

**ESSEX COUNTY SOIL AND WATER CONSERVATION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES
December 15th, 2022**

Meeting was called to order at 7:45 a.m. by Chairman Tyler at the Westport Town Hall.

Attendance: Board members - Chairman Tyler, Ben Leerkes, Anna Reynolds; SWCD - Alice Halloran, Lois Sayward, Renee Clark, Daniel Berheide, Paige Lamb, Thomas Firkins

Excused: Jim Monty and Mike Davis

MOTION to accept the November 17th, 2022 Regular Board of Directors meeting minutes was made by Leerkes, seconded by Reynolds, and carried.

Correspondence - Alice passed around some correspondence for the board to review.

Chairman's Update – No update.

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

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

Secretary Update (Renee) – was reviewed by the Board (Appendix 2)

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

District Manager Update (Alice) - was reviewed by the Board (Appendix 3)

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

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

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

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

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

Technician Update (Thomas) - was reviewed by the Board (Appendix 6)

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

OLD BUSINESS

- **2023 Budget** - **MOTION** to accept the 2023 Budget Proposal sent to the county was made by Reynolds, seconded by Leerkes, and carried.
- **Forestry Rates** - A discussion on Essex SWCD billing rates for timber sales was discussed. Chairman Tyler said that since Essex County subsidizes Essex SWCD, a discount should be applied. **MOTION** to approve a 10% flat rate for timber sales was made by Leerkes, seconded by Reynolds, and carried.
- **Grant Payment Policy** - Tabled until the January meeting.
- **Personnel Policy** - To be discussed at the January meeting when a full board is present.

- **NYACD Letter Regarding Changes to District Law** - The letter regarding possible changes to District Law was sent out to the board to review prior to the meeting. This could have negative impacts for Soil and Water Districts all across the state. It was discussed at a recent employee's association meeting. All were very concerned about expressing their opinions to the proper officials so this doesn't get passed.
- **BRASS** – BRASS is considering having their address be the same as the Essex County Soil and Water Conservation Districts. After a discussion, it was decided not to change their address to the Essex SWCD's address.
- **¾ Ton Truck Bid** – (Appendix 10) Only one bid was received after going out to the state Office of General Services site and contacting all of the local dealers in Essex County with the bid information. **MOTION** to approve Sawyer's bid of \$57,209.00 for the ¾ ton truck to be delivered in June of 2023 was made by Leerkes, seconded by Reynolds, and carried.

NEW BUSINESS

- **WDI Grant Game of Logging Loan** - **MOTION** to approve a loan of \$347.34 from the General Fund for the WDI Game of Logging #1, 2 & 3 for supplies was made by Leerkes, seconded by Reynolds, and carried.
- **2021 Annual District Financial Records Audit** – The 2021 Annual District Financial Records Audit needs to be scheduled before the end of the year.
- **Approve Payment of \$1,650.00 to Bill Lindloff at Pro-Cuts** - **MOTION** to approve payment of \$1,650.00 to Bill Lindloff at Pro-Cuts for training Essex County highway personnel was made by Leerkes, seconded by Reynolds, and approved. This will be the final invoice to close out the grant and reimburse the General Fund for expenses. The county personnel were very happy with the training which took place at the Fairgrounds.
- **Declare 2018 Dodge Ram Surplus** – **MOTION** to declare the 2018 Dodge pickup truck surplus and advertise with Auctions International was made by Leerkes, seconded by Reynolds, and carried.
- **Alice's Annual Evaluation** - The Board needs to complete Alice's annual evaluation before the end of the year. Alice has completed the annual evaluations for the staff.
- **CWICNY Alternate** - **MOTION** to appoint Paige Lamb as the CWICNY alternate was made by Reynolds, seconded by Leerkes, and carried.
- **Port Henry Stream Study Amendment** - The Port Henry Stream Study grant needs an amendment to reflect an extension for another year to complete. **MOTION** to approve the extension to the Port Henry Stream Study was made by Reynolds, seconded by Leerkes, and carried.
- **Buffer Program Grant Amendment** - The Buffer Program Grant needs to be amended to reflect the invoicing of the tasks. **MOTION** to approve the Buffer Program grant was made by Leerkes, seconded by Reynolds, and approved.

OTHER

Alice wanted to know how the board wanted her to proceed with the DEC WQIP Moriah culvert grant bid. The district received a grant for \$229,000.00 for the culvert which can be used with funding from Essex County, since our grant will not be enough for the project. The board would like the county to go out to bid and pay the invoices. The district can then submit the expenses to be reimbursed from our grant and reimburse the county.

MOTION to thank Lois for her many years of service with Essex County Soil and Water was made by Chairman Tyler, seconded by Reynolds, and carried.

DISTRICT TREASURER

Financial reports were presented to the Directors (Appendix 7)

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

Bills due for payment were presented to the Board for approval. (Appendix 8)

MOTION to accept the December bills for approval, and pay as such was made by Leerkes, seconded by Reynolds, and carried.

COOPERATING AGENCIES

NRCS Report – No report.

NYSSWCC - (Appendix 9)

MOTION to adjourn the meeting at 8:55 a.m. was made by Leerkes, seconded by Reynolds, and carried.

Next regularly scheduled meeting - January 19th, 2023 Organizational Meeting @ 7:45 a.m. at the Westport Town Hall.

Attachments: Appendix 1 - Secretary Update (Lois)
Appendix 2 – Secretary Update (Renee)
Appendix 3- District Manager Update (Alice)
Appendix 4 - Technician Update (Daniel)
Appendix 5 - Technician Update (Paige)
Appendix 6 - Technician Update (Thomas)
Appendix 7 - Financial Reports
Appendix 8 - Bills for Approval
Appendix 9 - NYSSWCC
Appendix 10 – ¾ Ton Truck Bid

Submitted by:

Lois Sayward
Secretary to the Board

