

**Minutes of Regular Meeting
Herkimer County Soil and Water Conservation District
Herkimer County USDA Service Center
5653 State Route 5, Herkimer, NY 13350
August 13, 2019 at 5:00 p.m.**

I. Attendance:

- **Directors Present:** Chairman Bill Zaleski, Vice Chairman Bernie Peplinski, Legislator Peter Campione, Director Mitch Hooker
- **Directors Excused:** Member at Large Linda Coffin
- **SWCD Staff Present:** Gerry Smithson, District Manager; Julie Panko, Secretary-Treasurer; Katie Whitcomb, NRCT; Tyler Kelley, SWRC; Bob Tilbe, Conservation Aide
- **Other agencies:** Garet Livermore, Executive Director / Ag Issues Leader-Cornell Cooperative Extension; Margaret Fusco, Resource Conservationist - Natural Resources Conservation Service

II. **Call to Order:** Chairman Zaleski called the meeting to order at 5:00 p.m.

III. Approval of the minutes from July 9, 2019:

Motion: Moved by Director Hooker, second by Director Campione that the minutes of the July 9, 2019 meeting be approved as written. Motion carried.

***The minutes of the July 9, 2019 Executive Session were recorded by Director Coffin. They will be approved at the September meeting, as Director Coffin was excused from this meeting.**

IV. Cooperating Agencies:

- A. **CCE:** Garet Livermore – introduction as new Executive Director
- B. **NRCS:** Margaret Fusco, Resource Conservationist - written report (Appendix 1)
- C. **NYSSWCC:** Scott Fickbohm, Associate Environmental Analyst- written report. (Appendix 2)

V. Treasurer's Report:

- A. Financial Reports for July 2019 were presented: **Motion: Moved by Vice Chairman Peplinski, second by Director Hooker approving the Financial Reports for July. Motion carried.** (Appendix 3)
- B. Abstract #8-19 and Part C- Performance Measures Abstract #8-19 **Motion: Moved by Director Campione, second by Vice Chairman Peplinski approving the payments on Abstract #8-19 and Part C #8-19 Abstract. Motion carried.** (Appendix 4 & 5)
- C. Time and Attendance Reports for Pay Period No. 14, 15 & 16 were reviewed and signed by Chairman Zaleski.

VI. District Employees' Reports:

- A. Katie Whitcomb, Natural Resource Conservation Technician, presented her written report. (Appendix 6)

Motion: Moved by Director Hooker, second by Director Campione to approve proposed knotweed sites for treatment, pending landowner agreement, etc. Motion carried.

- Town of Ohio – Haskell Rd on Mill Creek – Site was previously treated last year
 - Town of Newport – Fishing Rock Rd surrounding a Dry Hydrant on West Canada
 - Town of Russia – Topper Rd surrounding culvert on Black Creek
 - Town of Russia – Topper Rd, both sides of rd on Black Creek
 - Town of Newport – Cole Rd on a blue-line tributary to West Canada
 - Town of Russia – Beecher Rd on a trout spawning blue-line stream
 - Town of Russia – Military Rd between Buckhill Rd and Grant Rd on a blue line
 - Town of Russia – North side of Route 8 along an intermittent stream
 - Town of Newport – Rose Valley Rd on a culvert of a blue line stream
 - Town of Newport – Fishing Rock Rd along a blue line tributary to the West Canada
 - Town of Newport – Voelkle Rd along an intermittent stream to the West Canada
 - Town of Webb – Stillwater Rd very small patch in a wet ditch
 - Town of Webb – Bisby Rd adjacent to a wetland and along the road ditch
 - Town of Webb – Dakota Drive two sites, both adjacent to ditches
 - Town of Webb – Mohawk West Rd growing over a ditch
 - Town of Webb – Covey Rd small patch near Big Moose Lake
- B. Bob Tilbe, Conservation Aide, presented his written report. (Appendix 7)
- C. Tyler Kelley, Soil & Water Resource Conservationist, presented his written report. (Appendix 8)
- D. Gerry Smithson, District Manager, presented his written report. (Appendix 9)
- District Law Training will be held during the September 10 meeting.
- E. A list of landowners assisted during the month of July 2019 was provided for review. (Appendix 10)

VII. Old Business:

A. Employee Contract: Revised contract for G. Smithson for the period of July 1, 2019 – June 30, 2020 was signed.

B. NYS Retirement System Update: The NYSLRS is continuing the process of creating our profile. Once the account is fully set up, we will begin employee contributions. The SWCD will make no payments other than employee deductions until autumn 2020.

C. Sexual Harassment Training: Sexual Harassment training has been completed by all staff members and directors. Vice Chairman Peplinski and Director Campione attended training on August 7.

D. NYACD Conference: Director Hooker will attend the Annual Business Meeting on Wednesday, October 23 from 1-4:30 P.M.

VIII. New Business:**A. Revised 6- month review and 2020 Budget Proposal**

Motion: Moved by Director Campione, second by Vice Chairman Peplinski to accept the revised 6 month budget review. This includes a revised carryover based on the purchase of a new SUV, a drone and Knotweed field equipment as needed. Motion carried. (Appendix 11)

Motion: Moved by Vice Chairman Peplinski, second by Director Campione to adopt the 2020 Budget as proposed and send the request for funding to the County. Motion carried. (Appendix 12)

B. 2019 Cooperators Dinner: G. Smithson will contact Francesca's to check availability to hold the dinner during the first week of November.

C. Conservation Skills Workshop: September 23-26 in Cortland.

Motion: Moved by Director Hooker, second by Vice Chairman Peplinski to send staff to the workshop. Motion carried.

IX. Correspondence:

A. NYACD: Cortland County Resolution reviewed

X. Next Meeting: The next meeting will be held on Tuesday, September 10, 2019 at 5 p.m.

XI. Adjournment: Meeting adjourned by Chairman Zaleski at 6:00 p.m.

Submitted by:

Approved by:

Julie Panko, Secretary-Treasurer

August 15, 2019

William Zaleski, Chairman **or**
Bernie Peplinski, Vice Chairman
September 10, 2019

Attachments:

- Appendix 1: NRCS Report
- Appendix 2: NYSSWCC Report
- Appendix 3: Financial Reports- July 2019
- Appendix 4: Abstract of Audited Vouchers No. 8-19
- Appendix 5: Abstract of Audited Part C Vouchers No. 8-19
- Appendix 6: Katie Whitcomb, NRCT Report
- Appendix 7: Bob Tilbe, Conservation Aide Report
- Appendix 8: Tyler Kelley, SWRC Report
- Appendix 9: Gerry Smithson, District Manager Report
- Appendix 10: Landowners Assisted- July 2019
- Appendix 11: Revised 2019 Six Month Budget Review
- Appendix 12: 2020 Budget Proposal