

**ESSEX COUNTY SOIL AND WATER CONSERVATION DISTRICT  
BOARD OF DIRECTORS MEETING  
MINUTES  
September 15<sup>th</sup>, 2016**

Meeting was called to order at 7:00 a.m. By Chairman Morrow.

Attendance: Board members – Gerald Morrow, Dave Blades, David Holland, Ed Gardner: SWCD – David Reckahn, Lois Sayward

Excused: Karl teRiele

**MOTION** to accept the August 18<sup>th</sup>, 2016 minutes was made by Blades, seconded by Gardner, and carried.

**Correspondence** – The 2015 NYS Soil and Water Conservation Districts Annual Report was available to review.

**Chairman's Update** – Chairman Morrow presented a plaque to Lois Sayward in Resolution of Condolences to her family on the passing of her father William Thompson. It was greatly appreciated.

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

**MOTION** to accept the September update was made by Holland, seconded by Gardner, and carried.

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

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

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

**MOTION** to accept the September 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 September update was made by Gardner, seconded by Holland, and carried.

**OLD BUSINESS**

- **NYACD EMPLOYEES CONFERENCE** – Lois requested permission to attend the New York Association of Conservation Districts annual meeting October 18<sup>th</sup>-20<sup>th</sup> in Syracuse. **MOTION** to allow Lois to attend the conference was made by Holland, seconded by Gardner, and carried. Lois will give a report of the training at the October meeting.
- **MCKENZIE BROOK** – Paul Cutting, Moon Hill Logging completed the McKenzie Brook project for his bid amount of \$9,200.00. Dave asked Paul Cutting to do additional work, since the grant award was \$20,000.00, and money would be left in the grant. Paul Cutting agreed to do the work for a second bid of \$9,200.00. Dave Reckahn told the contractors at the bid showing, there was potential if the bids came in low and there was money left, there might be another site to do as part of this funding. David Reckahn questioned if he was correct in soliciting the bid that way. Chairman Morrow said that if that if that was included in the writing of the original bid spec that went out to all contractors, he didn't see a problem. **MOTION** to accept Paul Cutting's second bid of \$9,200.00 for a total payment of \$18,400.00 for the project with additional changes was made by Holland, seconded by Gardner, and carried. (Appendix 8)

**NEW BUSINESS**

- **OCTOBER ESSEX SWCD MEETING DATE CHANGE** – Dave requested the October board meeting date be changed, since the Stormwater Trade Conference would be held on that date. The date for the meeting was set for October 27<sup>th</sup> at 7:30 a.m. **MOTION** to change the October Essex County SWCD board meeting date to October 27<sup>th</sup> at 7:30 a.m., and pay any bills necessary due before the meeting to avoid interest charges was made by Holland, seconded by Gardner, and carried.

- **2017 APO** – The 2017 Annual Plan of Work was sent to the board with recommendations made by Bob Brower included to review before the meeting. **MOTION** to approve the 2017 Annual Plan of Work was made by Blades, seconded by Holland, and carried. Bob Brower will forward to the state committee.
- **SUGAR HOUSE CREAMERY** – The Sugar House Creamery project is being funded through the Lake Champlain Basin Program. The landowner got three bids on the project. Dave R. stated the landowner will be paid directly, and no funding will go through Essex SWCD. Dave would like the bid approved, since we are overseeing the project, and will be involved. The bids the landowner received were: J-Mar Construction - \$5,900.00, John Sheehan & Sons, Inc. - \$7,540.00, and Fuller Excavating, Inc. - \$6,120.00. Dave Blades was concerned with the contractor being able to complete the project by the end of the year. Chairman Morrow asked Dave to contact Jim Morse and make sure he would be able to do the work in the time specified. **MOTION** to approve J Mar Construction Company, Inc.'s low bid of \$5,900.00 providing the work be done in the time specified and if they can't go to the next lowest bid of Steven Fuller Excavating, Inc., seconded by Holland, and carried. (Appendix 9)
- **CONSERVATION SKILLS** – Laura Benedict would like permission to attend Conservation Skills in Cortland for a day. She would drive out and back the same day. The cost would be \$30.00 for the training. **MOTION** giving permission to Laura to attend Conservation Skills in Cortland to include registration and other expenses included, was made by Gardner, seconded by Holland, and carried.

### DISTRICT TREASURER

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

### COOPERATING AGENCIES

NRCS Report –

NYSSWCC Report – (Appendix 7)

### OTHER

**Next Meeting – October 27<sup>th</sup>, at 7:30 a.m.**

Meeting adjourned at 7:15 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  
Appendix 8 – Paul Cutting/Moon Hill Logging second bid award  
Appendix 9 – Sugar House Creamery bids

Submitted by:

*Lois Sayward*

Lois Sayward  
Secretary to the Board