

**ESSEX COUNTY SOIL AND WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES**

November 21st, 2019

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

Attendance: Board members – Gerald Morrow, Dave Blades, Ike Tyler, and Ben Leerkes; SWCD – Alice Halloran, Lois Sayward, Olivia Dickenson, Daniel Berheide; SWCC – Ryan Cunningham

Excused – Anna Reynolds

MOTION to accept the October 17th, 2019 minutes was made by Leerkes, seconded by Blades, and carried.

Correspondence – Alice passed around some correspondence to review.

Chairman’s Update – Chairman Morrow reported the Soil and Water 2020 Essex County Budget request was approved unless something should change at the public hearing. The date for the public hearing will be Monday morning November 25th.

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

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

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

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

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

MOTION to accept the November update was made by Leerkes, seconded by Tyler, and carried.

OLD BUSINESS

- **Drone** – Alice has been looking into getting quotes to purchase a drone. **MOTION** to purchase a drone with a cost not to exceed \$2,500.00 and get three quotes was made by Blades, seconded by Leerkes, and carried. Dave said the drone should have a good camera on it.
- **Annual Division Meeting** – The staff and Dave attended the annual Division meeting held in Warrensburg. Invasive species was the training topic. Dave had already attended a meeting earlier in the year to meet the performance measures requirements.
- **2020 Tentative Budget Request** – Discussed earlier in the meeting.

NEW BUSINESS

- **Forestry** – Daniel and Gary Goff went out yesterday into the Westport forest and surveyed boundaries for a timber bid. They will go out again after Thanksgiving. The Minerva timber parcel will go out to bid again.

- **CRF Round 4 Contract** – **MOTION** to approve CRF Round 4 Contract #C0112142 for Essex Farm in the amount of \$83,330.00 was made by Blades, seconded by Leerkes, and carried.
- **Disposition of Records** – Lois (Records Management Officer) has records through fiscal year 2012 ready to be disposed of according to the disposition requirements. **MOTION** to dispose of records through fiscal year 2012 per Schedule MI-1 NYS Archives (Appendix 8) was made by Blades, seconded by Leerkes, and carried.
- **Schroon Milfoil Removal** – Warren County Soil and Water has been overseeing the Schroon Lake Milfoil removal. Warren County and the Schroon Lake Association has asked Essex County SWCD to take over this project. Alice would like more information before committing to this undertaking. This will be tabled until we know more of what will be expected of the district.
- **Dedicated Funds** – **MOTION** to approve transferring \$10,000.00 from the General Fund into each of the Dedicated Funds – Building/Storage, Retiree Health Insurance and Retirement Payments, and the Equipment Fund was made by Blades, seconded by Leerkes, and carried.

DISTRICT TREASURER

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

OTHER-

COOPERATING AGENCIES

NRCS Report – No report.

NYSSWCC – (Appendix 7) – Ryan was present to give his report.

OTHER

Ben Leerkes term will expire at the end of the year, since he filled the vacancy of Karl through the end of 2019. Ben is interested in staying on the board, and will get a letter from Farm Bureau for a three-year term beginning January 2020. The county will make the appointment.

Next Meeting – December 19th, @ 7:30 a.m.

The meeting was adjourned at 7:48 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