

**ESSEX COUNTY SOIL AND WATER
CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING
January 19th, 2017**

DISTRICT BUSINESS

Meeting was called to order at 7:28 a.m. by Chairman Gerald Morrow.

Attendance: Board members – Gerald Morrow, David Blades, Karl teRiele, David Holland; SWCD - David Reckahn, Tiffany Pinheiro, Lois Sayward, Laura Benedict, Alice Halloran; NRCS - Sarah Trumbull

Excused – Ed Gardner.

MOTION to accept the December 15, 2015 minutes was made by Blades, seconded by Holland, and carried.

Correspondence – Dave passed around some correspondence from the NYACD.

Chairman's Update – Chairman Morrow introduced Alice Halloran to the DPW men at the meeting earlier in the week.

2017 Elections and Appointments

Election of Officers

Currently: Chairman - Gerald Morrow
Vice Chairman - David Holland

MOTION made by teRiele for the Chairman and Vice Chairman to remain the same, seconded by Blades, and carried.

MOTION by Blades to make the following appointments for 2017, seconded by Holland, and carried.

Appointments

Secretary to the Board/Records Management Officer	Lois Sayward
Treasurer	Lois Sayward
RC&D Council	
Representative	Dave Reckahn
Alternate Representative	Tiffany Pinheiro
Directors to audit 2016 financial records	David Blades & Karl teRiele
DEC Region 5 Fish & Wildlife Mgmt. Board Rep	Dave Reckahn
Official bank	Champlain National & TD Bank
Official newspaper	The Sun, Press Republican
Champlain Watershed Improvement Coalition of NY (CWICNY)	
Representative	Dave Reckahn
WQCC Representative	Tiffany Pinheiro

Annual review of SWCD's investment, procurement, financial, dispute resolution, directors meeting attendance, receipts, FOIL and credit card policies

Upon review of the policies, **MOTION** by Blades to approve the SWCD's investment, procurement, financial, dispute resolution, directors meeting attendance, receipts, FOIL and credit card policies, seconded by Holland, and carried.

2017 mileage reimbursement for District business

The current Federal IRS rate of 53.5 cents per mile has been set for 2017 mileage reimbursement for district business. **MOTION** by teRiele to allow 53.5 cents mileage reimbursement for District business, seconded by Holland, and carried.

2017 Salaries:

District Manager - \$57,116.00
Secretary - \$30,103.00
Technician (Tiffany) - \$35,093.00
Technician (Laura) - \$26,790.00
Technician (Alice) - \$25,000.00

MOTION made by Holland to approve the 2017 salaries with the 3% increase, seconded by teRiele, and carried.

Monthly Updates

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

MOTION to accept the January update was made by Blades, seconded by Holland, carried.

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

MOTION to accept the January update was made by teRiele, seconded by Blades, carried.

Technician Update (Tiffany) was reviewed by the Board. (Appendix 3)

MOTION to accept the January update was made by Blades, seconded by Holland, carried.

Technician Update (Laura) was reviewed by the Board (Appendix 4)

MOTION to accept the January update was made by teRiele, seconded by Holland, carried.

Technician Update (Alice) will give a report next month, since she just started working for the district.

OLD BUSINESS

- **WATER QUALITY SYMPOSIUM** – Dave, Laura and Alice plan on attending the Water Quality Symposium in March. The Essex SWCD March meeting will need to be changed, since it will conflict with the Symposium. The date for the March meeting can be addressed next month.
- **PETRO DAM** – The Homeland Security check for Petro Dam in the amount of \$111,553.04 was directly deposited into the Essex SWCD account at the end of the year. A check was sent to the county for reimbursement as soon as received. Essex SWCD will be putting in an invoice for the work completed on this project.
- **FORESTRY UPDATE** - Dave would like to get prices on a chain saw to purchase for Laura. He would also like to schedule a logging class on the Fairgrounds this year.
- **PART C** – It was announced in the Governor's budget that Soil and Water is in the budget for \$9 million dollars, which means unless legislature changes it, we will be funded for \$80,00.00 in Part C funds.

NEW BUSINESS

- **DIRECTOR TRAINING** – A director training will need to be completed this year. Dave will plan on scheduling a training for the February meeting. Conservation Partners training, and New Employee training were two suggestions Dave made.
- **ANNUAL STATE REPORTS** – The numerous annual state reports are due February 15th. The staff is working on completing them.
- **TRANSFER \$25,000.00 TO DEDICATED EQUIPMENT FUND** – Dave would like to move \$25,000.00 into the Dedicated Equipment Fund. **MOTION** to transfer \$25,000.00 into the Dedicated Equipment Fund was made by Holland, seconded by teRiele, and carried. A discussion was held on the Dedicated Funds being separated. This can be researched before the next meeting.
- **URBAN & COMMUNITY FORESTRY GRANT** – Laura would like permission to apply for an Urban and Community Forest Grant through the DEC. Laura is working with a couple of towns on tree inventory, and just wanted to let the board know what she was doing. The board was fine with her applying for the grant.
- **NEWSLETTER ADVERTISING** – Advertising in the newsletter was discussed to offset the cost. **MOTION** to allow advertisements and ask for donations was made by teRiele, seconded by Holland, and carried.
- **NYACD DUES** – **MOTION** to approve payment of the annual New York Association of Conservation District dues in the amount of \$1,500.00 was made by Blades, seconded by Holland, and carried.
- **LEGISLATIVE DAYS MARCH 7th** – Dave will e-mail the board with the information on Legislative Days March 7th.
- **ESSEX COUNTY CONTRACT** – **MOTION** to sign the Essex County Contract in the amount of \$111,233.00 was made by Blades, seconded by teRiele, and carried.

District Treasurer

- A. Financial report was presented to the Directors. (Appendix 5)
MOTION by teRiele to accept the report as presented, seconded by Holland, and carried.
- B. Bills due for payment were presented to the Board for approval. (Appendix 6)
MOTION by Blades to accept and pay the bills for approval, and pay as such, seconded by teRiele, and carried.

COOPERATING AGENCIES

NRCS – Sarah Trumbull was present to give a report.

NYSSWCC – (Appendix 7)

Other Business

With no further business and/or discussion to come before the Board, the meeting was adjourned at 8:15 a.m.

Next Meeting – Thursday, February 16th, 2017 at 7:30 a.m.

Attachments: Appendix 1 - Secretary Update
Appendix 2 - District Manager Update
Appendix 3 - Conservation Technician update
Appendix 4 - Conservation Technician update
Appendix 5 - Treasurer's Report
Appendix 6 - Bills for approval
Appendix 7 - NYSSWCC

Submitted by:

Lois Sayward
Secretary to the Board

