

**ESSEX COUNTY SOIL AND WATER CONSERVATION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES
November 17th, 2022**

Meeting was called to order at 7:47 a.m. by Chairman Tyler at the Westport Town Hall.

Attendance: Board members - Chairman Tyler, Jim Monty, Ben Leerkes, Anna Reynolds, and Mike Davis; SWCD - Alice Halloran, Lois Sayward, Renee Clark, Daniel Berheide, Paige Lamb, Thomas Firkins; NRCS - Allie Holmes

MOTION to accept the October 13th, 2022 Regular Board of Directors meeting minutes was made by Leerkes, seconded by Monty, and carried.

MOTION to accept the October 28th, 2022 Special Board of Directors meeting minutes was made by Monty, seconded by Leerkes, and carried.

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

Chairman's Update – Chairman Tyler introduced Renee Clark as Secretary/Treasurer to the Board. Lois will retire December 31st.

Secretary Update (Lois) - was reviewed by the Board (Appendix 1)

MOTION to accept the November update was made by Leerkes, seconded by Reynolds, and carried.

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

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

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

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

Technician Update (Paige) - was reviewed by the Board (Appendix 4)

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

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

MOTION to accept the November update was made by Leerkes, seconded by Reynolds, and carried.

OLD BUSINESS

- **Secretary Position** – Renee has started training for the Secretary position. Everything has been going smoothly.
- **2023 Budget** - We are still waiting to hear from the county regarding approval of our 2023 Budget Request.
- **F150 Truck Nye Ford** - The F150 truck should be delivered within the next two weeks. The truck was not budgeted for this year, since we did not think we would receive it until 2023. There is money in this year's budget to transfer for the purchase this year. **MOTION** to approve payment of the F150 truck from Nye Ford in the amount of \$34,392.00 upon delivery and to transfer the appropriate funds was made by Davis, seconded by Leerkes, and carried. **MOTION** to transfer \$15,000.00 from Account #460 A8790.4 Other Contractual to A8790.2 Motor Vehicle Equipment

was made by Leerkes, seconded by Monty, and carried. **MOTION** to transfer \$4,000.00 from Account #403 A8790.4 Woodland/RCPP AEM to Other Contractual to A8790.2 Motor Vehicle equipment was made by Leerkes, seconded by Monty, and carried. **Motion** to transfer \$6,000.00 from Account #431 A8790.4 Travel Training to Other Contractual A8790.2 Motor Vehicle Equipment was made by Leerkes, seconded by Reynolds, and carried. If added destination fees are added to the bid agreement, the board will need to be notified before approving payment.

NEW BUSINESS

- **Proposed District Law Changes** - A Watershed Health Coalition is in the process of drafting changes to SWCD Law. The proposed changes to District Law may well guide the path of SWCD's for years to come. The CDEA and Districts are concerned about the proposed changes. A copy of the draft legislation was sent to the board to review.
- **WDI Grant Game of Logging Loan** – Invoices need to be paid for Game of Logging trainings to be reimbursed from the WDI grant in the amount of \$4,008.85. **MOTION** to approve loaning the money to pay the invoices from the General Fund to be reimbursed from the WDI Game of Logging grant in the amount of \$4,008.85 was made by Leerkes, seconded by Davis, and carried. **MOTION** was made by Monty, seconded by Leerkes to rescind the above resolution from a loan to a budget transfer.
- **Managers Meeting December 13th and 14th** - Alice and Anna would like permission to attend the Managers Meeting December 13th and 14th in Syracuse. The only cost to the district would be for gas and meals. Anna was interested in attending the meeting for the Farmland Protection discussions. **MOTION** to give permission for Alice and Anna to attend the Managers Meeting in Syracuse December 13th and 14th was made by Leerkes, seconded by Davis, and carried.
- **Personnel Policy** - Alice sent out proposed Personnel Policy updates to review and discuss at the December meeting.
- **Essex Farm Engineering Bill** - An \$8,000.00 engineering bill was presented for payment prior to the project going out to bid. The Board would like to have a policy in writing on reimbursement payments for engineering, and contractor expenses related to all grant projects.

OTHER

DISTRICT TREASURER

Financial reports were presented to the Directors ([Appendix 6](#))

MOTION by to accept the November report as presented was made by Monty, seconded by Leerkes, and carried.

Bills due for payment were presented to the Board for approval. ([Appendix 7](#))

MOTION to accept the November bills for approval, and pay as such was made by Monty, seconded by Leerkes, and carried.

COOPERATING AGENCIES

NRCS Report - Allie was present to give a verbal report on the funding available in Essex County.

NYSSWCC - (Appendix 8)

MOTION to adjourn the meeting at 8:33 a.m. was made by Leerkes, seconded by Monty, and carried.

Next regularly scheduled meeting - December 15th, 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 (Paige)
 Appendix 5 - Technician Update (Thomas)
 Appendix 6 - Financial Reports
 Appendix 7 - Bills for Approval
 Appendix 8 - NYSSWCC

Submitted by:

Lois Sayward
Secretary to the Board