

**ESSEX COUNTY SOIL AND WATER CONSERVATION DISTRICT  
BOARD OF DIRECTORS MEETING  
MINUTES**

December 21<sup>st</sup>, 2017

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 – Dave Reckahn, Lois Sayward, Laura Benedict, Alice Halloran, Amy Calkins

Excused: Karl teRiele

**MOTION** to accept the November 21<sup>st</sup>, 2017 minutes was made by Blades, seconded by Holland, and carried.

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

**Chairman's Update** – Chairman Morrow congratulated Dave Holland for being appointed by the Essex County Board of Supervisors to remain on the Essex SWCD Board – term expiring December 31<sup>st</sup>, 2020.

**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 (Laura)** was reviewed by the Board (Appendix 3)

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

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

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

**Conservation Technician Update (Amy)** was reviewed by the Board (Appendix 5)

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

**OLD BUSINESS**

- **PAID FAMILY LEAVE** – The Paid Family Leave Act is not mandatory for government agencies to participate in at this time. The information had been sent out to the board prior to the meeting to review. The employees would pay the premium through payroll deductions, and it would be added as a rider to the Disability Policy. **MOTION** to opt out of the Paid Family Leave Act was made by Gardner, seconded by Holland, and carried.
- **GOOGLE E-MAIL** – The District is still having trouble with e-mails. Since we will be moving out of the building in the near future, the discussion was tabled. If we move to Lewis, we would not be able to continue with Westelcom.
- **NEW TRUCK** – The new truck has arrived. It has been registered, and we are waiting for the plates to come. Dave would like to advertise the old truck through auction websites. You have to set a minimum bid, and have the right to accept or reject any bids. \$20,000.00 would be the rock-bottom bid. **MOTION** to go out to bid through Auctions International was made by Holland, seconded by Gardner, and carried.

- **PART C STATUS** – Essex SWCD is ready to close out. We are waiting for one more bill to come in before the end of the year. We won't know until January or February of 2018 the amount of funding we will receive for 2018, and can discuss what our priorities will be for the new year.
- **Ag DISTRICT** – The Open Enrollment for the Ag District is all set. Carly Summers will be the contact through Cornell Cooperative Extension. She has been authorized to take the lead for the Ag District Open Enrollment. Essex SWCD will still be involved, and work with all agencies in the process.

### NEW BUSINESS

- **END OF YEAR BILLS – MOTION** to pay all year end bills that come in after the December board meeting and before the end of the year was made by Gardner, seconded by Holland, and carried.
- **NYCD LEGISLATIVE DAYS** – Legislative Days will take place March 5<sup>th</sup> and 6<sup>th</sup> in Albany. Staff and Board members are encouraged to attend. This will count for Directors as a Performance Measure meeting. These meetings give the district staff and directors the opportunity to talk with your legislatures regarding your concerns.
- **2016 AUDIT** – Dave Blades and Karl teRiele audited the financial records on December 6<sup>th</sup>, 2017 and found everything to be in order. **MOTION** to approved the 2016 Audit was made by Blades, seconded by Holland, and carried.
- **2018 SYMPOSIUM** – The 2018 Symposium will take place March 13<sup>th</sup> – 16<sup>th</sup> in Syracuse. Trainings will be offered for all Essex SWCD staff. **MOTION** giving permission for all Essex SWCD to attend the 2018 Symposium in Syracuse was made by Holland, seconded by Gardner, and carried.
- **AEM AWARD** – The AEM award is given to a farm in the district that displays strong agricultural environmental practices, and has worked with the district. Dave will come to the board with a list of potential candidates to nominate for the award, and to display the AEM sign.
- **CLIMATE RESILIENT GRANT** – Round 3 applications for the Climate Resilient Farming program is due in February. Cornell Cooperative Extension would like to put in an application for local farmers. **MOTION** to put in an application for a Round 3 Climate Resilient Grant was made by Blades, seconded by Gardner, and carried.
- **WQIP GREEN INFRASTRUCTURE GRANT** – Essex County SWCD received a DEC WQIP Green Infrastructure Grant in the amount of \$59,000.00. The grant money will be used to provide raingardens in Willsboro, Westport, and Crown Point.
- **ANCA NY GROWN AND CERTIFIED** – Essex SWCD will partner with ANCA for the NYS Grown and Certified program. AEM is needed to qualify for the program. In kind can be paid from AEM funds.
- **ESSEX COUNTY VAC MACHINE** – Essex County DPW has a vacuum truck Essex SWCD can use for various projects. This vehicle covers the center of the county, and will be very helpful.

- **CWICNY WQIP GRANT** – CWICNY has received a DEC WQIP grant in the amount of \$60,000.00 to be used for roadside erosion supplies, sediment basins, etc.
- **RRAMP GRANT** – There may be funds for staff time such as a summer intern to be paid from this CWICNY grant.
- **SCHROON PROJECT** – Dave would like to use Part C funds to rent an excavator from the county for the Schroon project. The cost to rent the excavator could be \$8,000.00 - \$10,000.00. **MOTION** to allow the district to rent the excavator from Essex county at a cost not to exceed \$10,000.00 using Part C funds was made by Holland, seconded by Gardner, and approved.
- **WILLSBORO POINT SEPTIC** – A Willsboro Point Septic application has been sent in for funding. Dave Reckahn will be the contact person, and help coordinate the project.
- **Ag NPS** – The district is working on approval, bills and cancelled checks to close out the Essex Farm project. There are other Ag NPS grants the district is working on closing out next year.

### **DISTRICT TREASURER**

- A. Financial report was presented to the Directors ([Appendix 6](#))  
**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 7](#))  
**MOTION** by Blades to accept the November bills for approval, and pay as such, seconded by Gardner, and carried.

### **COOPERATING AGENCIES**

NRCS Report –

NYSSWCC Report – ([Appendix 8](#))

### **OTHER**

Dave Blades was excused from the January 18<sup>th</sup> meeting.

Alice brought up salaries, and will get statewide numbers to discuss at the January meeting.

**Next Meeting – January 18<sup>th</sup>, 2018 @ 7:30 a.m.**

The meeting was adjourned at 8:15 a.m.

Attachments: Appendix 1 – Secretary Update (Lois)  
Appendix 2 – District Manager Update (Dave)  
Appendix 3 – Conservation Technician Update (Laura)  
Appendix 4 – Conservation Technician Update (Alice)  
Appendix 5 – Conservation Technician Update (Amy)  
Appendix 6 – Treasurer’s Report  
Appendix 7 – Bills for Approval

Appendix 8 – NYSSWCC Report

Submitted by:

Lois Sayward  
Secretary to the Board