



**Otsego County Soil & Water Conservation District
Board of Directors Regular Meeting
Minutes and Order of Business**

13 November 2023

Meeting called to order by Meg at 10:00AM, followed by AEM Training Session until 12:00PM led by Greg Albrecht.

In attendance:

Directors – Meg Kennedy (Chair) (left at 12:52pm), Darin Hickling (Vice Chair), Ed Lentz (Treasurer), Helene Kraham (left at 1:10pm), Jennifer Mickle (left at 12:45pm)

District Staff – Christos Galanopoulos (DM), Dan Zimmerman, Reya Mertz

NYS A&M – Greg Albrecht (AEM Coordinator), Scott Fickbohm (Reg Assoc Environmental Analyst)

At its Annual Meeting on 10/24-26/2023, NYACD recognized Hicklings Fish Farm with its Appreciation Award. Meg presented the NYACD plaque to Darin.

Meg, Christos, and Robin attended NYACD in person on 10/25 while Helene participated via phone. Christos stayed overnight and attended Dan's presentation on Thursday. This participation resulted in satisfying performance measures.

Jennifer has acquired one AED from County EMS for placement in the District Office. The County will maintain the unit and offered to provide a wall-mounted cabinet for the unit, which the District accepted. Jennifer will ask EMS if one AED is adequate coverage for both sites.

Motion to accept Meeting Minutes of 10/13 by Ed, second by Helene. Vote to adopt 6-0.

Treasurer Report

Motion to approve Abstract 17-2023 (\$37,720.24) by Jennifer, second by Darin. Vote to adopt 6-0.

Motion to approve WQCC Abstract 05-2023 (\$178.93) by Helene, second by Jennifer. Vote to adopt 6-0.

Motion to approve Mini Grant Part C Abstract 04-2023 (\$333.46) by Helene, second by Darin. Vote to adopt 6-0.

(12:45 Jennifer left meeting)

Motion to accept October 2023 Financial Reports by Helene, second by Darin. Vote to adopt 5-0 (Meg, Darin, Ed, Helene, Doug).

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Motion to adopt 2024 SWCD Budget by Ed, second by Helene. Vote to adopt 5-0 (Meg, Darin, Ed, Helene, Doug).

District Secretary/Assistant Treasurer Reports

RESOLUTION 03-2023

13 November 2023

Authorizing participation by the Otsego County Soil and Water Conservation District in the AEM Base Program.

WHEREAS, the New York State Soil and Water Conservation Committee has issued an application inviting Soil and Water Conservation Districts or group of Districts acting jointly to submit action plans for funding under Round 18 of the AEM Base Program; and

WHEREAS, the Otsego County Soil and Water Conservation District has determined that certain works, as described in its application and attachment (the "Projects") is in the public interest and consists of activities that will reduce and/or prevent nonpoint source pollution from agricultural sources; now, therefore, be it

RESOLVED by the Otsego County Soil and Water Conservation District Board

- 1) That Christos Galanopoulos, District Manager, or such person's successor in office, is the representative to act on behalf of the District's governing body in all matters related to State Assistance under the AEM Base Program. The representative is authorized to make application, execute the contract for State Assistance, submit project documentation, and otherwise act for the District governing body in all matters related to the Project;
- 2) That the District Agrees to fund its position of the cost of the Project as provided in the application;
- 3) That one (1) certified copy of this Resolution be prepared and attached to the application for funding under Round 18 of the AEM Base Program;
- 4) That the resolution takes effect immediately to cover all authorization aspects related to the Round 18 of the AEM Base Program

YES

Margaret Kennedy, Chair
Darin Hickling, Vice Chair
Edward Lentz, Treasurer
Helene Kraham
Jennifer Mickle
Doug Roberts

NO

ABSTAIN

Motion to approve Resolution 3-2024 by Darin, second by Doug. Vote to adopt 6-0.

Motion to approve NYS Form POA-1 authorizing Robin and Christos to act as authorized representatives to receive confidential information from Dept of Taxation & Finance by Helene, second by Jennifer. Vote to adopt 6-0.

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Motion to accept General Security proposal for building security base system plus interior sensors and monitoring by Darin, second by Jennifer. Vote to approve 6-0.

	Account	Descr		Notes
FROM	8730.4510	Insurance - Auto and Field Equipment	7,400.00	correct over budget lines
TO	8730.4160	Misc Supplies for Cons.	60.00	correct over budget lines
TO	8730.4250	Water Quality Committee - Buoy	2,000.00	correct over budget lines
TO	8730.4310	Travel/Training exp (Employees)	2,000.00	correct over budget lines
TO	8730.4430	Office Supplies	2,000.00	correct over budget lines
TO	8730.4605	Grant Expenses	1,340.00	correct over budget lines

Motion to approve budget modifications by Helene, second by Doug. Vote to adopt 5-0.

**RESOLUTION 02-2023
13 November 2023**

Authorizing adoption of Retention and Disposition Schedule for New York Local Government Records (LGS-1) for use by all officers.

WHEREAS, in accordance with Section 57.25 of the Arts and Cultural Affairs Law, and Part 185, Title 8 of the Official Compilation of Codes, Rules and Regulations of the State of New York, the State Archives of the New York State Education Department has prepared and issued *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*; and

WHEREAS, local governing bodies must approve such schedules before the same may be used to authorize the destruction of public records and must rely on such schedules when making decisions concerning the preservation and disposition official records, and, the Otsego County Soil & Water Conservation District Board of Directors has reviewed the most current issue of *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*; now, therefore, be it

RESOLVED, by the Board of Directors, of Otsego County Soil & Water Conservation District, that *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein; and further

RESOLVED, that in accordance with Article 57-A:

- a) only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, after they have met the minimum retention periods described therein;
- b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

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YES

NO

ABSTAIN

Margaret Kennedy, Chair
Darin Hickling, Vice Chair
Edward Lentz, Treasurer
Helene Kraham
Jennifer Mickle
Doug Roberts

Motion to approve Resolution 2-2024 by Doug, second by Helene. Vote to adopt 5-0 (Meg, Darin, Ed, Helene, Doug).

No objection to engaging Putnam Pest Control to continue services in 2024. Christos will sign agreement.

No objection to engaging Epic Landscaping for snow removal again this winter. Christos will sign agreement.

Rent payments were temporarily held up due to SAM registration issues but have since been deposited. We still await a determination as to whether a rent increase should have occurred beginning in Year 6 of the rental agreement.

District Manager Reports

The DEC Soil & Sediment Control Training on 10/27 went well. There were 17 participants. The training allowed the District to meet a performance measure and so would be a good event to re-schedule each year.

Christos and Reya do not qualify to take this year's NYS Sediment and Erosion Control Certificate exam, but will still attend the training for the experience and networking opportunities.

Still waiting for CRF updates regarding the engineer and the Ag NPS agreement.

Christos had an interview with *Freeman's Journal*. The topic was riparian buffers.

Meg has had discussions with the County Personnel Department regarding the specifications for County Forester. The next step is to update the job description to reflect the things the SWCD wants to include.

Dan reported the logging at Taylor Hill is progressing nicely and is 60-70% complete. The entire parcel had to be re-marked because the original marks had weathered away. Reya and Shamar helped mark the 4000 trees.

As the Chair of the NY Forester Association, Dan has spoken with a State DEC Officer, Mr. Maxson, who also has been working with other SWCD for the Regenerate NY program. If the Board is interested, Dan will get more information on that program.

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The County has approved the volunteer trail maintenance program. The County Attorney has not given conclusive information regarding avoidance of potential liabilities that may arise from the volunteer program.

Dan would like guidance from the County to include forestry planning within the District AEM. He feels there is a worthwhile opportunity to assist private landowners in developing Forest Management Plans. Meg has had discussions with the County Personnel Department regarding the specifications for a County Forester. The next step is to update the job description to reflect the things the SWCD wants to include.

Motion to allow Dan to advertise and dedicate resources for the development of Forest Management Plans program for private landowners within the District AEM by Ed and second by Darin. Vote to adopt 6-0.

Dan has had discussions with the Nature Conservancy in hopes of finding a forest resiliency program partner. Unfortunately, the Nature Conservancy does not seem interested in doing business with the County unless there is a large public outreach component to it. Dan thinks a good start for outreach may be to distribute a forestry flier similar to the one put out by Franklin County SWCD. Meg suggested Dan attend the next SWEC (Solid Waste & Environmental Concerns) meeting to present this information directly to the County to get their guidance on how/whether to pursue a Nature Conservancy partnership.

Motion to authorize Christos to enter into agreement with USC for Best Management Program by Ed and second by Helene. Vote to adopt 5-0 (Meg, Darin, Ed, Helene, Doug).

(12:50 Meg left meeting.)

(1:10 Helene left meeting, ceasing official business due to lack of quorum; radar station presentation continued for those remaining.)

Christos introduced Doug Willies and Matt Albright who presented a comprehensive program on installing a radar station at the Shadowbrook inlet to Otsego Lake to monitor and provide data about water inflows to the Lake. The presentation led to a request for SWCD to agree to ownership and maintenance of the station (including costs for data storage) after installation is complete. Towns surrounding the Lake may agree to contribute funds and labor to install the equipment.

Next meeting 11 December 2023 at 10:00AM in the Meadows Complex, Classroom A.

Respectfully submitted,



Robin Moshier, District Secretary



Otsego County Soil & Water Conservation District

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

Tuesday, 10 October 2023

10:00 AM

Meadows Complex, Classroom A

Agenda

I. Call to order

II. Acceptance of Meeting Minutes – 11 September

III. Treasurer's report

- A. Approval of claims, Abstract 17-2023
- B. Approval of claims, Mini Grant [Part C] Abstract 04-2023
- C. Approval of claims, WQCC Abstract 04-2023
- D. Acceptance of financial report –October 2023
- E. Discussion of 2024 Proposed Budget

IV. District reports

A. District Secretary/Assistant Treasurer

1. Designate Robin & Christos to act as authorized representatives to receive confidential information from NYS Department of Taxation & Finance (Form POA-1)
2. Putnam Pest Control agreement 2024 renewal
3. Snow removal/parking lot maintenance agreement for winter 2024
4. NRCS rent
5. Building security system discussion
6. NYSLRS withholdings
7. Proposed budget mods
8. Resolution to adopt *LGS-1 Local Government Retention Schedule*
9. Resolution to authorize participation by OCSWCD in AEM Base Program

B. District Manager

1. NYACD award announcement & plaque
2. *Freeman's Journal* riparian buffers interview
3. USC BMP contract
4. Sediment Erosion Training forms
5. Existing Projects

10 October 2023

Otsego County Soil & Water Conservation District

Agenda

- a) Climate resiliency
- 6. Round 29 – Project #37-1
- 7. DEC Sediment Erosion Control Training
- 8. Radar Station
- 9. Otsego 9E planning
 - a) Non-Ag NPS Otsego Lake Tributary Assessment Application
- 10. Effective Board meetings, Director responsibilities
- 11. Department reports
- 12. Forestry situation
 - a) Taylor Hill Logging situation
 - b) Trail volunteer maintenance

V. NRCS

VI. Other reports

- A. Old business
 - 1. Review performance measures
 - a) Grants management
 - 2. Replace 2013 Chev Equinox LS

VII. New Business

- A. AEM Training

VIII. Next Meeting

Monday, 11 December 2023
10:00AM
Meadows Complex, Classroom A

Otsego County Soil and Water Conservation District

Abstract of Claims 17-2023

voucher	amount	vendor	description	account	check
232	\$12.00	NYS Conservationist	subscription	8730.4160	
233	\$679.50	Dairy One	soil samples	8730.4220	
234	\$218.32	Ed & Ed	meter reads	8730.4040	
235	\$276.41	Christos Galanopoulos	travel - USC Conf, NYACD	8730.4310	
236	\$510.12	NYSEG	utilities	8730.4410	
237	^{290.82} \$302.99	Robin Moshier	travel - NYSLRS, NYACD	8730.4310	
238	\$555.33	Otsego County Highway Dept	fuel	8730.4630	
239	\$99.15	PayChex	payroll	8730.4040	
240	\$345.00	Putnam Pest Control	pest control - Apr thru Oct	8730.9100	
241	\$165.00	Sentry Alarms, LLC	assess alarm system	8730.9100	
242	\$38.25	Russ Smith	trash pickup	8730.9100	
243	\$149.98	Charter Communications	internet	8730.4420	
244	\$49.78	Shamar Fitzpatrick	mileage	8730.4310	
245	\$5,952.60	Excellus	health	8730.8000	
246	\$25.46	Westlake Hardware	building & office fixtures	8730.4040	
247	\$1.09	Shamar C Fitzpatrick	reimburse overwithheld NYSLRS contributions	A718	
248	\$281.15	Christos Galanopolous	reimburse overwithheld NYSLRS contributions	A718	
249	\$78.92	Karl A Giroux	reimburse overwithheld NYSLRS contributions	A718	
250	\$1.09	Bennett C Mertz	reimburse overwithheld NYSLRS contributions	A718	
251	\$137.04	Daniel M Zimmerman	reimburse overwithheld NYSLRS contributions	A718	
252	\$675.00	Mike Ross	October cleaning	8730.9100	
253	\$84.92	Hummel's	office supplies	8730.4430	
254	\$110.00	NY Farm Bureau	dues	8730.4040	
255	\$157.20	Daniel M Zimmerman	travel - NYACD	8730.4310	
256	\$38.00	The Water Bottle	water	8730.4040	
257	\$264.06	Verizon	phones	8730.4420	
258	\$209.50	United Concordia	dental	8730.8000	
259	\$202.66	LEAF	copier	8730.4430	
260	\$171.46	Key Bank	service charges & interest	8730.4040	
		<i>please see next page</i>			

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Claims 37,732.410 +
PayChex 99.150 -

Corrected 290.820 +
Claim 302.990 -

Cash 37,621.090 *

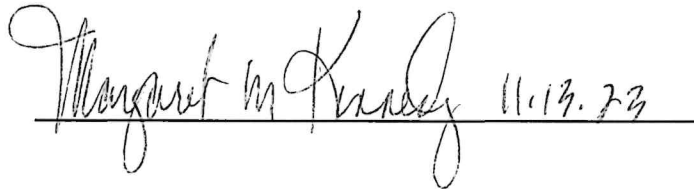
Abstract of Claims 17-2023

voucher	amount	vendor	description	account	check
261	\$53.97	Key Bank, Adobe	software	8730.4430	
262	\$725.40	Key Bank, Uline	office	8730.4430	
263	\$115.00	Key Bank, Certified Crop Advisor - Northeast	CCA renewal	8730.4040	
264	\$34.36	Key Bank, Amazon	office supplies	8730.4430	
265	\$34.60	Key Bank, Schneiders Bakery	cookies	8730.4040	
266	\$103.95	Key Bank, Speedway	fuel	8730.4310	
267	\$110.72	Key Bank, Price Chopper	lunches	8730.4040	
268	\$248.69	Key Bank, The Home Depot	field supplies	8730.4040	
269	\$83.98	Key Bank, United States Flag Store	US & NYS flags	8730.4160	
270	\$77.76	Key Bank, Squarespace	website	8730.4440	
271	\$295.00	Hascup & Hascup	toilet repair	8730.9100	
272	\$24,057.00	NYSLRS	employer contribution	8730.8100	
Total	\$37,732.41				

37,720.24

The Board Chair certifies that this Abstract of Claims has been audited by the required number of Board members and is approved for payment as noted.

41 claim(s)

 11.13.23

Mini Grant [Part C] Abstract 3-2023 - October 9, 2023

Inv #	Inv \$	Vendor	Brief Descr	Acct Code
4	\$93.48	Sandy Bright	mini grant	8730.4605
5	\$239.98	Betsy Holland	mini grant	8730.4605
Total	\$333.46			
2 claims	<p>The Board Chair certifies that this Abstract of Claims has been audited by the required number of Board members and is approved for payment as noted.</p> <p style="text-align: center;"><i>Margaret M Kennedy 11.13.23</i></p>			

WQCC Abstract 4-2023 - 13 November 2023

Inv #	Inv \$	Vendor	Brief Descr	Acct Code
9	\$153.95	Aquatic World of N Syr	parts & supplies	8730.4250
10	\$24.98	Key Bank - Amazon	scale	8730.4250
Total	\$178.93			
2 claims	<p>The Board Chair certifies that this Abstract of Claims has been audited by the required number of Board members and is approved for payment as noted.</p> <p style="text-align: right;"><i>Margaret M Kennedy</i> 11/13/23</p>			

