

**ESSEX COUNTY SOIL AND WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
March 19th, 2020**

Meeting was called to order at 11:08 a.m. by Chairman Tyler. Due to the Coronavirus pandemic, the meeting was held via telephone conference.

Call in Board Members Attendance: Ike Tyler, Anna Reynolds, Jim Monty, Dave Blades; SWCD – Alice Halloran, Lois Sayward

MOTION to accept the February 20th, 2020 minutes was made by Monty, seconded by Blades, and carried.

Correspondence – Alice went over some correspondence received during the month.

Chairman’s Update – The Chairman didn’t have an update.

The Board acknowledged receiving monthly update reports from Alice Halloran, District Manager, Lois Sayward, Secretary, Olivia Dickinson and Daniel Berheide, Technicians. (Appendixes 1 - 4)

OLD BUSINESS

- **Legislative Days** – Alice, Jim and Ben attended Legislative Days in Albany. Attendance will count towards 2020 Performance Measures meetings. After attending the session, Jim recommended payment of the annual dues.
- **NYACD Dues** – **MOTION** to approve payment of the \$1,500.00 New York Association of Conservation Districts annual dues was made by Monty, seconded by Blades, and carried.
- **Symposium** – Alice reported the annual symposium training in Syracuse went well. Alice, Olivia, and Daniel attended.
- **Salaries** – Tabled.
- **Records Management** – Lois contacted Maria McCashion regarding storage of the old AEM records, maps, and grant permanent district records. Maria is going to contact NYS Agriculture and Markets regarding the district’s needs. Since all of Soil and Water Districts need to keep the same permanent records, a grant for a program we could all use and update would be beneficial. Maria will get back to Lois with her recommendations.
- **Summer Interns** – Alice received two applications for the summer interns position. Pending the outcome of the corona virus pandemic and we are able to carry on our programs, Alice would like permission to hire one. Alice interviewed Harleigh Green over the phone and would like permission to hire her. **MOTION** to hire Harleigh Green pending our programs will be running was made by Reynolds, seconded by Blades, and carried.

NEW BUSINESS

- **CRF4 Essex Farm Cover Crops** – **MOTION** to open a new CRF4 Essex Farm Cover Crops grant checking account with 25% advance in the amount of \$20,582.50 was made by Blades, seconded by Reynolds, and carried.

- **Auger for Tree Planting** – Alice would like permission to purchase an auger from Part B funds to use in a project to plant approximately 3,000 trees along the Boquet River in Wadhams. **MOTION** to purchase an auger for up to \$1,200.00 was made by Blades, seconded by Reynolds, and carried.

DISTRICT TREASURER

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

OTHER-

COOPERATING AGENCIES

NYSSWCC – (Appendix 7)
NRCS – No report.

OTHER

The district employees will be working from home, and coming in as needed. Will also be available by phone and e-mail.

Next Meeting – April 16th, 2020 @ 7:30 a.m. (tentatively)

Blades moved to adjourn the meeting at 11:23 a.m.

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 Reports
Appendix 6 - Bills for Approval
Appendix 7 - NYSSWCC

Submitted by:

Lois Sayward
Secretary to the Board

