

**ESSEX COUNTY SOIL AND WATER CONSERVATION DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING  
MINUTES  
July 21st, 2022**

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

Attendance: Board members - Chairman Tyler, Anna Reynolds, Ben Leerkes; SWCD - Alice Halloran, Lois Sayward, Daniel Berheide, Olivia Sayre, and Jacob Smith; Excused - Jim Monty and Mike Davis

**MOTION** to accept the June 21<sup>st</sup>, 2022 Regular Board of Directors Meeting Minutes was made by Leerkes, seconded by Reynolds, and carried.

**Correspondence** – Alice passed around some correspondence from Community Resources regarding CDBG grants for farm housing, the NYACD fall conference, and the Leopold Award. Alice introduced our interns Olivia Sayre and Jacob Smith.

**Chairman’s Update** - No update.

**Secretary Update (Lois)** - was reviewed by the Board (Appendix 1)  
**MOTION** to accept the July update was made by Tyler, seconded by Leerkes, and carried.

**District Manager Update (Alice)** - was reviewed by the Board (Appendix 2)  
**MOTION** to accept the July update was made by Leerkes, seconded by Reynolds, and carried.

**Technician Update (Daniel)** - No report.

**Technician Update (Paige)** - was reviewed by the Board (Appendix 3)  
**MOTION** to accept the July update was made by Reynolds, seconded by Leerkes, and carried.

**OLD BUSINESS**

- **2019 Ford Escape** - The Blue Book value for the 2019 Escape is \$22,000.00 - \$24,000.00. **MOTION** to approve the highest bid from Auctions International after the bid closing July 26<sup>th</sup> was made by Leerkes, seconded by Reynolds, and approved.
- **Credit Card** - The credit card has been cancelled. A rewards balance check will be sent to the district. The district will look into getting a new credit card.
- **Secretary Position** - The secretaries job description was sent out to the board, and will be discussed at the next meeting. Alice will talk to the Personnel Officer before the next meeting regarding the position.
- **Minerva Lake Road Contract** – Alice would like permission to sign the Minerva Lake Road contract when it comes, since she has received word the \$30,000.00 grant has been approved by the state. This is a Non Point Source Planning Grant. The Town of Minerva has agreed to pay for the engineering study, and Essex SWCD will reimburse them when payment is received from the state. **MOTION** to approved Alice signing the \$30,000.00 DEC WQIP contract was made by Leerkes, seconded by Reynolds, and carried.

## NEW BUSINESS

- **CRF5 ECHO Farm Bids** - ECHO farm asked permission to substitute the equipment that was included in the original grant application. The state gave approval for the substitution. The farmer would like to purchase a manure spreader and a flail mower. \$10,335.00 has been budgeted in this grant for equipment purchases to be reimbursed by the farmer. The farmer received three bids for each piece of equipment. (Appendix 7) Bids for the manure spreader: White's Farm Supply, Inc. - \$8,750.00, Waterman Farm Machinery Co., Inc. - \$12,216.90, and Messick's - \$14,500.00. Bids for the Flail Mower - White's Farm Supply, Inc. - \$9,100.00, John Deere - \$7,600.00, and Shredders - \$11,500.00. **MOTION** to approve the lowest bids for the equipment which is \$7,600.00 for the John Deere mower, and balance of grant to be paid to White's Farm Supply for the manure spreader not to exceed \$10,335.00 total reimbursement to the farmer was made by Leerkes, seconded by Reynolds, and carried.
- **Rate for Logging Technicians** - A discussion was held on how to pay Essex SWCD for Forestry services for town and county timber sales. Some sales are based on a percentage of the sale and others are hourly rates. Chairman Tyler feels this service should benefit the communities, and should be offered at a discount to the municipalities as opposed to hiring private foresters. The Town of Westport has a twenty-year plan in place for timber sales which is budgeted into tax revenue for the town each year. The Town of Crown Point has recently requested services. Alice said we have been down a technician and need to see what we are capable of doing with the staff we have. The mission of Essex County Soil and Water was discussed and what the priorities of the district will be. This topic will be discussed at the next meeting with a full board.
- **2023 Budget** – Chairman Tyler would like to see a budget sub-committee formed. He volunteered to be on it. Alice had sent out a salary schedule prior to the meeting to the board. Ike would like this sent out again to everyone to discuss at the next meeting.
- **AEM Round 16 Close Checking Account** – **MOTION** to approve closing the AEM Round 16 checking account after paying the district \$65,000.00 for Personal Services and transferring the balance of the interest into the General Fund was made by Leerkes, seconded by Reynolds, and carried.

## OTHER

Alice would like permission to pay back the state the money for the AgNPS Round 24 Reber Rock grant project the farmer has decided not to move forward with. Ryan has looked over the close out figures and felt they looked good, but would like to review in more detail. The state also needs to approve the payment amount, so it was decided to wait until the state gives us approval on the final payment amount.

## DISTRICT TREASURER

Financial reports were presented to the Directors (Appendix 4)

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

Bills due for payment were presented to the Board for approval. (Appendix 5)

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

**COOPERATING AGENCIES**

NRCS Report – No report

NYSSWCC - (Appendix 6)

**MOTION** to adjourn the meeting at 8:45 a.m. was made by Leerkes, seconded by Reynolds, and carried.

**Next regularly scheduled meeting – August 18<sup>th</sup>, 2022 @ 7:45 a.m. at the Westport Town Hall.**

Attachments:   Appendix 1 - Secretary Update (Lois)  
                  Appendix 2 - District Manager Update (Alice)  
                  Appendix 3 - Technician Update (Paige)  
                  Appendix 4 - Financial Report  
                  Appendix 5 - Bills  
                  Appendix 6 - NYSSWCC Report  
                  Appendix 7 - CRF5 ECHO Farm Bids

Submitted by:

Lois Sayward  
Secretary to the Board