

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

January 19th, 2023

DISTRICT BUSINESS

Meeting was called to order by Chairman Tyler in the Westport Town Hall at 7:46 a.m.

Attendance: Board members - Ike Tyler, Anna Reynolds, Jim Monty, Mike Davis. SWCD – Renee Clark, Alice Halloran, Daniel Berheide, Paige Lamb, Thomas Firkins; NRCS - Allie Holmes

Excused: Ben Leerkes

MOTION to accept the December 15th, 2022 minutes was made by Reynolds, seconded by Davis, and carried.

Correspondence – Alice passed around some correspondence for the board to review.

Chairman's Update - None

2023 Elections and Appointments

Election of Officers

Currently: Chairman - Ike Tyler
Vice Chairman - Jim Monty

MOTION made by Reynolds, seconded by Davis to appoint Ike Tyler as Chairman, and carried. **MOTION** to appoint Jim Monty as Vice Chairman was Reynolds, seconded Davis, and carried.

MOTION made by Reynolds to make the following appointments for 2023, seconded by Davis, and carried.

2023 Appointments

Secretary to the Board/Records Management Officer	Renee Clark
Treasurer	Renee Clark
RC&D Council	
Representative	Alice Halloran
Alternate Representative	Paige Lamb
Directors to audit 2023 financial records	Ben Leerkes and Jim Monty
DEC Region 5 Fish & Wildlife Mgmt. Board Representative	Alice Halloran
Official bank	Champlain National Bank
Official newspaper	Sun, Press Republican, Post-Star
Champlain Watershed Improvement Coalition of NY (CWICNY)	
Representative	Alice Halloran
Alternate Representative	Paige Lamb
Upper Hudson	
Representative	Alice Halloran
Alternate Representative	Thomas Firkins

Annual review of SWCD's personnel, 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.

The Board would like to make changes to several of the policies. Alice will make changes and the new policies will be presented at next meeting. Board wanted to discuss the personnel policy in executive session. **MOTION** made by Monty to go into executive discussion on personnel policy was made at 9:00 am, seconded by Davis, and carried. **MOTION** made by Monty at 9:24 to come out of executive session, seconded by Reynolds, and carried.

MILEAGE REIMBURSEMENT - The Federal IRS rate of 65.5 cents per mile has been set for 2023 mileage reimbursement for district business. **MOTION** made by Monty to allow 65.5 cents mileage reimbursement for District business, seconded by Davis, and carried.

2023 Salaries:

District Manager (Alice) - \$58,964.00
Secretary (Renee) - \$38,000.00
Technician (Daniel) - \$41,000.00
Technician (Paige) - \$38,000.00
Technician (Thomas) - \$38,000.00
Interns (3) - \$23,000.00

MOTION made by Monty to approve the 2023 salaries included in the 2023 budget, seconded by Davis and Roll Call was done.

Monthly Updates

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

MOTION to accept the January update was made by Monty, seconded by Davis, and carried.

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

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

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

MOTION to accept the January update was made by Davis, seconded by Monty, and carried.

Technician Update (Paige) – was reviewed by the Board (Appendix 4)

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

Technician Update (Thomas) – was reviewed by the Board (Appendix 5)

MOTION to accept the January update was made by Monty, seconded by Davis, and carried.

OLD BUSINESS

- **2023 Budget** – The Board would like changes to be made well in advance for 2024 so that budget amendments don't need to be made.
- **LEGISLATIVE DAYS** - Ben will be going. Alice asked if Daniel could go and district would pay for lunch. **MOTION** to approve was made by Monty, seconded by Davis, and carried.
- **GRANT PAYMENT POLICY** -(Appendix 6) **MOTION** to accept the new Grant Payment Policy was made by Reynolds, seconded by Davis, and carried.

NEW BUSINESS

- **DIRECTOR TRAINING** – A director training will need to be scheduled this year to fulfill the performance measures requirements of all directors. Alice said Ryan plans to do a training in the Spring. The board needs to complete District Law training every three years.
- **ANNUAL STATE REPORTS** – The annual state reports are due February 15th. The staff is working on completing them.
- **2023 TREE AND SHRUB PROGRAM** – The 2023 tree and shrub program will be held April 21st in Floral Hall at the Westport Fairgrounds. Spread the word to all you think may be interested. Order forms will be available on the Essex SWCD website, Facebook, county website, e-mail lists, and mailed to all who request them. Paige will be setting up a PayPal Account to accept credit cards and a 3% surcharge will be added for credit card use.
- **COMPUTER FOR THOMAS** - Thomas is on the schedule for a new computer this year. He was directed to consult with the county regarding the state contract. **MOTION** to approve purchasing a new computer for Thomas with the cost not to exceed \$1,500.00 was made by Davis seconded by Reynolds, and carried.
- **SUMMER INTERNS** - Alice would like the summer intern pay rate per hour to be set before being advertised. Alice would like to hire three interns at a cost not to exceed \$23,000.00 in the budget. Should the district receive additional funding for interns that could be addressed later. **MOTION** to pay the summer interns at \$15.00 per hour and if Olivia comes back for a second year she'll be paid \$16.00 per hour was made by Davis, seconded by Reynolds, and carried. CV-TEC will be contacted regarding the positions in addition to advertising on the county website, Essex SWCD website, Facebook and word of mouth.

- **WATER QUALITY SYMPOSIUM** - The annual district training will be held March 14th - 17th in person this year at the Double Tree Hotel, Syracuse, NY. The cost to attend all workshops is \$520 to Soil and Water employees and a coupon for one free registration was given. All staff plans to attend some workshops related to their training plan.
- **PART B FOR 2022** -The State was late sending districts their 2022 funding. We received our \$6000.00 Part B Funds on January 3rd.
- **AGNPS RND 24 REBER ROCK**-All checks have cleared this account. **MOTION** to approve paying Essex SWCD \$2779.50 for Personal Expenses and to close the AGNPS RND 24 grant checking account was made by Monty, seconded by Davis, and carried.
- **EDUCATION GRANT**-The Board was given the contract to review. **MOTION** to sign the contract for a new Education Grant was made by Reynolds, seconded by Monty, and carried.
- **2018 DODGE RAM**-The highest bid of \$22,200.00 from Auctions International was declined by the board, a counteroffer was presented to the buyer and they declined the counter offer. The auction was closed Jan 27th, 2023. The County DPW would like to purchase the truck for \$22,300.00 **MOTION** to approve the sale of the truck to Essex County DPW was made by Monty, seconded by Davis, and carried.
- **ADOBE READER**- Alice would like to purchase adobe for one computer, the cost of the program is \$502.00. The Board agreed to the purchase.

District Treasurer

- A. Financial report was presented to the Directors. (Appendix 7)
MOTION by Monty to accept the January report as presented, seconded by Reynolds, and carried.
- B. Bills due for payment were presented to the Board for approval. (Appendix 8)
MOTION by Monty to accept and pay the January bills for approval, and pay as such, seconded by Davis, and carried.

COOPERATING AGENCIES

NRCS – Allie Holmes was present to give a report.

NYSSWCC – (Appendix 9)

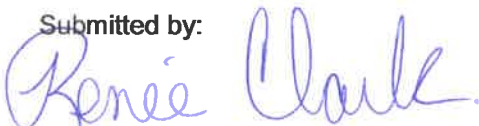
Other Business

With no further business and/or discussion to come before the Board the meeting was adjourned at 9:24 a.m.

Next Meeting – Thursday, February 16th, 2022 at 7:45 a.m. at the Westport Town Hall

Attachments: Appendix 1 - Secretary Update
Appendix 2 - District Manager Update
Appendix 3 - Conservation Technician update
Appendix 4 - Conservation Technician update
Appendix 5 - Conservation Technician
Appendix 6 - Grant Payment Policy
Appendix 7 - Treasurers Report
Appendix 8 - Bills for approval
Appendix 9 - NYSSWCC

Submitted by:



Renee Clark, Secretary to the Board