

**ESSEX COUNTY SOIL AND WATER CONSERVATION DISTRICT  
BOARD OF DIRECTORS MEETING  
MINUTES  
November 17<sup>th</sup>, 2016**

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

Attendance: Board members – Gerald Morrow, Dave Blades, Karl teRiele, David Holland: SWCD – David Reckahn, Lois Sayward, Tiffany Pinheiro: NRCS Sarah Trumbull

Excused: Ed Gardner

**MOTION** to accept the October 27<sup>th</sup>, 2016 minutes was made by Blades, seconded by teRiele, and carried.

**Correspondence** – Dave passed around some correspondence for the directors to review.

**Chairman's Update** – Chairman Morrow was looking for Laura Benedict to congratulate her on her test results. Laura would not be attending the meeting, since she was attending a Conservation District Employees Association meeting in Auburn.

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

**MOTION** to accept the November was made by teRiele, seconded by Blades, and carried.

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

**MOTION** to accept the November update was made by Blades, seconded by teRiele, and carried.

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

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

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

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

**OLD BUSINESS**

- **DIVISION V MEETING NOVEMBER 30<sup>th</sup>** – Dave reminded the Directors the Division V meeting would be held November 30<sup>th</sup> in Westport from 10:00 – 2:00. All are invited to attend. Chairman Morrow is planning on attending.

**NEW BUSINESS**

- **ACCEPT 2015 AUDIT – MOTION** to approve the 2015 audit was made by Blades, seconded by Holland, and carried.
- **BOARD OF DIRECTORS MEMBER** – Karl teRiele's term expires December 31<sup>st</sup>, 2016. He wishes to remain on the Board for another three year term. Chairman Morrow will bring it up at the Essex County meeting to reappoint Karl teRiele for another three year term.
- **VOID US FISH & WILDLIFE CHECK** – Lois voided a check #1042 in the amount of \$186.00. The check would have to come from another grant funding source.
- **APPOINT LAURA BENEDICT AS PERMANENT ESSEX SWCD TECHNICIAN** – A unanimous motion was made to appoint Laura Benedict as a permanent Essex County Soil and Water Conservation District Technician, and carried. Dave will contact Monica Feeley at the Essex County Personnel Office regarding filing the permanent appointment paperwork.

- **NEW TECHNICIAN** – Dave would like to set up interviews to hire another permanent technician. He would like to have this position filled by the end of January. He will contact Monica Feeley regarding the hiring process for this position. Chairman Morrow questioned the funding for the position. Dave was planning on using the increased Part C funds from the state. Chairman Morrow wants the candidates to be aware of the fact that the funding for their position depends on receiving the grant funding from the state.
- **DISTRICT INSURANCE** – Dave asked the board if they would like him to get quotes for the Essex SWCD's Liability Insurance. All agreed it would be a good idea. Lois will meet with Lee Pollock at a meeting tomorrow, and ask for a quote. Dave will sign a letter asking another agent to give us a quote.
- **HOLIDAY SCHEDULE** – Since Christmas and New Year's holiday falls on a Sunday this year, the office will be closed on Monday to observe the holidays.
- **MACE CHASM FARM** – Dave updated the board on the Mace Chasm Farm status. They have completed their project, and received \$60,237.00 from Round 20 15-1 funding. They have also received an additional \$8,000.00 for fencing from US Fish and Wildlife funding. A \$980.00 check for engineering was included from Round 20 15-1. The farmers are asking for their 10% contingency, since they went over the amount approved for the project. Dave explained this could not be paid out until the other two projects were closed out. This could take up to two years. There is also the possibility they could receive additional funds if the other two farms did not use up their grant funds. Dave wanted the board to be aware of the situation, should the owners contact them regarding their payment.

### **DISTRICT TREASURER**

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

### **COOPERATING AGENCIES**

NRCS Report – Sarah was present to give a report.

NYSSWCC Report – (Appendix 7)

### **OTHER**

Dave informed the board he met with FEMA regarding the culvert grant. The grant would be for \$1.2 million. The funding would have to go through Essex County to be reimbursed from Essex County SWCD, if we did receive the grant award. We would have to have a contract in place The Petro dam contract has still not been received, but is moving forward.

The tablet the intern used this summer will be sent in to be fixed.

The copier has been broken again. The service has not been as good as it has been.

**Next Meeting – DECEMBER 15<sup>TH</sup>, at 7:30 a.m.**

The meeting adjourned at 7:58 a.m.

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

Submitted by:

Lois Sayward  
Secretary to the Board