



## Cortland County Soil and Water Conservation District

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www.cortlandswcd.org

*SWCD...established to promote the conservation and wise use of our county's natural resources*

### MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, April 11, 2023

**ATTENDING:**

Eugene Wright, Chairman	Linda Jones, Director
James Murphy, Treasurer	Beau Harbin, Legislator
Tracey Evanick, Vice Chair	Emily Olsenwik, Secretary
Amanda Barber, Manager	Kim Cameron, Guest
Melissa Rutter, Fiscal Officer	

**A. MEETING WAS CALLED TO ORDER by Chairman Wright- 1:04 p.m.**

**B. REVIEW OF MINUTES:**

**Motion** by Murphy to approve the minutes of the regular board meeting held on March 22, 2023 as written. Seconded and carried 5-0.

**Motion** by Jones to approve the minutes of the special board meeting held on March 28, 2023 as written. Seconded and carried 5-0.

**C. FINANCIAL REPORTS:** Including income and expenses for March. Presented for payment Abstract 3-23 for Vouchers 41-23 to 80-23.

**Motion** by Murphy to accept the March 2023 financial reports and approve the payment of bills presented on Abstract 3-23 in the amount of \$173,656.77. Seconded and carried 5-0.

**D. REPORTS:**

1. **NRCS-** No report submitted.
2. **SWCD-** Report was presented by Barber and is appended to minutes.
3. **SLWAP** – No report submitted.

**E. CORRESPONDENCE:**

1. NYACD: Letter about upcoming annual meeting, NYS Envirothon, National Envirothon
2. NCF-Envirothon- Proposal to sponsor 2024's competition.
2. County Administrator- Request to provide quarterly reporting to maintain ARPA funding.
3. NYSDAM- Email with meeting notice (4/26) and information about ADA compliance.
4. NYSDAM-Email about CRF Rd 7 and AGNP Rd 29 funding.
5. NYS Soil & Water Conservation Committee Report- Updates and reminders, interim reporting due, AEM Leopold Award nominations due.
6. NYSDAM- Cover Crop Funding notice.
7. NYS- Hourly rate recommendations for state grants.

**G. OLD BUSINESS:**

**1. Little York Lake Management and District Administration-**

The Lake Association would like to move ahead with renting the weed harvester from Lake Como. Barber inquired with the insurance company about coverage. It was recommended to purchase a separate package for \$599.00 for \$100,000 of leased and rented coverage with a max limit for any one item of \$25,000 coverage to specifically cover weed harvesting. This expense will be billed back to the Lake Association. Barber mentioned she needs to ask the attorney about whether or not a contract with the Lake Association is needed. The plan is to have a proposed fee/rate established for at the May meeting for the contracted labor.

**Motion** by Murphy to authorize Barber to add the inland marine premier pac to the current policy at a cost of \$599.00 pending an agreement between the Little York Lake Association and Lake Como. Seconded and carried 5-0.

**2. Landfill Monitoring Update-** The lab analysis cost has increased by \$15,000.00. The low quote was from Eurofins in the amount of \$62,280. Barber and McGrath have reviewed expenses and equipment costs to see if reductions can be made. They propose the county contract amount increase by \$14,000 to \$88,000.00. It may also be possible to reduce the number of wells tested and sampling frequency. Consultation with the county landfill consultant, B&L Engineers, will need to occur first, and NYSDEC will need to approve any changes.

**Motion** by Jones to accept Eurofins quote of \$62,280 and authorize Barber to enter into a new contract with the county for \$88,000 for landfill monitoring. Seconded and carried 5-0.

**3. Personnel/ Staffing Update-**

**a. Hiring-** Ally Stout was hired as a Conservation Aide for the summer and Jack Fox as a Conservation Assistant. Another candidate has been offered the position of Conservation Assistant but hasn't accepted. Barber may need to negotiate pay scale. Barber requested permission to go above midpoint pay scale.

**Motion** by Murphy to authorize Barber to offer a salary beyond the midpoint pay scale to the conservation assistant candidate. Seconded and carried 5-0.

**b. Resignation-** Barber informed the board that Jared Popoli submitted a letter of resignation.

**Motion** by Murphy to accept Jared Popoli's resignation letter with regret. Seconded and carried 5-0.

**H. NEW BUSINESS:**

**1. USC Contract Approval-Nutrient Management Grant:**

Barber requested approval to enter into agreement with Tioga County SWCD and sign USC Practices Implementation Project agreement for the purpose of expanding nutrient management across all landscapes in the headwaters of the Chesapeake Bay for a sum not to exceed \$2,267.50. Project to commence January 1, 2022 and be completed by September 30, 2023.

**Motion** by Evanick approving Barber to enter into agreement with Tioga County SWCD and sign the USC Practices Implementation Project agreement in the amount of \$2,267.50 for the purpose of expanding

nutrient management across all landscapes in the headwaters of the Chesapeake Bay for the period of 1/1/2022 and 9/30/23. Seconded and carried 5-0.

2. **Board Audit 2022 Books**-Barber asked if the board wanted to perform an internal audit of the books since the county auditor has already been in to do a review. General consensus from the board was, no.
3. **2023 Health Insurance Rates**- Insurance rates for the monthly 2023 PPO Plan employee contribution is \$145.81 for a single policy and \$354.65 for a family policy. Because these are odd amounts it is not ideal for bookkeeping. Barber has requested to have the district round these amounts down to \$145.80 and \$354.64 to keep the amount even and have the district pay the difference.

**Motion** by Murphy to authorize 2023 PPO Plan monthly employee insurance deductions of \$145.80 for a single policy and \$354.64 for a family policy to keep the monthly payment amount even and have the district pay the difference. Seconded and carried 5-0.

4. **Quickbooks Purchase**- Barber seeks approval to purchase the newer updated version of Quickbooks Pro Plus. Harbin noted we will now need to plan for this expense each year in the budget.

**Motion** by Evanick to update to 2023 Quickbooks Pro Plus at a cost not to exceed \$1,000. Seconded and carried 5-0.

5. **AGNP & CRF Process**- Both grants were announced by the state. Barber would like to establish a deadline date for landowners to contact Cortland SWCD in order to be considered for CRF and AGNP grant applications as has been done in the past. Press releases would be sent to the newspaper and posted on our website. The board concurred. Staff will have a date recommendation next month.
6. **Seedling Sale and Donations**- CoffeeMania agreed to partner with us to hand out seedlings to customers for Arbor Day. We will individually package them and prepare an information sheet to go with them. Summerhill Brewing is hosting an Earth Day event. They have requested that we attend with a pollinator display and information. Barber would like to give away some seedlings as a door prize. The city is promoting 'No Mow May' which CSWCD would like to team up with and promote county-wide. We would like to give out a seedling to the first 100 people that register to agree to not mow their lawn in May. The Board concurred with the events and donations.

I. **NEXT MEETING:** May 3, 2023, 1:00 pm. Meeting date change is required due to board conflicts.

J. **ADJOURNED at 2:21pm.**

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Eugene E. Wright, Chairman of Board