

**Minutes of Regular Meeting
Herkimer County Soil and Water Conservation District
PK's Pub
221 King St., Herkimer, NY 13350
December 10, 2019 at 5:00 p.m.**

I. Attendance:

- **Directors Present:** Chairman Bill Zaleski; Vice Chairman Bernie Peplinski; Legislator Peter Campione; Member at Large Linda Coffin; Director Mitch Hooker
- **SWCD Staff Present:** Gerry Smithson, District Manager; Julie Panko, Secretary-Treasurer; Katie Whitcomb, NRCT; Bob Tilbe, Conservation Aide; Tyler Kelley, SWRC
- **Others Present:** Pat Zaleski; Carol Peplinski; Krista Campione; Cliff Coffin; Dorothy Pope; Lexy Hooker; Jessica Smithson; Tom Panko; Brenden Kovits; Haley Tilbe

II. **Call to Order:** Chairman Zaleski called the meeting to order at 5:40 p.m.

III. Approval of the minutes from November 12, 2019:

Motion: Moved by Director Hooker, second by Director Campione that the minutes of the November 12, 2019 meeting be approved as written. Motion carried.

IV. Cooperating Agencies:

- A. **CCE:** Garet Livermore -written report (Appendix 1)
- B. **NRCS:** Abby Gulseth- no report
- C. **NYSSWCC:** Scott Fickbohm - written report (Appendix 2)

V. Treasurer's Report:

- A. Financial Reports for November 2019 were presented: **Motion: Moved by Director Coffin, second by Director Hooker approving the Financial Reports for November. Motion carried.** (Appendix 3)
- B. Abstract #12-19 and Part C PM Abstract #12-19

Motion: Moved by Director Coffin, second by Vice Chairman Peplinski approving the payments on Abstract #12-19. Motion carried. (Appendix 4)

Motion: Moved by Director Coffin, second by Vice Chairman Peplinski approving the payments on Part C PM Abstract #12-19. Motion carried. (Appendix 5)

- C. Time and Attendance Reports for Pay Period No. 23 & 24 were reviewed and signed by Chairman Zaleski.

VI. District Employees' Reports:

- A. Katie Whitcomb, Natural Resource Conservation Technician- written report. (Appendix 6)
- B. Bob Tilbe, Conservation Aide- written report. (Appendix 7)
- C. Tyler Kelley, Soil & Water Resource Conservationist- written report. (Appendix 8)
- D. Gerry Smithson, District Manager- written report. (Appendix 9)
- E. A list of landowners assisted during the month of November 2019 was provided for review. (Appendix 10)

VII. Old Business:

- A. NYS Retirement System Update:** The SWCD annual participation payment for FY 2020 was made.
- B. 2020 Budget and County Request:** The budget and request letter were sent to the County prior to the September 6th deadline. The County budget vote has been held and funding was approved.
- C. Director Appointments:** We will receive letters of appointment from the Clerk of the Legislature for Legislators, Farm Bureau Director and Grange Director.
- D. NRCS Memorandum of Agreement:** Bruce Hopkins will attend the January Organizational Meeting to discuss the MoA.

VIII. New Business:

- A. Upper Susquehanna MOU: Motion by Director Coffin, second by Director Hooker to sign updated MOU. Motion carried.** The MOU was signed by Chairman Zaleski and forwarded to the next county.
- B. Past Due Payment Policy:** An example of a past due policy for another SWCD was distributed to the board. We have an invoice that remains unpaid from August.

Motion: Moved by Director Coffin, second by Director Campione to request guidance from the County Attorney and to have a certified letter requesting payment issued. Motion carried.

A policy regarding past due payments will be discussed and implemented after the directors have time to review the example provided.

- C. Fireproof Filing Cabinet:**

Motion by Director Coffin, second by Director Hooker to purchase a replacement fireproof safe. Motion carried.

- D. Holiday Schedule: Motion by Director Coffin, second by Vice Chairman Peplinski to close the SWCD office on Christmas Eve. Motion carried.**

- E. Retirement Gift for Margaret Fusco: Motion by Director Coffin, second by Director Campione to spend \$50 on a retirement gift for Margaret Fusco on behalf of the Board of Directors. Motion carried.**

IX. Correspondence:

- A. NYACD letter: Legislative Days information

X. Next Meeting: The next meeting will be held on Tuesday, January 14, 2020 at Herkimer County USDA Service Center, 5653 State Route 5, Herkimer, NY 13350.

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

Submitted by:

Approved by:

Julie Panko, Secretary-Treasurer

Chairman **or**

Bernie Peplinski, Vice Chairman

December 13, 2019

January 14, 2019

Attachments:

- Appendix 1: CCE Report
- Appendix 2: NYSSWCC Report
- Appendix 3: Financial Reports- November 2019
- Appendix 4: Abstract of Audited Vouchers No. 12-19
- Appendix 5: Abstract of Part C PM Audited Vouchers No. 12-19
- 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- November 2019