

## Minutes

Regular Meeting of the Board of Directors - Tompkins County SWCD

April 2, 2018

170 Bostwick Road, Ithaca, NY 14850

Present: Dan Carey, Dave McKenna, Aaron Ristow, Deborah Dawson (Directors)

Staff: Kym Jackson, Jon Negley

Agencies: Pat Barry

A. Ristow, Chairman, called the meeting called to order at 3:13pm. A quorum was present.

D. Dawson moved to approve minutes of the March 2018 Board Meeting. Seconded by D. McKenna. No discussion. All in favor. Carried.

A NYS SWCC Report for April has not been provided yet as it is early in the month.

### Financial Report

D. McKenna moved to approve the financial reports as presented. D. Carey seconded. J. Negley reported he had met with Jason Molino, County Administrator at the District office. They discussed space issues, some budget line items, and perhaps reactivating the County Advance. A vote was taken and all were in favor. Carried.

### March Vouchers

D. McKenna moved to approve the April vouchers as presented. D. Carey seconded. D. McKenna recused himself at 3:25pm. D. Dawson moved to approve the April vouchers. D. Carey seconded. No discussion. A vote was taken and all were in favor. Carried. D. McKenna rejoined the meeting at 3:27pm.

### Staff Reports

P. Gier and M. Hall provided a written report.

### Old Business

RESOLUTION NO.: 2018-3 Amended – Adoption of Amended Employee Handbook – Addition of Clothing Allowance Policy. D. Dawson made the motion to approve. D. Carey seconded. J. Negley noted he had looked at other policies, including the County's Bargaining Unit to assist in establishing the District's new policy. This year the District will spend approximately \$6,500 and approximately \$4,500 in future years. This will vary with staffing changes and other factors.

P. Barry arrived at 3:30pm.

D. Carey made the motion to table RESOLUTION NO.: 2018-3 Amended to allow P. Barry to review his report. D. Dawson seconded. Carried.

P. Barry reviewed his written report.

P. Barry departed at 3:49pm.

D. Dawson made the motion to return to RESOLUTION NO.: 2018-3 Amended – Adoption of Amended Employee Handbook. D. McKenna seconded. J. Negley also reported that there are other districts who offer a clothing allowance to employees. He was uncertain of the amounts. There are different options to fund the new policy. The District has some administrative STAIEP funds, savings, could reduce the NYS debt repayment amount, or hire only one Seasonal Worker. The Board agreed that work gear is necessary and the safety of the employees is principal. It was suggested to reduce the annual allowance from \$500 to \$350 and provide less of a uniform until the District is stronger financially. The Board will revisit the policy routinely and take a graduated approach to increasing the allowance amount and uniform items as the District continues to grow and strengthen. D. Carey made the motion to amend the resolution. Aaron seconded. D. McKenna and D. Dawson agreed it is a friendly amendment. A vote was taken and all were in favor. Carried.

Seasonal Worker & Nutrient Management Specialist Position Update – The District has received seven (7) applications for the Nutrient Management Specialist Position. J. Negley would like to set up interviews this week with the top three (3) candidates and Board members. The job posting for the Seasonal Worker is still open and interviews may begin the following week.

RESOLUTION NO.: 2018-19 – Approval of submission to NYS Ag and Markets the Annual Report of the Treasurer, State Aid (Part A, Part B, Part C), Annual Activity Report and Hourly Rates for Grants reports for 2017 – Treasurer’s Report Review and Submission. D. Dawson made the motion to approve. D. McKenna seconded. K. Jackson reported the adjusting general journal entries have been received from the accountants, entered, and the Treasurer’s Report has been updated. It is ready to be submitted to NYS Ag and Markets with Board approval. A vote was taken and all were in favor. Carried.

### **New Business**

Committee Appointment for Deborah Dawson. As D. Dawson was not appointed to the District Board yet and present at the January Organization Meeting, the District wanted to extend an invitation for her to participate in any of its committees. D. Dawson was appreciative but declined at this time. Participation will be considered in the future.

EPF/Part C Discussion. Gov. Andrew Cuomo and New York's Legislature agreed on a budget for the 2019 fiscal year which includes an increase for districts. District law was also changed for State Aid – Part C. The “competitive basis” was removed and funds will be dispersed differently in the future. The new language is still being interpreted and revisions will be made to the rules and regulations for 2018 and 2019. Possible uses for 2018 funds need to be discussed again as the Highway Department may not complete their intended project this year.

Veteran’s Bill Discussion. A new bill (S.2911 (Crocini)/A.3198 (Paulin)), which was signed into law in 2017 but became active on March 11, 2018 provides combat veterans employed by the state with additional days of leave to obtain health services, counseling and access to other benefits related to such combat. The District reached out to TC Personnel and Legal Counsel to verify if District employees were eligible for the additional benefit. It was determined that only New York State employees, not local employees were eligible and therefore District employees were not eligible for the benefits.

Board Binders. Board binders were distributed to each Board member. It is a resource and organizer for members to use throughout the year.

### **Announcements/Meetings**

The next meeting will be May 7<sup>th</sup> at 3:00pm. J. Negley would also like to schedule meetings for the Personnel Committee, and Safety Committee after interviews have been completed.

### **Executive Session**

D. Carey made the motion to enter into Executive Session at 4:55pm to discuss a hearing request. D. Dawson seconded. Executive Session closed at 5:15pm. Discussion only.

D. Carey moved to adjourn the Regular Meeting at 5:17pm, Seconded by D. Dawson. Carried.

Respectfully Submitted:

---

Kym Jackson, Secretary

---

Aaron Ristow, BOD Chairman