

Minutes

Annual Organizational Meeting of the Board of Directors - Tompkins County SWCD

January 30, 2019

170 Bostwick Road, Ithaca, NY 14850

Present: Aaron Ristow, Alan Teeter, Deborah Dawson (Directors)

Staff: Jon Negley, Kym Jackson

Agencies: Pat Barry, NRCS, Eric Toftegaard, Tompkins Insurance Agencies

A Ristow, Chairman, called the meeting called to order at 1:05pm. A quorum was present.

There were no additions to the Agenda. A. Teeter moved to approve minutes of the December 2018 Regular Board Meeting. Seconded by Aaron Ristow. No discussion. All in favor. Carried.

Agency Reports

D. Dawson reported she is the new Chair of the Planning, Energy & Environmental Quality Committee. She invited TCSWCD to participate with the Committee and become more involved with agricultural planning. The Committee meets the 4th Monday of the month. TCSWCD looks forward to attending a meeting and possibly collaborating with the Committee.

P. Barry arrived at 1:09pm. He advised the NRCS office was still open during the Government Furlough. Although, there is now a lag time for contracts as IT and Contractors were still affected by the shut-down. Should there be another shut-down in February, the office has enough funds to operate for two weeks. P. Barry then reviewed his written report and it is attached.

J. Negley reviewed the NYS SWCC report and it is attached. J. Negley and K. Jackson have been working on the State Aid Annual Reports and will present them to the Board at the February 11th meeting for their approval. J. Negley attended the Manager's Conference and will share the PowerPoint Presentations with any Board Members who are interested.

J. Negley reviewed the NYACD letter and let the Board know he will be participating in the Legislature Days in March and invited the Board to accompany him.

Financial Report

A Teeter moved to approve the financial reports as presented. D. Dawson seconded. J. Negley and K. Jackson reviewed year end reports. The Board discussed Hydrilla eradication and its expense, future, and public knowledge. A vote was taken and all were in favor. Carried.

January Vouchers

A Teeter moved to approve the January vouchers as presented. D. Dawson seconded. No discussion. A vote was taken and all were in favor. Carried.

Staff Reports

P. Gier and C. Love provided written staff reports to the Board and they are attached.

P. Barry departed at 1:43pm.

Organizational Business

A. Ristow opened the floor for Slate of Officers. D. Dawson recommended Slate of Officers as they stand for consideration...Aaron Ristow as Chair, Alan Teeter as Vice Chair, Dave McKenna as Treasurer. A. Teeter moved to elect the Officer positions as recommended. A. Ristow seconded. Nomination closed at 1:46pm. No Discussion. Carried.

D. Dawson moved to select the Committee appointments. A. Teeter seconded. The Finance Committee will remain unchanged from 2018 with D. McKenna and A. Teeter being appointed. The Personnel Committee will be A. Ristow and D. Dawson being appointed. A. Teeter will be appointed to the Safety Committee. J. Negley will participate in all

THE UNITED STATES OF AMERICA
DEPARTMENT OF DEFENSE
OFFICE OF THE SECRETARY OF DEFENSE

MEMORANDUM FOR THE SECRETARY OF DEFENSE
SUBJECT: [Illegible]

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of the committees and K. Jackson will participate in the Safety Committee. J. Negley was thinking about forming a Strategic Plan Committee. However, the Board chose to look at the various components of a Strategic Plan during regular Board Meetings over 2019. A vote was taken and all were in favor. Carried.

Eric Toftegaard, Tompkins Insurance Agencies arrived at 1:47pm.

New Business

RESOLUTION 2019-17 – Insurance Policy Renewal. D. Dawson made the motion to approve. A. Teeter seconded. E. Toftegaard reviewed the renewal coverage and new coverage for data compromise and cyber security. The Board discussed TCSWCD's exposure on site and in the field and how coverage by the County is not complete. Funds will be set aside to meet possible deduction allowances. D. Dawson moved to include the additional coverage at an additional premium of \$2,480.00. A. Teeter seconded. All in favor. Carried.

Organizational Business (Continued)

RESOLUTION 2019-1 – Board Meeting Schedules. D. Dawson made the motion to approve. A. Teeter seconded. The Board Meetings will remain the 2nd Monday of the month; however, the time of 1:00pm for the meeting time was changed to 11:00am. A vote was taken and all were in favor. Carried.

RESOLUTION 2019-2 – Adoption of Fiscal Policies. A. Teeter made the motion to approve. D. Dawson seconded. The majority of changes were made to page 15 to the Procurement section. No discussion. A vote was taken and all were in favor. Carried.

RESOLUTION 2019-3 – Adoption of Employee Handbook. D. Dawson made the motion to approve. A. Teeter seconded. Changes were made to include additional language for the new Sexual Harassment laws. A vote was taken and all were in favor. Carried.

RESOLUTION 2019-4 – Adoption of Tompkins County Public Access to Records Policy & TCSWCD Subject Matter List. A. Teeter made the motion to approve. D. Dawson seconded. A vote was taken and all were in favor. Carried.

RESOLUTION 2019-5 – Adoption of Records Retention Policy. A. Teeter made the motion to approve. D. Dawson seconded. J. Negley was appointed the Records Retention Manager. A vote was taken and all were in favor. Carried.

RESOLUTION 2019-6 – Update of Director Attendance Policy. A. Teeter made the motion to approve. D. Dawson seconded. No discussion. All in favor. Carried.

RESOLUTION 2019-7 – Update of Bio-Security Policy. A. Teeter made the motion to approve. D. Dawson seconded. No discussion. All in favor. Carried.

RESOLUTION 2019-8 – Official Bank Designation. D. Dawson made the motion to approve. A. Teeter seconded. No discussion. All in favor. Carried.

RESOLUTION 2019-9 – Official Newspaper Designation. D. Dawson made the motion to approve. A. Teeter seconded. No discussion. All in favor. Carried.

RESOLUTION 2019-10 – Adoption of 2019 Holiday Schedule. D. Dawson made the motion to approve. A. Teeter seconded. No discussion. All in favor. Carried.

RESOLUTION 2019-11 – Payroll Certification. D. Dawson made the motion to approve. A. Teeter seconded. No discussion. All in favor. Carried.

RESOLUTION 2019-12 – Rates for Services. D. Dawson made the motion to approve. A. Teeter seconded. No discussion. All in favor. Carried.

RESOLUTION 2019-13 – Appointment of Secretary/Assistant Treasurer. D. Dawson made the motion to approve. A. Teeter seconded. K. Jackson was appointed Secretary and J. Negley was appointed Assistant Treasurer. All in Favor. Carried.

End of Organizational Business at 2:41pm.

Old Business

None.

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New Business

RESOLUTION 2019-14 – Adoption of 2015-2019 Tompkins County AEM Strategic Plan. D. Dawson made the motion to approve. A. Teeter seconded. No discussion. All in favor. Carried.

RESOLUTION 2019-15 – Entering into a Contract Agreement with Tompkins County for Services to the County with reimbursement of \$246,974.00. D. Dawson made the motion to approve. A. Teeter seconded. No discussion. All in favor. Carried.

RESOLUTION 2019-16 – Entering into Contract Agreements with the Town of Danby, Newfield, Ulysses, Caroline and the Town of Ithaca for Stormwater Technical Services. D. Dawson made the motion to table the resolution until the next Board Meeting. A. Teeter seconded. No discussion. All in favor. Carried.

RESOLUTION 2018-45 AMENDED – Approval of 2019 Budget. A. Teeter made the motion to approve. D. Dawson seconded. Changes were made to include additional insurance premium. No discussion. All in favor. Carried.

RESOLUTION 2019-18 – Shared Service Agreement for Equipment, Materials. A. Teeter made the motion to table the resolution until the next Board meeting. D. Dawson seconded. No discussion. All in favor. Carried.

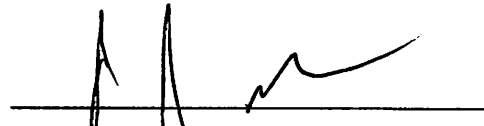
A Ristow moved to adjourn at 2:51pm, Seconded by A. Teeter. Carried.

Next meeting date: February 11th, 2019 at 11:00am.

Respectfully Submitted:



Kym Jackson, Secretary



Aaron Ristow, BOD Chairman

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