and advising the person denied access of his (or her) right to appeal to the Chair of the ~~District Board of Directors~~~~Board of Representatives~~ or his/her designee, and that person shall be identified by name, title, business address and business telephone number.
- (b) Should ~~a County official or department head~~the District Manager deny access to any County record to anyone, such party may, within thirty (30) days, appeal such denial to the Chair of the ~~District Board of Representatives~~Directors, or his/her designee, who shall within five (5) days furnish the record or state in detail and in writing his/her reasons for denial thereof.
- (c) The time for deciding an appeal by the individual or body designated to hear appeals shall commence upon receipt of written appeal identifying:
 - i. The date and location of a request for records;
 - ii. The records that were denied; and
 - iii. The name and return address of the appellant.
- (d) The ~~County~~District shall transmit to the Committee on Open Government copies of all appeals upon receipt of an appeal. Such copies shall be addressed to:

Department of State
 Committee on Open Government
 1 Commerce Plaza, 99 Washington Avenue
 Albany, New York 12231

- (e) The Chair of the Board of ~~Representatives~~Directors shall inform the appellant and the Committee on Open Government of his/her determination, in writing, within seven (7) business days of receipt of an appeal.
- (f) A final denial of access to a requested record, as provided for in subdivision (e.) of this section, shall be subject to court review, as provided for in Article 73 of the Civil Practice Law and Rules.

VIII. EXISTING RIGHT OF ACCESS

Nothing in these Rules and Regulations shall be construed to limit or abridge an existing right of access at law or in equity of any party to public records kept by the ~~County~~District.

~~IX. EFFECTIVE DATE~~

~~These Rules and Regulations as presented shall amend such Rules and Regulations as adopted by Resolution No. 85 of 1978.~~

~~Changes to the original Rules and Regulations are bolded.~~



Otsego County Soil & Water Conservation District
967 CO HWY 33 – RIVER ROAD – COOPERSTOWN, NEW YORK 13326-9222 –
PHONE (607) 547-8337 ext. 4

Email: galanopouosc@otsegoilandwater.com

Website: <https://www.otsegoilandwater.com>

Request for Quotation

Instructions: Please fill in the table below and submit the form by email to galanopouosc@otsegoilandwater.com

Snowplowing Services
for the property located at 967 Co. Hwy 33, Cooperstown, NY.

The OCSWCD requires the snow be plowed from the parking lot, front and rear walkways cleared of snow and ice by 6:30 am when accumulations are 2” or greater.

Company Name	Epic Landscapes, Inc.
Contact Person	Kevin Green
Contact Mailing Address	PO Box 908, Cooperstown, NY 13326
Contact Phone Number	607-547-5800
Contact Email Address	kevin@epic-landscapes.com
Description of Services	See Attached
Cost	See Attached



Epic Landscapes, Inc.
P.O. Box 908
Cooperstown, NY 13326

607-547-5800
 kevin@epic-landscapes.com
 www.epic-landscapes.com

Bill To
Otsego County Soil & Water Conservation 967 Co. Hwy. 33 Cooperstown, NY 13326

Contract

Date	Invoice #
2/16/2023	20230162

Service Details Per Occurrence	Amount
CABIN	
Tier 2 - Commercial Snow Removal: Removal of snow from both parking lot and sidewalks when snow accumulates to 2 inches. Snow will be removed multiple times during a storm in approximately 3-hour intervals with a maximum of 4 services per day. Heavy snowfall or an accumulation of over 18" may incur additional charges and affect frequency of service.	50.00T
Tier 2 - Salt and Ice Melt: Spread rock salt on paved driveway and parking lot areas and spread ice melt on sidewalks around property as needed so ice does not build up on paved or concrete areas. Salt and ice melt will be applied at the end of a storm no more than twice a day.	50.00T
Sales Tax	18.00
NOTE: Any additional work not included in the contract will be billed based on an hourly rate and materials used. Estimates for all work will be provided upon request.	Deposit
PAYMENT TERMS: Payments or deposit are due, in full, within 30 days of date on invoice. Checks to be made payable to EPIC LANDSCAPES, INC.	

I agree to all terms and conditions stated in this contract and attachment.

Date:
Property owner or owner's agent's signature

Date:
Kevin Green, Epic Landscapes

Otsego County Soil & Water Conservation District

Payroll summary by employee report

From Jan 01, 2022 to Dec 31, 2022 for all employees from all locations

Name	Hours	Gross pay	Other pay	Employee taxes & deductions	Net pay	Employer taxes & contributions	Total payroll cost
Total	Gross 9384.42h	\$242,355.55		Total -\$58,449.64	\$169,945.18	Total \$58,132.86	\$300,488.41
	Regular 7603.58h	\$181,657.39		Employee taxes -\$49,596.50		Employer taxes \$17,782.48	
	Other	\$960.00		FIT -\$21,126.39		SS \$14,411.96	
	Sick 74h	\$2,252.65		SS -\$14,411.96		Med \$3,370.52	
	Vac 184.17h	\$5,151.00		Med -\$3,370.52		NY Re-emp \$0.00	
	Sal 1406.67h	\$49,377.49		NY IT -\$10,687.63		NY SUI \$0.00	
	Holiday 116h	\$2,936.12		Aftertax deductions -\$8,853.14		Contributions \$40,350.38	
	Comp Time	\$20.90		NYS Child Support -\$6,290.00		Excellus BCBS \$40,350.38	
	Pretax deductions -\$13,960.73			NYSLRS Loan - Jordan -\$1,297.16			
	Excellus BCBS	-\$9,904.76		Payroll Correction -\$1,246.50			
	414 (h)	-\$4,055.97		Payroll Adjustment \$0.00			
	Adjusted gross \$228,394.82			414(h) - Service Credit Payments -\$19.48			
Andreassen, Christopher M	Gross 2277.54h	\$61,148.20		Total -\$12,705.58	\$45,144.32	Total \$18,349.67	\$79,497.87
	Regular 2226.04h	\$59,761.82		Employee taxes -\$12,705.58		Employer taxes \$4,425.51	
	Sick 16h	\$430.72		FIT -\$5,537.87		SS \$3,586.69	
	Vac 9.5h	\$255.74		SS -\$3,586.69		Med \$838.82	
	Holiday 26h	\$699.92		Med -\$838.82		NY Re-emp \$0.00	
	Pretax deductions -\$3,298.30			NY IT -\$2,742.20		NY SUI \$0.00	
	Excellus BCBS	-\$3,298.30				Contributions \$13,924.16	
	Adjusted gross \$57,849.90					Excellus BCBS \$13,924.16	

Name	Hours	Gross pay	Other pay	Employee taxes & deductions	Net pay	Employer taxes & contributions	Total payroll cost			
*Clements, Jordan D	Gross	1440h	\$52,099.08		Total	-\$20,861.66	\$28,383.46	Total	\$15,183.09	\$67,282.17
	Other		\$960.00		Employee taxes	-\$12,028.00		Employer taxes	\$3,767.25	
	Sick	40h	\$1,420.53		FIT	-\$5,827.23		SS	\$3,053.20	
	Vac	80h	\$2,841.06		SS	-\$3,053.20		Med	\$714.05	
	Sal	1320h	\$46,877.49		Med	-\$714.05		NY Re-emp	\$0.00	
	Pretax deductions		-\$2,853.96		NY IT	-\$2,433.52		NY SUI	\$0.00	
	Excellus BCBS		-\$2,853.96		Aftertax deductions	-\$8,833.66		Contributions	\$11,415.84	
	Adjusted gross		\$49,245.12		NYS Child Support	-\$6,290.00		Excellus BCBS	\$11,415.84	
					NYSLRS Loan - Jordan	-\$1,297.16				
					Payroll Correction	-\$1,246.50				
Galanopoulos, Chris	Gross	373.34h	\$10,770.43		Total	-\$2,424.66	\$8,022.66	Total	\$823.94	\$11,594.37
	Regular	254.67h	\$7,347.23		Employee taxes	-\$2,424.66		Employer taxes	\$823.94	
	Sal	86.67h	\$2,500.00		FIT	-\$1,097.23		SS	\$667.77	
	Holiday	32h	\$923.20		SS	-\$667.77		Med	\$156.17	
	Pretax deductions		-\$323.11		Med	-\$156.17		NY Re-emp	\$0.00	
	414 (h)		-\$323.11		NY IT	-\$503.49		NY SUI	\$0.00	
	Adjusted gross		\$10,447.32							
Giroux, Karl A	Gross	2164.6h	\$45,144.22		Total	-\$8,153.41	\$33,068.99	Total	\$13,527.38	\$58,671.60
	Regular	2057.93h	\$42,893.92		Employee taxes	-\$8,153.41		Employer taxes	\$3,257.12	
	Sick	10h	\$209.00		FIT	-\$3,147.46		SS	\$2,639.76	
	Vac	70.67h	\$1,477.00		SS	-\$2,639.76		Med	\$617.36	
	Holiday	26h	\$543.40		Med	-\$617.36		NY Re-emp	\$0.00	
	Comp Time		\$20.90		NY IT	-\$1,748.83		NY SUI	\$0.00	
	Pretax deductions		-\$3,921.82		Aftertax deductions	\$0.00		Contributions	\$10,270.26	
	Excellus BCBS		-\$2,567.50		Payroll Adjustment	\$0.00		Excellus BCBS	\$10,270.26	
	414 (h)		-\$1,354.32							
	Adjusted gross		\$41,222.40							
*Kugler, Mark L	Gross	964.46h	\$21,245.10		Total	-\$4,371.33	\$15,051.44	Total	\$6,274.72	\$27,519.82
	Regular	964.46h	\$21,245.10		Employee taxes	-\$4,371.33		Employer taxes	\$1,534.60	
	Pretax deductions		-\$1,822.33		FIT	-\$1,758.64		SS	\$1,243.73	
	Excellus BCBS		-\$1,185.00		SS	-\$1,243.73		Med	\$290.87	
	414 (h)		-\$637.33		Med	-\$290.87		NY Re-emp	\$0.00	
	Adjusted gross		\$19,422.77		NY IT	-\$1,078.09		NY SUI	\$0.00	
					Aftertax deductions	\$0.00		Contributions	\$4,740.12	
					Payroll Adjustment	\$0.00		Excellus BCBS	\$4,740.12	

Name	Hours	Gross pay	Other pay	Employee taxes & deductions	Net pay	Employer taxes & contributions	Total payroll cost		
Zimmerman, Daniel M	Gross	2164.48h		Total	-\$9,933.00		Total	\$3,974.06	\$55,922.58
	Regular	2100.48h	\$50,409.32	Employee taxes	-\$9,913.52	\$40,274.31	Employer taxes	\$3,974.06	
	Sick	8h	\$192.40	FIT	-\$3,757.96		SS	\$3,220.81	
	Vac	24h	\$577.20	SS	-\$3,220.81		Med	\$753.25	
	Holiday	32h	\$769.60	Med	-\$753.25		NY Re-emp	\$0.00	
	Pretax deductions		-\$1,741.21	NY IT	-\$2,181.50		NY SUI	\$0.00	
	414 (h)		-\$1,741.21	Aftertax deductions	-\$19.48				
	Adjusted gross		\$50,207.31	Payroll Adjustment	\$0.00				
				414(h) - Service Credit Payments	-\$19.48				

	Chris A	Christos G	Karl G	Dan Z	
					TOTALS
2022 Bonuses	\$4,000	\$0	\$6,000	\$3,000	\$13,000
Annualized Rate of Pay	\$55,993.60	\$60,000.00	\$43,472.00	\$50,024.00	\$209,489.60
2021 Bonus	\$3,000.00				\$3,000.00
Budgeted Total Pay w/2021 & 2022 Bonuses	\$62,993.60	\$10,770.43	\$49,472.00	\$53,024.00	\$176,260.03
Total Paid in 2022	\$61,148.20	\$10,770.43	\$45,144.22	\$51,948.52	\$169,011.37
Amount Due to Employee	\$1,845.40	\$0.00	\$4,327.78	\$1,075.48	\$7,248.66

OCSWCD Abstract 4-2023 - February 24, 2023

Inv #	Inv \$	Vendor	Paid \$	Brief Descr	Acct Code
33	\$426.49	NYSEG x183	\$426.49	Electric	8730.441
34	\$152.24	NYSEG x217	\$152.24	Electric	8730.441
35	\$279.96	Charter Comunications	\$279.96	Cable	8730.442
36	\$21.25	Russ Smith	\$21.25	Garbage Removal	8730.404
37	\$5,658.64	Key Bank	\$5,480.53	Credit Card	various
38	\$6,570.00	Insero	\$0.00	Audit	NA
39	\$275.85	The Trophy Guy	\$275.85	Plaque for Rathbun	8730.4040
40	\$5,053.25	Blue Cross	\$5,053.25	Health Insurance	8730.8200
41	\$253.69	NYSEG x209	\$253.69	Electric	8730.441
42	\$1,295.84	NYSEG x183	\$869.35	Electric	8730.441
43	\$319.95	NYSEG x217	\$167.75	Electric	8730.441
44	\$354.10	NYSEG x209	\$354.10	Electric	8730.441
45	\$1,656.00	Cincinnati Insur Co	\$1,656.00	Insurance	8730.452
46	\$31,658.00	NYSLRS	\$31,658.00	Reitirement	8730.8100
"	\$125.00	NYSLRS	\$125.00	Penalty	8730.4040
Total	\$54,100.26		\$46,773.46		
Approved for payment on 2/24/23.					

Otsego County Soil and Water Conservation District

Director Attendance Policy

1. Members of the SWCD Board of Directors are expected to attend the meetings of the district board as well as state or regional training sessions or functions important to the operation of the district.
2. Unless otherwise provided by New York State law, the failure of any member of the district board to attend at least 70% of its regular meetings¹, as well as one state, regional or board training session, in a 12 month period, unless such absence is excused for good cause, shall constitute grounds for removal by the appointing authority, i.e., the Otsego County Board of Representatives.
3. Removal of any member of the district board by the Otsego County Board of Representatives will be in accordance with the Soil and Water District Law, which states, "Any director may be removed by the county board upon acceptable proof presented by the district board, the county board or the state committee upon notice and hearing for neglect of duty, continued absence from meetings, failure to perform accepted assignments or malfeasance in office and for no other reason."
4. When an appointed member of the district board is absent from a regular or special meeting of the district board, that person must provide a reason for the absence to the district board directly or through the district board chair.
5. The district board may determine that a member has not attended at least 70% of its regular meetings and at least one state, regional or board training session in a 12 month period due to unexcused absences by majority vote of the other members of the district board.
6. The chair or presiding officer of the district board shall promptly notify the appointing authority when the district board has determined that a member of the district board has not attended at least 70% of the regular board meetings and at least one state, regional or board training session in a 12 month period due to unexcused absences.

¹ As of adoption of this policy, the board holds 12 monthly regular meetings per year, 70% of which is eight.