

# ESSEX COUNTY SOIL AND WATER CONSERVATION DISTRICT BOARD OF DIRECTORS

February 19<sup>th</sup>, 2026

## DISTRICT BUSINESS

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

**Unless otherwise noted, votes on motions were unanimous.**

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

**MOTION** to accept the January 15<sup>th</sup>, 2026 Organizational Minutes was made by Leerkes, seconded by Davis, and carried.

**Correspondence** – Alice provided the Board with an update on upcoming events. She reviewed information regarding Farms and grant practices, informed the Board that our intern has concluded her internship, and shared that we have received several inquiries for the upcoming season. Additionally, she discussed our Performance Measures.

**Farm Bureau Update**-No update.

## Monthly Updates

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

**MOTION** to accept the February update was made by Davis, seconded by Reynolds, and carried.

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

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

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

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

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

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

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

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

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

**MOTION** to accept the February update was made by Pierce, seconded by Reynolds, and carried.

## PROJECTS-

- **Lower Reber culvert-** Noah presented the Board with a report on Lower Reber Road Culvert Replacement in the Town of Willsboro.
- **CNMP Contract-** A **RESOLUTION** was made by Leerkes, seconded by Davis, and carried to approve the execution of the CNMP Contract.

## OLD BUSINESS

- **Office Furniture** – A **MOTION** to approve the purchase of a fire proof filing cabinet up to \$2,500.00 plus shipping was made by Pierce, seconded by Leerkes, and carried.  
A **MOTION** to approve the purchase of office furniture up to \$15,000.00 was made by Pierce, seconded by Leerkes, and carried.

- **Parental Leave Policy-** A **RESOLUTION** to adopt Maternity & Parental Leave Policy without changes to draft outlined in the Board packet was made by Reynolds, seconded by Pierce, and carried.

### **NEW BUSINESS**

- **Perma Conference-** A **MOTION** to approve Alice and Renee to attend the annual Perma conference on May 14<sup>th</sup> & 15<sup>th</sup>, 2026 at Turning Stone Casino was made by Leerkes, seconded by Davis, and carried.
- **Director Training-** Tim Pierce has successfully completed his director training. Alice requested input from the Board regarding their preferred topics for this year's training sessions.
- **FMLA-** A discussion was conducted regarding the appropriate procedures to follow when an employee requests to use FMLA leave.

### **District Treasurer**

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

**B.** Bills due for payment in the amount of \$14,610.00 were presented to the Board for approval, (Appendix 8). A **MOTION** was made by Leerkes to accept and pay the February bills for approval, and pay as such, seconded by Reynolds, and a roll call vote was done with all in acceptance.

### **COOPERATING AGENCIES**

NRCS – Allie was present to give report.

NYSSWCC – (Appendix 9)

NYACD- (Appendix 10)

### **Other Business**

With no further business and/or discussion to come before the Board a **MOTION** to adjourn the meeting at 8:45 am was made by Leerkes, seconded by Pierce, and carried.

### **Next Meeting – Thursday, March 19<sup>th</sup>, 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

Submitted by:

Renee Clark, Secretary to the Board