



**MADISON COUNTY SOIL & WATER CONSERVATION DISTRICT  
BOARD OF DIRECTORS  
June 20, 2024 7:00 PM  
Regular Board Meeting**

**Present:** Ric Barnes, Chairman  
Allen Hough, Vice Chairman  
Jim Cunningham, County Legislator  
Amy Hayduke, District Clerk/Treasurer  
Steve Lorraine, District Manager  
Scott Fickbohm, NYS Ag & Markets  
Maryellen Sheehan, Cornell Cooperative Extension

**1. Call to Order**

Chairman Barnes called the meeting to order at 7:05 pm.

**2. Approval of Minutes**

Minutes were emailed to the board in advance for review. A motion was made by Allen Hough, seconded by Jim Cunningham to approve the May 2024 meeting minutes with a correction to the second bullet under New Business. Motion carried.

**3. Treasurer's Report – Amy Hayduke**

The board packets included the following Quickbooks reports for June 2024:

Bank Account Report, Unpaid Bills Detail, Paid Bills Detail, Check Detail, Deposit Detail, Payroll Report, (Dovico report) Vacation and Leave by Employee

Bills to Be Paid - A motion was made by Allen Hough, seconded by Jim Cunningham to approve payment of 16 bills in the amount of \$62,572.63. Motion carried.

A motion to approve the April 2024 report was made by Jim Cunningham and seconded by Allen Hough. Motion carried.

**4. Manager's Report – Steve Lorraine**

- Jess Heim, Tom Conklin and Steve Lorraine continue working to update our CAFO clients CNMP's for their CAFO permits.
- Jess Heim and Steve Lorraine have been reviewing farmsteads with farms that have been selected for inspection by DEC this summer.
- Tom Conklin has been completing site visits for previously installed buffers to perform maintenance and determine if replanting is needed.
- Tom Conklin and Troy Bishopp completed installation of a watering system on a beef farm on Buyea Rd.
- Tom Conklin & Carl Bartlett canoed Chittenango Creek from Fyler Rd to Route 31 to catalog log jams for removal this summer.
- Tom Conklin developed a Tier 3A plan and planting plan for a farm wishing to do a 2+ acre tree planting.
- Joann Burke has been finishing up BMP verification for farms in the USC watershed.
- Joann Burke has been working on the data collection for farms in the USC watershed.
- Meghan Bohnert has been working with Andy Haslauer on multiple stream and shoreline permit applications.
- Meghan Bohnert has been assisting Andy Haslauer & Carl Bartlett with design work and construction oversight on multiple projects.

- Andy Haslauer is overseeing a barnyard project for a farm in Smithfield.
- Andy Haslauer oversaw completion of a flood mitigation project for a homeowner in Munnsville.
- Carl Bartlett is overseeing construction of a circular concrete storage in Brookfield.
- Carl Bartlett is overseeing construction of a leachate collection system on a farm in New Woodstock.
- Carl Bartlett completed a design for a large circular concrete storage in Earlville. It is out to bid now and will be awarded in the next week.
- Carl Bartlett is working on a design for another circular concrete storage with ramp for a farm in Eaton.
- Troy Bishopp continues moving the post pounder around the county as requested.
- Troy Bishopp has been updating multiple grazing plans for potential funding applications this fall.
- Troy Bishopp put together a construction plan for a beef farm in Nelson for a fencing system. It is out to bid at this point.
- Amy Hayduke and Steve Lorraine continue to review District policies to bring to the Board for review and approval.
- Amy Hayduke and Steve Lorraine continue working on multiple grant close outs.
- Amy Hayduke continues to meet with Byn Wilcox to assist us with Quickbooks questions.
- Steve Lorraine attended a manager's meeting in Cortland last week.
- Steve Lorraine continues to work with Regional Planning on the 9E Plan of Oneida Lake.
- Steve Lorraine has been working with DeRuyter Lake Association and B&L on a WQIP grant application for erosion issues leading into the reservoir.
- Steve Lorraine has been working on multiple applications to be submitted to the CRF RD 8. They are due Monday.

5. **FSA** – No report, no one present.

6. **NRCS** - No report, no one present.

7. **CCE** – Maryellen Sheehan

The June report was sent in advance and included with the member packets. (attached) Maryellen summarized the report for the board. Also noted that CCE has an intern working on their archives and has found some interesting items that they plan to put on display at some point.

8. **Committee Reports**

**SWCC** – The June 2024 report from Scott Fickbohm was included in the member packets. (attached) Scott reviewed some points from the report. He also let us know that SharePoint is now available to directors. If they would like access, they should let Steve know.

**County** – Jim Cunningham is the newly elected Chairman to the Board of Supervisors in Madison County.

9. **NYACD** – No report, no one present.

10. **CDEA** – Steve Lorraine reported that the CDEA has been researching site options for next year's Water Quality Symposium and putting together the training regimen for this fall's Conservation Skill's Workshop. Scott Fickbohm added that they have also been working on upgrading the operations manual.

11. **Old Business**

- Envirothon Invoice - Motion to table by Ric Barnes, Seconded by Allen Hough. Motion carried.
- Steve Lorraine reminded the board that the annual board audit needs to be done.
- 2007 Chevy truck – The auction through Auctions International has ended, the final bid was \$1225. A motion to accept the bid was made by Jim Cunningham, seconded by Allen Hough. Motion carried.
- OSC audit of Otsego County SWCD – We will return to this when the full board is present.

12. **New Business**

- WQIP – A motion for a resolution was made by Jim Cunningham to allow Steve Lorraine to submit applications for WQIP. Allen Hough seconded the motion and it carried unanimously. *Therefore, be it resolved that Steve Lorraine hereby has permission to submit grant applications on behalf of Madison County SWCD to the DEC for the WQIP grant program.*
- WQCC meeting will be held at 9:30 on 6/27/24 at the SWCD office. The meeting is open to the public and the directors are welcome to attend.
- Policy review of the District Credit Card policy – A copy of the District Credit Card Policy with suggested changes highlighted was presented to the board and discussed. Steve Lorraine will continue to work on updates and present it to the board again in July.
- Old Equipment – A list of equipment (attached) that is no longer used was provided to the board members. A motion to dispose of the equipment listed above the line was made by Jim Cunningham and seconded by Allen Hough.

### 13. Executive Session

A motion was made by Jim Cunningham and seconded by Allen Hough to enter an Executive Session pertaining to a personnel issue of a particular individual. Motion passed. Executive Session started at 8:14 pm.

A motion to end the executive session was made by Jim Cunningham and seconded by Allen Hough with no action taken. Motion passed. Executive Session ended at 8:20 pm.

### 13. Next Meeting

July 18, 2024 at 7:00 pm.

### 14. Adjournment

Motion to adjourn made by Jim Cunningham, seconded by Ric Barnes, motion carried. The meeting was adjourned at 8:42 pm.



---

Amy Hayduke, District Clerk/Treasurer

Date: 6/21/2024

---

Ric Barnes, Chairman

Date: