

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

September 19th, 2019

Meeting was called to order at 7:20 a.m. by Chairman Gerald Morrow.

Attendance: Board members – Gerald Morrow, Dave Blades, Anna Reynolds and Ben Leerkes; SWCD – Alice Halloran, Lois Sayward, Olivia Dickenson; NRCS - Tricia LaValley, Allison Holmes

Absent – Ike Tyler

MOTION to accept the August 15th, 2019 minutes was made by Blades, seconded by Reynolds and Leerkes, and carried.

Correspondence – Alice passed around some correspondence to review.

Chairman's Update – Chairman Morrow reported a budget committee consisting of four board members and department heads was appointed to look at the contract agencies 2020 budget proposals. Chairman Morrow will have Dan Palmer keep him updated on the budget.

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

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

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

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

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

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

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

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

OLD BUSINESS

- **Rogue** – The 2016 Nissan Rogue was put out to bid through Auctions International. The high bid came in at \$12,300.00 (Appendix 9). **MOTION** to accept the high bid of \$12,300.00 from Michael Gregoire was made by Leerkes, seconded by Reynolds, and carried.
- **Bids for SUV** – Essex SWCD submitted a Mini-Bid request through the NYS Office of General Services Vehicle Market Place, advertised on the Essex SWCD website, and contacted local dealers to submit sealed bids on a 2019 or 2020 Compact SUV (Appendix 10). **MOTION** to accept the \$24,236.10 bid for a 2019 Ford Escape SE 4X4 SUV was made by Leerkes, seconded by Reynolds, and carried.
- **2020 Essex County Budget Request** – Discussed earlier in the meeting.

NEW BUSINESS

- **MOU** – A Memorandum of Understanding between Essex County Department of Public Works and Essex County SWCD was sent to the board to review before the meeting. A discussion was held regarding the MOU, and it was agreed Essex SWCD would not sign the agreement.

- **2020 Part B** - The 2020 Part B Project Request in the amount of \$6,000.00 will be for Stream Corridor Improvement and Protection Program. **MOTION** to approve the 2020 Part B Project Request was made by Leerkes, seconded by Blades, and carried.
- **Amy Calkins Resignation Letter** - Unfortunately Amy Calkins, District Technician handed in her resignation letter. **MOTION** to accept Amy's letter of resignation with regrets and Resolution of Appreciation for all the good work she did for the district was made by Blades, unanimous second, and carried.
- **Executive Session** - (Moved to the end of the meeting).
- **Upper Hudson Representative** – **MOTION** to appoint Olivia Dickenson as the Essex SWCD Upper Hudson Representative and Alice Halloran as the Alternate was made by Leerkes, seconded by Reynolds, and carried.
- **Drone** – Alice would like to research purchasing a drone. She feels it would be very useful for projects, and could be shared with the county. She will bring more information back to the board next month.

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 by Leerkes to accept the September bills for approval, and pay as such, seconded by Blades, and carried.

COOPERATING AGENCIES

NRCS Report – (Appendix 7) Tricia LaValley was present to give her report.

NYSSWCC – (Appendix 8)

OTHER

MOTION to move into Executive Session at 8:00 a.m. to discuss personnel matters was made by Blades, seconded by Leerkes, and carried.

MOTION to go back into the regular board meeting at 8:05 a.m. was made by Blades, seconded by Leerkes, and carried. No minutes or resolutions were taken in Executive Session.

MOTION to increase Olivia Dickenson's salary effective immediately to \$30,000.00 annually was made by Reynolds, seconded by Leerkes, and carried. Olivia passed her Civil Service test and has made it through her probation period.

Alice mentioned Chris McIlroy will be staying on part-time while attending college this semester.-

Next Meeting – October 17th, 2019 @ 7:30 a.m.

The meeting was adjourned at 8:15 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 - NRCS Report
Appendix 8 - NYSSWCC
Appendix 9 - Bid for Rogue
Appendix 10 – Bids for SUV

Submitted by:

Lois Sayward
Secretary to the Board