



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

14 August 2023

Meeting called to order by Meg at 10:16AM.

**In attendance:**

*Directors* – Meg Kennedy (Chair), Ed Lentz (Treasurer), Helene Kraham, Jennifer Mickle (left at 12:10PM), Doug Roberts

*District Staff* – Christos Galanopoulos, Scott Fickbohm

**Absent:**

Darin Hickling

**Motion** to accept Meeting Minutes of 6/12, 6/26, 7/10, 7/24, 7/31 by Ed, second by Jennifer. Vote to adopt 5-0.

Treasurer's Report

**Motion** to approve Abstract 14-2023 (\$7,903.56), WQCC Abstract 02-2023 (\$300.57), Part C Abstract 02-2023 (\$1000.00) by Helene, second by Jennifer. Vote to adopt 5-0.

**Motion** to accept July financial reports with bank reconciliations by Jennifer, second by Doug. Vote to adopt 5-0.

**Motion** for Board to submit a request to the County for next year's funding in the amount of \$165,000 – no change from the current year –by Ed, second by Helene. Vote to adopt 5-0.

District Secretary Report

Submitted Excellus Annual Group Information Form (2023) and NYSIF Payroll Reports (2022 & 2023).

After a lengthy examination of the SWCD Balance Sheet there are several accounts with questionable balances arising from entries made prior to 2023. It appears that any reconciliation of these accounts would affect amounts that have already been reported as final reports to outside users. Meg will initiate a discussion with Insero's Colleen Stannard to (1) resolve a previous outstanding billing and (2) request Insero to conduct a Financial Statements Audit for the years 2022 (to resolve and correct prior year general ledger balances) and 2023 (to catch any current general ledger discrepancies.) Based on the outcome of this discussion, the Board may issue RFP for the Financial Statements Audit.

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

14 August 2023

Page 2

District Manager Reports

**Motion** to enter Executive Session at 10:40AM to discuss the employment history of a particular employee by Ed, second by Helene. Vote to adopt 5-0.

**Motion** to exit Executive Session at 10:55AM by Ed, second by Jennifer. Vote to adopt 5-0.

**Motion** to increase the wages of the CNMP position to \$65,000 beginning with the first pay of September and to \$67,000 with the first pay of January 2024 by Doug, second by Ed. Vote to adopt 5-0.

Climate Resiliency project – Engineer is still on-board with the project but he has not yet submitted formal engineering plans or an invoice for that work.

Round 29 – Project #37-1 has passed the first cuts but rankings have not yet been disclosed. Hopefully more information will be available later in August.

AEM – Chris’ goal is to have 10% of his salary paid through AEM. Participation in the OCCA Poster Contest this fall will contribute to that goal. Chris obtained a commitment from the Board for 1 or 2 judges for the contest and a monetary allocation of \$500-1000. He will also participate in the Butternut Valley Harvest Festival on 8/19, charging his time to AEM.

Otsego 9E Plan – The Non-ag NPS Otsego Lake Tributary Assessment Application has been submitted.

**Motion** to authorize Christos to apply for payment to NRCS for Wetland Reserve Program funds in the amount of \$14,931 by Ed, second by Helene. Vote to adopt 5-0.

Director’s training worksheets have been compiled and were presented to the Board for inspection.

USC has requested to extend the Intern position to October or November. **Motion** to authorize Christos to speak with Lydia at USC to formalize the extension by Ed, second by Jennifer. Vote to adopt 5-0.

Regional Associate Environmental Analyst Report

Scott updated the Board on the works of SWCC, highlighting the State Aid to Districts Forum on 8/16, 2024 Annual Plan of Work (APOW), and the CFA Round XIII funding application deadline of 8/11.

Old Business

Board Training – Scott recommends waiting until the new Conservation Tech is fully-situated before arranging appropriate training for the Board and staff.

The status of SWCD relationship to the County has not yet been determined as far as being able to accept AED procured with ARPA funds.

**Motion** to adopt Payments & Disbursements Policy by Ed, second by Helene. Vote to adopt 4-0.

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

14 August 2023

Page 3

**Motion** to adopt the following policies as revised, amended, or in their current state by Ed, second by Helene. Vote to adopt 4-0.

- Personnel Policy
- Closeout Policy
- Financial Management of Grant Funded Projects Policy
- Investment Policy
- Public Employee Health Management Plan Policy
- Pandemic Flu Policy
- Sexual Harassment Prevention Policy
- Foil Policy
- Director Attendance Policy

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

**Motion** to adjourn at 12:30PM by Helene, second by Doug. Vote to adopt 4-0.

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, 14 August 2023**

**10:00 AM**

**Meadows Complex, Classroom A**

### **Agenda**

#### **I. Call to order**

#### **II. Acceptance of Meeting Minutes** – 12 June 2023, 26 June 2023, 10 July, 24 July, & 31 July

#### **III. Treasurer's report**

- A. Approval of claims, Abstract 14-2023
- B. Approval of claims, WQCC Abstract 2-2023
- C. Approval of claims, Part C Abstract 2-2023
- D. Acceptance of financial report – July 2023
- E. Deferred Comp discussion and/or decision

#### **IV. District reports**

- A. District Secretary/Assistant Treasurer
- B. District Manager
  - 1. Pertaining to the CNMP
  - 2. Existing Projects
    - a) Climate resiliency
  - 3. Round 29 – Project #37-1
  - 4. AEM
    - a) OCCA Poster Contest
  - 5. Otsego 9E planning
    - a) Non-Ag NPS Otsego Lake Tributary Assessment Application
  - 6. Director's training worksheets
  - 7. Effective Board meetings, Director responsibilities
  - 8. Department reports

#### **V. NRCS**

#### **VI. Other reports**

- A. Old business
  - 1. Review performance measures
    - a) Grants management
  - 2. District policies review – **adopt remaining revisions**

- a) Personnel Policy *revision complete and ready to adopt*
- b) Closeout Policy
- c) Procurement Policy *adopted 6/12/2023*
- d) Payments & Disbursements Policy
- e) Financial Management of Grant Funded Projects Policy
- f) Investment Policy
- g) Public Employee Health Management Plan Policy
- h) Pandemic Flu Policy
- i) ~~Sexual Harassment Prevention Policy~~ *revision unnecessary, follows NYS*

B. Replace 2013 Chev Equinox LS

**VII. New Business**

**VIII. Next Meeting**

11 September 2023

10:00AM

Meadows Complex, Classroom A



Otsego County Soil and Water Conservation District

Abstract of Claims 14-2023

Voucher	Inv \$	Vendor	Brief Descr	Acct Code
152	\$441.47	Verizon	cell phones	8730.4420
153	\$99.15	PayChex	P/R 7/05 & 7/19	8730.4040
154	\$335.20	United Concordia	dental premium	8730.8000
155	\$494.27	NYSEG	electric	8730.4410
156	\$1,763.04	Cincinnati Insurance	gen'l & auto liab	8730.4520
157	\$584.88	Otsego County Hwy	fuel	8730.4630
158	\$299.96	Charter Communications	internet	8730.4420
159	\$52.00	The Water Bottle, LLC	water	8730.4040
160	\$188.71	Ed & Ed	copier contract	8730.4040
161	\$827.40	Tillapaugh Construction	door thresholds	8730.9100
162	-\$275.12	The Home Depot	return thresholds	8730.9100
163	\$20.00	Squarespace	website	8730.4440
164	\$499.96	B&H Photo Video Audio	NAS data storage	8730.4430
165	\$212.01	Uline Shipping	tools, housekeeping	8730.4160 8730.9100
166	\$6.74	USPS	postage	8730.4430
167	\$37.78	Adobe	software	8730.4430
168	\$15.96	Ace Hardware	small supplies	8730.4040
169	\$55.68	Christos Galanopoulos	mileage	8730.4310
170	\$1,444.00	Dairy One	soil testing	8730.4220
171	\$375.00	Mike Ross	cleaning	8730.4041
172	\$217.66	Leaf	copier contract	8730.4430
173	\$7.81	Hummel's OP	batteries	8730.4430
174	\$100.00	Sophia Adams	2022 Envirothon	8730.4440
175	\$100.00	Anna Seardy	2022 Envirothon	8730.4440
<b>Total</b>	<b>\$7,903.56</b>			

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.

24 claim(s)

*Margaret M Kennedy* 8.14.23





WQCC Abstract 2-2023 - August 14, 2023

Inv #	Inv \$	Vendor	Brief Descr	Acct Code
4	\$178.57	Westlake Hardware	paint & supplies	8730.4250
5	\$122.00	Sherman Air Services	gauges	8730.4250
<b>Total</b>	\$300.57			

2 claims

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.

*Margaret M Kennedy 8.14.23*



Mini Grant [Part C] Abstract 2-2023 - August 14, 2023

Inv #	Inv \$	Vendor	Brief Descr	Acct Code
2	\$1,000.00	Worden property	mini grant	8730.4605
<b>Total</b>	\$1,000.00			
1 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> 8.14.23</p>			

