

**ESSEX COUNTY SOIL AND WATER CONSERVATION DISTRICT  
BOARD OF DIRECTORS MEETING  
MINUTES  
December 15<sup>th</sup>, 2016**

Meeting was called to order at 7:30 a.m. by Chairman Morrow.

Attendance: Board members – Gerald Morrow, Dave Blades, Ed Gardner, David Holland: SWCD – David Reckahn, Lois Sayward, Tiffany Pinheiro, Laura Benedict: NRCS Sarah Trumbull: NYSSWCC – Bob Brower.

Excused: Karl teRiele

**MOTION** to accept the November 17<sup>th</sup>, 2016 minutes was made by Holland, seconded by Gardner, and carried.

**Correspondence** – Dave passed around some correspondence for the directors to review.

**Chairman's Update** – Chairman Morrow reported the 2017 Essex County Soil and Water Conservation District budget of \$111,233.00 was approved by the Board of Supervisors.

**Secretary Update** – was reviewed by the Board (Appendix 1)

**MOTION** to accept the December update was made by Blades, seconded by Holland, and carried.

**District Manager Update** was reviewed by the Board (Appendix 2)

**MOTION** to accept the December update was made by Gardner, seconded by Holland, and carried.

**Conservation Technician Update (Tiffany)** was reviewed by the Board (Appendix 3)

**MOTION** to accept the December update was made by Blades, seconded by Gardner, and carried.

**Conservation Technician Update (Laura)** was reviewed by the Board (Appendix 4)

**MOTION** to accept the December update was made by Holland, seconded by Gardner, and carried.

**OLD BUSINESS**

- **ESSEX COUNTY BUDGET REQUEST** – Requested amount of \$111,233.00 was approved by the Essex County Board of Supervisors.
- **LAKE CHAMPLAIN WQIP** – All of the stormwater projects have been completed. Additional information will be needed for the close out. A sizeable portion of the balance will go to Essex County. Dave expressed disappointment the Buena Vista project didn't go through. The landowners couldn't agree on the location of the project. There are still a few bills that will be coming in that will need to be paid before the end of the year to close out the grant.
- **LCBP MCKENZIE BROOK** – The check was sent out to the contractor, and the check from the Lake Champlain Basin Program was received. This grant has been closed out.

**NEW BUSINESS**

- **INSURANCE AGENT TRIDENT AGENCY** – Lee Pollack will be submitting a proposal for the Essex County SWCD liability insurance. Chairman Morrow said Lee Pollack has most of the towns insurance in Essex County and is available.
- **BOARD OF DIRECTORS MEMBER** – Chairman Morrow will bring the information to the Essex County DPW meeting next week that Karl teRiele, Essex County SWCD Farm Bureau member wishes to be reappointed to another term of office – 1/1/2017 – 12/31/2019.
- **TECHNICIAN INTERVIEW** – The Technician interview will follow the regular board meeting.

- **PAY END OF YEAR BILLS – MOTION** to pay the end of the year bills that come in was made by Holland, seconded by Gardner, and carried.
- **WATER QUALITY SYMPOSIUM** – The 2017 Water Quality Symposium will take place in Syracuse March 14<sup>th</sup> – 17<sup>th</sup>. Registration is due February 10<sup>th</sup>. **MOTION** to approve expenses to attend the Symposium for all staff who wishes to attend was made by Holland, seconded by Gardner, and carried.
- **CWICNY DOS** – The CWICNY Department of State grant is in the project planning stage. Watershed prioritization is being reviewed.
- **UPPER HUDSON DOS** – This grant is for watershed management. Informational meetings will be forth coming. The DEC WQIP Hamilton County grant has to be closed out before the end of the year. Dave will order supplies for 2017 projects. There is \$8,225.00 left to be spent, and will be included in the end of the year bills.

### **DISTRICT TREASURER**

- A. Financial report was presented to the Directors (Appendix 5) **MOTION** by to accept the December report as presented by Blades, seconded by Holland, and carried.
- B. Bills due for payment were presented to the Board for approval. (Appendix 6) **MOTION** by Blades, to accept the December bills for approval, and pay as such seconded by Gardner, and carried.

### **COOPERATING AGENCIES**

NRCS Report – Sarah was present to give a report.

NYSSWCC Report – (Appendix 7) Bob Brower was also present to give the Board a report.

### **OTHER**

Chairman Morrow attended the Division V meeting and commented on the great presentations from the districts. It is interesting to see the various projects and programs that are being carried out in the area.

The board, staff, Bob Brower and Sarah Trumbull introduced themselves to Alice Halloran, the candidate for the new technician position.

Chairman Morrow made the motion to move into Executive Session at 8:25 a.m. The Board returned from Executive Session at 8:45 a.m. **MOTION** to offer Alice Halloran the Technician position starting at \$25,000.00 with all full-time benefits including health insurance and retirement was made by Holland, seconded by Gardner and carried. The position would have a six-month probation period. The start date would be January 9<sup>th</sup>, 2017. Since Alice has already taken the exam, it would be a permanent position after the six-month period was complete. Alice Halloran accepted the position, and was welcomed by all.

## **Next Meeting – ORGANIZATIONAL MEETING JANUARY 19<sup>TH</sup>, 2017 at 7:30 a.m.**

The meeting was adjourned at 8:48 a.m.

- Attachments: Appendix 1 – Secretary Update (Lois)  
 Appendix 2 – District Manager Update (Dave)  
 Appendix 3 – Conservation Technician Update (Tiffany)  
 Appendix 4 – Conservation Technician Update (Laura)

Appendix 5 – Treasurer’s Report  
Appendix 6 – Bills for Approval  
Appendix 7 – NYSSWCC Report

Submitted by:

Lois Sayward  
Secretary to the Board