

**ESSEX COUNTY SOIL AND WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
June 15th, 2017**

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

Attendance: Board members – Gerald Morrow, Dave Blades, David Holland, Karl teRiele, SWCD – David Reckahn, Lois Sayward, Laura Benedict, Alice Halloran

Excused: Ed Gardner

MOTION to accept the May 18th, 2017 minutes was made by Holland, seconded by teRiele, and carried.

Correspondence – Dave passed around some correspondence from the Lake Champlain Basin Program regarding cost sharing on small projects.

Chairman's Update – Chairman Morrow welcomed Amy Calkins and the board introduced themselves to her.

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

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

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

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

Conservation Technician Update (Laura) was reviewed by the Board (Appendix 3)

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

Conservation Technician Update (Alice) was reviewed by the Board (Appendix 4)

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

OLD BUSINESS

- **AEM CONTRACT** – The AEM Contract #C00011585 Year 13 in the amount of \$50,000.00 has been received for approval. **MOTION** to approve signing the Year 13 Agricultural Environmental Management Contract #C0011585 in the amount of \$50,000.00 was made by Holland, seconded by teRiele, and carried.
- **ROUND 20 15-2 BIDS** – Dave presented the board with three bids for the Round 20 15-2 AgNps grant for a water pump and pipeline. (Appendix 8) The bids were as follows:
 - Roy Cutting - \$17,500.00
 - Jonathan Pribble Excavating LLC - \$22,000.00
 - John Sheehan & Sons, Inc. - \$22,750.00

Chairman Morrow asked Dave if the lowest bidder met all the specs. Dave said he did.

MOTION to approve Roy Cutting's bid of \$17,500.00 was made by teRiele, seconded by Holland, and carried.

- **LAKE EVEREST UPDATE** – Essex County would like to put in a culvert on the Juniper Hill Road in Wilmington for a cost of approximately \$10,000.00 - \$15,000.00. The remaining funds from the \$20,000.00 Lake Champlain Basin Grant will go towards supplies.

- **MANAGER'S MEETING** – Chairman Morrow is planning on attending the Manager's Meeting in Raybrook. This meeting will count towards Performance Measures. Dave will be unable to attend, since he has a 4-Hour Erosion Sediment Control workshop scheduled for that day. This will be Bob Brower's last meeting. Bob will be retiring at the end of the month.
- **SUMMER INTERNS** – Amy Calkins started working on June 5th. Carson Blades will start June 26th.
- **OFFICE COMPUTERS** – Lenny Turbini, from Essex County Information Systems came out to look at the computers. He made some helpful suggestions to keep the system operating better. An estimate will be prepared to review before any upgrades are made.

NEW BUSINESS

- **PART B CROWN POINT EXPENSES** – The funding for this Lake Champlain Basin Grant went through Crown Point. Essex County SWCD filed the quarterly and final reports. The box has been put in, and the grant should be closed out soon.
- **RCPP** – The Regional Conservation Partnership Program has funding for plans and training. Dave would like permission to hire Rich Redman to work on plans and staff training. Rich's time would be reimbursed from RCPP. **MOTION** to hire Rich Redman on a contractual basis as needed at \$35.00 per hour was made by Blades, seconded by Holland, and carried.
- **DISPOSITION OF RECORDS SCHEDULE M1-1** - Lois Sayward, Records Management Officer would like permission to dispose of records according to the New York State Archives Retention/Disposition Requirements Schedule M1-1. **MOTION** to dispose of vouchers, invoices, receipts, deposit slips, cancelled checks, bank statements, check registers, and financial reports through fiscal year 2010 according to New York State Archives Retention/Disposition Requirements Schedule M1-1 was made by teRiele, seconded by Holland, and carried.
- **DEC WQIP GRANT - SCHROON RIVER; DEC WQIP GRANT –WESTPORT OR ANOTHER TOWN; CWICNY WQIP GRANT** – Dave R. would like permission to submit applications for the above DEC WQIP grants. **MOTION** to allow Essex County SWCD to submit DEC WQIP grant applications for the Schroon River, Westport or another town in the county, and CWICNY was made by teRiele, seconded by Holland, and carried.
- **EXECUTIVE SESSION** – **MOTION** to move into Executive Session at 7:50 a.m. for the purpose of discussing salaries and hiring personnel was made by Holland, seconded by teRiele, and carried. **MOTION** made to move out of Executive Session at 8:10 a.m. was made by teRiele, seconded by Holland, carried. No minutes were taken. **MOTION** to increase Laura Benedict's annual salary from \$26,790.00 to \$30,000.00, and Alice Halloran's salary from \$25,000.00 to \$28,000.00 effective the first payroll in July was made by Holland, seconded by teRiele, and carried.

DISTRICT TREASURER

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

COOPERATING AGENCIES

NRCS Report – Sarah Trumbull was not present to give a report.

NYSSWCC Report – (Appendix 7)

OTHER

Next Meeting – July 20th, @ 7:30 a.m.

The meeting was adjourned at 8:12 a.m.

Attachments: Appendix 1 – Secretary Update (Lois)
 Appendix 2 – District Manager Update (Dave)
 Appendix 3 – Conservation Technician Update (Laura)
 Appendix 4 – Conservation Technician Update (Alice)
 Appendix 5 – Treasurer’s Report
 Appendix 6 – Bills for Approval
 Appendix 7 – NYSSWCC Report
 Appendix 8 – Round 20 – 15-2 bids

Submitted by:

Lois Sayward
Secretary to the Board