

**ESSEX COUNTY SOIL AND WATER CONSERVATION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES
May 20th, 2021**

Meeting was called to order at 7:30 a.m. by Chairman Tyler at the Westport Town Hall.

Attendance: Board members - Ike Tyler, Dave Blades, Ben Leerkes, Anna Reynolds, Jim Monty;
SWCD - Alice Halloran, Lois Sayward, Daniel Berheide, Joe Braun, Harleigh Green, Brandon Russell;
NRCS - Allie Holmes.

MOTION to accept the April 15th, 2021 minutes was made by Monty, seconded by Leerkes, and carried.

Correspondence – NYACD letter.

Chairman’s Update – No report.

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

MOTION to accept the May 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 May update was made by Reynolds, seconded by Monty, and carried.

Technician Update (Daniel) – was reviewed by the Board (Appendix 3)

MOTION to accept the May update was made by Monty, seconded by Reynolds, and carried.

Technician Update (Joe) - was reviewed by the Board (Appendix 4)

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

OLD BUSINESS

- **Hydroseeder** - Alice contacted Northeast Bowie Sales to check on the delivery date for the hydroseeder. They said it should come within the next two weeks. Alice introduced our new intern Brandon Russell.
- **No Till Drill Bids** - The district only received one bid for the 12’ no till drill meeting the specifications outlined in the bid package. Penn Haven Equipment bid \$38,000.00 plus \$895.00 freight. **MOTION** to approve the Penn Haven Equipment bid in the amount of \$38,895.00 was made by Leerkes, seconded by Monty, and carried. (Appendix 5). Farmers will need a ¾ ton truck and be responsible to transport the no till drill. The drill is expected to be available in August.
- **Tree and Shrub Program** - The tree and shrub program was successful this year. Unfortunately, we could not get all the trees to fulfill the orders. Refund checks had to be sent out.

NEW BUSINESS

- **Tent** – Alice would like to declare surplus a tent we have not used located at the Fairgrounds. She will check on the dimensions and make sure all of the poles are with it. It was suggested offering it to the Kiwanis, DPW, or ACAP. **MOTION** to declare the tent surplus was made by Blades, seconded by Leerkes, and carried.

- **Truck Bids** - 2021 or 2022 ½ ton truck bids were solicited through the state mini-bid site and sent to local dealers. Five bids were received. None could meet the delivery date in the specs. (Appendix 6).
 - Cappellino Chevrolet - \$32,021.89
 - Beyer Ford LLC - \$36,399.36
 - Van Bortel Ford Inc. - \$36,426.54
 - Riley Ford Inc. - \$37,313.51
 - Egglefield Ford - \$36,681.59

MOTION to approve the lowest bid from Cappellino Chevrolet Inc. in the amount of \$32,021.89 was made by Monty, seconded by Reynolds, and carried.

- **Forestry Intern Agreement** – A Memorandum of Agreement between the Workforce Development Institute and Essex County SWCD was sent out prior to the meeting to review to receive funding up to \$9,600.00 for Forestry Intern reimbursement. **MOTION** to approve signing the Memorandum of Agreement between Essex SWCD and Workforce Development Institute for Forestry Interns was made by Monty, seconded by Reynolds, and carried.

- **County Repair Bills** – Tabled.

- **Fish and Game Bids** - Two bids were received for the DEC WQIP Fish and Game project bid. (Appendix 7).
 - John W. Sheehan and Sons, Inc. - \$134,000.00
 - Reale Construction Company Inc. - \$168,000.00

MOTION to approve John W. Sheehan and Sons, Inc. lowest bid in the amount of \$134,000.00 was made by Monty, seconded by Blades, and carried.

- **Tin Pan Alley Bids** – Request for bids were sent out for the Tin Pan Alley Green Infrastructure Study. Five bids were received (Appendix 8).
 - KSPE - \$29,355.00
 - The Chazen Companies - \$30,000.00
 - EDR- \$25,900.00
 - SRA Engineers - \$29,450.00
 - Barton & Loguidice - \$27,400.00

MOTION to approve KSPE’s \$29,355.00 bid was made by Monty, seconded by Reynolds, and approved. Previous experience issues and not being able to meet the specs prevented the lowest bidders from being awarded the bid.

- **Overlook Bids** – Two bids were received for the Overlook Apartments Green Infrastructure Design (Appendix 9). Bids were sent out to the board prior to the meeting to review
 - KSPE - \$8,950.00
 - The Chazen Companies - \$9,050.00

MOTION to approve KPSE’s low bid of \$8,950.00 was made by Monty, seconded by Reynolds, and carried.

- **LCBP Personnel Equipment** – Alice asked permission to purchase personnel equipment to be used and reimbursed from the Port Henry Stream Study grant. **MOTION** to purchase personnel equipment to be used and reimbursed from the LCBP Port Henry Stream study grant was made by Monty, seconded by Reynolds, and carried.

- **AEM Round 16 Amendment Resolution** – There have been changes made to the Round 16 AEM Action Plan regarding spending the money on farms. The changes have been added to the plan and sent out to the board to review (Appendix 10). **MOTION** to approve the amended AEM Round 16 Action Plan was made by Leerkes, seconded by Monty, and carried.

- **Ben Wever Bid Change** – The old bid dated August 2020 and the new bid dated May 2021 with a price increase of \$1,000.00 was sent to the board prior to the meeting to review. (Appendix 11). The farmer only had one bid submitted for procurement. Ben stated the farmer should have to prove procurement. **MOTION** made by Monty, seconded by Tyler the farmer go out to bid for the fencing project, and carried.
- **Special Projects Account** – Research will be done on setting up a special projects account and funding when working on the 2022 budget.
- **Office Location** – A permanent Essex County Soil and Water office location was discussed. Nothing has been decided regarding relocating back to the old building in Westport, and we won't be in the new DPW addition. Renovations to the basement including windows on the north side were mentioned. Jim said we could use the conference room upstairs for meetings like we did in the past.
- **Shaun Gilliland Bids** - Alice received bids for the AgNps Round 25 Covered Barnyard grant. The engineer will need to review the bids, and proof of procurement will need to be submitted prior to award. The bids were not sent to the board prior to the meeting to review and will be discussed at the next meeting.

OTHER

Chairman Tyler thanked Soil and Water for putting up silt fence to start his project at the wastewater treatment plant.

DISTRICT TREASURER

- A. Financial reports were presented to the Directors (Appendix 12)
MOTION by to accept the May report as presented was made by Monty, seconded by Reynolds, and carried.
- B. Bills due for payment were presented to the Board for approval. (Appendix 13)
MOTION to accept the May bills for approval, and pay as such was made by Blades, seconded by Monty, and carried.

COOPERATING AGENCIES

NRCS Report - Allie was present to give a report.

NYSSWCC – (Appendix 14)

MOTION to adjourn the meeting at 8:28 a.m. was made by Leerkes, seconded by Reynolds, and carried.

Next Meeting – June 17th, 2021 @ 7:30 a.m.

Attachments: Appendix 1 - Secretary Update (Lois)
Appendix 2 - District Manager Update (Alice)
Appendix 3 - Technician Update (Daniel)
Appendix 4 - Technician Update (Joe)
Appendix 5 - No till drill bid

Appendix 6 - Truck bids
Appendix 7 - Fish and Game bids
Appendix 8 - Tin Pan Alley bids
Appendix 9 - Overlook bids
Appendix 10 - AEM Round 16 Resolution
Appendix 11 - Ben Wever Bids
Appendix 12 - Treasurers Report
Appendix 13 - Bills
Appendix 14 - NYSSWCC

Submitted by:

Lois Sayward
Secretary to the Board