

**Minutes of Regular Meeting
Herkimer County Soil and Water Conservation District
Herkimer County USDA Service Center
5653 State Route 5, Herkimer, NY 13350
June 11, 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
- **Directors Excused:** Director Mitch Hooker
- **SWCD Staff Present:** Gerry Smithson, District Manager; Julie Panko, Secretary-Treasurer; Katie Whitcomb, NRCT; Tyler Kelley, SWRC
- **SWCD Staff Excused:** Bob Tilbe, Conservation Aide
- **Other agencies:** Linda Robbins, Interim Executive Director Cornell Cooperative Extension

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

III. Approval of the minutes from May 14, 2019:

Motion: Moved by Director Coffin, second by Director Campione that the minutes of the May 14, 2019 meeting be approved as written. Motion carried.

IV. Cooperating Agencies:

- A. **NRCS Report:** No report
- B. **NYSSWCC:** No report
- C. **CCE:** Linda Robbins presented her report.
 - Five candidates for the position of Executive Director were interviewed. They plan to take action on filling the position by the end of the month.
 - 2017 Census of Agriculture- County Profile for Herkimer County, NY (Appendix 1)
 - Grown & Certified Program- 2 more applications have been submitted to Ag & Markets; money allocated for the region has already been exhausted.

V. Treasurer's Report:

- A. Financial Reports for May 2019 were presented: **Motion: Moved by Vice Chairman Peplinski, second by Director Campione approving the Financial Reports for May. Motion carried.** (Appendix 2)
- B. Abstract #6-19 and Part C- Performance Measures Abstract #6-19 **Motion: Moved by Vice Chairman Peplinski, second by Director Campione approving the payments on Abstract #6-19 and Part C #6-19 Abstract. Motion carried.** (Appendix 3 & 4)
- C. Time and Attendance Reports for Pay Period No. 10 & 11 were reviewed and signed by Chairman Zaleski.

VI. **District Employees' Reports:**

- A. Katie Whitcomb, Natural Resource Conservation Technician: presented her written report. (Appendix 5)
- B. Bob Tilbe, Conservation Aide: written report (Appendix 6)
- C. Tyler Kelley, Soil & Water Resource Conservationist, presented his written report. (Appendix 7)
- D. Gerry Smithson, District Manager, presented his written report. (Appendix 8)
 - Round 24- The contract for the Hardy Farm concrete waste storage needs to be notarized. Director Coffin will notarize the contract after the meeting is adjourned.
- E. A list of landowners assisted during the month of May 2019 was provided for review. (Appendix 9)

VII. **Old Business:**

A. Employee Evaluations / Salary Recommendations: This topic was skipped until the rest of the agenda was complete at the request of Director Coffin. The Board will enter into Executive Session to hold this discussion. *

B. NYS Retirement System Update: All necessary forms have been filed with the New York State and Local Retirement System. We are on track with enrollment and should have more information within the next few weeks.

C. Update on Credit Cards: The Chase credit card has been closed and the final payment amount was on Abstract #6-19 for approval. The NBT credit card is open and cards have been received.

D. Sexual Harassment Training:

Sexual harassment training is being held at the county office building: Monday, June 3rd 10:30-11:30 am and 2:00-3:00 pm; Wednesday June 19th 10:30-11:30 am; Friday, June 21st 10:30-11:30 am and 2:00-3:00 pm.

- Herkimer County SWCD staff and Chairman Zaleski will attend on Wednesday, June 19.
- Directors Coffin and Hooker will attend on Friday, June 21.
- Vice Chairman Peplinski and Legislator Pete Campione will receive training with the County Legislators.

E. District Annual Audit: The 2018 Annual Audit was completed before the May 14, 2019 meeting.

Motion: Moved by Director Campione, second by Chairman Zaleski to approve the internal audit report. Motion carried.

VIII. New Business:

A. Computer Replacement

Motion: Moved by Director Coffin, second by Director Campione to purchase a new laptop for K. Whitcomb and new desktop computer for J. Panko. Motion carried

B. WEX Fleet Card: (Appendix 10)

Motion: Moved by Director Coffin, second by Vice Chairman Peplinski to change fleet card from Fuelman to WEX. Motion carried.

C. Revised Annual Plan of Work: (Appendix 11)

Motion: Moved by Director Coffin, second by Director Campione to amend page 6 of the Annual Plan of Work: Part C- Employee Development: Allocate funds for NYS Retirement System/ Employee Enhancement. Motion carried.

D. Tools for Knotweed Treatment:

Motion: Moved by Director Coffin, second by Vice Chairman Peplinski to purchase materials and safety gear needed by K. Whitcomb and R. Tilbe for knotweed treatment. Motion carried.

IX. Correspondence: NYACD information and Thank You Card from Chad Lesniak.

***Executive Session: Employee Evaluations / Salary Recommendations:**

Separate minutes were recorded for this session by Director Coffin. She will provide them for district records. The recommendations discussed during this session will be implemented.

X. Next Meeting: The next meeting will be held on Tuesday, July 9, 2019 at 5p.m.

XI. Adjournment: Meeting adjourned by Chairman Zaleski at 6:20 p.m.

Submitted by:

Approved by:

Julie Panko, Secretary-Treasurer

William Zaleski, Chairman **or**
Bernie Peplinski, Vice Chairman
July 9, 2019

June 18, 2019

Attachments:

- Appendix 1: CCE Report- 2017 Herkimer County Ag Census
- Appendix 2: Financial Reports- May 2019
- Appendix 3: Abstract of Audited Vouchers No. 6-19
- Appendix 4: Abstract Audited Part C Vouchers No. 6-19
- Appendix 5: Katie Whitcomb, NRCT Report
- Appendix 6: Bob Tilbe, Conservation Aide Report
- Appendix 7: Tyler Kelley, SWRC Report
- Appendix 8: Gerry Smithson, District Manager Report
- Appendix 9: Landowners Assisted- May 2019
- Appendix 10: WEX Fleet Card
- Appendix 11: Revised Annual Plan of Work, Page 6