

**ESSEX COUNTY SOIL AND WATER CONSERVATION DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING  
MINUTES  
May 19<sup>th</sup>, 2022**

Meeting was called to order at 7:55 a.m. by Vice-Chairman Monty at the Westport Town Hall.

Attendance: Board members - Vice-Chairman Jim Monty, Anna Reynolds, Ben Leerkes, Mike Davis; SWCD - Alice Halloran, Lois Sayward, Joe Braun, Paige Lamb; Ryan Cunningham - NYSSWCC

Excused: Michael Tyler, Chairman

Ryan Cunningham presented the District Law Training to the Board of Directors. The training ended at 8:20.

**MOTION** to accept the April 21st, 2022 Regular Board of Directors Meeting Minutes was made by Davis, seconded by Reynolds, and carried.

**Correspondence** - Alice passed around some correspondence from NYACD.

**Vice-Chairman's Update** - No update.

**Secretary Update (Lois)** - 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 (Joe)** - was reviewed by the Board (Appendix 4)  
Joe announced his last day would be June 17<sup>th</sup>. He will be moving back to be near family.

**Technician Update (Paige)** - was reviewed by the Board (Appendix 5)

**MOTION** to approve the above reviewed May reports was made by Leerkes, seconded by Reynolds, and carried.

A check was returned from the Tree and Sale Program. It was a customer that purchased extras at the sale. The bank did not charge a fee. Lois sent a memo and left a message on their machine. Jim recommended sending a letter and certified letter (the same letter).

**OLD BUSINESS**

- **Interns** – The district has not received any new applications for the intern positions. Will continue to advertise and ask around.
- **Upper Hudson River 9 Element Plan** - A District cash match of \$5,000.00 over a three-year period was requested and a letter of recommendation for the plan. This 9 Element Plan would help secure funding for a small area in Essex County. The funding could be used for culverts and infrastructure in these towns. Alice will bring more information regarding the plan to the next

meeting, and a letter of support to review before sending out. **MOTION** to approve the \$5,000.00 cash match and letter of support was made by Leerkes, seconded by Monty, and carried.

### **NEW BUSINESS**

- **Kirsten Trost lost check** - Check #5112 dated 4/28/2021 issued to Kirsten Trost in the amount of \$30.00 was lost. Kirsten did not contact the district about the lost check, and the district was not able to contact her prior to her calling the office recently regarding another matter. The stop payment fee is \$35.00. It was agreed to void the check and add the funds back into the balance.
- **AEM Round 16** - AEM Round 16 contract has been closed out. The farmers will be paid at this meeting. The district will receive payment for Personal Services after final payment is received from the state, and the grant account will be closed out.
- **Leopold Award** – A farm located in the Town of Essex submitted an application for the Leopold Award through NYS Ag and Markets. If awarded the farm would receive \$10,000.00 and the district \$1,000.00. Jim would like to see the application. The application will be e-mailed out to the board. Alice will review the application and may make edits before submitting. **MOTION** to approve submitting ECHO Farm’s application for the Leopold Award was made by Leerkes, seconded by Davis, and carried.
- **NYS CDEA \$550.00 Team Registration** - Alice requested the board’s approval of \$550.00 registration fee to the New York State Conservation Districts Employee Association for the state Envirothon to be held next week in Geneva. Keene Valley Central School will represent Essex County. **MOTION** to approve the \$550.00 registration fee was made by Leerkes, seconded by Davis, and carried.
- **Essex County SWCD Stickers with Logo** - The board would like to see the design and have quotes sent out prior to the next meeting before approving.
- **Conservation Technician** - Joe will be leaving next month. Alice would like to contact Meredith Gillman to see if she was still interested. If Meredith is not interested, advertise again with the starting wage of \$30,000.00.
- **Adding Alice to the Netteller Agreement** - Lois would like to add Alice to the Netteller Agreement with Champlain National Bank, since she will be leaving at the end of the year. She would like Alice to be able to do the payroll and banking should the need arise. **MOTION** to add Alice to the Netteller Agreement was made by Reynolds, seconded by Monty, and carried.
- **AEM Contract** - **MOTION** to approve the AEM Round 17 contract in the amount of \$240,000.00 was made by Leerkes, seconded by Davis, and carried.

### **OTHER**

#### **DISTRICT TREASURER**

- A. Financial reports were presented to the Directors (Appendix 6) **MOTION** by to accept the May report as presented was made by Reynolds, seconded by Leerkes, and carried.

- B. Bills due for payment were presented to the Board for approval. (Appendix 7)  
**MOTION** to accept the May bills for approval, and pay as such was made by Monty, seconded by Leerkes, and carried.

**COOPERATING AGENCIES**

NRCS Report – No report

NYSSWCC – Ryan was present to give his report, the board training and also a written report. (Appendix 8)

**MOTION** to adjourn the meeting at 9:07 a.m. was made by Leerkes, seconded by Reynolds, and carried.

**Next regularly scheduled meeting – June 16<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 (Daniel)  
Appendix 4 - Technician Update (Joe)  
Appendix 5 – Technician Update (Paige)  
Appendix 6 - Financial Report  
Appendix 7 - Bills  
Appendix 8 - NYSSWCC Report

Submitted by:

Lois Sayward  
Secretary to the Board