



**HERKIMER COUNTY SOIL & WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING
USDA Service Center, 5653 State Route 5, Herkimer, NY 13350
Regular Meeting: September 8, 2020 at 5:00 p.m. via teleconference**

I. Attendance

A. Directors Present: Farm Bureau Director Bernie Peplinski; Director at Large Linda Coffin; Legislator Pete Campione; Legislator Fred Shaw

B. Directors Excused: Grange Director Mitch Hooker

C. SWCD Staff Present: Gerry Smithson, District Manager; Julie Panko, Secretary-Treasurer; Katie Whitcomb, NRCT; Tyler Kelley, SWRC

D. SWCD Staff Excused: Bob Tilbe, Conservation Aide

E. Others in Attendance: Garet Livermore, Executive Director/Ag Issues Leader Cornell Cooperative Extension-Herkimer County

II. Call to Order: The meeting was called to order by Chairman Peplinski at 5:00 p.m.

*** Unless otherwise noted, votes on motions were unanimous.**

III. Approve Minutes of August 11, 2020 meeting: Moved by Legislator Shaw, second by Vice Chairwoman Coffin accepting the minutes as written. Motion carried.

IV. Cooperating Agencies

A. NYSSWCC: Written report (Appendix 1)

B. CCE: Report presented by G. Livermore.

1. Ag team is doing farm consultations and online workshops
2. 4H programs are entirely online
3. Recruiting for Master Gardener

C. NRCS: No report

V. Treasurer's Report:

A. Financial Reports for August 2020:

Moved by Legislator Campione, second by Legislator Shaw to approve the financial reports. (Appendix 2) Motion carried.

**B. Abstract #9-20, vouchers # 156-170 and Part C Abstract #9-20, vouchers #3-5
Moved by Vice Chairwoman Coffin, second by Chairman Peplinski to approve Abstracts.
Motion carried. (Appendix 3 & 4)**

C. Time sheets for 2020 pay periods #17-18: will be signed by Chairman Peplinski.

D. Bank reconciliations for August 2020: Vice Chairwoman Coffin will sign.

VI. District Employees Reports:

A. Katie Whitcomb, Natural Resource Conservation Technician- reviewed written report. (Appendix 5)

B. Bob Tilbe, Conservation Aide- written report. (Appendix 6)

C. Tyler Kelley, Soil and Water Resource Conservationist- reviewed written report. (Appendix 7)

D. Gerry Smithson, District Manager- reviewed written report. (Appendix 8)

E. Landowners Assisted for August 2020- provided for review (Appendix 9)

VII. Old Business:

A. 2021 Budget: the budget request was sent to the County after board approval

VIII. New Business:

A. 2021 Part B Project: Board approval is needed to submit Financial Assistance Request for Part B- Knotweed Project (Appendix 10)

Motion: Moved by Vice Chairwoman Coffin, second by Legislator Campione to submit 2021 Conservation Project Financial Assistance Request. Motion carried.

B. 2021 Annual Plan of Work: Annual Plan of Work was submitted for board review and approval prior to submission to Ag & Markets. Vice chairwoman Coffin requested that a specific line be added for reviewing / maintaining a pandemic plan. (Appendix 11)

Motion: Moved by Vice Chairwoman Coffin, second by Legislator Shaw to approve the Annual Plan of Work with the recommended change. Motion carried.

C. Hydroseeding Policy: A new hydroseeding policy was submitted for Board approval, outlining the parameters that must be followed for hydroseeding projects going forward. (Appendix 12)

Motion: Moved by Legislator Campione, second by Chairman Peplinski to approve and adopt the hydroseeding policy. Motion carried.

D. Employee Contracts: Employee contracts need to be signed to reflect the changes made for July 1, 2020- June 30, 2021. Chairman Peplinski will sign the contracts for the Board.

IX. Correspondence: None received

X. Next Meeting Date: The next regular meeting of the SWCD Board of Directors will be held on October 13, 2020 at 5:00 p.m. by conference call unless restrictions have been lifted. Call information will be provided on the October agenda.

XI. Meeting Adjourned by Chairman Peplinski at 5:40 p.m.

**Julie Panko, Secretary-Treasurer
September 18, 2020**

**Bernie Peplinski, Chairman
October 13, 2020**

Or

Linda Coffin, Vice Chairwoman

Appendix 1:	NYSSWCC Report
Appendix 2:	August 2020 Financial Reports
Appendix 3:	Abstract 9-20
Appendix 4:	Part C Abstract 9-20
Appendix 5:	NRCT Report
Appendix 6:	Conservation Aide Report
Appendix 7:	SWRC Report
Appendix 8:	District Manager's Report
Appendix 9:	Landowners Assisted- August 2020
Appendix 10:	2021 Part B Project Financial Assistance Request
Appendix 11:	2021 Annual Plan of Work
Appendix 12:	Hydroseeding Policy