

**ESSEX COUNTY SOIL AND WATER
CONSERVATION DISTRICT
BOARD OF DIRECTORS
ORGANIZATIONAL MEETING**

January 18th, 2024

DISTRICT BUSINESS

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

Attendance: Board members - Ike Tyler, Anna Reynolds, Mike Davis. SWCD – Renee Clark, Alice Halloran, Daniel Berheide, Thomas Firkins; NRCS - Allie Holmes. Jim Monty and Ben Leerkes were not in attendance and were excused.

MOTION to accept the December 21st, 2023 minutes was made by Reynolds, seconded by Davis, and carried.

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

Chairman’s Update – No report

Farm Bureau Update- No report

Farmland Protection Board Update-Mike and Anna attended meeting and gave a report about applications that were received.

2024 Elections and Appointments

Election of Officers

Currently: Chairman - Ike Tyler
Vice Chairman - Jim Monty

MOTION made by Reynolds, seconded by Davis to appoint Ike Tyler as Chairman, and carried. **MOTION** to appoint Jim Monty as Vice Chairman was made by Davis, seconded by Reynolds, and carried.

MOTION made by Reynolds to make the following appointments for 2024, seconded by Davis, and carried.

2024 Appointments

Secretary to the Board/Records Management Officer	Renee Clark
Treasurer	Renee Clark
RC&D Council	
Representative	Alice Halloran
Alternate Representative	Meagan Goff
Directors to audit 2024 financial records	Ben Leerkes and Jim Monty
DEC Region 5 Fish & Wildlife Mgmt. Board Representative	Alice Halloran
Official bank	Champlain National Bank
Official newspaper	Sun, Press Republican
Champlain Watershed Improvement Coalition of NY (CWICNY)	
Representative	Alice Halloran
Alternate Representative	Meagan Goff
Upper Hudson	
Representative	Alice Halloran
Alternate Representative	Thomas Firkins

Annual review of SWCD’s personnel, investment, procurement, financial, dispute resolution, director meeting attendance, receipts, FOIL, sexual harassment and credit card policies - All policies were sent out prior to the meeting to review.

MOTION to accept current policies was made by Reynold, seconded by Davis, and carried.

MILEAGE REIMBURSEMENT - The Federal IRS rate of 67 cents per mile has been set for 2024 mileage reimbursement for district business. **MOTION** made by Reynolds to allow 67 cents mileage reimbursement for District business, seconded by Davis, and carried.

2024 Salaries:

District Manager (Alice) - \$65,000.00
Secretary (Renee) - \$45,000.00
Technician (Daniel) - \$50,000.00
Technician (Meagan) - \$40,000.00
Technician (Thomas) - \$40,000.00
Interns (2) – Up to \$23,000.00

MOTION made by Davis to approve the 2024 salaries included in the 2024 budget, seconded by Reynolds and Roll Call was done.

Monthly Updates

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

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

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

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

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

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

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

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

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

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

OLD BUSINESS

- **2024 Budget** – The Counties budget was approved. A **MOTION** to accept 2024 SWCD budget was made by Reynolds, seconded by Davis, and carried.
- **Director Terms** – Anna Reynolds new term of 1/1/24-12/31/2026 will be brought to the Board of Supervisors meeting by Alice so that it can be recorded.

NEW BUSINESS

- **ANNUAL STATE REPORTS** – The annual state reports are due February 15th. The staff is working on completing them.
- **WATER QUALITY SYMPOSIUM** - The annual district training will be held March 12th - 15th in person this year at the Double Tree Hotel, Syracuse, NY. The cost to attend all workshops is \$570 to Soil and Water employees and a coupon for two free registrations was given. All staff plans to attend some workshops related to their training plan. A **MOTION** to approve paying for 2 staff to go to symposium was made by Davis, seconded by Reynolds, and carried. The rest of the staff will attend for free.
- **PART B FOR 2024-** We received our \$6000.00 Part B Funds from the State on January 9th.
- **2024 TREE AND SHRUB PROGRAM** – The 2024 tree and shrub program will be held April 19th in Floral Hall at the Westport Fairgrounds. Spread the word to all you think may be interested. Order forms will be available on the Essex SWCD website, Facebook, county website, e-mail lists, and mailed to all who request them, order deadline will be March 5th, 2024.

- **Microsoft Office 365-** A **MOTION** was made by Davis, seconded by Reynolds, and carried to approve the purchase of Microsoft Office through the County for \$451.00 per year.
- **New Policies-** The State would like us to adopt 3 new policies, Breach, Workplace Violence, and Ethics. Alice will draft new policies and present at next meeting. It was also noted that Monty may want to discuss Credit Card Policy. A **MOTION** was made by Reynolds, seconded by Davis and carried to adopt the Essex County Workplace Violence Policy as the Soil & Water policy.
- **New Computers-** A **Resolution** to purchase new computers for Daniel and Renee was made and the cost will be forwarded to the Board for approval.

District Treasurer

A. A financial report was presented to the Directors, (Appendix 6). A **MOTION** was made by Reynolds to accept the December report as presented, seconded by Davis, and carried.

B. Bills due for payment in the amount of \$12,285.02 were presented to the Board for approval, (Appendix 7). A **MOTION** was made by Reynolds to accept and pay the January bills for approval, and pay as such, seconded by Davis, and carried.

COOPERATING AGENCIES

NRCS – Allie Holmes was present to give a report.

NYSSWCC – (Appendix 8)

Other Business

With no further business and/or discussion to come before the Board a **MOTION** to adjourn the meeting at 8:34 a.m. was made by Davis, seconded by Reynolds, and carried.

Next Meeting – Thursday, February 15th, 2024 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 (Thomas)
 Appendix 6 - Financial Report
 Appendix 7- Bills
 Appendix 8- NYSSWCC Report

Submitted by:

Renee Clark, Secretary to the Board

