

Jefferson County Soil and Water Conservation District

Board of Directors Meeting – Monday, December 11, 2023

Directors at the District office, 25451 State Route 12, Watertown, NY: Jason Bast, Tom Boxberger, David Brass, Al Drake, Chuck Eastman, Mike Kiechle, and Dan McBride. Others: SWCC AEA, Ryan Cunningham; SWCD staff: CNMP, Justin Bach, ERS, George Birth; ERS, Jonathan Crast; Executive Director, Pat Crast, Administrative Assistant, Rhonda Redder; and ERS Sarah Trick.

Special guest: Karen Christie, Jefferson County Treasurer, serves on the governing board of NYCLASS. Karen answered questions regarding investment options prior to the meeting.

Chairman Bast called the meeting to order at 5:30 pm. ***Director Boxberger moved to approve the minutes of the November meeting. Motion seconded by Director Brass. Carried.***

I REPORTS

Financial: November financial reports were reviewed; claims and bank statements were available. Open invoices total: \$157,684.43. ***Director Kiechle moved to approve the financial reports and sign the Itemized Disbursements Report \$ 40,614.76; seconded by Director Brass. Carried.***

Cooperating Agencies

SWCC – Ryan Cunningham: Reviewed his written report and deadlines for upcoming grant opportunities.

NYACD: Stream C bill was vetoed by the Governor Hochul. Director Kiechle reported the veto was a big win for Farm Bureau.

Director Reports:

Kiechle: Attended New York Farm Bureau's annual meeting.

Boxberger: Participated via zoom in the small forest workshop; Pat did a great job representing Jefferson County SWCD.

II CORRESPONDENCE

**Outgoing*

- A. Indian River Lakes Conservancy
- B. Save the River
- C. Hyde Lake Preservation Alliance
- D. WSB: Inactive Account – CRF 5
- E. NYACD: New board announced
- F. WEX: New card received
- G. SWCC: Round 28 not funded
- H. Round 28: Notified landowner*
- I. SWCC: Round 26 – Grant closeout completed

III OLD BUSINESS

- A. Expiring terms: Chairman Bast requested that his term be renewed for only one year and a replacement be obtained for 2025. Director Eastman agreed to renew his 3-year term.
- B. NYCLASS: ***Director Boxberger moved to adopt the NYCLASS Municipal Cooperation Resolution, invest \$500,000, and authorize the Executive Director and Administrative Assistant to modify the District's investment as needed. Motion seconded by Director Brass. Carried.***

RESOLUTION # 2023-3

MUNICIPAL COOPERATION AGREEMENT

WHEREAS, New York General Municipal Law, Article 5-G, Section 119-o empowers municipal corporations to enter into, amend, cancel, and terminate agreements for the performance among themselves of their respective functions, powers, and duties on a cooperative or contract basis;

WHEREAS, Jefferson County Soil and Water Conservation District wishes to invest portions of its available investment funds in cooperation with other corporations and/or districts pursuant to NYCLASS Municipal Cooperation Agreement Amended and restated as of March 28, 2019;

WHEREAS, Jefferson County Soil and Water Conservation District wishes to satisfy the safety and liquidity needs of their funds;

Now, therefore, it is hereby resolved as follows:

That Rhonda Redder, Administrative Assistant of Jefferson County Soil and Water Conservation District, is hereby authorized to participate in the NYCLASS program under the terms of the NYCLASS Municipal Cooperation Agreement and Restated as of March 28, 2019.

Rhonda Redder, Administrative Assistant 12/12/2023

- C. 2019 Rav4: At the board's request, it was relisted seeking a minimum of \$22,500. The highest bid is now \$19,700. Warren County SWCD would like to purchase the vehicle for \$22,500. **Director Kiechle moved to accept Warren County SWCD's offer to purchase the 2019 Rav4. Motion seconded by Director Boxberger. Carried.**

IV NEW BUSINESS

- A. Farm Bureau: **Director Brass moved to adopt a resolution to pay Farm Bureau membership dues. Motion seconded by Director Boxberger. Carried.**

RESOLUTION # 2023-2

WHEREAS, the Jefferson County Soil and Water Conservation District Board has determined that membership in New York State Farm Bureau is advantageous for the overall mission of the District; **NOW THEREFORE BE IT**

RESOLVED, Jefferson County Soil and Water Conservation District Board will pay membership dues to Farm Bureau annually until such time that the governing board rescinds this action. **FURTHER, BE IT**

RESOLVED, that this resolution take effect immediately.

CERTIFICATE OF RECORDING OFFICER

By signing below, I hereby certify that the above resolution is a true and correct copy of the original resolution, as regularly adopted at a legally convened meeting of the Jefferson County Soil & Water Conservation District duly held on the December 11, 2023, and further that such resolution has been recorded in the Jefferson County Soil & Water Conservation District minutes in the District office. Director signature(s) _____

- B. UFI: **Director Boxberger moved to authorize a continued agreement with Upstate Freshwater Institute up to \$32,400 for the Sandy Creeks 9E project. Costs include watershed modeling, public meeting support, and 9EP report. Motion seconded by Director Brass. Carried.**
- C. Dental/Disability: **Director Kiechle moved to authorize the renewal of the dental and disability coverage for 2024 through Guardian. Motion seconded by Director Boxberger. Carried.**
- D. AEM – Round 17: **Director Brass moved to authorize the transfer of \$18,000 from AEM 17 to savings and the remaining funds when the closeout has been processed. Motion seconded by Director Boxberger. Carried.**
- E. CRF – 5: **Director Boxberger moved to authorize the transfer of the remaining closeout funds to savings when the closeout has been processed. Motion seconded by Director Brass. Carried.**
- F. 2024 Budget: **Director Boxberger moved to adopt the 2024 budget of \$851,938. Motion seconded by Director Brass. Carried.**
- G. Copier/Phone: **Director Kiechle moved to renew the copier (\$1676.50) and phone service (\$1308) agreements with Advanced Business Services. Motion seconded by Director Boxberger. Carried.**
- H. Salaries: **Chairman Bast moved to enter executive session to discuss the employment history of a particular person(s). Motion seconded by Director Boxberger. Carried.** Executive session entered 6:18 pm after Justin Bach, George Birth, Jonathan Crast, and Sarah Trick left the room. Executive session ended at 6:34 pm.

Director Boxberger moved the following:

- ***Approve 3.5% cost-of-living increase for all employees effective January 1, 2024.***
- ***Approve ERS Forester and CNMP step increases as defined in the proposed salary schedule effective January 1, 2024.***
- ***Two ERS will not receive the step increase at this time; however, upon satisfactory performance reviews, their steps will be considered in February and April 2024.***
- ***The Executive Director and Administrative Assistant will receive an equivalent step increase effective January 1, 2024.***

Motion seconded by Director Kiechle. Carried.

Chairman Bast moved to adjourn the meeting at 6:38 pm.

All agreed to hold the next meeting on January 8, 2024, at 5:30 pm.

Director

Date

Director

Date