

**ESSEX COUNTY SOIL AND WATER CONSERVATION DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING  
MINUTES  
September 21st, 2023**

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

**Attendance:** Board members – Chairman Ike Tyler, Ben Leerkes, Jim Monty, Mike Davis, Anna Reynolds; SWCD - Alice Halloran, Renee Clark.

**MOTION** to accept the August 17<sup>th</sup>, 2023 Regular Board of Directors Meeting Minutes was made by Leerkes, seconded by Davis, and carried.

**Correspondence** - Alice let the Board know that we have been receiving calls from landowners about drainage issues and we have been calling on them. She also let the Board know we received a AG District review letter.

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

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

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

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

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

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

**MOTION** to accept the September update was made by Reynolds, seconded by Davis, and carried.

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

**MOTION** to accept the September update was made by Monty, seconded by Davis, and carried.

**OLD BUSINESS**

- **Internal Audit** – It was discussed that next month's meeting will be held in Lewis and Ben and Jim could start the 2022 internal audit after the meeting.
- **Budget**- Alice submitted the 2024 proposed budget to the County.
- **New Vehicle for 2024**-Waiting to see if budget is approved by County and then we can send out bids.
- **Commercial Insurance Policy**-Alice and Renee met with Gene Chauvin our new agent to review our policy, some changes were discussed and the Board was informed of changes. Waiting to hear from company to confirm changes and pricing.

## NEW BUSINESS

- **State Aid Forum-** Alice asked for feedback from the Board about the proposed changes, particularly that they want more meetings and that 5 Board members would have to attend meetings. Alice will be providing the Board with a list of acceptable meetings.
- **Bulwagga Bay Beef (Chapuk Farm) Bids-** 2 bids (Appendix 8) were submitted for concrete for hua/waste storage foundation. A **MOTION** was made by Davis, seconded by Leerkes, and carried to accept the bid from Adirondack Concrete for \$105,000.00.
- **Essex County Education Events Grant-** A **MOTION** was made by Leerkes, seconded by Reynolds, and carried to approve the opening of a new bank account for this grant.
- **Administrative Conference-** Alice and Renee would like to attend the CDEA Administrative Conference in Syracuse on November 6-7<sup>th</sup>, 2023. The cost of the conference is \$75.00 per person plus any additional meal and travel expenses. A **MOTION** to approve this conference was made by Leerkes, seconded by Davis, and carried.

## OTHER

### DISTRICT TREASURER

- A. Financial reports were presented to the Directors (Appendix 5)  
**MOTION** by to accept the August report as presented was made by Reynolds, seconded by Davis, and carried.
- B. Bills due for payment in the amount of \$27,893.01 were presented to the Board for approval.  
**MOTION** to accept the September bills for approval, and pay as such was made by Reynolds, seconded by Davis, and carried. (Appendix 6)

### COOPERATING AGENCIES

NRCS Report – No report.

NYSSWCC – Ryan Cunningham sent September report (Appendix 7)

**MOTION** to adjourn the meeting at 8:30 a.m. was made by Leerkes, seconded by Davis, and carried.

**Next regularly scheduled meeting – October 18th 2023 @ 7:45 a.m. at the Lewis Soil and Water Office.**

Attachments: Appendix 1 - Secretary Update (Renee)  
Appendix 2 - District Manager Update (Alice)  
Appendix 3 –Technician Update (Thomas)  
Appendix 4 - Technician Update (Meagan)  
Appendix 5 - Financial Report  
Appendix 6- Bills

Appendix 7- NYSSWCC Report  
Appendix 8- Bulwagga Bay Beef (Chapuk) Bids

Submitted by:

Renee Clark, Secretary to the Board