



---

## Otsego County Soil & Water Conservation District

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

**Monday, 27 March 2023**

**1 PM**

**Meadows Complex, Classroom A**

### Agenda

- I. Call to Order
  - II. Approval of Minutes, March 13, 2023
  - III. Treasurer's Activity
    - a. Approval of Bills to pay Abstract 6-2023
    - b. Approval of Financial Report
  - IV. Director's Update
    - A. Existing projects
      - a. Buffer  
complete close out check list
      - b. Hughes update
      - c. Climate Resiliency Update
    - B. Envirothon
    - C. AEM
    - D. New District Updates District Forester
      - a. Cleaning RFP
  - V. Review Performance Measures
    - a. Directors' training worksheets
    - b. List of topics remaining: Effective Board Mtgs; Director Responsibilities; Grants Mgmt/ Program Admin; Ethics; Open Meetings Law; Partners in Conservation (completed: Conservation District Law; Open Meetings Law; District Rules & Responsibilities). Scott will be presenting individually tailored program on AEM for our District.
  - VI. Continue review of policies (to be done yearly). Continuing items for review
    - a. Review Policies Board Attendance, **Personnel** (thru end next mtg)
    - b. Discuss revision of Credit Card policy
    - b. Begin discussion on IT policy
      - Policiies 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, FOI
  - VII. Any other old or new business
  - VIII. Adjourn
- NEXT MEETING Monday, 10 April 2023.  
10 AM Classroom A, Meadows.

OCSWCD Abstract 6-2023

<b>Inv #</b>	<b>Inv \$</b>	<b>Vendor</b>	<b>Brief Descr</b>	<b>Acct Code</b>
57	\$10.00	Spectrum	internet service	8730.4420
58	\$308.31	NYSEG x217	Electric	8730.441
59	\$365.25	NYSEG x209	Electric	8730.441
60	\$167.41	NYSEG x217	Electric	8730.441
61	\$354.10	NYSEG x225	Electric	8730.441
62	\$5,053.25	Blue Cross	Health Insurance	8730.8200
63	\$600.00	NYACD	Membership Dues	8730.4602
64	\$718.56	Key Bank x0230	Square Space	8730.4420
	\$623.80	Key Bank x5417	Envirothon Tee Shirts	8730.4440
	\$79.65	Key Bank x5417	Office Supplies	8730.4430
	\$139.66	Key Bank x5417	Lobbying Day	8730.4310
65	\$1,561.67	NYSEG x183	Electric	8730.4410
<b>Total</b>	\$9,981.66			
Approved for payment on 3/27/23.				



## Otsego County Soil & Water Conservation District

967 Co Hwy 33  
Cooperstown NY 13326

### Grant Closeout Checklist

MA Verification that Procurement Checklist and Payment Request was approved for each payment made to the landowner (or on the landowner's behalf) as per the District Policy: Financial Management of Grant-funded Projects.

MA Verification that the certified CNMP is up to date and includes components of a waste management system.

1/3 Original Signed Copies of District/Landowner Contract aka "BMP Funding Agreement" with Appendices:

A (Budget & Plan of Work per State Contract),

MA  B (Procurement Policy and Procedures),

C (Checklist for Successful Implementation) and

MA  D (Special Provisions for Existing Manure Storage Facility if applicable)

Verify total amount stated in funding agreement has not been exceeded

MA Original Signed Copy of Landowner/Contractor Contract

need to take w/it buffers  
MA Verification that a Copy of the Operations and Maintenance Requirements for each BMP is located in the host District's office for review by NY State Soil & Water Conservation Committee staff

NA Verification that a copy of Certified Design/Drawings for Implementation for each BMP is located in the host District's office

~~MA~~ Private Engineering or NRCS Certification certifying that the BMP was installed to NRCS Specs. Includes CCA certification for Cover Crops as well. (Copies of this form are available from MCSWCD if needed)

Before and After Photos of BMP(s) that were installed

Summary BMP Implementation Narrative including nutrient/soil savings and units installed

Farm expenditure summary that includes landowner & SWCD certification signatures

#### In-Kind Match documentation including:

Seam  Completed Landowner Time Log including date work was performed, hours, cost/hour, type of equipment

Documentation of cost of materials

---

**Bills/receipts must include the following information:**

- All bills and receipts are dated within the contract dates. (Clear, legible copies of bills are acceptable)
- Identify the materials or services provided
- Include the quantity and price
- Services provided – either hours and rate or per contract bid
- Services provide – description of work done. (This does not need to be detailed but should be more than “bulldozer”) Something that gives an indication of what was done so that district reviewing the bills can determine if the hours are reasonable
- If bill paid by the farmer, include date paid and check # w/ copies of cleared checks

**Other Considerations**

- Was this BMP identified in the original Plan of Work?
- Was any capital equipment leased?
- Did the landowner receive copies of the O & M requirements?
- Copy of W9 Form, Signed by Landowner/Farmer *Ask Scott about 1099's*
- Copy of check/payment from other grant source as match (if applicable)
- Verification that the CFP is consistent with the District's share of project costs.
- Verification that the FES was signed by the landowner.
- Verification that total of landowner contribution and District contribution does not exceed total project costs as per the District-AGM contract.

**If applicable:**

- NA*  If landowner decides to go with a bid that it is not the lowest bid received in accordance with the procurement policy then the District will need to provide a written statement stating that the landowner chose to go with the higher bid at their own expense and have paid the difference between the lowest bid and the bid that they selected
- NA*  A copy of a signed written lease for the BMP if it was installed on rented land and has a life span of 5 years or more
- NA*  Copies of any necessary environmental permits

*- Ask about the quickbooks and personnel cost*  
*- Change the "Timeliness" word and add the fact that we overpaid in the same section*

---



---

## Otsego County Soil & Water Conservation District

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

### Request for Janitorial Services

This following announcement is intended for persons interested in janitorial and sanitation services of the Otsego County Soil & Water Conservation district, located on 967 Co. Hwy 33 Cooperstown NY. Said qualified candidate is required to appear on the property premise no earlier than 4:25 pm and begin cleaning services no later than 4:30 on said days. Work days for said janitor/cleaner are every Tuesday and Friday, unless negotiated otherwise. If negotiated otherwise, said days are \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_. Said position duties entail the following in accordance to their timeframe of execution.

**Daily:** Empty trash receptacles. Sweep entrances, lobbies, and corridors. Spot sweep floors, and spot vacuum carpets. Clean drinking fountains. Sweep and damp mop or scrub restroom. Clean all restroom fixtures, and replenish restroom supplies. Dispose of all trash and garbage generated in or about the building. Wash inside and out or steam clean cans used for collection of food remnants from snack bars and vending machines. Clean elevators and escalators. Remove carpet stains. Police sidewalks, parking areas, and driveways. Sweep loading dock areas and platforms. Clean glass entry to the space.

**Weekly:** Damp mop and spray buff all resilient floors in restrooms and health units. Sweep sidewalk, parking areas, and driveways (weather permitting).

Every two weeks: Spray buff resilient floors in secondary corridors, entrances, and lobbies. Damp mop and spray buff hard and resilient floors in office space.

Monthly: Thoroughly dust furniture. Completely sweep and/or vacuum carpets. Sweep storage space. Spot clean and wall surfaces within 70 inches of the floor.

Every two months. Damp wipe restroom wastepaper receptacles, stall partitions, doors, window sills, and frames. Shampoo entrance and elevator carpets.

Three times a year: Wash all interior and exterior windows and other glass surfaces. Strip and apply four coats of finish to resilient floors in restrooms. Strip and refinish main corridors and other heavy traffic areas.

Annually. Wash all venetian blinds, and dust 6 months from washing. Vacuum or dust all surfaces in Building more than 70 inches from the floor, including light fixtures. Vacuum all draperies in place. Strip and refinish floors in offices and secondary lobbies and corridors. Shampoo carpets in corridors and lobbies. Clean balconies, ledges, courts areaways and flat roofs.

Every two years: Shampoo carpets in all offices and other non-public areas.



---

## **Otsego County Soil & Water Conservation District**

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

Every five years: Dry clean or was (as appropriate) all draperies.

As required: Properly maintain plants and lawns. Provide initial supply, installation, and replacement of light bulbs, tubes, ballasts, and starters. Provide an empty exterior ash cans and clean area of any discarded cigarette butts.

Cleaning products to be used are to be:

- Packaged ecologically
- Considered environmentally beneficial and/or recycled products that are phosphate free, non-corrosive, non-flammable and fully biodegradable.
- Minimize the use of harsh chemicals and irritating fumes.
- Do not cause a negative or allergic reaction to any workers in the office

As noted earlier, it is required that the cleaner arrive at 4:25 pm and start work at 4:30 pm, unless said department worker or workers are still busy in their current line of duty. The office and its workers, along with the services provided, are a public institution where all safety measures and procedures are required to be followed as to informing said entities what type of cleaning is to be commenced and any tripping hazards/safety procedures are required to be followed.