

**ESSEX COUNTY SOIL AND WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
June 16th, 2016**

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

Attendance: Board members – Gerald Morrow, Dave Blades, David Holland, Ed Gardner, Karl teRiele, SWCD – David Reckahn, Lois Sayward, Tiffany Pinheiro, Laura Benedict.

MOTION to accept the May 19th, 2016 minutes was made by Blades, seconded by Gardner, and carried.

Correspondence – Dave passed around some correspondence to review.

Chairman's Update – Jerry and Ed attended the Managers Meeting in Raybrook June 6th. Chairman Morrow announced the UTV and trailer bids were approved and will be coming in soon.

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

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

Dave will check to see if the skid trails have been reseeded in the Town of Lewis and if that was included in the contract.

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

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

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

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

OLD BUSINESS

- **VEHICLE BIDS** – The vehicle bids for the Sport Utility Vehicle (SUV) that were advertised under state contract were received and e-mailed to the board to review before the meeting. The SUV will be purchased from 2015 unexpended balance funds. Two of the vehicles are available now, and three had to be built to specifications. After much discussion on the advantages and disadvantages of the vehicles, it was agreed to purchase the Nissan Rogue. **MOTION** to purchase the Nissan Rogue from Kingston Nissan at the contract price of \$21,367.45 was made by Holland, seconded by teRiele, and carried. **MOTION** to declare the 2009 Ford Fusion surplus, and put out to bid was made by teRiele, seconded by Gardner, and carried.
- **EQUIPMENT RENTAL AGREEMENT AMENDMENT**– A line was added to the agreement after a discussion at the Managers Meeting recommending the landowner and a SWCD employee sign and date the agreement when the deposit check is returned. The equipment should be inspected to make sure there was no damage incurred before signing. It was agreed that was a good suggestion, and will be added to the agreement.
- **FORESTRY UTV AND TRAILER** – Chairman Morrow discussed earlier in the meeting.
- **PERFORMANCE MEASURES** – The annual training and meeting requirements have been met by the Board of Directors for 2016. The 2015 annual audit will need to be completed before the end of the year.
- **UNDERWOOD CLUB** – Dave met with members of the Underwood Club regarding a Conservation Management Plan. The club owns approximately 2,250.00 acres of land. Forestry and fish management services will be needed, and will be billed at the technical assistance rate when requested.

- **CULVERT GRANT AND PETRO DAM** – The Petro dam project has been completed, and all requirements have been met for reimbursement. The executed contract from the state has not been received to proceed with the close-out. The culvert grant the district is working on would come from the same funding source. The county will be reimbursed for all funds incurred once Essex SWCD receives funding from the state.

NEW BUSINESS

- **DISPOSITION OF RECORDS THROUGH FISCAL YEAR 2009** – In accordance with the New York State Archives Retention/Disposition Requirements: Schedule MI-1, New York Archives, approved by a **MOTION** by Blades to dispose of vouchers and invoices, receipts, deposit slips, cancelled checks, bank statements, and check registers through 12/31/2009, seconded by Holland, and carried. A copy of the Disposition of Records will be signed by the Essex County SWCD Chairman of the Board of Directors and filed with the minutes.
- **EXECUTIVE SESSION (PERSONNEL MATTER)** – Moved to the end of the meeting.
- **MANAGERS MEETING** – The meeting in Raybrook was attended by Chairman Morrow and Ed Gardner, and discussed earlier in the meeting.
- **WQCC** – Dave reported it has been a struggle to get a quorum together for the Water Quality Coordinating Committee meetings lately. Only four attended the last meeting. There are a lot of conflicts, and many of the members are on numerous of the same boards. Teleconference meetings were a suggestion when attending a meeting was difficult.
- **FISH STOCKING** – There have been landowners who have expressed interest in purchasing fish for their private ponds. This service could be offered to the public through the district. The board questioned the time involved managing the program for the staff. Would it be worth the time donated towards it? The fish would have to be pre-paid for ahead of time, and a truck would come down at a scheduled time for pick up. If they were not picked up when scheduled, they would have to go back on the truck. Dave will check into the fish stocking program, and see if it is something we would like to do in the future for the public. The tree and shrub program is another program offered to the public. There are years it does well, and others not quite as well. These programs are services the district can offer to the public.

DISTRICT TREASURER

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

COOPERATING AGENCIES

NRCS Report – No report.

NYSSWCC Report – No report.

- **EXECUTIVE SESSION – MOTION** to move into Executive Session at 7:55 to discuss a Personnel Matter was made by Blades, seconded by Holland, and carried. **MOTION** to come out of Executive Session at 8:00 was made by Holland, seconded by Blades, and carried. No action was taken.

OTHER

There was no other business to come before the board.

Next Meeting – July 21st, at 7:30 a.m.

Meeting adjourned at 8:00 a.m.

Attachments: Appendix 1 – Secretary Update
Appendix 2 – District Manager Update
Appendix 3 – Conservation Technician Update (Tiffany)
Appendix 4 – Conservation Technician Update (Laura)
Appendix 5 – Treasurer’s Report
Appendix 6 – Bills for Approval
Appendix 7 – Vehicle Bids

Submitted by:

Lois Sayward
Secretary to the Board