



ORLEANS COUNTY SOIL & WATER
CONSERVATION DISTRICT MINUTES
October 13, 2015

PRESENT: Edward Morgan, Rep At Large
Dennis Kirby, Manager
Judy Bennett, Sec./Treas.
James Neal, Farm Bureau Rep.
Katie Sommerfeldt, WQ Technician
John DeFilipps, Leg. Rep.
Megan McAnn, Technician

I. Call To Order: Chairman, Edward Morgan called the meeting to order at 12:13 pm for the purpose of conducting routine business.

II. Public Comment Period: No public comments.

III. Minutes: **Motion** by Neal, second by DeFilipps to accept the minutes as written. **Carried**

IV. Treasurer's Report: **Motion** by DeFilipps, second by Neal to accept the Treasurer's Report as presented. **Carried**

V. Operational Budget vs. Actual: Dennis reported that this is in everyone's packet. He reported that the last column represents the total that we estimate will be spent by the end of the year.

VI. Bills & Vouchers: **Motion** by Neal, second by DeFilipps to pay the bills and sign the vouchers. **Carried**

VII. New Business:

- A. Payroll Certification:** Judy reported that this is due to the Civil Service office in the amount of \$5,765.69. **Motion** by DeFilipps, second by Neal to approve the Payroll Certification. **Carried**
- B. Records Disposal:** Judy reported that she has records to dispose of that include Vouchers and Cancelled checks, Bank Statements, Financial Reports, Itemized Receipts, Itemized Disbursements, Account Registers, Deposit Summaries, and Reconciliation Reports, all from 2007. All of these records have a records retention of 6 years. **Motion** by Neal, second by DeFilipps to dispose of these records. **Carried**
- C. Managers and Program Administration Meeting:** Dennis reported that this is a statewide meeting being held on November 17 & 18 at Greek Peak in Cortland. He explained the topics that they will be discussing. He would like permission for him and Judy to attend along with a board member if they are interested. If no board members want to go he would like Katie to attend. **Motion** by DeFilipps, second by Neal for staff and directors to attend at District expense. **Carried**
- D. Farm Bureau Dues:** This was included in the Bills and Vouchers. If they were paid by the end of this month there was a discount.
- E. Katie Training:** Katie reported that there is a 3 hour training at the Town of Carlton on November 5 regarding Shoreline Erosion that she will be attending.
- F. Computer Purchase:** Dennis reported that we would like to purchase a lap top so that we have a computer for the AmeriCorp person to work on. We can buy a refurbished one from the computer store in Medina for around \$360. They said that it will come with Microsoft Office already on it. The reason we are looking into this is because NRCS is allowing us to put their ArcGIS on a non NRCS computer. **Motion** by Neal, second by DeFilipps to purchase the laptop. **Carried**
- G. AmeriCorp Contract:** Dennis reported that we received the contract from Genesee County Youth Bureau. He needs the approval for him to sign the contract. **Motion** by Neal, second by DeFilipps for Dennis to sign the contract. **Carried**
- H. Other:**
 1. Dennis reported that there is a Soil and Water Conservation Society meeting on November 17 in Geneva. **Motion** by Neal, second by DeFilipps for a staff member to attend this meeting if they are available. **Carried**
 2. Dennis reported that we sent out the Annual Plan of Work for everyone's review. **Motion** by DeFilipps, second by Neal to approve the Plan of Work. **Carried**
 3. Judy reported that in the Abstract of Audited Vouchers there were payments to Farmers for Round 19 & 20 for the installation of Cover Crops. She did not have time to get the vouchers all printed.

4. Dennis reported that the NYS SWCC meeting is being held in Batavia on November 15 & 16. Judy would like to attend on the 15 and Dennis would like to go both days. Dennis will be speaking about soil health on the second day when the group takes a tour of farms. **Motion** by Neal, second by DeFilipps for Judy and Dennis to attend. **Carried**

VIII. Old Business:

- A. Budget: Dennis reported that he and Morgan went and visited with Chuck Nesbitt about the budget and the request for the increase in the budget. Discussed the budget and the state reimbursement.
- B. FL-LOWPA: Katie reported that the three FLOWPA projects we have been working on have now been approved and signed off on. A conference call was made to William Eick to get approval on these payments. **Motion** by DeFilipps, second by Eick to approve payments for these 3 projects. Neal recused himself from the meeting. **Carried**
- C. Grant Project Summary: Attached. Dennis explained the updates. Katie reported on the other FLOWPA projects that are listed.
- D. Training Summaries: Dennis reported that there are 2 training summaries in the packets. One is from Megan and the other is from Dennis. He explained some of his training on septic system inspection.
- E. Other: Discussed a possible dinner meeting with the Legislature. Dennis will look into this for next month.

IX. Cooperating Agency Reports:

- A. **District Manager:** Attached. DeFilipps asked about one of the contacts concerning DEC. Katie explained.
- B. **District Conservationist:** Heath Eisele's report is attached.
- C. **Orleans County Water Quality Coordinating Committee (WQCC):** Nothing new to report.
- D. **NYS SWCC Report:** Victor DiGiacomo's report is attached.

Next meeting date November 10, 2015 at 12:00 pm.

Meeting Adjourned at 12:43 PM.

Judy Bennett
Secretary/Treasurer
Date:

Edward Morgan
District Chairman
Date: