

ESSEX COUNTY SOIL AND WATER CONSERVATION DISTRICT BOARD OF DIRECTORS

December 18th, 2025

DISTRICT BUSINESS

Meeting was called to order by Chairman Tyler in the Westport Town Hall at 7:50 a.m.

Unless otherwise noted, votes on motions were unanimous.

Attendance: Board members Ike Tyler, Ben Leerkes, Mike Davis, Jim Monty, and Anna Reynolds. SWCD- Renee Clark, Alice Halloran, Meagan Goff, Mathew Severance, Noah Weber, Daniel Berheide, Marissa McLean. NRCS- Allie Holmes.

MOTION to accept the November 20th, 2025 minutes was made by Davis, seconded by Leerkes, and carried.

Correspondence – Alice updated the Board with some upcoming events.

Farm Bureau Update-No update.

Monthly Updates

Secretary Update was reviewed by the Board. (Appendix 1)

MOTION to accept the December update was made by Leerkes, seconded by Davis, and carried.

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

MOTION to accept the December update was made by Leerkes, seconded by Davis, and carried.

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

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

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

MOTION to accept the December update was made by Davis, seconded by Leerkes, and carried.

Technician Update (Noah) – was reviewed by the Board (Appendix 5)

MOTION to accept the December update was made by Leerkes, seconded by Davis, and carried.

Technician Update (Mathew) – was reviewed by the Board (Appendix 6)

MOTION to accept the December update was made by Davis, seconded by Leerkes, and carried

PROJECTS-

OLD BUSINESS

- **Directors Terms** – Bernard Leerkes' term will conclude on December 31, 2025. This matter will be included in the agenda for the upcoming Board of Supervisors meeting, and Alice has notified the Farm Bureau of this update.
- **Budget Update**- A discussion was held regarding rent and the County appropriation, and it was noted that our budget will be revised accordingly. Alice also informed the Board that we did not get our AEM income in the 2025 budget but this was balanced by other income above projected amounts.

NEW BUSINESS

- **Budget Line Adjustment**- A **RESOLUTION** to approve a budget line transfer from the health insurance line in the amount of **\$440.00** to health insurance in lieu line was made by Leerkes, seconded by Davis, and carried.

- **Record Disposition - MOTION** to approve Records Disposition through fiscal years 2010 and 2018 pursuant to New York State Archives Retention/Disposition Requirements: Schedule LGS-1, issued pursuant to Article 57A was made by Leerkes, seconded by Reynolds, and carried. (Appendix 11). Included are closed out grants, vouchers, invoices, receipts, payroll registers, bank account transactions, copies of checks, timelogs, phone bills, QB reports, insurance policies, job applications, and e-mail transactions.
- **Intern Term-** A discussion was had on extending the term worked for our intern and the Board was in agreeance that we had funding to extend the term. A **MOTION** was made by Leerkes, seconded by Davis, and carried to extend Marissa McLean's term until May 2026.

District Treasurer

A. A financial report was presented to the Directors, (Appendix 7). A **MOTION** was made by Leerkes to accept the November report as presented, seconded by Reynolds, and a roll call vote was done with all in acceptance.

B. Bills due for payment in the amount of \$65,207.24 were presented to the Board for approval, (Appendix 8). A **MOTION** was made by Leerkes to accept and pay the December bills for approval, and pay as such, seconded by Davis, and a roll call vote was done with all in acceptance.

COOPERATING AGENCIES

NRCS – Allie was present to give report.

NYSSWCC – (Appendix 9)

NYACD- No Report.

Other Business

With no further business and/or discussion to come before the Board a **MOTION** to adjourn the meeting at 8:42 am was made by Leerkes, seconded by Davis, and carried.

Next Meeting – Thursday, January 15th, 2026 at 7:45 a.m. at the Westport Town Hall.

Attachments: Appendix 1 - Secretary Update (Renee)
 Appendix 2 - District Manager Update (Alice)
 Appendix 3 –Technician Update (Daniel)
 Appendix 4 - Technician Update (Meagan)
 Appendix 5 - Technician Update (Noah)
 Appendix 6 - Technician Update (Mathew)
 Appendix 7 - Financial Report
 Appendix 8- Bills
 Appendix 9- NYSSWCC Report
 Appendix 10- NYACD Report
 Appendix 11- Disposition of Records

Submitted by:

Renee Clark, Secretary to the Board

