

**ESSEX COUNTY SOIL AND WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
September 17th, 2020**

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, Anna Reynolds, Ben Leerkes, Jim Monty;
SWCD - Alice Halloran, Lois Sayward, Daniel Berheide, Harleigh Green; NRCS – Allie Holmes

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

Correspondence – Alice passed around some correspondence from Fort Ticonderoga, and the Upper Hudson Watershed Revitalization Plan.

Chairman’s Update – No update.

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

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

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

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

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

MOTION to accept the September update was made by Monty, seconded by Leerkes, and carried.

OLD BUSINESS

- **2021 Budget** - The Essex County 2021 Budget Request for Proposal was submitted to the county.
- **Truck Bids** - (Appendix 8) Six bids were received for the 2020 or 2021 ¾ ton truck. Central Dodge Inc. - \$28,181.64, Main Motorcar - \$30,483.95, Genesee Valley Motors - \$31,000.00, Lithia Motors, Inc. - \$32,368.00, Adirondack Auto - \$32,975.00, and Egglefield Ford - \$33,254.50. **MOTION** to have Alice and Jim go through the bids to see if they have met all the specs and award to the lowest bidder was made by Leerkes, seconded by Blades, and carried.
- **Daniel’s Computer** – Daniel received computer specs from the county to meet the Dell equivalent as requested at the August meeting. **MOTION** to approve Daniel purchasing a computer that meets his needs was made by Monty, seconded by Reynolds, and approved.
- **Summer Intern** – Alice would like to keep Harleigh on the payroll tentative through October 25th. There is still hydroseeding to do, and a large tree planting in October. **MOTION** made by Monty, to keep Harleigh on the payroll through October 25th, seconded by Leerkes, and carried.
- **Landowner grant/bid info sheet** – A farmer landowner grant/bid sheet was developed by Alice and Olivia. A copy will be sent out for the board to review and make suggestions before the October meeting.

NEW BUSINESS

- **Retention and Disposition Schedule for New York Local Government Records (LGS-1) -**

MOTION made by Monty, **RESOLVED**, By the Board of Directors of the Essex County Soil and Water Conservation District that Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

- (a) Only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein;
- (b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

SECONDED BY Leerkes, a quorum being present, and a majority voting therefore.

I HEREBY Certify that the above is a true copy of a resolution passed by the Board of Directors of the Essex County Soil and Water Conservation District at a meeting held on September 17th, 2020.

- **Forest Management Habitat and Recreation Management Plan** – Anna updated the board on the forest management, habitat and recreation management plan for 2,500 acres of land in Essex County. A grant proposal will be submitted through Essex County Community Resources and Essex County SWCD will participate. A letter of interest with both partners needs to be submitted before applying for this grant. **MOTION** to proceed with this grant application was made by Leerkes, seconded by Monty, and carried.
- **EBTJV Grant** – Essex County SWCD had previously applied, but not had not been awarded funding for the Eastern Brook Trout Venture grant request. Proposals are focused on conserving and restoring habitat that will support healthy and productive populations of wild brook trout. The U.S. Fish and Wildlife administers these grants. Essex County SWCD is considering submitting a new proposal for a culvert.
- **Certified Weed Free Gravel Grant** - Alice mentioned a certified weed free gravel program grant that is being applied for regionally.
- **Upper Hudson Plan** – Alice passed around a copy of the Upper Hudson Watershed Revitalization Plan. Parts of Essex County included are Newcomb, Minerva, Ticonderoga, Crown Point, and Keene. Essex County SWCD submitted photos for the publication.
- **AEM Strategic Plan** - The AEM Strategic Plan needs to be updated every five years and is due December 31st. Olivia is working on updating it and looking at priorities and feedback. A survey will be sent to partners, and a copy to review prior to submitting will be sent to the board.

DISTRICT TREASURER

- A. Financial reports were presented to the Directors (Appendix 5)

MOTION by to accept the September report as presented was made by Blades, seconded by Leerkes, and carried.

- B. Bills due for payment were presented to the Board for approval. (Appendix 6)
MOTION to accept the September bills for approval, and pay as such was made by Monty, seconded by Blades, and carried.

COOPERATING AGENCIES

NRCS Report – Allie Holmes was present to give her report.

NYSSWCC – (Appendix 7)

OTHER

Next Meeting – October 15th, 2020 @ 7:30 a.m. at the Westport Town Hall

MOTION to adjourn the meeting at 8:20 a.m. was made Leerkes, unanimous seconded, and carried.

Attachments: Appendix 1 - Secretary Update (Lois)
Appendix 2 - District Manager Update (Alice)
Appendix 3 - Technician Update (Olivia)
Appendix 4 - Technician Update (Daniel)
Appendix 5 - Financial Report
Appendix 6 - Bills
Appendix 7 - NYSSWCC
Appendix 8 - Truck Bids

Submitted by:

Lois Sayward
Secretary to the Board