

In attendance:

Directors: Meg Kennedy (Chair) Darin Hickling, Jennifer Mickle, Helene Kraham

District staff: Christos Galanopoulos (DM), Chris Andreassen & Dan Zimmerman

Partners: Jeannine Harter NCRS, Kate Hemstreet, Farm Service Agency, Wendy Welch & Lydia Brinkley, Upper Susquehanna Coalition, Scott Fickbohm arrived at 10:45

Chair Kennedy called the meeting to order at 10:05

- Bills were passed to be audited by directors.
- Jeannine from NRCS farm bill program administrator , forest management, live stock waste & nonpoint source grants
- Kate Hemstreet from Farm Service Agency described conservation programs gave a brief outline of her office
- Wendy Welch from Upper Susquehanna Coalition & Lydia

- Staff Reposts were made
 - Chris: brief description of his work. nutrient management, soil sampling, training, and helping with grant closeouts.
 - Dan: Dan suggested surveys be done on County parcels to protect the district and for good forest management., gave update on field work done lots #11 & #15 stated he had gained access through neighboring properties.
 - Christos: Reported on grant closeouts
 - Beecher: effectively done Interest report still needs to be cleared up
 - Buffer: Figured out problem. Issue was because one farmer cancelled
 - Hughes: Techs are helping him to find invoices and other documents needed.
 - His goal is to close them all out by the end of the year.
- Darrin motioned for approval of the 10/24 minutes; Helene seconded
- Treasurer reports for October were not available for review. Tabled until next meeting.
- Kate brought up concerns with the building and their lease with the District.
 - She reminded everyone that cleaning is to be done after 4:30 pm and not during business hours.
 - The cleaning has not quality is not acceptable
 - She also wanted to make sure we are prepared with snow removal and lawn care
 - Their lease specifies when snow removal must be completed by
 - It was noted that we need to review the lease
 - Christos will speak to the cleaner
 - District Staff will handle snow removal during a snow event during business hours
 - Meg read a letter from Ag & Markets to accept repayment of money owed to the State. McGrath amount owed is \$87509.44 Darin motioned for approval and Helene seconded.
- Budget was reviewed briefly and noted that there needs to be some additions and changes
 - Additional funds to be added for the purpose of have an audit performed
 - Snow removal contract
 - Chris stated that himself and Karl would plow the cabin however they do not work on Fridays
 - Karl and Chris will handle office building this week for the upcoming snowstorm

- Scott brought up a problems with the following in our budget
 - Part A should be \$60K
 - Part C should be \$180K
 - He also questioned the unassigned fund balance
- Meg noted that the County has already allocated our funding in their budget
- Procurement procedure needs to be reviewed for hiring
- District law training will be today at the end of our meeting with our next training to be on 12/12
- Helene made a motion to pay the bills Jennifer seconded Abstract # 6 in amount of \$1824.69
- Short break was taken
- Scott reviewed the State Committee report in detail. He emailed a copy to board
- District law training hosted by Scott for Board members and Christos
- Jennifer asked to go into executive session. Helene motioned and Darin seconded
 - Christos invited in
 - Motioned to come out of executive Darin and seconded by Helene.
- A motion was made to put out RFP for a cleaner and for snow plowing. Helene and seconded by Darrin. RFP for cleaning and snow removal must be per our lease specifications with our partners in the office building.
- Motion to adjourn @ 1:45 Helene/ seconded by Darrin



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

Monday, 14 November 2022

10 AM

Meadows Complex, Dept of Health Conf. Room

Agenda

- I. Call to Order
 - II. Approval of Minutes, October 24, 2022
 - III. Approval of Treasurer's Report
 - a. Approval of Treasurer's Report - October 2022
 - b. Approval of Bills to pay Abstract 6
 - IV. Staff & Partner update
 - a. Jenna here by next pay period
 - b. FSA
 - c. NRCS
 - d. Upper Susquehanna Coalition
 - c. Staff reports
 - V. Update on Ag and Markets
 - A. Beecher - status
 - a. Interest & invoice
 - VI. Update on Grant Closeouts
 - A. Buffer/Hughes
 - a. Buffer
 - b. Hughes - a "to do" list has been started
 - VII. Schedule Next Training w AGM
 - VIII. Finalize APOW(Annual Plan of Work) submit to Scott 10.31.22
 - IX Amend and/or adopt Preliminary Budget for 2023 Submit to County Treasurer & SWECC
 - X. Key Bank Credit Card Resolution
 - XI. Training on District Law w/ Scott Fickbohm
 - XII. Any other old or new business
 - XI. Adjourn
- NEXT MEETING Monday, 28 November 2022.
1 pm. Classroom B, Meadows.

OCSWCD Abstract #6 - November 14, 2022

Inv #	Inv \$	Vendor	Brief Descr	Acct Code
58	\$156.91	Otsego Cty. Hwy.	fuel	8730.463
59	\$139.98	Spectrum	internet service	8730.442
60	\$47.90	United Concordia	Dental Plan*	8730.8
61	\$520.00	Mike Ross	Cleaning	8730.404
62	\$217.66	Leaf	Copier System	8730.443
63	\$372.24	Verizon	cell phones	8730.442
64	\$344.00	Dairy One	Soil Samples	8730.421
65	\$26.00	The Water Bottle	water	8730.443
	* reflects credits			
Total	\$1,824.69			
Approved for payment on 11/14/22.				

District Letterhead

Resolution of the Board of Directors with regard to Key
Bank Business Mastercard Account

With regard to Business Mastercard account # 5475 3894 7491 7715 and all subsidiary accounts including accounts x5249, x9648, x7527, and x0230, (collectively, "the District accounts"),

the Otsego County Soil and Water District Board of Directors hereby resolves as follows.

1. The following persons:

Jordan Clements

Mark Kugler

Jessica Miller,

and any and all other persons not identified in paragraphs 2, 3, or 4 of this resolution, are to be removed from and denied access to and use of the District accounts.

2. The following persons are to have administrative access, including online access, to and authority over the District accounts:

Edward T. Lentz

230 Dockstader Road

New Lisbon NY 13415

Margaret Kennedy

157 Pleasant Valley Road

Mt. Vision NY 13810.

3. Christopher Andreassen is to retain his authority and access with respect to account 5475 3800 0284 0230 without modification.

4. Les Rathbun is to retain his authority and access without modification.

4. New subsidiary District accounts are to be created for and cards to be issued to the following persons:

Christos Galanopoulos

290 Chestnut Street

Oneonta NY 13820

Jenna Utter

4 Gates Avenue

Edmeston NY 13335.

This resolution was adopted by majority vote of a quorum of the Otsego County Soil and

Water District Board of Directors at a duly constituted meeting thereof on November 14, 2022, as attested to by the following members of the Board of Directors.

Margaret Kennedy, Chair

Helene Kraham, Director

Darin Hickling, Vice Chair

Jennifer Mickle, Director

Edward T. Lentz, Treasurer and Acting
Secretary

State of New York

County of Otsego

On the _____ day of _____ in the year _____, before me, the undersigned notary public, personally appeared the above signatories, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

_____, Notary Public

Appropriations

Code	Name	2023 Budget
8730.2		
8730.22	Office Equipment	\$5,000
8730.24	Field Equipment	\$2,000
8730.26	Financial Audit	\$15,000
8730.4	Contractual	
0.402	Reforestation	\$5,000
0.404	Other	\$20,000
0.405	Tree Program	\$15,000
0.416	Misc Supplies for Conservation	\$1,000
0.421	Cornell (Soil Samples)	\$500
0.425	WQCC - Buoys	\$3,500
0.43	Travel/Training-Directors	\$1,500
0.431	Travel/Training-Staff	\$5,000
0.441	L&H	\$14,000
0.442	Telephone/Internet	\$8,200
0.443	Office Supplies	\$5,000
0.444	Outreach (Envirothon/Newsletter)	\$5,000
0.456	Disability	\$250
0.4601	State & Other	\$2,600
0.4605	Grant Expenses	\$0
0.4602	Resource Cons & Dev Dues	\$5,000
0.461	Repairs to Field Equipment	\$5,000
0.463	Gas & Oil - Machinery	\$5,000
0.403	Mini-grants	\$10,000
0.452	Liability	\$11,500
0.451	Auto & Field Equip	\$50,000
8730.1	Personal Services	
0.11	Directors	\$3,500
	Interns	\$15,000
0.151	Forester	\$50,100
0.12	DS	\$54,000
0.13	DM	\$60,000

0.14	Con Techs	\$142,500
	Pers Serv SubTotal	\$325,100
8730.8	Employee Benefits	\$97,530
8730.81	NYSLR	\$40,000
8730.91	Building Maintenance	\$15,000
8730.92	Building extension	
	Part B Program - Hydroseeding	\$6,000
	Capital Reserve	\$15,000
	Contingent	\$10,000
	TOTAL	\$703,680

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Revenue

Code	Name	2023 Budget
2401	Interest	\$100
2414	Rental of Equip	\$500
2160D	Other Rev/Services	\$2,000
2160F	Tree Program	\$15,000
2770A	Ag Value Soil Group Wrksht	\$3,500
2770B	Envirothon	\$2,500
2770D	Buoy Fund	\$3,500
2770E	NRCS Rent	\$51,731
2770F	Agency Funded AEM	\$23,000
	USC Intern	\$15,000
	USC BMP	\$10,000
2765	County Appropriation	
2765A	County Allocation	\$166,000
2765B	County Forestry	\$45,000
3989	State Aid Grants & Reimb	
3989A	Part A	\$180,000
3989B	Part B	\$6,000
3989C	Perf Measures	\$120,000
4889	Federal Aid, Grants, Reim	
4989B	NRCS Wetland Reserve	\$10,000
	TOTAL REVENUE	\$653,831
	Unassigned Fund Balance	\$49,849
	TOTAL REVENUE + UFB	\$703,680

Income

Code	Name	2021 Budget	2021 Actual	2022 Budget	10/31/22 Actual	2023 Budget
3989.01	AGM Repayment	\$153,000		\$153,000		\$0
2701	Refund of Prior Yr Exp	\$1,588				
2401	Interest	\$0	\$534	\$500	\$47	\$100
2414	Rental of Equip	\$1,000	\$450	\$500	\$1,465	\$500
2655	Sales of Supplies			\$10,000		\$0
2701	Refund of Prior Yr Exp					
2160B	Tree Planting Services		\$5,259	\$2,500		\$0
2160D	Other Rev/Services	\$8,000	\$2,085	\$3,500	\$855	\$2,000
2160F	Tree Program	\$16,500	\$14,479	\$16,000	\$13,745	\$15,000
2770A	Ag Value Soil Group Wrksht		\$3,990	\$4,000	\$3,605	\$3,500
2770B	Envirothon			\$6,500	\$250	\$2,500
2770D	Buoy Fund	\$0	\$6,360	\$52,000	\$3,700	\$3,500
2770E	NRCS Rent	\$54,930	\$51,731	\$110,000	\$38,798	\$51,731
2770F	Agency Funded AEM	\$139,875	\$55,364		\$28,000	\$23,000
2770G	OCCA Projects			\$5,000		\$0
2770H	S&W Coalition Grants (Mohawk River & USC)			\$37,500		
	USC Intern					\$15,000
	USC BMP					\$10,000
2770I	Erosion Class			\$5,000		\$0
2765	County Appropriation	\$200,925	\$200,925			
2765A	County Allocation			\$172,500	\$123,750	\$166,000
2765B	County Forestry			\$45,000	\$22,500	\$45,000
2765B	Ag Plastic			\$18,000		
3989	State Aid Grants & Reimb	\$200,000	\$233,155			
3989A	Part A			\$60,000	\$182,005	\$180,000
3989B	Part B			\$6,000	\$6,000	\$6,000
3989C	Perf Measures			\$113,000		\$120,000
3989D	NYS Hydroseeding Program			\$5,000		\$0
3989E	NYS Misc			\$15,000		\$0
4889	Federal Aid, Grants, Reim	\$10,500	\$26,433			
4889A	NRCS EQIP			\$30,000		\$0
4889B	NRCS Wetland Reserve			\$18,000		\$10,000
4889C	NRCS Conservation Reserve			\$15,000		\$0
	Building Extension			\$250,000		
	TOTAL REVENUE	\$633,318	\$600,764	\$1,000,500	\$424,721	\$653,831
	Unassigned Fund Balance					\$49,849
	TOTAL REVENUE + UFB					\$703,680