

**ESSEX COUNTY SOIL AND WATER
CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING
January 21st, 2016**

DISTRICT BUSINESS

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

Attendance: Board members – Gerald Morrow, David Blades, Karl teRiele, David Holland, Ed Gardner; SWCD - David Reckahn, Tiffany Pinheiro, Lois Sayward, Laura Benedict; NRCS - Sarah Trumbull; Guest – Phil Siarkowski

MOTION to accept the December 17, 2015 minutes was made by Blades, seconded by Gardner, carried.

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

Chairman's Update – Chairman Morrow welcomed our new Board member Ed Gardner to the Essex County SWCD Board, and introduced him to everyone. Ed was appointed by the Essex County Board of Supervisors to serve on the Board. Chairman Morrow also thanked Dave Blades for continuing to serve on the Board. Dave will now be the Grange Representative.

2016 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, carried.

MOTION by Blades to make the following appointments for 2016, seconded by Gardner and 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 2015 financial records	David Blades & Karl teRiele
DEC Region 5 Fish & Wildlife Mgmt. Board Rep	Dave Blades
Official bank	Champlain National & TD Bank
Official newspaper	The Sun, Press Republican
Champlain Watershed Improvement Coalition of NY (CWICNY)	
Representative	Dave Reckahn
Alternate Representative	Tiffany Pinheiro

Chairman Morrow will check on the DEC Region 5 Fish & Wildlife Management Board's county appointment. We will leave it as is for now.

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.

2016 mileage reimbursement for District business

The current Federal IRS rate of 54.0 cents per mile has been set for 2016 mileage reimbursement for district business. **MOTION** by teRiele to allow 54.0 cents mileage reimbursement for District business, seconded by Blades, carried.

2016 Salaries:

District Manager - \$54,452.00

Secretary - \$29,226.00

Technician (Tiffany) - \$34,071.00

Technician (Laura) - \$26,010.00

MOTION made by Holland to approve the 2016 salaries with the 2% 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 teRiele, carried.

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

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

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

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

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

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

OLD BUSINESS

- **WATER QUALITY SYMPOSIUM** – Dave and Laura plan on attending the Water Quality Symposium. David Holland was planning on going, but will not be able to attend.
- **PETRO DAM** – The Petro Dam project is complete except for checking up on its progress this spring, to make sure everything remains stable. Dave met yesterday with representatives from the Department of Homeland Security who administer the FEMA grant. They were happy with the project. We are working with the county on submitting the paper work for reimbursement. Essex SWCD has still not received the contract from FEMA. The culvert grant we applied for will probably be a couple of more months before we hear anything.
- **FORESTRY UPDATE** - The DPW committee approved putting together the specs and going out to bid for the UTV. Dave said we will need a trailer to haul the vehicle. Chairman Morrow suggests going back to DPW and request permission to go out to bid for a trailer. The trailer could also be used to pick up the trees for the tree sale, and hauling straw, mulch, etc. for projects.
- **WQIP GRANTS UPDATES** – We are moving forward on the Buena Vista project in Willsboro. We are waiting on submitted payment requests for reimbursement from the state. Dave is working with Chris Garrow on the Jay project. The county is talking about the option of installing a sediment basin, which would fit perfectly into the stormwater grant specifications. This grant must be closed out by the end of the year. Dave is working on the Boquet work plan for the new WQIP grant.
- **WESTELCOM INTERNET** – The switch to fiber optic cable was made on December 23rd. The power went down once since the installation after Christmas and the internet came right back on. The phones are connected to the fiber optic cable.

NEW BUSINESS

- **CLOSE CWICNY ACCOUNT** - Drew Snell has been gone for two years. He was not on our last retirement bill, and has been working in another county and not eligible for unemployment. The \$16,148.83 balance in the CWICNY Dedicated fund can be returned to CWICNY. **MOTION** made be teRiele to close the CWICNY checking account and return the \$16,148.83 balance to CWICNY, seconded by Holland, and carried.
- **DISTRICT LAW TRAINING** – The District Law training will be scheduled for all board members at the February 18th meeting. Directors are required to complete this training every three years, in order to serve on the board.
- **ANNUAL STATE REPORTS** – The staff is working on the annual reports. They must be completed by February 15th and filed with the state. Copies will be available.
- **BUILDING NAME** – Anita Deming came to Dave to discuss a new name for the building. Anita thought Agriculture and Natural Resources should be in the name. No action taken. It is a county owned building, and would need to be discussed with the county first.

District Treasurer

A. Financial report was presented to the Directors (Appendix 5)

MOTION by Blades to accept the report as presented, seconded by Holland, and carried.

Dave Blades questioned the price of a case of paper purchased from the county. The price has increased, since they cannot get the paper from the Ticonderoga plant any more. The county is purchasing Ticonderoga Mills paper from a supplier in New Jersey. We have been trying to support local businesses, but will have to check around for a better price in the future.

B. Bills due for payment were presented to the Board for approval. (Appendix 6)

MOTION by Holland 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 8:20 a.m.

Next Meeting – Tuesday, February 18th, 2016 at 7:30 a.m.

Submitted by:



Lois Sayward
Secretary to the Board

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