

**ESSEX COUNTY SOIL AND WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
June 18th, 2020**

Meeting was called to order at 9:05 a.m. by Chairman Tyler at the Westport Town Hall.

Attendance: Board members – Ike Tyler, Dave Blades, Anna Reynolds, Ben Leerkes; SWCD - Alice Halloran, Lois Sayward, Olivia Dickenson

Excused: Jim Monty

MOTION to accept the May 21st, 2020 minutes was made by Blades, seconded by Reynolds, and carried.

Correspondence –NYACD letter, and Part B \$6,000.00 award letter.

Chairman’s Update – No update.

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

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

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

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

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

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

Technician Update (Daniel) – was reviewed by the Board (Appendix 4)

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

OLD BUSINESS

- **Intern** – Harleigh Green was agreeable to working 20-40 hours per week as a summer intern. She has been doing hydroseeding, forestry, and working out great.
- **Tin Pan Alley RFP** – Anna sent in suggestions after reviewing the Tin Pan Alley RFP. This is a \$30,000.00 DEC planning grant for a Ticonderoga stormwater study.
- **Essex Farm Equipment Bid** – Essex Farm purchased the equipment from Tri City Truck Equipment, Inc. with the second highest quote of \$19,800.00. At the May meeting the bid was awarded to Roc Rents for \$18,500.00 the lowest quote. He has received the equipment. Alice would like to get a third quote for the equipment. The district needs the proper paperwork before approving payment of the equipment.
- **Salaries** – A discussion was held on salaries. The 2020 budget included Amy Calkins salary. Her position was never filled when she left. Anna said in October after Daniel had passed his test and was off probation, a raise was discussed. Ben said the organization has a stellar reputation. Alice explained that some salaries are covered by grants and state aid. Dave expressed concern over the government’s fiscal situation at this time, not knowing what the future will bring. **MOTION** to approve a \$5,000.00 increase in salary for Daniel effective the first payroll in July was made by

Leerkes, seconded by Reynolds, and carried. **MOTION** to approve a \$2,5000.00 increase in salary for Lois and Olivia effective the first payroll in July was made by Tyler, seconded by Reynolds, and approved.

NEW BUSINESS

- **2021 Budget** – Alice and Lois have started to work on figures for the 2021 budget. With the pandemic, there are many uncertainties with the state budget which will affect local budgets.
- **Director Training** – A director training will be scheduled following the July meeting. The meeting will be held at the Westport Town Hall at 7:30 a.m.
- **2017 Ford** – The 2017 Ford is on the schedule to be replaced this year. The state allows the expense to be used towards Part A eligible expenditure funding reimbursement. If the district spends up to \$120,000.00 in eligible expenditures, they can be reimbursed \$60,000.00 or half of the cost to the district. Vehicles and equipment qualify. The district can declare the vehicle surplus, and receive the revenue from the sale of the vehicle. This is an affordable way to purchase vehicles for the district and not have to worry about repairs, tires, etc. The district advertises the surplus vehicles on the states Auctions International site. **MOTION** to declare the 2017 Ford truck surplus was made by Blades, seconded by Reynolds, and carried. **MOTION** to go out to bid for a new truck was made by Leerkes, seconded by Blades, and carried. The specs for the new truck bid, and information to be submitted for the sale of the 2017 Ford will be sent out for board review before they go out. Alice also mentioned we replace a computer each year. This year Daniel’s computer is due to be replaced. Daniel can look into it and bring information back to the next meeting.
- **Tire Drive** – A Free Tire Collection Day has been scheduled for July 11th at the Moriah Transfer from 8:00 a.m. to noon or when the trailer is full whichever comes first. We contacted George Moore Recycling in Keeseville since we would like to deal locally, but with the border staying closed for at least another month we couldn’t get a container. We are using Rid-O-Vit from Syracuse. We have used them in the past. We plan on having another tire drive in Jay, and possibly one in Minerva this year. The district is trying to schedule some events while we can.
- **Part B Award** – Discussed earlier in the meeting.
- **Education Grant** – Keene Central and Boquet Valley School were each awarded a \$500.00 Education Grant from Essex County SWCD using Part C funds. The KCS Garden Club completed a Garden Drip Irrigation Project with paid bills submitted to be reimbursed at this meeting. Boquet Valley will complete their project and submit paid invoices prior to the end of the year. Essex SWCD works with local schools promoting environmental education. Next year the district plans on funding more of these great projects.
- **Committee Liaison Supervisors** – Art Depo and Clayton Barber have been appointed to the Public Works Committee as the Essex SWCD Committee Liaison Supervisors. Alice has e-mailed them, and will send a monthly report for the meeting.
- **Equipment Rental** – A resident recently requested use of the post pounder for a private residence, and said his homeowner’s insurance would not give him a certificate of insurance. All agreed, no equipment can be used without the appropriate insurance. The equipment rental agreement will be updated to reflect the above.

DISTRICT TREASURER

- A. Financial reports were presented to the Directors (Appendix 5)
MOTION by to accept the June report as presented was made by Blades, seconded by Leerkes, 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 was made by Reynolds, seconded by Blades, and carried.

OTHER-

COOPERATING AGENCIES

NRCS Report – No report.

NYSSWCC – (Appendix 7)

OTHER

Next Meeting – July 16th, 2020 @ 7:30 a.m. at the Westport Town Hall

MOTION to adjourn the meeting at 9:50 a.m. was made by Blades, seconded by Leerkes, and carried.

- Attachments:
- Appendix 1 - Secretary Updates (Lois)
 - Appendix 2 - District Manager Updates (Alice)
 - Appendix 3 - Technician Updates (Olivia)
 - Appendix 4 - Technician Update (Daniel)
 - Appendix 5 - Financial Report
 - Appendix 6 - Bills
 - Appendix 7 - NYSSWCC

Submitted by:

Lois Sayward
Secretary to the Board

