

**ESSEX COUNTY SOIL AND WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
February 16th, 2017**

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

Attendance: Board members – Gerald Morrow, Dave Blades, Ed Gardner, Karl teRiele, David Holland:
SWCD – David Reckahn, Lois Sayward, Laura Benedict, Alice Halloran: NRCS Sarah Trumbull

MOTION to accept the January 16th, 2017 minutes was made by Gardner, seconded by teRiele, and carried.

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

Chairman's Update – Tiffany Pinheiro handed in her resignation letter effective February 10th. Chairman Morrow wished Tiffany Pinheiro well at her new job at the Crown Point Fish Hatchery. It will be a good match for her. Interviews will be held to fill her position.

Secretary Update – was reviewed by the Board (Appendix 1)
MOTION to accept the February update was made by Blades, seconded by teRiele, and carried.

District Manager Update was reviewed by the Board (Appendix 2)
MOTION to accept the February update was made by Gardner, seconded by teRiele, and carried.

Conservation Technician Update (Laura) was reviewed by the Board (Appendix 3)
MOTION to accept the February 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 February update was made by Gardner, seconded by teRiele, and carried.

OLD BUSINESS

- **MARCH MEETING DATE** – Due to the Symposium being held March 14th – 17th, the date for the March Board of Directors meeting has been changed to March 23rd, @ 7:30 a.m. A reminder will be sent out ahead of time.
- **ANNUAL REPORT** – Dave reported the staff has completed and filed all state reports for reimbursement.
- **EQUIPMENT FUND** – **MOTION** to open an Equipment Fund Money Market account in the amount of \$25,000.00 from the General Fund was made by teRiele, seconded by Holland, and carried. The CD with the balance of the Equipment Fund will be added to this fund, when it comes due.
- **AG DISTRICT** – A date and time will need to be set to review the district.
- **DEC WQIP FUNDS** – The DEC WQIP stormwater grant had to be closed out by the end of 2016. Essex County will be reimbursed for projects they funded after the final closeout check is received. The DPW would like Essex SWCD to pay for bills directly related to the stormwater projects as they come in. The board did not see a problem.

- **CHAINSAW** – Dave looked at chainsaws and found a Stihl he would like to purchase for the district. **MOTION** to purchase a Stihl chainsaw for \$299.00, and also purchase safety equipment and provide proper training to the employees was made by Holland, seconded by Gardner, and carried.

NEW BUSINESS

- **TECHNICIAN OPENING** – The technician opening was discussed earlier. The position will be advertised through the Personnel Office in Essex County, the Essex SWCD website, and Essex SWCD Facebook.
- **CWICNY WQCC REPRESENTATIVE/RC&D ALTERNATE** – Due to Tiffany’s resignation, the CWICNY WQCC Representative will need to be replaced and also the RC&D Alternate Representative. **MOTION** to appoint Alice Halloran as the CWICNY WQCC Representative and Laura Benedict as the RC&D Alternate Representative was made by Holland, seconded by teRiele, and carried.
- **NEWCOMB AND MINERVA WOODLOTS** – Dave attended the Newcomb Town Board meeting. He discussed managing their 300 acre woodlot. Minerva may have Essex SWCD manage their woodlot.
- **WQCC MEETING MARCH 21st** - The Water Quality Coordinating Committee meeting scheduled for March 21st held in Westport will count towards a Director Performance Measure meeting. A reminder will be sent out prior to the meeting to the directors.
- **ESSEX COUNTY SWCD LOGO** – Laura mentioned many of the surrounding Soil and Water Districts have their own logo. Essex County SWCD has been using the state logo. An individual county logo can be better advertising for the district. Laura would like to pursue contacting a couple of advertising agencies at a cost of \$250.00 - \$600.00. Laura will bring back suggestions next month to the meeting.
- **CCE ESSEX COUNTY MOU** – CCE Essex County presented Essex SWCD with a new Memorandum of Understanding to review. The contract would cover Essex SWCD sharing 50% of the cost of fuel oil, electricity, water and sewer, janitorial cleaning, trash and janitorial supplies. After much discussion, **MOTION** to move forward and allow Chairman Morrow to sign the agreement was made by Holland, seconded by teRiele, and carried.
- **AG WORKSHEET** – Ag Worksheets must be filed by March 1st with your local assessor to qualify for the Agricultural Exemption. Laura has been working on completing the worksheets.
- **FORESTRY INVOICES** – Invoices were submitted to the Town of Westport timber sale in the amount of \$4,447.40 and to Essex County for the Lewis timber sale in the amount of \$4,296.20.
- **PAYMENT OF BILLS** – **MOTION** to approve payment of bills that are due prior to the meeting due to the meeting date being changed to avoid late fees was made by Blades, seconded by Holland, and carried.
- **ROUND 22 CONTRACT #C701252** – **MOTION** to approve signing Round 22 Ag NPS Contract #C701252 in the amount of \$165,351.00 between Essex Farm/Mark Kimball was made by teRiele, seconded by Gardner, and carried.

DISTRICT TREASURER

- A. Financial report was presented to the Directors (Appendix 5)
MOTION by to accept the February 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 teRiele to accept the February bills for approval, and pay as such seconded by Gardner, and carried.

COOPERATING AGENCIES

NRCS Report – Sarah Trumbull was present to give an update. Sarah will not be able to attend the March meeting.

NYSSWCC Report – (Appendix 7)

OTHER

The New Employee Training Power Point was given to the Directors following the meeting.

Next Meeting – March 23rd, 2017 @ 7:30 a.m.

The meeting was adjourned at

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

Submitted by:

Lois Sayward
Secretary to the Board

