

**ESSEX COUNTY SOIL AND WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
December 18th, 2020**

Meeting was called to order at 7:45 a.m. by Chairman Tyler at the Westport Town Hall.

Attendance: Board members - Ike Tyler, Dave Blades, Anna Reynolds, Jim Monty, Ben Leerkes;
SWCD - Alice Halloran, Lois Sayward, Olivia Dickenson, Daniel Berheide; NRCS – Allie Holmes

MOTION to accept the November 19th, 2020 minutes was made by Leerkes, seconded by Monty, and carried.

Correspondence – Alice passed around an award letter from the Lake Champlain Basin Program for \$20,000.00 towards a no till drill. Correspondence from two schools who chose to participate in the \$500.00 education mini-grant through the district was shared.

Chairman’s Update – No update.

Secretary Update (Lois) - was reviewed by the Board (Appendix 1)

MOTION to accept the December update was made by Monty, seconded by Leerkes, and carried. All state grants are kept in separate checking accounts. The Lake Champlain Basin Program grants have not been in separate accounts, since they are all reimbursable grants. The board agreed all grants should be in separate checking accounts. All checking accounts require two board member signatures to open each checking account. Lois is added as a net teller user, but does not sign checks.

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

MOTION to accept the December update was made by Leerkes, seconded by Monty, and carried. Jim mentioned the Essex County Budget request was approved with the increase. The district appreciates their support.

Technician Update (Olivia) - was reviewed by the Board (Appendix 3)

MOTION to accept the December update was made by Blades, seconded by Leerkes, and carried. Chairman Tyler offered a Resolution of Appreciation to thank Olivia for her work for the district and luck in the future, unanimous approval.

Technician Update (Daniel) - was reviewed by the Board (Appendix 4)

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

OLD BUSINESS

- **Performance Evaluations** – The 2020 staff performance evaluations were completed by Alice. The Board of Directors completed Alice’s.

NEW BUSINESS

- **Audit** – The 2020 Essex SWCD Director Audit was completed (Appendix 8).
- **Executive Session (Personnel)** – **MOTION** to move into Executive Session at the end of the meeting was made by Monty, seconded by Leerkes, and carried.

- **Resignation Letter (Olivia)** - Olivia submitted her letter of resignation effective date December 18th, 2020.
- **Equipment Rental** – A farmer who rented equipment from the district this summer has not paid the invoice. Numerous attempts have been made to collect the money owed. **Motion** made by Monty to send a certified letter for collection of payment due with a notation that if not paid within 30 days it will be taken to small claims court, seconded by Leerkes, and carried.
- **Mileage for Directors** - The directors are entitled to mileage for all meetings and trainings attended. The Supervisor Representatives receive mileage from the county to serve on the board. The other members declined receiving payment for 2020.
- **Resolution of Support for the AEM Strategic Plan - MOTION** of support for the AEM Strategic Plan was made by Leerkes, seconded by Reynolds, and carried.
- **Hydroseeder** – The District will be receiving a new hydroseeder through a grant from the Lake Champlain Basin program next year. Alice would like to keep the old one for the county and towns to use next year, since it has been getting a lot of use. The county has a contract with the district which includes use of equipment. It was agreed the state should be charged for use of the hydroseeder.
- **Microsoft** – New computers require a Microsoft yearly subscription, and James from IT was checking to see if Essex SWCD could be under the county umbrella. Jim offered to check with Dan Palmer to see if we could be included under Shared Services.
- **Void check #5027 Chemung County SWCD** - Check #5027 in the amount of \$200.00 to Chemung County SWCD for (Certified Professional Erosion and Sediment Control (CPESC renewal for Daniel and Alice was approved at the last meeting. Lois did not realize it had been paid on the credit card earlier.
- **Education Grant** – Two schools have applied for the mini-grants as discussed earlier in the meeting. In the future it was suggested to send the notice of the mini-grants to the Board of Education, Superintendents, and school personnel to attract more interest.
- **Tin Pan Alley Contract** – **MOTION** to approve signing the contract in the amount of \$30,000.00 pending date change in grant was made by Monty, seconded by Leerkes, and carried. Alice asked if SWCD board members would like to be included to have access to Grants Gateway to check up on grants. Those interested will be added.
- **Summer Interns** – Alice would like to start advertising for summer interns. **MOTION** to start looking for summer interns was made by Leerkes, seconded by Monty, and carried.
- **Technician Position** – Alice would like to discuss the salary for the new technician. She feels it should be known before the interview process begins. The board directed Alice to e-mail the board what she feels the starting salary should be and they can discuss it at the January meeting.

DISTRICT TREASURER

- A. Financial reports were presented to the Directors (Appendix 5)
MOTION by to accept the December report as presented was made by Blades, seconded by Leerkes, and carried.
- B. Bills due for payment were presented to the Board for approval. (Appendix 6)

MOTION to accept the December bills for approval, and pay as such was made by Monty, seconded by Leerkes, and carried.

COOPERATING AGENCIES

NRCS Report - Allie Holmes was present to give an update.

NYSSWCC – (Appendix 7)

OTHER

Next Meeting – January 21st, 2021 @ 7:30 a.m. at the Westport Town Hall

MOTION to adjourn the meeting at 8:40 a.m. was made by Leerkes, seconded by Monty, and carried.

Attachments: Appendix 1 - Secretary Update (Lois)
 Appendix 2 - District Manager Update (Alice)
 Appendix 3 - Technician Update (Olivia)
 Appendix 4 - Technician Update (Daniel)
 Appendix 5 - Financial Report
 Appendix 6 - Bills
 Appendix 7 - NYSSWCC
 Appendix 8 – 2020 Director Audit

Submitted by:

Lois Sayward
Secretary to the Board