

Minutes

Annual Organizational Meeting of the Board of Directors - Tompkins County SWCD
January 13, 2020
170 Bostwick Road, Ithaca, NY 14850

Present: Aaron Ristow, Dave McKenna, Alan Teeter, Deborah Dawson (Directors)
Staff: Jon Negley, Kym Jackson
Agencies: Jennifer Doty, FSA

A Ristow, Chairman, called the meeting to order at 11:02am. A quorum was present.

There were no changes or additions to the agenda.

Approval of the December 2019 Minutes was tabled.

Agency Reports

J. Negley reviewed the NYS SWCC Report and it is attached.

Financial Report

D. McKenna moved to approve the financial reports for December as presented. D. Dawson seconded. J. Negley reviewed the reports. He also informed the Board he and the staff would be reviewing the current contracts and would be discussing workloads and new staffing in relation to acquiring new contracts. He and K. Jackson also discussed possible salary adjustments due to the 2020 leap year. K. Jackson will reach out to R. Snyder at the County to inquire about how their system is handling salaried employee payroll. All in favor. Carried.

11:14am A. Teeter arrived.

11:15am J. Doty arrived.

Agency Reports (con't)

J. Doty reviewed the CRP Program and re-enrollments. D. Dawson made the motion to approve TCSWCD's signature on three Conservation Plans and Schedule of Operations. D. McKenna seconded. All in favor. J. Negley signed the documents.

J. Doty departed at 11:34am.

D. McKenna moved to approve the December 2019 minutes of the Regular Board Meeting. Seconded by A. Teeter. No discussion. All in favor. Carried.

Vouchers

D. McKenna moved to approve the January vouchers as presented. D. Dawson seconded. No discussion. All in favor. Carried.

Staff Reports

P. Gier, A. Hinickle, and A. Hogan provided written staff reports to the Board and they are attached.

Cooperator Agreements

None.

Organizational Meeting

A Ristow turned the meeting over to J. Negley at 11:39am. J. Negley opened nominations for Chairperson, Vice Chairperson, and Treasurer. A. Ristow accepted the nomination for Chairperson, A. Teeter accepted the nomination

for Vice Chairperson and D. McKenna accepted the nomination for Treasurer. All in favor. Carried. J. Negley turned the meeting over to A. Ristow at 11:40am.

Committee selections were made. D. McKenna will preside on the Finance Committee, A. Teeter and K. Jackson will preside on the Safety Committee, D. Dawson and A. Ristow will preside on the Personnel Committee. J. Negley will preside on each Committee.

Policy Review

Resolution 2020-1 Adoption of Fiscal Policies. D. McKenna made the motion to approve. A. Teeter seconded. No changes were made. All in favor. Carried.

Resolution 2020-2a – Adoption of Employee Handbook. D. McKenna made the motion to approve. D. Dawson seconded. No changes were made. All in favor. Carried.

Resolution 2020-2b – Adoption of Tompkins County Code of Ethics. A. Teeter made the motion to approve. D. Dawson seconded. TCSWCD is working with the NYS SWCC and the County to establish its own policy and is under review at the County Attorney's office. The Board will adopt the Tompkins County Code of Ethics currently. All in favor. Carried.

Resolution 2020-2c – Adoption of Tompkins County Acceptable Computer Use Policy. A. Teeter made the motion to approve. D. McKenna seconded. No changes were made. All in favor. Carried.

Resolution 2020-3 – Adoption of Tompkins County Public Access to Records Policy & TCSWCD Subject Matter List. A. Teeter made the motion to approve. D. McKenna seconded. No changes were made. All in favor. Carried.

Resolution 2020-4 – Adoption of Records Retention Policy. D. McKenna made the motion to approve. A. Teeter seconded. J. Negley was selected as the Records Retention Manager. J. Negley discussed the possibility of hiring an Information Aide to assist in moving additional records to Laserfiche. K. Jackson has begun the process; however, additional help is needed. The position will be discussed more in the future. All in favor. Carried.

Resolution 2020-5 – Adoption of Director Attendance Policy. A. Teeter made the motion to approve. D. Dawson seconded. No discussion. All in favor. Carried.

Resolution 2020-6 – Adoption of Bio-Security Policy. A. Teeter made the motion to approve. D. McKenna seconded. No discussion. All in favor. Carried.

Resolution 2020-7 – Official Bank Designation. D. Dawson made the motion to approve. A. Teeter seconded. No discussion. All in favor. Carried.

Resolution 2020-8 – Official Newspaper Designation. D. McKenna made the motion to approve. A. Teeter seconded. No discussion. All in favor. Carried.

Resolution 2020-9 – Rates for Services. D. Dawson made the motion to approve. D. McKenna seconded. No discussion. All in favor. Carried.

Resolution 2020-10 – Appointment of Secretary/Assistant Treasurer. D. McKenna made the motion to approve. A. Teeter seconded. J. Negley was selected as the Assistant Treasurer and K. Jackson was selected as the Secretary. No discussion. All in favor. Carried.

Old Business

Engineer Position Discussion. This discussion was tabled.

New Business

RESOLUTION 2020-11 – Entering into a Contract Agreement with Tompkins County for Services to the County with reimbursement of \$381,913.00. D. Dawson made the motion to approve. D. McKenna seconded. All in favor. Carried.

RESOLUTION 2020-12 – Entering into Contract Agreements with the Town of Danby, Newfield, Ulysses, Caroline, Lansing and the Town of Ithaca for Stormwater Technical Services. D. McKenna made the motion to approve. D.

Dawson seconded. A change was made from the prior year's document to exclude engineering review. No discussion. A. Teeter abstained from the vote. D. McKenna, D. Dawson, and A. Ristow voted in favor. Carried.

RESOLUTION 2020-13 – Shared Service Agreement for Equipment, Materials. D. McKenna made the motion to approve. D. Dawson seconded. No discussion. All in favor. Carried.

RESOLUTION 2020-14 – Entering into a Service Agreement with the Tompkins County Stormwater Coalition. D. McKenna made the motion to approve. D. Dawson seconded. All in favor. Carried.

RESOLUTION 2020-15 – Adoption of 2020-2024 Tompkins County AEM Strategic Plan. This resolution was tabled to a later meeting.

D. Dawson moved to go into Executive Session to discuss personnel and possible new hires. A. Teeter seconded. The Board came out of Executive Session at 12:30pm. A. Ristow moved to reissue the Water Resource Engineer position posting statewide without geographical limits until February 5, 2020. D. McKenna seconded. All in favor. Carried.

The next meeting was rescheduled to February 13th at 11:00am.

D. Dawson moved to adjourn the meeting at 12:36pm. A. Ristow seconded. Carried.

Respectfully Submitted:

Kym Jackson, Secretary

Aaron Ristow, BOD Chairman