

**ESSEX COUNTY SOIL AND WATER
CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING
January 21st, 2021**

DISTRICT BUSINESS

Meeting was called to order via teleconference call at 7:45 a.m. by Chairman Ike Tyler.

Attendance: Board members - Ike Tyler, David Blades, Anna Reynolds, Ben Leerkes, Jim Monty;
SWCD – Lois Sayward, Alice Halloran, Daniel Berheide; NRCS – Allie Holmes; NYSSWCC – Ryan Cunningham.

MOTION to accept the December 18th, 2020 minutes was made by Leerkes, seconded by Monty, and carried.

Correspondence – Legislative Days will be held virtually March 1st and 2nd. Alice will send out a schedule of appointments as soon as it becomes available.

Chairman’s Update – Ike reported the Technician interviews went well. Four very qualified candidates interviewed.

2021 Elections and Appointments

Election of Officers

Currently: Chairman – Ike Tyler
Vice Chairman – Jim Monty

MOTION made by Monty to appoint Ike Tyler as Chairman and Jim Monty as Vice Chairman, seconded by Leerkes, and carried.

MOTION made by Monty to make the following appointments for 2021, seconded by Reynolds, and carried.

2021 Appointments

Secretary to the Board/Records Management Officer	Lois Sayward
Treasurer	Lois Sayward
RC&D Council	
Representative	Alice Halloran
Alternate Representative	Daniel Berheide
Directors to audit 2021 financial records	David Blades and Ben Leerkes
DEC Region 5 Fish & Wildlife Mgmt. Board Representative	Alice Halloran
Official bank	Champlain National Bank
Official newspaper	The Sun
Champlain Watershed Improvement Coalition of NY (CWICNY)	
Representative	Alice Halloran
Alternate Representative	Daniel Berheide
Upper Hudson	
Representative	Alice Halloran
Alternate Representative	Daniel Berheide

Annual review of SWCD’s investment, procurement, financial, dispute resolution, director meeting attendance, receipts, FOIL, sexual harassment and credit card policies - All policies were sent out prior to the meeting to review.

MOTION made by Monty to approve the SWCD’s investment, procurement, financial, dispute resolution, director meeting attendance, receipts, FOIL, sexual harassment, and credit card policies, seconded by Leerkes, and carried.

MILEAGE REIMBURSEMENT - The Federal IRS rate of 56 cents per mile has been set for 2021 mileage reimbursement for district business. **MOTION** made by Monty to allow 56 cents mileage reimbursement for District business, seconded by Leerkes, and carried.

2021 Salaries:

District Manager (Alice) - \$54,636.35
Secretary (Lois) - \$36,446.19
Technician (Daniel) - \$31,672.50

MOTION made by Reynolds to approve the 2021 salaries with the 3% increase included in the 2021 budget, seconded by Monty, and carried.

Monthly Updates

Secretary Update was reviewed by the Board. (Appendix 1)

MOTION to accept the January update was made by Leerkes, seconded by Reynolds, and carried.

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

MOTION to accept the January update was made by Reynolds, seconded by Leerkes, and carried.

Technician Update (Daniel) was reviewed by the Board (Appendix 3)

MOTION to accept the January update was made by Leerkes, seconded by Reynolds, and carried.

OLD BUSINESS

- **WATER QUALITY SYMPOSIUM** – The annual district training will be held virtual this year March 9th-12th. The cost to attend all workshops is \$50.00 per attendee. All staff would like to attend, and Alice would also like permission for the new Technician to attend. **MOTION** to approve the district employees attend the annual symposium training at a cost of \$50.00 each was made by Monty, seconded by Leerkes, and carried.
- **EQUIPMENT RENTAL** – The past due equipment rental invoice discussed at the last meeting was paid with an additional donation of \$140.00 included. An apology and thank you was also included.
- **LEGISLATIVE DAYS** - Discussed earlier in the meeting.
- **TECHNICIAN POSITION** -The four people who interviewed for the position were all good capable candidates. Alice suggested ranking in case the number one choice declined. **MOTION** to move into Executive Session to discuss Personnel at 8:05 was made by Blades, seconded by Reynolds, and carried. **MOTION** to move out of Executive Session at 8:15 was made by Blades, and no business was voted or approved, seconded by Reynolds, and carried. **MOTION** to hire Joe Braun at a salary of \$27,500.00, and should Joe decline the position move to the next choice on the list was made by Monty, seconded by Blades, and carried.
- **SUMMER INTERNS** - Several people have applied for the position. Alice would like the summer intern salary to be set. **MOTION** to pay the summer interns \$13.00 per hour was made by Monty, seconded by Leerkes, and carried.
- **DEC WQIP BOQUET** - Changes to the proposed projects will need to be made to fulfill this grant. They have not been approved yet. Alice will continue to update the board as soon as she receives more information.

NEW BUSINESS

- **DIRECTOR TRAINING** – A director training will need to be scheduled this year to fulfill the performance measures requirement. This can be scheduled after a meeting online. Jim offered to set up the next Essex SWCD meeting on the computer.
- **MOU FOR LFPP GRANT WITH CCE** - A Memorandum of Understanding with Essex CCE was sent out to review. CCE received a grant to promote local food, and would like to work with Essex SWCD and local food producers. CCE will refer producers that are interested in participating in the New York Grown and Certified Program to Essex SWCD in the AEM program. They would like to use a match of 20 hours from the district for the grant. **MOTION** to enter into a Memorandum of Understanding with Essex CCE for the Local Food Promotion grant was made by Reynolds, seconded by Leerkes, and carried.
- **EMPLOYER HEALTH EMERGENCY PLAN** – Essex County SWCD will have to have an Employer Health Emergency Plan in place by April 1st. Ike said the county is in the process of working on a plan, and recommends the district reviews the county plan.
- **APPROVE CONTRACT WITH ESSEX COUNTY IN THE AMOUNT OF \$131,233.00** - The annual contract with Essex County and Essex County SWCD was sent out prior to the meeting to review. It reflected a \$20,000.00 increase from 2020. **MOTION** to approve Essex County contract with Essex SWCD in the amount of \$131,2330.00 was made by Monty and Blades, seconded by Reynolds, and carried.

- **ANNUAL STATE REPORTS** – The annual state reports are due February 15th. The staff is working on completing them.
- **2021 TREE AND SHRUB PROGRAM** – The 2021 tree and shrub program will be held April 30th in Floral Hall at the Westport Fairgrounds. Spread the word to all you think may be interested. Forms are available on the Essex SWCD website, Facebook, county website, e-mail lists, and mailed to all who request them. Due to the pandemic, a drive thru pick-up will be scheduled.

District Treasurer

- A. Financial report was presented to the Directors. (Appendix 4)
MOTION by Blades to accept the January report as presented, seconded by Leerkes, and carried.
- B. Bills due for payment were presented to the Board for approval. (Appendix 5)
MOTION by Monty to accept and pay the January bills for approval, and pay as such, seconded by Leerkes, and carried.

COOPERATING AGENCIES

NRCS – Allie Holmes called in and gave her report.

NYSSWCC – (Appendix 6) Ryan also called in and gave his report.

Other Business

With no further business and/or discussion to come before the Board, **MOTION** to adjourn at 8:30 a.m. was made by Blades, seconded by Monty, and carried.

Next Meeting – Thursday, February 18th, 2021 at 7:30 a.m.

Attachments: Appendix 1 - Secretary Update
Appendix 2 - District Manager Update
Appendix 3 - Conservation Technician update
Appendix 4 - Treasurer's Report
Appendix 5 - Bills for approval
Appendix 6 - NYSSWCC

Submitted by:

Lois Sayward
Secretary to the Board

