

Schuyler County Soil and Water Conservation District
Monthly Meeting of Directors
September 27th, 2023
6:00 PM.
2400 Meads Hill Road
Watkins Glen, NY 14891

Attending: Tony Specchio-Chairperson
Jim Howell – Vice Chairperson
Rick Reisinger-Treasurer
Gary Gray – Legislative Rep
Gary Gaige-Member
Jerry Verrigni-District Manager
Jessica Verrigni – Stormwater Program Technician

1. **Meeting called to order** by T. Specchio @ 6:03 PM
2. **Pledge**
3. **Minutes of Aug. 2nd Meeting:** *Jim Howell motioned to approve the Aug minutes as mailed. Seconded by Gary Gray. All in favor. Motion carried.*
4. **Treasurer's Report July and August:** *Rick Reisinger motioned to approve the treasurer's report. Seconded by Gary Gray. All in favor. Motion carried.*
5. **Vouchers July and August:** *Rick Reisinger motioned to approve the list of bills as presented. Seconded by Gary Gaige. All in favor. Motion carried.*
6. **Old Business:**
 - A. **None.**
7. **New Business:**
 - A. **Equal Opportunity Policy, Workplace Violence Policy, Code of Ethics Policy, Data Breach Policy** - Jerry stated that at a recent meeting it was made clear that Part C would be tied to mandatory policies most of which Schuyler County SWCD already has in place. This is for fiscal year 2024. However Jerry wanted to make it clear in the minutes and meeting that these policies existed and where they were located. He also stated that Equal Opportunity and Data Breach Policies needed to be stand alones. Jerry stated a great deal of effort was done creating the personnel policy of the district which contains workplace violence, code of ethics among many other items as seen by the board.
Gary Gray made the motion to approve the districts personnel policy to stand as the districts workplace violence policy as well as its code of ethics policy. He also motioned to approve the equal opportunity policy and data breach policy as mailed and attached to the board packets. The motion was seconded by Jim Howell. All in favor motion carried.
 - B. **Plan of Work 2024** – Jerry stated that the attached plan of work is a dynamic document that is updated throughout the year based on workload. It serves as a guide of who is responsible for what and timing of when that work is to be done in a given year.
Gary Gaige made the motion to accept the Plan of Work as submitted and attached to the board packets and to be sent to AGMKTS. Motion was seconded by Jim Howell. All in favor. Motion Carried.
 - C. **Part B Project** – Jerry explained that the Part B project is one that has \$6,000 of funding for a small local conservation project. Jerry proposed the funding be utilized for a retention pond in 2024.

Gary Gray made the motion to accept the Part B project for 2024 as written and attached to the board packets and that it be submitted for consideration by NYSAGMKTS. Motion Seconded by Gary Gaige. All in favor. Motion Carried.

D AEM YR 18 AAP – Jerry stated that AEM is our two year program that allows us to do conservation planning and implementation on farms. Without our conservation plans done by Jessica we cant apply for grant funds for our farms. The program has a planning component and an implementation component. The AAP sets forth the minimum totals we want to reach as a group to meet the hours associated with his substantial two year program.

Gary Gaige made the motion to accept the resolution to participate in AEM YR 18 and to have Jerry as the representative for the board for the program and to accept the AAP as written and attached to the board Packets submitted to NYS AGMKTS. Seconded by Gary Gray. All in Favor. Motion Carried.

E.2024 Annual Budget – Jerry went through the annual budget as it was submitted to the County and sent in the board packets.

Jim Howell made the motion to accept the 2024 annual budget as submitted and provided in the board packets. Seconded by Gary Gray. All in Favor. Motion Carried.

A motion was made by Gary Gray to enter executive session. Seconded by Gary Gaige. At 6:40 pm

A motion was made by Jim Howell to leave executive session and reopen the meeting. The motion was seconded by Gary Gray at 6:50pm.

F. Salaries 2024: *A motion was made by Gary Gray to accept salaries for 2024 as written. Seconded by Gary Gaige. All in favor. Motion Carried.*

8. **Stormwater Technician Report – Jessica V.** –Her report is in the packet and will be on file with the book of minutes. Jessica reviewed her reports highlights and showcased the busy time of year.
9. **District Manager Report -Jerry V.** – Jerry's Report was sent out with the packet and will be on file with the Book of Minutes.
10. **Adjournment** -Motion to adjourn at 7:04 by Gary Gaige and seconded by Rick Reisinger

Respectfully submitted by:

Tony Specchio, Chairman

Jerry Verrigni – District Manager