

**ESSEX COUNTY SOIL AND WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
July 18th, 2019**

Meeting was called to order at 7:32 a.m. by Chairman Gerald Morrow.

Attendance: Board members – Gerald Morrow, Dave Blades, Ike Tyler, Anna Reynolds and Ben Leerkes; SWCD – Alice Halloran, Lois Sayward, Amy Calkins, Olivia Dickenson, Daniel Berheide; NYSSWCC – Ryan Cunningham, AEA

MOTION to accept the June 20th, 2019 minutes was made by Tyler, seconded by Blades, and carried.

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

Chairman’s Update – Chairman Morrow did not have an update.

Secretary Update (Lois) – was reviewed by the Board (Appendix 1)

MOTION to accept the July update was made by Tyler, seconded by Reynolds, and carried.

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

MOTION to accept the July update was made by Blades, seconded by Reynolds, and carried.

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

MOTION to accept the July update was made by Reynolds, seconded by Tyler, and carried.

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

MOTION to accept the July update was made by Reynolds, seconded by Tyler, and carried.

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

MOTION to accept the July update was made by Tyler, seconded by Reynolds, and carried.

OLD BUSINESS

- **Surplus Rogue** – Amy researched SUV’s and gave a report on recommended vehicles, and the Rogue’s blue book trade in value. Leasing was discussed, but discouraged. The board would like to shop locally if possible. Staff will check with local dealers towards a trade in value and have quotes for the August meeting. The Rogue surplus will be tabled until more information is received.
- **AEM Rubric** – Alice passed around a rough sketch for the board to review for prioritizing the ranking for the funding. Ryan suggested the AEM Strategic Plan can help guide. It is not due until September or October. There is still time for suggestions.

NEW BUSINESS

- **District Audit** – A member to replace Karl teRiele to do the annual district audit with Dave Blades was needed. Ben Leerkes volunteered for the job. **MOTION** to appoint Ben Leerkes to perform the annual district audit along with Dave Blades was made by Tyler, seconded by Reynolds, and carried.

- **NYACD Meeting** – The annual New York Association of Conservation District (NYACD) meeting will be held in Cazenovia October 22nd - 24th this year. All Directors are invited, and will be able to participate on important issues brought to our representatives in Albany.
- **Budget** – It is time to start working on the 2020 Budget Proposal for Essex County. A salary percentage number needs to be decided, since social security, retirement and other rates need to be derived from the salaries. The board usually tries to go along with the county rate increase. Chairman Morrow thought the county was receiving a 3% increase. **MOTION** to approve a 3% salary increase for all district employees was made by Tyler, seconded by Reynolds, and carried.
- **Essex County Fair** – The Essex County Fair will be held in Westport August 14th - 18th. Essex County SWCD usually sets up a booth in the conservation area along with some activities for the kids, and wanted to know if they could do so again this year. It would depend on projects and schedules who would available to man the booth. The board agreed they could continue to set up at the fair. **MOTION** to allow the Essex SWCD employees to participate in the Essex County Fair was made by Blades, seconded by Tyler, and carried.
- **Technician Appointment** – **MOTION** to approve hiring Olivia Dickenson as a permanent Conservation District Technician with no additional probation period from the Essex County Personnel Office 434 list was made by Blades, seconded by Tyler, and carried.
- **CRF Bale Shredder Quotes** – Three quotes for a bale shredder (Appendix 10) were sent out to the board to review prior to the meeting. James McDonald - \$9,900.00, (including delivery), Salem Farm Supply, Inc. - \$17,250.00 (including delivery, and John Deere - \$19,647.00. **MOTION** to approve purchasing the bale shredder from James McDonald for \$9,900.00 was made by Tyler, seconded by Blades, and carried.
- **Credit Card Bill** – The credit card bill arrived after the package was sent out to the board, and was included to be paid at this meeting. Phil Siarkowski will be presenting a bill for \$100.00 for a paint gun and misc. forestry supplies he sold to the district. He planned to be at the meeting today. **MOTION** to approve Phil Siarkowski's bill for \$100.00 when it comes in was made by Tyler, seconded by Reynolds, and approved.
- **CRF 2** – Meghan Giroux would like to move forward with her project with an additional bid for her repairs and additional work. She had contacted local contractors, but could only get one written quote. **MOTION** to accept ECO Solutions bid for \$10,406.00 was made by Tyler, seconded by Reynolds, and carried. (Appendix 11).

DISTRICT TREASURER

- A. Financial reports were presented to the Directors (Appendix 6)
MOTION by to accept the July report as presented was made by Tyler, seconded by Reynolds, and carried.
- B. Bills due for payment were presented to the Board for approval. (Appendix 7)
MOTION by Tyler to accept the July bills for approval, and pay as such, seconded by Blades, and carried.

COOPERATING AGENCIES

NRCS Report – (Appendix 8)

NYSSWCC – (Appendix 9) Ryan Cunningham was also present to give an update.

OTHER

Ryan announced the upcoming Irrigation Workshop to be held in Cobleskill August 13th -15th would be very helpful for staff to attend. Olivia had already signed up to attend.

Next Meeting – August 15th, 2019 @ 7:30 a.m.

MOTION to adjourn was made by Tyler, seconded by Reynolds, and carried. The meeting was adjourned at 8:02 a.m.

Attachments: Appendix 1 - Secretary Updates (Lois)
Appendix 2 – District Manager Updates (Alice)
Appendix 3 - Technician Updates (Amy)
Appendix 4 – Technician Updates (Olivia)
Appendix 5 – Technician Update (Daniel)
Appendix 6 – Financial Reports
Appendix 7 – Bills for Approval
Appendix 8 – NRCS Report
Appendix 9 – NYSSWCC
Appendix 10 – Bale shredder quotes
Appendix 11 – Additional Bid CRF2

Submitted by:

Lois Sayward
Secretary to the Board