

**ESSEX COUNTY SOIL AND WATER CONSERVATION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES
December 21st, 2023**

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

Attendance: Board members – Chairman Ike Tyler, Ben Leerkes, Jim Monty, Anna Reynolds, (Mike Davis was excused); SWCD - Alice Halloran, Renee Clark, Daniel Berheide, Thomas Firkins, Meagan Goff.

MOTION to accept the November 16th 2023 Regular Board of Directors Meeting Minutes was made by Leerkes, seconded by Reynolds, and carried.

Correspondence - Alice let the Board know that she submitted the performance measures survey and that the performance measures will not change for Board members for 2024. She passed around correspondence from NYACD about the upcoming Legislative Days.

Chairman’s Update - No update.

Farm Bureau Update – No update.

Farmland Protection Board Update – Ben let us know that there will be a meeting in January.

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

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

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

MOTION to accept the December update was made by Leerkes, seconded by Reynolds, 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 (Thomas) - was reviewed by the Board (Appendix 4)

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

Technician Update (Meagan) - was reviewed by the Board (Appendix 5)

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

OLD BUSINESS

- **2024 Budget-** No update at the County level. We have not been notified of any changes.

NEW BUSINESS

- **Trust and Agency Bank Account-** A **MOTION** was made by Leerkes, seconded by Reynolds, and carried to close the bank account which is no longer being used with a \$0.00 balance.
- **Director Terms-** A **RESOLUTION** was made by Monty, seconded by Leerkes, and carried to extend the duties of the position of Anna Reynolds from 1/1/2024-12/31/2026
- **IDA Smart Growth Grant-** A **RESOLUTION** was made by Monty, seconded by Leerkes, and carried to approve a letter of support to the IDA.
- **Intern Job Posting-**A **MOTION** was made by Monty, seconded by Leerkes, and carried to announce an open position for a summer intern.
- **Project Fund-** A **MOTION** was made by Leerkes, seconded by Monty, and carried to open a new bank account used to fund projects that we will get reimbursed for. The account will open with \$50,000 in NYCLASS. The funds will be made available from our Money Market account. A Champlain National Checking account will also be opened with same name to write checks.
- **Legislative Days-** A **MOTION** was made by Monty, seconded by Reynolds, and carried to approve Alice and Daniel to go to Legislative Days in Albany March 4th & 5th with an overnight stay.

OTHER

DISTRICT TREASURER

- A. Financial reports were presented to the Directors (Appendix 6) **MOTION** by to accept the November report as presented was made by Leerkes, seconded by Monty, and carried.
- B. Bills due for payment in the amount of \$92,603.79 were presented to the Board for approval. **MOTION** to accept the December bills for approval, and pay as such was made by Monty, seconded by Reynolds, and carried. (Appendix 7)

COOPERATING AGENCIES

NRCS Report – No report.

NYSSWCC – Ryan Cunningham sent December report (Appendix 8)

NYACD-Blanche Hurlbutt sent November report (Appendix 9)

MOTION to adjourn the meeting at 8:38 a.m. was made by Leerkes, seconded by Monty, and carried.

Next regularly scheduled meeting – January 18th, 2024 @ 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 (Thomas)
Appendix 5 - Technician Update (Meagan)
Appendix 6 - Financial Report
Appendix 7- Bills
Appendix 8- NYSSWCC Report
Appendix 9- NYACD Report

Submitted by:

Renee Clark, Secretary to the Board