

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

October 16th, 2025

DISTRICT BUSINESS

Meeting was called to order by Chairman Tyler in the Westport Town Hall at 7:49 a.m.

Unless otherwise noted, votes on motions were unanimous.

Attendance: Board members Ike Tyler, Jim Monty, Ben Leerkes, Mike Davis, Anna Reynolds. SWCD- Renee Clark, Alice Halloran, Meagan Goff, Mathew Severance, Daniel Berheide, Marissa McLean.

MOTION to accept the September 18th, 2025 minutes was made by Reynolds, seconded by Leerkes, and carried.

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

Farm Bureau Update- Ben informed the Board that the annual meeting is scheduled to take place that evening in Willsboro.

Monthly Updates

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

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

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

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

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

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

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

MOTION to accept the October update was made by Monty, seconded by Reynolds, and carried.

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

MOTION to accept the October update was made by Leerkes, seconded by Monty, and carried.

Technician Update (Mathew) – was reviewed by the Board (Appendix 6)

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

PROJECTS

- **CRF Rnd. 6: North Country Creamery**-A **MOTION** to approve the bid from Perkins Trucking & Excavating LLC for pond installation in field 1, in the amount of \$48,500.00 was made by Monty, seconded by Davis, and carried. It was noted that proceeding with the project is at the farmer's own risk, and the grant funds will not be disbursed until the entire project is completed.
- **CRF Rnd. 6: North Country Creamery**-A **MOTION** to approve the bid from Texas Sodium Bentonite for bentonite pond lining, in the amount not to exceed \$35,090.00 was made by Reynolds, seconded by Davis, and carried. It was noted that proceeding with the project is at the farmer's own risk, and the grant funds will not be disbursed until the entire project is completed.

OLD BUSINESS

- **APOW**- A **MOTION** was made by Leerkes, seconded by Reynolds, and carried to accept and submit the 2026 Annual Plan of Work to the State.
- **AEM Strategic Plan**- A **MOTION** was made by Davis, seconded by Monty, and carried to approve and submit the AEM Strategic Plan for 2026-2030.
- **2024 SWCD Internal Audit**- Jim and Ben completed the 2024 internal financial audit.

NEW BUSINESS

- **Buffer Grant Closeout** – A **MOTION** was made by Leerkes, seconded by Davis, and carried to closeout grant and bank account for the Lake Champlain Basin Program Buffer Grant.
- **2025 Budget Line Adjustment**- A **RESOLUTION** to approve a budget line transfer from the health insurance line in the amount of **\$2,700.00** to clothing and boot line was made by Leerkes, seconded by Davis, and carried. A **RESOLUTION** to approve a budget line transfer from the health insurance line in the amount of **\$975.00** to longevity line was made by Leerkes, seconded by Davis, and carried. A **RESOLUTION** to approve a budget line transfer from the health insurance line in the amount of **\$2,500.00** to health insurance in lieu line was made by Reynolds, seconded by Davis, and carried. A **RESOLUTION** to approve a budget line transfer from the health insurance line in the amount of **\$600.00** to telephone line was made by Leerkes, seconded by Reynolds, and carried.
- **CRF 9-** A **RESOLUTION** to submit an application to CRF 9 track 2 for Water Management was made by Monty, seconded by Reynolds, and carried.
- **CRF 9-** A **RESOLUTION** to submit an application to CRF 9 track 3 for Healthy Soils was made by Leerkes, seconded by Davis, and carried.
- **AGNPS Rnd. 28 # C701502-** A **RESOLUTION** to approve a no cost time extension of the Champlain Basin Nutrient Management grant was made by Davis, seconded by Leerkes, and carried.

District Treasurer

A. A financial report was presented to the Directors, (Appendix 7). A **MOTION** was made by Monty to accept the September report as presented, seconded by Leerkes, and carried.

B. Bills due for payment in the amount of \$88,914.68 were presented to the Board for approval, (Appendix 8). A **MOTION** was made by Leerkes to accept and pay the October bills for approval, and pay as such, seconded by Reynolds, and carried.

COOPERATING AGENCIES

NRCS – No report.

NYSSWCC – (Appendix 9)

NYACD- No Report.

Other Business

At 8:16 am Chairman Tyler moved to go into executive session to discuss employment history, a **MOTION** was made by Monty, seconded by Leerkes, and carried. No formal decisions were made and a **MOTION** to come out of executive session at 8:31 am was made by Monty, seconded by Leerkes, and carried.

With no further business and/or discussion to come before the Board a **MOTION** to adjourn the meeting at 8:32 am was made by Monty, seconded by Leerkes, and carried.

Next Meeting – Thursday, November 20th, 2025 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 (Noah)
Appendix 6 - Technician Update (Mathew)
Appendix 7 - Financial Report
Appendix 8- Bills
Appendix 9- NYSSWCC Report

Submitted by:

Renee Clark, Secretary to the Board