



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

11 September 2023

Meeting called to order by Meg at 10:07AM.

In attendance:

Directors – Meg Kennedy (Chair), Ed Lentz (Treasurer), Darin Hickling, Helene Kraham, Jennifer Mickle (left at 12:00PM), Doug Roberts

District Staff – Christos Galanopoulos

Federal Staff – Kate Hemstreet, FSA; Tony Capraro, NRCS; Elizabeth Fish, NRCS

Motion to accept Meeting Minutes of 8/14 by Ed, second by Helene. Vote to adopt 6-0.

Treasurer Report

Motion to approve attendance at NYACD Annual Meeting and Training in Penn Yan 24-26 October 2023 for the following by Helene, second by Ed. Vote to adopt 6-0.

From the Board – Meg, Helene, Darin (attend one day only)

From the staff – Christos (one overnight, two days), Robin (one day only)

Motion to approve Abstract 15-2023 (\$7,346.59) by Ed, second by Helene. Vote to adopt 5-0.

Motion to approve WQCC Abstract 03-2023 (\$1,411.86) by Helene, second by Darin. Vote to adopt 5-0.

Information for Deferred Compensation will be made available to all employees.

District Secretary Report

Motion to approve employee payroll contribution rates of 20% for Medical and Dental Insurance premiums by Jennifer, second by Darin. Vote to adopt 6-0.

Motion to approve amendment in MEDICAL INSURANCE section for employee contributions to insurance premiums in the District's Personnel and Procedures Manual (8/14/2023) as follows:

Employees will contribute by paycheck deduction to medical and dental insurance premiums in an amount to be specified by the Board each year at the Organizational Meeting.

by Helene, second by Darin. Vote to adopt 6-0.

Motion to approve refund all employee contributions for Paid Family Leave insurance, which were taken in error through payroll deduction in 2023 by Helene, second by Ed. Vote to adopt 6-0.

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Motion to approve cell phone and internet services conform to the District's definition of *public utility* and authorize payment in advance of audit of claims by Ed, second by Helene. Vote to adopt 6-0.

Motion to approve footnote amendment to District's Payments and Disbursements Policy (4/01/2022) to include cell phone and internet services in the definition *public utilities* and authorize payment in advance of audit of claims. Vote to adopt 6-0.

Motion to approve early payment of NYSLRS invoice to take advantage of the early payment discount by Ed, second by Helene. Vote to adopt 6-0.

Jennifer noted the display of signage at the Lake Schenevus / Town of Maryland Regatta, made possible by this year's mini-grant award.

Federal Partners Reports

Tony updated the District on the status of this year's NRCS projects and introduced Elizabeth Fish, newly-appointed District Conservationist for the Sullivan Otsego Delaware Field Office.

Kate updated the District on the status of this year's FSA projects, among which was a buffer inventory/survey reconciliation. She also commented favorably on the state of the office landscaping this summer, offered suggestions on how to improve office communications, and answered Board questions about her satisfaction with current housecleaning operations.

District Manager Reports

Draft Annual Plan of Work presented for review and discussion.

Draft AEM Plan of Work presented for review and discussion.

Motion to approve 2024 Annual Action Plan request (Part B funding) of \$6000 for hydroseeding projects by Ed, second by Darin. Vote to approve 5-0.

Applications are coming in for the OCCA Poster Contest. Reminder: The District has committed to funding the contest with at least one judge and cash for prizes (\$250 winner, gift cards for other places).

Christos will arrange to host the DEC Erosion and Sediment Control Training.

Training will be provided to all employees on using the building security system.

Department reports were distributed.

Christos has invited State Senator Peter Oberacker to visit the offices at a time of his convenience.

Motion to approve attendance by Dan at NY Forest Association meeting by Darin, second by Doug. Vote to adopt 5-0.

Motion to approve donation of bird/bat box to be raffled at NY Forest Association meeting by Darin, second by Doug. Vote to adopt 5-0.

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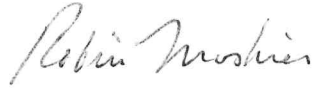
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Next meeting 9 October 2023 at 10:00AM in the Meadows Complex, Classroom A.

Motion to adjourn at 12:30PM by Helene, second by Darin. Vote to adopt 5-0.

Respectfully submitted,



Robin Moshier, District Secretary

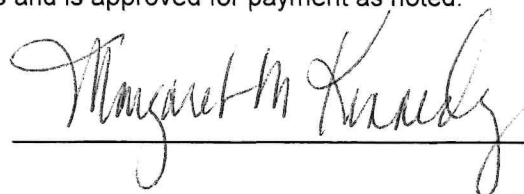
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Abstract of Claims 15-2023

Voucher	Inv \$	Vendor	Brief Descr	Acct Code
✓ 176	\$124.35	PayChex	P/R 8/02,8/16,8/30	8730.4040
✓ 177	\$248.82	NYSEG	electric	8730.4410
✓ 178	\$38.25	Russ Smith	trash, Apr/May	8730.4040
✓ 179	\$67.27	Christos Galanopoulos	mileage	8730.4310 8730.4040
✓ 180	\$2,946.67	Excellus	Health Insurance	8730.8000
✓ 181	\$136.42	Hummel's OP	office supplies	8730.4430
182		ROCHESTER INSTITUTE OF TECHNOLOGY	2022 Envirothon	8730.4440
✓ 183	\$100.00	University of Wyoming	2022 Envirothon	8730.4440
✓ 184	\$36.03	Shamar Fitzpatrick	mileage reimb	8730.4310
✓ 185	\$775.00	Mike Ross	cleaning	8730.4041
✓ 186	\$407.20	KeyBank - Uline Shipping	tools, housekeeping	8730.4160 8730.9100
✓ 187	\$473.78	KeyBank - Forestry Suppliers	paint, supplies	8730.4040
✓ 188	\$53.97	KeyBank - Adobe	software	8730.4430
✓ 189	\$965.00	NYACD	annual meeting	8730.4310
✓ 190	\$202.66	Leaf	copier contract	8730.4430
✓ 191	\$167.60	United Concordia	dental premium	8730.8000
✓ 192	\$212.15	NYSIF	Dbi/PFL premium	8730.4560
✓ 193	\$38.00	The Water Bottle, LLC	water	8730.4040
✓ 194	\$353.42	Verizon	phones	8730.4420
Total	\$7,346.59			

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.

19 claim(s)



WQCC Abstract 3-2023 - September 11, 2023

Inv #	Inv \$	Vendor	Brief Descr	Acct Code
6	\$1,411.86	Key Bank -Trident Diving	parts & supplies	8730.4250
Total	\$1,411.86			

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.

1 claims

