

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

**January 20th, 2022**

**DISTRICT BUSINESS**

Meeting was called to order by Chairman Tyler in the Westport Town Hall at 7:30 a.m.

Attendance: Board members - Ike Tyler, Anna Reynolds, Jim Monty, and newly appointed Board member Mike Davis. SWCD - Lois Sayward, Alice Halloran, Daniel Berheide, Joe Braun; NRCS - Allie Holmes;

Excused: Ben Leerkes

**MOTION** to accept the December 16th, 2021 minutes was made by Monty, seconded by Reynolds, and carried.

Chairman Tyler welcomed Mike Davis the newest Board of Directors member to the meeting. The Directors and staff were all introduced, and happy to have him on the board.

**Correspondence** – Alice announced the district received two new grants. One was for Minerva Lake erosion feasibility study, and the other a Buffer Program through the Lake Champlain Basin Program. Alice received Legislative Days information from the NYACD and will send out a schedule of appointments as soon as it becomes available.

**Chairman's Update** - None

**2022 Elections and Appointments**

**Election of Officers**

Currently: Chairman - Ike Tyler  
Vice Chairman - Jim Monty

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

**MOTION** made by Reynolds to make the following appointments for 2022, seconded by Davis, and carried.

**2022 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 2022 financial records	Ben Leerkes and Jim Monty
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	Joe Braun

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.

**MOTION** made by Reynolds to approve the SWCD's personnel, investment, procurement, financial, dispute resolution, director meeting attendance, receipts, FOIL, sexual harassment, and credit card policies, seconded by

Monty, and carried. Jim wanted to make sure the sexual harassment training was being given every year to the employees and directors.

**MILEAGE REIMBURSEMENT** - The Federal IRS rate of 58.5 cents per mile has been set for 2022 mileage reimbursement for district business. **MOTION** made by Monty to allow 58.5 cents mileage reimbursement for District business, seconded by Reynolds, and carried.

**2022 Salaries:**

District Manager (Alice) - \$56,275.44  
Secretary (Lois) - \$40,000.00  
Technician (Daniel) - \$37,500.00  
Technician (Joe) - \$32,500.00  
New Technician - \$30,000.00  
Interns - \$20,000.00

**MOTION** made by Monty to approve the 2022 salaries included in the 2022 budget, seconded by Reynolds, and carried.

**Monthly Updates**

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

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

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

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

**Technician Update (Joe)** – Joe gave a verbal update to the board.

Jim suggested the staff give Mike an update on what they do for the district. The staff went over their duties and projects they were working on. Mike filled the board and staff in on his extensive background with Cornell Research Farm in Willsboro.

**OLD BUSINESS**

- **WATER QUALITY SYMPOSIUM** - The annual district training will be held March 14<sup>th</sup> - 25<sup>th</sup> virtual again this year. The cost to attend all workshops is free to Soil and Water employees. All staff plans to attend some workshops related to their training plan.
- **LEGISLATIVE DAYS** - Alice will send out the link for Dan Stec and Matt Simpson when she gets it. Attending Legislative Days qualifies as a meeting towards the Performance Measures requirements.
- **TECHNICIAN POSITION** -The three applicants who interviewed for the position were all good capable candidates. Alice suggested ranking in case the number one choice declined. **MOTION** to hire Paige Lamb with a salary of \$30,00.00 with benefits, and should Paige decline the position move to the next choice on the list was made by Reynolds, seconded by Monty, 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 \$20,000.00 in the budget. Should the district receive additional funding for interns that could be addressed later. **MOTION** to pay the summer interns at \$14.00 per hour limited to twelve weeks 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.

**NEW BUSINESS**

- **DIRECTOR TRAINING** – A director training will need to be scheduled this year to fulfill the performance measures requirements of all directors. This can be scheduled after a meeting. The board needs to complete District Law training every three years. Mike will need to complete this training this year.
- **APPROVE CONTRACT WITH ESSEX COUNTY IN THE AMOUNT OF \$151,233.00** - The annual contract with Essex County and Essex County SWCD reflected a \$20,000.00 increase from 2021. **MOTION** to approve the Essex County contract with Essex SWCD in the amount of \$151,2330.00 was made by Monty seconded by Reynolds, and carried.

- **ANNUAL STATE REPORTS** – The annual state reports are due February 15<sup>th</sup>. The staff is working on completing them.
- **2022 TREE AND SHRUB PROGRAM** – The 2022 tree and shrub program will be held April 22nd 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.
- **COMPUTER FOR ALICE** - Alice is on the schedule for a new computer this year. She was directed to consult with the county regarding the state contract. **MOTION** to approve purchasing a new computer for Alice with the cost not to exceed \$1,500.00 was made by Monty, seconded by Davis, and carried.

#### **District Treasurer**

- A. Financial report was presented to the Directors. (Appendix 4)  
**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 5)  
**MOTION** by Monty to accept and pay the January bills for approval, and pay as such, seconded by Reynolds, and carried.

#### **COOPERATING AGENCIES**

NRCS – Allie Holmes was present to give a report.

NYSSWCC – (Appendix 6)

#### **Other Business**

With no further business and/or discussion to come before the Board the meeting was adjourned at 8:45 a.m.

### **Next Meeting – Thursday, February 17th, 2022 at 7:45 a.m. at the Westport Town**

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

