



Otsego County Soil & Water Conservation District

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

OTSEGO COUNTY SWCD BOARD MEETING MINUTES

Regular Meeting

Friday, July 16, 2021

Held in person at the office and GotoMeeting.com

Members Present:

Les Rathbun, Chair, Grange Rep.
Meg Kennedy, Vice Chair, Cty. Rep
Michele Farwell, County Legislator
Doris Moennich, Treasurer/Landowner

Staff Present:

Jordan Clements, District Manger
Jessica Miller, Secretary/Assistant Treasurer

Members Absent:

Ed Lentz, Member at Large
Larry Roseboom Sr., Farm Bureau
Helene Kraham, Ag Landowner

- I. **Call to order:** Board Chairman, **Les Rathbun** called the regular meeting to order at 10:16 a.m.

- II. **Approval of minutes:**
 - Motion was made by **Kennedy**, seconded by **Moennich** to approve June’s regular board meeting minutes. Motion Carried.

- III. **Approval of Treasurer’s Report & Bills to be paid**

A list of June’s bills to be paid and credit card statement were provided to the Board in advance of the meeting.

 - Motion was made by **Moennich**, seconded by **Kennedy** to approve June’s treasurer’s report and June’s bills paid. Motion Carried.

- IV. **District Secretary/Assistant Treasurer Report**

Jessica Miller reports she attended virtual CRP Training, assisted with the 2 AgNPS Grant submissions, is working on finalizing remaining BMP verification questions after USC QC review. Completed annual NYSIF Disability audit reporting. Billed for RCPPP hour reimbursement for Chris’s time. Business as usual, no issues with payroll. Received newsletter articles from staff, will be working on putting together the summer newsletter together this month.



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V. District Reports

Jordan Clements's Monthly Report:

Audit- No new news.

Timber Sale Bid Announcements- waiting to hear back from Onondaga Purchasing Authority. Last bids the District put out took 2-3 months. Turned in bid announcements 3 weeks ago.

CRF-

Submitted POW- haven't gotten money yet.

DASNY-

Monies for excavator for stream program. Waiting for packet.

Round 22 Buffer Grant-

2nd to last farm in grant is completed. Waited for FSA to make the payment. Farmer waited 4 months after project completion for the payment, contractor is angry. Still have another farm to complete buffer by September. Jordan informed Les about the payment.

Grant Checklist Updates-

Otsego/Monroe County AEM form has signature lines and amount table. Delaware shared with us procurement checklist and payment request form. Will adapt AEM checklist. Talked to two counties they don't have a policy on the books, they have all adopted a form. The example forms were handed and emailed out to the Board. Second audit grant closeout will be wrapped up by Monday. Then 3rd closeout will begin. Farmer was paid by FSA first. Michele Farwell asked Les Rathbun what he was thinking when he approved the payment without following the new policy. Meg Kennedy comments she understands it's a new, but we need to be committed to the policy. Jordan responds he should have made another call, but he had a frustrated farmer and contractor, and he didn't have the checklist form typed out yet. Michele Farwell the Board has a responsibility as well, the form is only as good if we actually do it. Jordan apologizes but he did his due diligence by reviewing the payment with Scott. Collapsed under the pressure from the farmer and contractor, but now we have the form situated, and we can modify it for our District. Meg Kennedy the Board has adopted the form, but would like to see the additions to the form by next meeting. Michele Farwell proposed to also make the form adjustments based on the other Counties checklists.



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Ag & Farmland Farm Tour-

Ag & Farmland Protection Committee is planning a farm tour on October 4th to show legislators agriculture. Delaware, Schoharie, and Chenango are also involved. Legislators will tour a dairy farm, vegetable farm, and an orchard in Otsego County. It's the ideal time to educate legislators about upstate NY farming. Jordan will be bringing tour up at SWEC meeting, hoping to have a lot of politicians attend, and would like to see a good presence there from our County legislators.

Local Farm Tour-

Farm Tour for Otsego only, that we do annually. Discussion on date, planning for October 12.

Plumbing Issue-

Need to hire a plumber to repair men's bathroom toilet, the studs are broken from the floor remodel and it has gotten worse, so it's no longer sealing. Have had odor complaints. Will get 3 written quotes.

Michele Farwell asks who is going to be handling DASNY grant? Typically have a 3-year time frame on those, and the monies won't come until you make a requisition request. Jordan states Jessica will be handling DASNY grant and that the paperwork has not come in yet.

Budget-

Copy of 2022 proposed budget was provided to the Board. Discussion of budget, want the budget to be closer to zero, but we have a lot of unknowns for revenue. Don't expect it to be that exact number at the end of the year. Like to request receiving \$172,500 for the county allocation like we did in 2019. Meg Kennedy asks Jordan when he comes to SWEC to show the breakdown of how the allocation will be spent. Jordan asks if he will get a chance to explain? Was told the last two years to just send breakdown to Allen. Michele Farwell asks Jordan to let Allen know you'll need more time at SWEC to show the breakdown at the meeting. Jordan states the budget is conservative on income, but shot high on expenses. The District needs support from the Board of Directors for the budget request for the County allocation of \$172,500. Meg Kennedy would like to see a narrative to go along with the request.

A motion was made by Meg Kennedy, seconded by Doris Moennich to enter Executive Session at 11:03 a.m. to discuss personnel issues. Motion was made by Kennedy, seconded by Moennich to end executive session at 11:18 a.m.



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Motion was made to give Jordan Clements the authority to hire and fire in this specific case. Motion was made by Meg Kennedy and seconded by Les Rathbun. The motion carried.

No further business.

- VI. Next Meeting:** Next meeting to be held on **Friday, August 20, 2021 at 10:00 a.m.**
- VII. Adjournment:** Meeting adjourned at **11:20 a.m.**

Respectfully submitted,

Jessica Miller

Jessica L. Miller

Administrative Assistant/Secretary/Assistant Treasurer

July 22, 2021