



Otsego County Soil & Water Conservation District Board of Directors Meeting Minutes

January 8, 2024

Meeting called to order by Meg at 10:22AM.

In attendance:

Directors – Meg Kennedy (Chair), Darin Hickling (Vice Chair), Ed Lentz (Treasurer) (left at 11:30), Brian Danforth, Helene Kraham, Jennifer Mickle, Doug Roberts

District Staff – Christos Galanopoulos (DM), Reya

Motion to accept Meeting Minutes of 12/11/2023 by Brian, second by Helene. Vote to adopt 7-0.

Motion to approve Abstract 01-2024 by Helene, second by Doug. Vote to adopt 6-0 (yes - Meg, Darin, Brian, Helene, Jennifer, Doug; absent – Ed)

Motion to approve Buoy Abstract 01-2024 by Darin, second by Doug. Vote to adopt 6-0 (yes - Meg, Darin, Brian, Helene, Jennifer, Doug; absent – Ed)

Motion to accept December Financial Report by Darin, second by Jennifer. Vote to adopt 6-0 (yes - Meg, Darin, Brian, Helene, Jennifer, Doug; absent – Ed)

Motion to approve increasing Shamar's current year pay rate to NYS minimum wage (\$15/hour) by Jennifer, second by Helene. Vote to adopt 7-0

Motion to approve pursuing Local Government Records Management Improvement Fund (LGRMIF) opportunities as they arise for organizing/stabilizing SWCD archived records and maps by Jennifer, second by Brian. Vote to adopt 7-0

Motion to approve Robin filing delinquent NYS Sales Tax reports for the years 2021-2022 & 2022-2023 by Jennifer, second by Doug. Vote to adopt 7-0

Motion to approve liquidating and closing AEM Tier 4 checking account by Helene, second by Doug. Vote to adopt 7-0

Motion to approve initiating RFP for electrical upgrades and installation of EV charging equipment by Jennifer, second by Ed. Vote to adopt 7-0

Ed suggested consulting with Amanda Kaier-Whalen at MVEDD for guidance.

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Motion to advertise the Conservation District Technician (Stream Tech) position at a pay range of \$45,000 - \$55,000 and arrange interviews by Ed, second by Helene. Vote to adopt 7-0

Motion to approve Christos to file annual reports for Parts A & C, and Performance Measures, but not AEM, by Helene, second by Darin. Vote to adopt 7-0

AEM will be discussed at the next meeting, after Christos has had a chance to confirm his calculations and request for funds. The Annual Report of the Treasurer will also be addressed at that time since the AEM request will impact 2023 revenues.

Motion for Christos to apply for AEM Round 18 by Darin, second by Jennifer. Vote to adopt 7-0

Ed left at 11:30AM

Motion to approve opening the 2024 Tree Sale by Jennifer, second by Darin. Vote to adopt 6-0 (yes - Meg, Darin, Brian, Helene, Jennifer, Doug; absent – Ed)

Motion to approve 25% payment for trees to Pikes Peak by Helene, second by Brian. Vote to adopt 6-0 (yes - Meg, Darin, Brian, Helene, Jennifer, Doug; absent – Ed)

Motion to adopt SWCD / Independent Contractor agreement template as recommended by County Attorney by Helene, second by Darin. Vote to adopt 6-0 (yes - Meg, Darin, Brian, Helene, Jennifer, Doug; absent – Ed)

Motion to adopt SWCD / Land-Owner agreement template as recommended by County Attorney by Jennifer, second by Brian. Vote to adopt 6-0 (yes - Meg, Darin, Brian, Helene, Jennifer, Doug; absent – Ed)

Update – The radar station is scheduled to be installed on January 11 by factory technicians.

The CFA for tributary access for the Willowbrook application was not granted. There are three other applications under the CFA that have not yet been decided.

Motion to approve Christos to submit for WQIP through the CFA for at least three (3) salt sheds (New Lisbon, Springfield, and Pittsfield) and, also, to award grants through the SWCD mini grant process by Helene, second by Darin. Vote to adopt 6-0 (yes - Meg, Darin, Brian, Helene, Jennifer, Doug; absent – Ed)

Motion to approve attendance and travel/lodging expenses (including mileage and tolls) for all staff and Board at NYS Legislative Days and Water Quality Symposium by Darin, second by Brian. Vote to adopt 6-0 (yes - Meg, Darin, Brian, Helene, Jennifer, Doug; absent – Ed)

Christos will arrange to have Scott present District Law Training for everyone at the February Board Meeting.

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Motion to approve all changes to *Personnel Policy* (except concerning meals reimbursement, which will be discussed at a later time) by Jennifer, second by Helene. Vote to adopt 6-0 (yes - Meg, Darin, Brian, Helene, Jennifer, Doug; absent – Ed)

Motion to approve all changes to *Payments and Disbursements Policy* by Helene, second by Darin. Vote to adopt 6-0 (yes - Meg, Darin, Brian, Helene, Jennifer, Doug; absent – Ed)

Motion to adopt *Tools and Small Equipment Inventory Policy* by Helene, second by Brian. Vote to adopt 6-0 (yes - Meg, Darin, Brian, Helene, Jennifer, Doug; absent – Ed)

Motion to adjourn the at 12:30PM by Helene, second by Brian. 6-0 (Meg, Darin, Brian, Helene, Jennifer, Doug.)

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

Monday, 8 January 2024

10:00 AM

Meadows Complex, Classroom A

Agenda

I. Call to order

II. Acceptance of Meeting Minutes – 12/11/2023

III. Treasurer's report

- A. Approval of claims, Abstract 01-2024
- B. Approval of claims, Buoy Fund Abstract 01-2024
- C. Acceptance of financial report – December 2023

IV. District reports

- A. District Secretary/Assistant Treasurer
 - 1. Minimum wage discussion
 - 2. Proposed surplus tools & equipment policy
 - 3. Scheduling note: Oct & Nov Board meetings fall on observed holidays
 - 4. Approval to pursue Local Government Records Management Improvement Fund (LGRMIF) opportunities as they arise for organizing/stabilizing SWCD archived records and maps
 - 5. NYS Sales Tax delinquent reports for 2021-2022 & 2022-2023
- B. District Manager
 - 1. Update - Conservation District Technician (Stream Tech)
 - 2. Annual Reports read for submission
 - 3. Tree Sale approval
 - 4. Existing Projects
 - a) Climate resiliency
 - 5. Round 29 – Project #37-1
 - a) SWCD-Landowner Contract
 - b) Budget Conversation
 - 6. Update - Radar Station
 - 7. Otsego 9E planning
 - a) Non-Ag NPS Otsego Lake Tributary Assessment Application
 - 8. Salt shed installations
 - 9. Department reports

Otsego County Soil & Water Conservation District

8 January 2024

Agenda

10. Outreach events due

- a) Legislative Days attendance and payment
- b) Water Quality Symposium attendance and payment

V. NRCS

VI. FSA

VII. Other reports

A. Old business

1. Checking account for payroll
2. Replace 2013 Chev Equinox LS – vehicle specs and procurement method

VIII. New Business

IX. Next Meeting

Monday, 12 February 2024

10:00AM

Meadows Complex, Classroom A

Otsego County Soil and Water Conservation District

Abstract of Claims 01-2024

voucher	amount	vendor	description	account	paid (check#) in advance of Audit of Claims
1	\$2,180.51	NYSEG	Offices - a/c 183	8730.4410	
2	\$190.00	Daniel Zimmerman	2024 NYSAF annual meeting	8730.4310	
3	\$149.98	Spectrum	internet	8730.4420	
4	\$34.00	Russ Smith	garbage	8730.9100	
5	\$1,765.69	Meadowview Tree Farm	25% deposit on tree order	8730.4050	
6	\$45.00	Putnam Pest Control	monthly service	8730.9100	
7	\$0.00	Insero	2022 grants audit	8730.4041	
8	\$82.90	Paychex	Dec payrolls	8730.4040	
9	\$24.23	Christos Galanopoulos	travel	8730.4310	
10	\$302.68	Country Club Motors	2016 Chev repairs	8730.4610	
11	\$675.00	Mike Ross	Dec cleaning	8730.9100	
12	\$70.20	Town Tax Collector	Town of Middlefield property taxes	8730.4040	
13	\$37.78	KeyBank - Adobe	software	8730.4430	
14	\$178.54	KeyBank - Amazon	office supplies	8730.4430	
15	\$1.08	KeyBank - Shopify	e-commerce platform, tree sale	8730.4050	
16	\$252.23	KeyBank - Council Rock	holiday luncheon	8730.4040	
17	\$385.97	Hummel's OP	consumables	8730.4040	
18	\$5,952.60	Excellus BC/BS	health benefit	8730.8200	
19	\$264.06	Verizon	cell phones	8730.4420	
20	\$1,165.00	NYS CDEA, Inc.	2024 Water Quality Symposium	8730.4310	
21	\$100.00	NYS Dept Tax & Finance	delinquent filing, pay on-line	8730.4040	
22	\$209.50	United Concordia	dental benefit	8730.8300	
23	<i>VOID</i> \$119.00	NYACD	<i>credit card Feb</i> 2024 Legislative Days - Christos	8730.4310	<i>VOID</i>
24	\$32.00	the Water Bottle	water	8730.4040	
25	\$91.23	Gillees	oil, filter, oil pan, oil dry	8730.4610	
			<i>please see page 2</i>		

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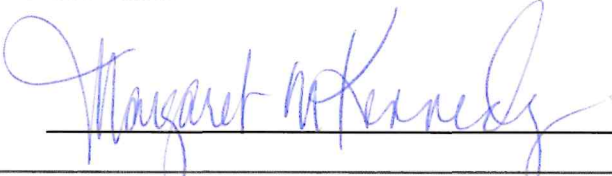
2,180,510 +
190,000 +
149,980 +
34,000 +
1,765,690 +
45,000 +
24,230 +
302,680 +
675,000 +
70,200 +
37,780 +
178,540 +
1,080 +
252,230 +
385,970 +
5,952,600 +
264,060 +
1,165,000 +
MSDP [100,000 +
 100,000 -
209,500 +
119,000 +
32,000 +
91,230 +
675,000 +
975,000 +
673,880 +
16,450,160 *

2204

Otsego County Soil and Water Conservation District

Abstract of Claims 01-2024

		<i>continued from page 1</i>		
26	\$675.00	ONC BOCES	bird boxes	8730.4050
27	\$975.00	CNY Awards & Apparel	uniform shirts	8730.4040
27	\$673.88	Pikes Peak Nurseries	25% deposit on tree order	8730.4050
Total	\$16,633.06			

28 claim(s)	<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;">  _____ </p>
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Otsego County Soil & Water Conservation District
Profit & Loss Budget vs. Actual
2024

	Actual			Budget		Variance	
	current abstract	GL corrections	adj YTD	2024 adopted	budget mod	revised	(over) under
Income							
2160 · Revenue							
2160D · Other Revenue / Services				500		500	(500)
2160F · District Tree Program				15,000		15,000	(15,000)
2160 · Revenue - Other							
Total 2160 · Revenue				15,500		15,500	
2401 · Interest				43		43	(43)
2414 · Rental of Equipment							
2655 · Sales of Supplies							
2675 · Gain on Disposition of Assets							
2705 · Gifts & Donations							
2765 · County Appropriations & Grants							
2765A · County Allocation Income				165,000		165,000	(165,000)
2765B · County Forestry Program Funds				45,000		45,000	(45,000)
2765 · County Appropriations & Grants - Other							
Total 2765 · County Appropriations & Grants				210,000		210,000	
2770 · Misc Revenue							
2770A · Ag Value - Soil Group Worksheet				3,500		3,500	(3,500)
2770B · Envirothon				1,000		1,000	(1,000)
2770C · Field Conservation Days							
2770D · Buoy Fund				2,000		2,000	(2,000)
2770E · NRCS Rent				60,860		60,860	(60,860)
2770F · Agency funded AEM							
2770G · OCCA Projects Income							
2770H · Soil & Water Coalition Grants							
2770I · Erosion Class Income							
2770 · Misc Revenue - Other							
Total 2770 · Misc Revenue				67,360		67,360	
3989 · State Aid, Grants, Reimb							
3989A · NYS Part A Funding				60,000		60,000	(60,000)
3989B · NYS Part B Funding				6,000		6,000	(6,000)
3989C · NYS Performance Measures				206,000		206,000	(206,000)
3989E · NYS Misc Funding							
3989F · NYS AEM Funding				130,000		130,000	(130,000)
3989 · State Aid, Grants, Reimb - Other*				183,727		183,727	(183,727)
Total 3989 · State Aid, Grants, Reimb				585,727		585,727	
3989.01 · Ag & Markets Repayment							
4989 · Federal Aid, Grants, Reimb							
4989A · NRCS EQUIP Funding							

Otsego County Soil & Water Conservation District Profit & Loss Budget vs. Actual 2024

	Actual			Budget		Variance
	current abstract	GL corrections	adj YTD	2024 adopted	budget mod	revised (over) under
4989B · NRCS Wetland Reserve Prog				10,000		10,000 (10,000)
4989C · NRCS Conservation Reserve Prog						
4989D · USC Cover Crops Program				45,900		45,900 (45,900)
4989E · USC Buffer Stewards Program				15,750		15,750 (15,750)
4989F · USC BMP Verification				19,000		19,000 (19,000)
4989G · USC Riparian Buffer Technician support				18,720		18,720 (18,720)
4989 · Federal Aid, Grants, Reimb - Other						
Total 4989 · Federal Aid, Grants, Reimb				109,370		109,370
911 · Fund Bal - Unreserved Unappropri				13,898		13,898 (13,898)
Total Income				1,001,898		1,001,898
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Expense						
1990.4 · Contingent Account				5,000		5,000 (5,000)
8730.1 · Personal Services						
0.11 · Directors Expense				1,720		1,720 (1,720)
0.12 · District Secretary				57,750		57,750 (57,750)
0.13 · District Manager				63,000		63,000 (63,000)
0.14 · Conservation Technicians				158,125		158,125 (158,125)
0.15 · Other Employees						
0.151 · Forestry Tech				56,800		56,800 (56,800)
0.152 · Conservation Aide						
0.153 · Intern				18,751		18,751 (18,751)
0.15 · Other Employees - Other						
Total 0.15 · Other Employees				75,551		75,551
8730.1 · Personal Services - Other						
Total 8730.1 · Personal Services				354,426		354,426
8730.2 · Equipment						
0.21 · Furniture & Furnishing				1,000		1,000 (1,000)
0.22 · Office Equipment				5,000		5,000 (5,000)
0.24 · Field Equipment				50,000		50,000 (50,000)
0.25 · Other Equipment						
8730.2 · Equipment - Other						
Total 8730.2 · Equipment				56,000		56,000
8730.4 · Contractual						
0.401 · Construction						

Otsego County Soil & Water Conservation District
Profit & Loss Budget vs. Actual
2024

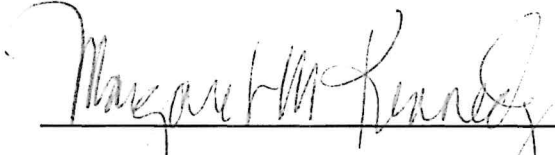
	Actual			Budget		Variance
	current abstract	GL corrections	adj YTD	2024 adopted	budget mod	
0.402 · Reforestation						
0.403 · Woodland						
0.404 · Other						
0.4041 · Financial Audit				20,000		20,000 (20,000)
0.404 · Other - Other	1,898		1,898	20,000		20,000 (18,102)
Total 0.404 · Other	1,898		1,898	40,000		40,000
0.405 · District Tree Program				15,000		15,000 (11,884)
0.406 · Cover Crops Program						
0.407 · Fish Program						
0.408 · Pond Stocking						
0.409 · No till						
0.41 · Ag & Markets Repayment Expense						
0.410 · County Ag Plastic Program						
0.411 · Purchase of tile & pipe						
0.412 · Purchase of maps						
0.413 · Purchase survey supplies						
0.416 · Misc Supplies for Cons.				1,000		1,000 (1,000)
0.420 · Payments to NRCS						
0.421 · Payments to Cornell (soil samp)						
0.422 · Payments to others (soil sample				500		500 (500)
0.425 · Water Quality Committee - Buoy	15		15	1,500		1,500 (1,485)
0.430 · Travel/Training exp (Directors)				2,500		2,500 (2,500)
0.431 · Travel/Training exp (Employees)	1,498		1,498	6,000		6,000 (4,502)
0.440 · Rent expense						
0.441 · Light and Heat	2,181		2,181	16,234		16,234 (14,053)
0.442 · Telephone/Internet	414		414	6,162		6,162 (5,748)
0.443 · Office Supplies	216		216	7,000		7,000 (6,784)
0.444 · Outreach (Envirothon/Newsletter				5,000		5,000 (5,000)
0.450 · Insurance						
0.451 · Auto and Field Equipment				4,314		4,314 (4,314)
0.452 · Liability				6,074		6,074 (6,074)
0.453 · Inland Marine				867		867 (867)
0.454 · Professional Liability				500		500 (500)
0.455 · Surety Bonds						
0.456 · Disability Insurance						
0.450 · Insurance - Other						
Total 0.450 · Insurance				11,755		11,755
0.460 · Other Contractual						
Ag Value Assess.						

Otsego County Soil & Water Conservation District Profit & Loss Budget vs. Actual 2024

	Actual			Budget			Variance	
	current abstract	GL corrections	adj YTD	2024 adopted	budget mod	revised	(over)	under
0.4601 · State & other dues				2,600		2,600		(2,600)
0.4602 · County Stream Prog Expenses				5,000		5,000		(5,000)
0.4603 · County Ag Plastic Prog Expenses								
0.4604 · Erosion Control Class Expenses								
0.4605 · Grant Expenses				203,727		203,727		(203,727)
0.4606 · Part B Prog - Hydroseeding				6,000		6,000		(6,000)
0.4607 · Cover Crops				45,900		45,900		(45,900)
0.460 · Other Contractual - Other								
Total 0.460 · Other Contractual				263,227		263,227		
0.461 · Repairs to field equip	394		394	5,000		5,000		(4,606)
0.463 · Gas & Oil for machinery				1,900		1,900		(1,900)
0.464 · Small tools								
8730.4 · Contractual - Other								
Total 8730.4 · Contractual			9,732	382,778		382,778		
8730.8 · Employee Benefits								
0.81 · NYSLR								
0.82 · Health Ins	5,953		5,953	34,982		34,982		(34,982)
0.83 · Dental Ins	210		210	57,120		57,120		(51,167)
0.84 · NYS Dbl				2,069		2,069		(1,859)
0.85 · Social Security				300		300		(300)
0.86 · Medicare				21,905		21,905		(21,905)
8730.8 · Employee Benefits - Other				5,123		5,123		(5,123)
Total 8730.8 · Employee Benefits			6,162	121,499		121,499		
8730.90 · Fixed Asset - Building								
8730.91 · Building Maintenance Expenses				15,475		15,475		(14,721)
8730.92 · Building Extension Expenses	754		754					
8730.90 · Fixed Asset - Building - Other								
Total 8730.90 · Fixed Asset - Building				55,000		55,000		(55,000)
Total Operating Expense			754	70,475		70,475		
9950.1 · Capital Reserve				991,898		991,898		
Total Expense			16,648	1,001,898		1,001,898		(10,000)
Net Income			16,648	(0)		(0)		(16,648)

(16,648)

Otsego County Soil and Water Conservation District
 Buoy Fund Abstract 001-2024 - January 8, 2024

Inv #	Inv \$	Vendor	Brief Descr	Acct Code
1	\$12.99	KeyBank - Amazon	supplies	8730.4250
2	\$2.37	Westlake Hardware	supplies	8730.4250
Total	\$15.36			
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;"> _____</p>			

