

**HERKIMER COUNTY SOIL & WATER CONSERVATION DISTRICT  
MINUTES  
REGULAR MEETING  
SEPTEMBER 11, 2018  
5:00 p.m.**

**Board members present:** Chairman Bill Zaleski; Vice-Chairman/Legislator Bernie Peplinski; Legislator Peter Campione; Linda Coffin, Member at Large.

**Board members excused:** Mitch Hooker

**SWCD Staff present:** Debra Michael, Secretary-Treasurer; Gerry Smithson, District Manager; Katie Whitcomb, NRCT; Bob Tilbe, Cons. Aide.

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

**II. Approval of the minutes from August 14, 2018: Moved by Director Coffin, and seconded by Director Campione, that the minutes of the previous month's meeting be approved. Motion carried.**

**III. Cooperating Agencies:**

A. NRCS Report – Abby Gulseth, District Conservationist provided a written report. **(Appendix 1)**

B. NYSSWCC: A written report for September 2018 was provided by Scott Fickbohm. **(Appendix 2)**

1. A Statewide District Managers Meeting will be held on December 4<sup>th</sup> and 5<sup>th</sup> at the Otesaga Resort Hotel in Cooperstown.
2. The NYACD Annual Meeting will be held on October 23 – 25 at the Hampton Inn located in Cazenovia, NY.

**IV. Treasurer's Report:** D. Michael, Secretary-Treasurer, provided and reviewed the following written reports:

A. Financial Reports for August 2018:

- **Moved by Director Coffin, and seconded by Director Campione, to accept the Financial Reports for August 2018 as provided by the treasurer. Motion carried. (Appendix 3)**

B. Approval of Abstract #9-18: **Moved by Director Coffin, and seconded by Vice-Chairman Peplinski approving Abstract #9-18. Motion carried.**

C. Approval of Abstract #9-18 PM: **Moved by Director Coffin, and seconded by Director Campione approving Abstract #9-18 PM. Motion carried. (Appendix 4)**

D. Time and Attendance Reports submitted for Pay Periods 17 and 18 were reviewed and signed by Chairman Zaleski.

E. Bank Reconciliation Statements for August 2018 were reviewed and initialed by Vice-Chairman Peplinski.

**V. District Employees Reports:**

A. Katie Whitcomb, Natural Resource Conservation Technician, written report presented and reviewed. **(Appendix 6)**

1. Family Day at the Farm – She and Bob attended the event and talked with the public about the fish and pond programs.
2. Farm Progress Show:
  - a. Planned the booth with the committee
  - b. Prepared a display board with project pictures from all involved counties
  - c. Helped with fencing parking area
3. Japanese Knotweed Inventory Update:
  - a. Working on the Category 3a 30-hour online course
  - b. Will be treating an infested site in Herkimer County with Lenny Croote, Hamilton County SWCD.
4. Fish Program – we sold 1300 minnows, 25 bass, and 25 catfish.
5. Fall Newsletter – Will include: fall order form, Family Day at the Farm, Farm Progress Show, hydroseeding, tree and shrub reminder, grass carp permit information, and willow stakes information.
6. Fall Program:
  - a. Bluebird houses ordered
  - b. Rain barrels will be made
  - c. Barley straw – new supplier needed, unknown how this will affect price and sales
7. Hydroseeding – assisting Bob with seeding and measuring sites
8. Fulmer Creek – Working with Bob and BOCES instructor Will Carpenter to coordinate willow plantings at the site.
9. Continue to make GIS Maps, help with Ag Districts and hand out water test kits.

B. Bob Tilbe, Conservation Aide, written report presented and reviewed.

**(Appendix 7)**

1. Family Day at the Farm – Saturday, August 25<sup>th</sup>. Many people interested in fish stocking program.
2. Hydroseeding:
  - a. Ten sites seeded to date; total area: 105,600 ft<sup>2</sup>. Two linear miles of ditch seeded.
  - b. Seven sites left to be seeded to close out the 2018 season.
  - c. Follow up photos being taken.
  - d. Plan to have an article in the fall newsletter.
3. Japanese Knotweed Inventory:
  - a. Helping Katie input data into iMap Invasives.
  - b. Working on pesticide training initially started by Gerry.
4. Farm Progress Show:
  - a. Layout was completed on August 31, and fencing was completed with Gerry and Katie.

**V. District Employees Reports:**

B. Bob Tilbe, Conservation Aide, written report presented and reviewed.

**(Appendix 7)**

5. Fulmer Creek Tree Planting:
  - a. Coordinating tree delivery and planting date with Templeton Landscaping and Herkimer BOCES
  - b. Tentative planting date September 25<sup>th</sup>.
  - c. Around 500 willow stakes will be cut for the planting
  - d. Planting stock will be provided by DEC's Trees for Tribes Program
6. Other Recent Activity:
  - a. Round 23 photo documentation
  - b. Assisted with pond site investigation
  - c. Assisted with perc test in the Town of Warren
  - d. Photo documentation on Lynch Road and Mowers Road stream work
  - e. Attended a Soil Compaction information event in Sauquoit

C. District Manager Gerry Smithson presented and reviewed his written report.

**(Appendix 8)**

1. Soil & Water Resource Conservationist:
  - a. Seven applications received, one withdrew
  - b. Ranking sheet emailed to the Board with suggestions for interviewing
  - c. Would like to conduct interviews next week with available board members

**•Motion made by Director Coffin, seconded by Director Campione to conduct interviews on either September 19<sup>th</sup> or 20<sup>th</sup> with available District Board members and if there is not a quorum, the board agrees to accept the decision of those who are able to attend. Motion carried.**

2. Secretary-Treasurer:
  - a. Job description, announcement and ad for the paper were emailed to the Board.
  - b. Would like to use an October 10<sup>th</sup> deadline for applications, conduct interviews the week of October 22<sup>nd</sup> and have the new employee start on either November 5<sup>th</sup> or 7<sup>th</sup>; before the November board meeting.
  - c. The Board decided to use only the job announcement, not the job description.
  - d. This position is Civil Service exempt, will have a salary range of \$28,000 to \$32,000, and will be for 70 hours per pay period.
  - e. It was agreed that the job announcement will go out next week with an October 10<sup>th</sup> deadline, and that interviews will be held the week of October 22<sup>nd</sup>.
3. District Manager:
  - a. He was not selected for the position with Ag and Markets
  - b. He will be off October 4<sup>th</sup> – October 16<sup>th</sup>
  - c. Background check for the new SWRC may be delayed because of this time off.

**V. District Employees Reports:**

C. District Manager Gerry Smithson presented and reviewed his written report.

**(Appendix 8)**

4. Round 22 - Ag Nonpoint Source Grant:
  - a. Insight Dairy waste storage structure with a cover and flare.
  - b. Final funds were received, final payment was made to the farmer, and remaining funds were transferred to the SWCD for personal services.
  - c. Received the application to register the flare from NYS DEC and completed page 1.
  - d. The planner and farmer will complete the remaining portions of the application with help from DEC if needed.
5. Round 23:
  - a. Timmerman Farm concrete waste storage facility.
  - b. Concrete waste storage itself is nearly completed.
  - c. Pipe installation for waste transfer is still needed along with final grading and seeding.
6. Round 24: The application for a concrete waste storage on the Hardy Farm in Stark was submitted prior to the August 20<sup>th</sup> deadline.
7. Climate Resilient Farming (CRF):
  - a. Insight Dairy – Cover and flare for existing farmstead waste storage.
  - b. Once received, the master contract will be signed in front of a notary and returned with the 25% advance claim for payment.
8. CAFO Waste Storage Funding:
  - a. Entwistle Brothers concrete waste storage application submitted in early August has been awarded funds.
9. AEM Program:
  - a. Year 14 contract was received, notarized and mailed back.
  - b. Currently working on a 3a plan involving a manure complaint.
10. Farmland Protection Plan:
  - a. Letter from Ag & Markets indicated we were awarded funds.
  - b. Total grant amount of \$57,086.50 with \$21,586.50 of in-kind services, minimum of \$7,000 cash match from the County and \$28,500 awarded from the state.
11. Ag District Merge:
  - a. All applications are being sent to our office - 95 received so far.
  - b. Working with individuals on the phone or in person to answer questions and complete applications.
  - c. Applications are being scanned and emailed to Guy Sassaman.
12. District Vehicles:
  - a. Step bars were added to the Part C truck.
  - b. Working on the spec sheet for ordering our new truck.
  - c. 2016 RAM will be detailed later in fall to sell.
13. Hydroseeding Program:
  - a. The lease for the pole barn has been renewed.
  - b. There are a few sites left to seed time permitting.

**V. District Employees Reports:**

C. District Manager Gerry Smithson presented and reviewed his written report.

**(Appendix 8)**

14. Fulmer Creek Planting:

- a. Bob is taking the lead, with Katie heavily involved as well.
- b. Working with Lorraine Lewandrowski to complete release form.

15. CNY Farm Progress Show:

- a. Held on September 12<sup>th</sup> and 13<sup>th</sup> at Len-Lo Farm.
- b. Organized the parking crew.
- c. Site layout and parking fencing completed.
- d. Staff will assist with garbage and clean up as in the past.
- e. Katie and Deb organized our joint NRCS/SWCD booth.

16. Performance Measures:

- a. District Law training is set until next year.
- b. Mitch will be set after the NYACD Conference.
- c. All other directors need to complete one training topic. Copies of a training topic were distributed and directors were asked to read and bring back to the next meeting signed.
- d. 2 directors need to attend a regional meeting.

17. WQCC:

- a. Jim Keiper – Design finished and approved by PE Don Lynch. FLOWPA agreement developed. We are waiting to hear back from the farmer.
- b. Neil Fisher - Survey and design completed and approved by PE Don Lynch. FLOWPA contract developed and design delivered.
- c. County Stream Projects – FLOWPA funds have been allocated to pay for materials for 3 stream projects previously submitted by Stephanie Tyoe. FLOWPA funds have been disbursed for 2 of the projects. The third project is under construction.
- d. Lynch Road Culvert – Fairfield:
  - i. Heather Pritchard of NYS DOT assembled a team of professionals to assess this culvert on Lynch Road. A field visit was conducted in May 2018.
  - ii. US Army Corps will not approve a culvert installed back in 2014 as a result of heavy flooding without a few items being addressed.
  - iii. NYS DOT completed a new design, US Fish & Wildlife approved the design and the WQCC approved the funding request submitted by the Town of Fairfield for partial funding.
  - iv. NYS DOT and the town joined forces to complete the project; an in stream grade control structure has been constructed.
  - v. Payment will be made once the as-builts are certified.
- e. The next meeting will be held on Thursday, September 27<sup>th</sup> at 9 am.

E. Landowners Assisted August 2018: List was provided for review. **(Appendix 9)**

**VI. Old Business:**

A. 2019 Budget: Copies of the proposed 2019 budget were distributed. This proposed budget did not include the dedicated funds as carryover in the beginning fund balance. **(Appendix 10)**

- **Motion by Director Coffin, seconded by Director Campione approving the proposed 2019 budget requesting \$136,686 from the County with the inclusion of the dedicated funds as carryover in the beginning fund balance. Motion Carried.**

B. Reserve Account: No decision was made at this time regarding the establishment of a reserve account. The Board believes that more information is needed regarding the legality.

**VII. New Business:**

A. Donation in Memory of SWCD Director LeRoy Windecker: **Motion made by Director Coffin, seconded by Vice-Chairman Peplinski that a donation of \$100 is made in LeRoy's memory to the Herkimer County Humane Society. Motion Carried.**

B. 2019 Annual Plan of Work: Gerry will be emailing the draft of the Plan of Work for 2019 to the Directors for review and action at the next meeting.

**VIII. Future Meetings:** Wednesday, October 10, 2018 at 5:00 p.m.  
Wednesday, November 14, 2018 at 5:00 p.m.

**IX. Adjournment:** Moved by Chairman Zaleski and seconded by Vice-Chairman Peplinski adjourning the meeting at 6:15 p.m. Motion carried.

**Submitted by:**

**Approved by:**

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Debra Michael, Secretary  
September 17, 2018

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William Zaleski, Chairman  
October 10, 2018

Attachments: Appendix 1: NRCS Report – Abby Gulseth, DC  
Appendix 2: NYSSWCC – September 2018  
Appendix 3: Treasurer's Report – August 2018  
Appendix 4: Abstract 9-18  
Appendix 5: Abstract 9-18 PM  
Appendix 6: Katie Whitcomb, NRCT Report  
Appendix 7: Bob Tilbe, Conservation Aide  
Appendix 8: Gerry Smithson, District Manager's Report  
Appendix 9: Landowner's Assisted - August 2018  
Appendix 10: 2019 Budget Proposal