

**ESSEX COUNTY SOIL AND WATER CONSERVATION DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING  
MINUTES  
December 16<sup>th</sup>, 2021**

Meeting was called to order at 7:30 a.m. by Chairman Tyler at the DPW Meeting Room in Lewis.

Attendance: Board members – Chairman Ike Tyler, Dave Blades, Jim Monty, Ben Leerkes, Anna Reynolds; SWCD - Alice Halloran, Lois Sayward, Daniel Berheide, Joe Braun

**MOTION** to accept the November 18<sup>th</sup>, 2021 minutes was made by Leerkes, seconded by Reynolds, and carried.

**Correspondence** – Legislative Days meetings will be held zoom March 1<sup>st</sup> through March 3<sup>rd</sup>. More information will be forthcoming in the next couple of months.

**Chairman’s Update** – Ike asked Shaun to find a replacement for Dave as the Grange representative.

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

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

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

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

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

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

**OLD BUSINESS**

- **Audit** - Dave Blades and Ben Leerkes audited the financial records for 2020 and found everything to be in order. **MOTION** to approve the 2020 financial audit was made by Monty, seconded by Reynolds, and carried.
- **Performance Reviews** - Alice did the staff performance reviews and the board needs to do Alice’s before the end of the year.
- **Budget** – The requested 2022 Essex County SWCD budget in the amount of \$151,233.00 was approved by the Board of Supervisor.
- **Technician Position** – The Technician position has been posted on the county website. It was reposted with the salary and the deadline extended. Three applications have been received already. The interviews for the Technician position will be set up after the first of the year and held at the Westport Town Hall in person.

## NEW BUSINESS

- **Resolution to open Ausable River HUA account – MOTION** to approve opening a separate grant account for the Ausable River HUA in the amount of \$21,951.25 received from NYS Ag and Markets was made by Leerkes, seconded by Reynolds, and carried.
- **Resolution to open Bulwagga Bay Beef Barnyard – MOTION** to approve opening a separate grant account for the Bulwagga Bay Beef Barnyard in the amount of \$37,767.00 received from NYS Ag and Markets was made by Leerkes, seconded by Reynolds, and approved.
- **AEM Round 17 Award** – Alice announced Essex County SWCD was awarded funding for the AEM Base Program Round 17 Action Plan in the amount of \$240,000.00. A Board Resolution is needed to approve the projects. **MOTION** to approve the following AEM Round 17 Tier 4 Projects listed below in the amount of \$100,000.00 was made by Monty, seconded by Reynolds, and carried.
  - Triple Green Jade Farm - \$30,000.00 for access control and riparian buffer system
  - North Country Creamery Farm - \$8,000.00 for a fuel storage tank
  - Essex Farm - \$8,000.00 for a fuel storage tank
  - Lee Garvey - \$18,000.00 for a waste storage and transfer system
  - Fledging Crow - \$36,000.00 for a wash water management system and irrigation water management system
- **Interns (LEAP)** - \$10,000.00 is available for intern funding through a program called LEAP. A \$5,000.00 match from Essex County SWCD would be needed for this grant commitment. The match could be through some of the practices the district is already doing. Alice would like to hire three interns next year. Board approval is needed to submit the application. **MOTION** to approve submitting an application through LEAP for interns and participation in the program was made by Leerkes, seconded by Blades and approved. The salary will be set at a later date.
- **Legislative Days** – Discussed earlier in the meeting. Alice will send out a link to those who wish to attend via zoom when available.
- **Loan Tin Pan Alley \$23,030.00 to pay balance of contract – MOTION** to loan the Tin Pan Alley grant account \$23,030.00 to pay the balance of the contract with Kathy Suozzo PLLC and pay back the General Fund as soon as reimbursed by the state was made by Monty, seconded by Leerkes, and carried. The check will not be released until Alice goes over the contract and makes sure all the tasks described in the contract have been completed.
- Alice wanted permission to pay back unexpended funds from the Full and By grant back to the state. Alice had an approximate amount, but not the exact amount. The board wanted to wait until the exact amount for repayment was given. Jim said a quick zoom meeting could be scheduled to approve the payment when the exact amount is given.
- **MOTION** to offer condolences to the family of Ed Gardner was made by Monty, unanimous second, and carried. Ed was a former Soil and Water Board member, Councilmen, Supervisor, friend, active member in the community and will be sorely missed by all.
- **District Policies** – Lois will e-mail the district policies prior to the Organizational Meeting in January to review.

## OTHER

**DISTRICT TREASURER**

- A. Financial reports were presented to the Directors (Appendix 5)  
**MOTION** by to accept the December report as presented was made by Monty, seconded by Leerkes, and carried.
  
- B. Bills due for payment were presented to the Board for approval. (Appendix 6)  
**MOTION** to accept the December bills for approval, and pay as such was made by Monty, seconded by Leerkes, and carried.

**COOPERATING AGENCIES**

NRCS Report - Allie was in the office yesterday with the staff going over upcoming projects.

NYSSWCC - (Appendix 7)

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

**Next regularly scheduled meeting - Thursday, January 20<sup>th</sup>, 2022  
@ 8:00 a.m. at the Westport Town Hall. Ben has been excused from  
this meeting.**

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

Submitted by:

Lois Sayward  
Secretary to the Board