

CHEMUNG COUNTY SOIL AND WATER CONSERVATION
DISTRICT

Agenda

Tuesday, January 10th, 2023
1:00 P.M. Meeting @ District Office

1. APPROVAL OF CONTRACTS/OTHER
 - a. Election of Officers
 - i. Chair
 - ii. Co-Chair
 - iii. Treasurer
 - b. Risk Assessment Checklist -Organizational Mtg.
 - c. FL-LOWPA 2022/2023 Contract -\$97,200.00
 - d. District Clerk/Technician -February
 - e. Contract with Equipment Operator -Todd Jansen
 - f. Summer Intern (if needed)
 - g. District Employee Handbook Proposed Changes
 - i. Carry Over of Vacation Time
 - ii. Retiree Medical Insurance Coverage
2. 2023 MEDICAL INSURANCE PAYMENT WATTS -See information enclosed
3. APPROVAL OF THE MINUTES
4. APPROVAL OF THE TREASURER'S REPORT for AUDIT
5. APPROVAL OF BILLS
6. DISTRICT MANAGER'S REPORT
7. DISTRICT TECHNICIAN'S REPORT
 - a. Sale of Surplus Equipment -FLLOWPA/Schuyler County SWCD

Anything to come before the Board!

Chemung County Soil and Water Conservation District Minutes
Tuesday, January 10th, 2023 @ District Office -851 Chemung St. Horseheads

Present:

Thomas Rhodes- Chair
Jim Bush-Treasurer
Dave Boor-Vice-Chair
David Stow-Grange
Dick Gunderman-**Excused**
Mike Smith -Legislator

Karen Tillotson –District Manager
Mark Richer-District Technician

The monthly meeting of the Chemung County Soil and Water Conservation District was called to order by Chair Thomas Rhodes at 1:00 PM.

Introductions around the table welcome new Grange Member David Stow.

1. Approval of Contracts/Other

A. Election of Officers:

The slate of Officers:

Chair-Thomas Rhodes
Vice Chair-David Boor
Treasurer-Jim Bush

M. Smith motioned to approve the slate of officers with the secretary casting a ballot. D. Boor seconded it. All in favor, motion carried.

B. Risk Assessment Checklist -Organizational Meeting: The Board reviewed the Risk Assessment checklist.

- a. Internal Controls-Moving forward, Jim Bush will sign off on bank reconciliations- Bank receipts and checks will not go out before the board meeting for review. The only exception is electronic payments, or a late charge would occur.
- b. Hazardous Materials-Check with OSHA
- c. Drone License-M. Richer's license expired. *Motion made by D. Boor to spend up to \$200.00 for an online training course for M. Richer. J. Bush Seconded. All in favor and carried.*
- d. MOUs with the District
 - i. Stormwater Team MOU will expire in June of 2022.
 - ii. Old Chemung Canal.
 - iii. Countywide Stream Equipment.
- e. Designate Official Bank-Five Star Bank and Chemung Canal
- f. Designate Official Newspaper-Elmira Star Gazette.
 - i. *Motion made by M. Smith to approve the designated banks and newspaper. Seconded by J. Bush. All in favor and carried.*

C. FL-LOWPA 2022/2023 Contract- *Motion made by D. Boor to enter into a contract with FLOWPA for the year 2022/2023. J. Bush seconded the motion. All in favor. Motion carried.*

D. District Clerk/Technician-February -Follow up with Civil Service regarding the technician position.

E. Contract with Equipment Operator-Todd Jansen-*J. Bush motioned to approve the agreement with Todd Jansen as the equipment operator. M. Smith seconded. All in favor and carried.*

F. Summer Intern (if needed) -will review if required.

G. District Employee Handbook Proposed Changes:

- a. **Carryover of vacation time**-current carryover goes from January through February with the allowable time to carry over 320 hours. Anything hours over this amount would be lost if not used by that date. District Manager's recommendation to the Board is to go from January through December, making any hours over 320 not used by December 31st in that calendar year lost unless unforeseen circumstances exist. *D. Boor motioned to have vacation carryover to coincide with the calendar year, January through December. D. Stow seconded it. All in favor and carried.*



- b. **Retiree Medical Insurance Coverage**-District Board received the handbook section on medical insurance for retirees. District Manager will make changes to the retiree's medical insurance coverage policy for review at the February meeting.

2. **2023 Medical Insurance Payment Watts-**

The motion to go into Executive Session to discuss an employee's personnel issue was made at 1:49 by M. Smith and seconded by D. Stow. All in favor and carried.

Present: M. Smith, D. Stow, T. Rhodes, D. Boor, J. Bush, M. Richer, and K. Tillotson.

Motion to enter into regular session made by M. Smith and seconded by D. Stow. All in favor and carried.

Present: M. Smith, D. Stow, T. Rhodes, D. Boor, J. Bush, M. Richer, and K. Tillotson.

Resolution by D. Stow to send the audit finding from the 2021 audit of Chemung County SWCD's finances regarding compensated sick time payout for retirement to Mark Watts and to reduce the 2023 health insurance payment by \$6,395.00 to recoup the overpayment made to Mark Watts for sick time pay. Seconded by D. Boor. All in favor and carried.

3. **Approval of the Minutes:** D. Boor motioned to approve the December minutes as mailed. Seconded by J. Bush. All in favor and carried.
4. **File the December Treasurer's Report for Audit:** J. Bush motioned to approve December's treasurer's report for audit. D. Boor seconded it. All in favor and carried.
5. **Acceptance of the list of Bills:** Question on Stormwater -they are under the District's NYS retirement, dental, and vision which is paid back monthly from the Stormwater account. D. Boor motioned to approve the list of bills as presented. Seconded by D. Stow. All in favor and carried.
6. **Time was provided for members to discuss items, not on the agenda.**
7. **District Manager's Report-** Will be on file with the book of minutes.
8. **District Technician's Report-**
- a. Sale of Surplus Equipment-FLLOWPA/Schuyler County SWCD
 - i. Sale of 1992 Eager Beaver Low Boy 25' Trailer-District Funds
 - ii. Sale of 1999 Red River Live Bottom 43' Trailer-Split between Chemung/Schuyler District
 - iii. 2017 Kuhn Knight ProTwin Slinger funds will go back to the FLLOWPA account
 - b. Built Blue Bird Boxes
 - c. East Creek survey with Karen for DEC
 - d. Arbor Green Tree Forms are out
 - e. Inquire about the cost of leasing CAT equipment

Anything to Come before the Board:

A motion to adjourn was made @ 2:45 PM by J. Bush and seconded by D. Stow

Respectfully submitted by Karen Tillotson

