

**ESSEX COUNTY SOIL AND WATER CONSERVATION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES
June 15th, 2023**

Meeting was called to order at 7:52 a.m. by Anna Reynolds at the Westport Town Hall.

Attendance: Board members – Chairman Ike Tyler, Ben Leerkes, Mike Davis, Anna Reynolds, (James Monty, was excused); SWCD - Alice Halloran, Renee Clark, NRCS- Allie Holmes.

MOTION to accept the May 18th, 2023 Regular Board of Directors Meeting Minutes was made by Davis, seconded by Leerkes, and carried.

Correspondence - Alice told the Board about our Game of Logging classes and that Workforce Development Institute will be funding these classes. She let the Board know that the Stream C Bill was passed in both houses, the Board can send a letter to the governor asking for a veto. She let the Board know that the staff wasn't present at the meeting because they were at the Bouquet School doing Conservation education for the 6th grade.

Chairman's Update - No update.

Secretary Update (Renee) - was reviewed by the Board ([Appendix 1](#))

District Manager Update (Alice) - was reviewed by the Board ([Appendix 2](#))

Technician Update (Daniel) - was reviewed by the Board ([Appendix 3](#))

Technician Update (Thomas) - was reviewed by the Board ([Appendix 4](#))

MOTION to approve the reports reviewed by the Board was made by Davis, seconded by Leerkes and carried.

OLD BUSINESS

- **Essex Farm**– There were no project quotes because we are awaiting a quote with the correct information breakdown.
- **New Employees**- Olivia Sayre and Caleb Albano have started as student trainees for the summer. Our new Technician Meagan Goff will start Tuesday June 20th.

NEW BUSINESS

- **Speaker at Fairgrounds**– A **MOTION** was made by Leerkes, seconded by Davis and carried to donate \$200.00 to the Fair Board toward the purchase of a new speaker system at the fairgrounds. Soil and Water can utilize this system at the annual Envirothon.
- **Audit Quotes**- Alice and Renee would like to get quotes for an annual audit and budget for it next year. The Board was receptive to quotes and wanted us to check with the County. Alice let the Board know that we also have to do an internal audit before the end of the year.

- **CWICNY Coordinator**– Alice would like the Board to consider Essex as the host for this position. Alice is working on the employee cost to present to the CWICNY Board.
- **Medicare Part B for Retirees**- Retirees will be paid their Part B reimbursement quarterly. For audit purposes the Board requests a receipt in order for retiree to receive payment.
- **Executive Session to discuss Personnel**- A **MOTION** was made by Leerkes, seconded by Davis, and carried to go into executive session at 8:30 am. A **MOTION** was made to come out of executive session at 8:39 am by Leerkes, seconded by Davis, and carried.
- A **MOTION** was made by Leerkes, seconded by Davis, and carried to raise the salary of Renee Clark as secretary to \$40,000 annually. Her bi-weekly pay will be adjusted to meet this amount for the year 2023.
- A **MOTION** was made by Reynolds, seconded by Davis, and carried to make an adjustment to the budget of \$2000 from Training line Woodland/RCPA/AEM/Clerk to Clerk Salaries.

OTHER

DISTRICT TREASURER

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

COOPERATING AGENCIES

NRCS Report – Allie Holmes was present to give report.

NYSSWCC - (Appendix 7)

NYACD- (Appendix 8)

MOTION to adjourn the meeting at 8:40 a.m. was made by Leerkes, seconded by Reynolds, and carried.

Next regularly scheduled meeting – July 20th 2023 @ 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 (Thomas)
Appendix 5 - Financial Report
Appendix 6 - Bills
Appendix 7 - NYSSWCC Report
Appendix 8- NYACD Report

Submitted by:

Renee Clark, Secretary to the Board