

**ESSEX COUNTY SOIL AND WATER CONSERVATION DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING  
MINUTES  
September 15<sup>th</sup>, 2022**

Meeting was called to order at 8:10 a.m. by Chairman Tyler at the Westport Town Hall.

Attendance: Board members - Chairman Tyler, Jim Monty, Mike Davis; SWCD - Alice Halloran, Lois Sayward, Daniel Berheide, Paige Lamb, Thomas Firkins, Olivia Sayre

Excused: Anna Reynolds, Ben Leerkes

**MOTION** to accept the August 18th, 2022 Regular Board of Directors Meeting Minutes was made by Monty, seconded by Davis, and carried.

**Correspondence** - Alice passed around some correspondence from New York Association of Conservation Districts.

**Chairman's Update** – No update.

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

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

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

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

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

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

**OLD BUSINESS**

- **AgNPS 24 Contract #C701355 - MOTION** authorizing the extension of AgNPS 24 Contract #C701355 Reber Rock was made by Monty, seconded by Davis, and carried.
- **2023 Budget** - The Directors all received a copy of the Essex County 2023 Request for Proposal prior to the meeting to review with a few changes from the August meeting. Essex SWCD has never been called into the county for a hearing date to review their request since Lois has been here. The tentative budget proposal was approved at the August meeting. The final 2023 budget request will be tabled until we hear from the county.
- **Secretary Position** - The secretary position has been advertised in the Sun newspaper, the district website, and Facebook. It has also been sent to the county to be put on their website. All applications will go through the Essex County Personnel Office and are due October 7th. Lois has requested an audit to verify the cash before leaving. The district has good checks and balances since all checks can only be signed by two directors on the accounts, and the payroll is capped at

the bank. Jim hired an independent auditor for their town as part of a grant requirement. State audits can be requested, but to get on their list can take a while. Ike will check with the Treasurer's Office at the county and see if they could do the audit. The Treasurer's office receives the district AUD each year and when they are audited they have reviewed it and called if they have a question.

- **Credit Card** – Alice received a new credit card for the district. It will be used sparingly and monitored online throughout the month by Alice and Lois.

### **NEW BUSINESS**

- **Record Disposition - MOTION** to approve Records Disposition through fiscal year 2014 and 2015 pursuant to New York State Archives Retention/Disposition Requirements: Schedule LGS-1, issued pursuant to Article 57A was made by Monty, seconded by Davis, and carried. (Appendix 8).
- **Part B Project Approval - MOTION** to approve the 2023 Part B Essex County Non-Point Source Reduction Program Project financial assistance request not to exceed \$6,000.00 was made by Monty, seconded by Davis, and carried. The Non-Point Source Reduction Program includes hydroseeding and roadside erosion reduction best management practices.

### **OTHER**

Jim questioned the bill for the Gator and would like to see a breakdown of the hourly rate. Lois will contact United Ag & Turf (John Deere) and send out the rates to the board and will wait for approval from the board before paying this invoice.

### **DISTRICT TREASURER**

Financial reports were presented to the Directors (Appendix 5)

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

Bills due for payment were presented to the Board for approval. (Appendix 6)

**MOTION** to accept the September bills for approval, and pay as such was made by Davis, seconded by Monty, and carried.

### **COOPERATING AGENCIES**

NRCS Report - No report.

NYSSWCC – (Appendix 7)

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

**Next regularly scheduled meeting - October 13<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 (Paige)  
Appendix 5 - Financial Report  
Appendix 6 - Bills  
Appendix 7 – NYSSWCC

Submitted by:

Lois Sayward  
Secretary to the Board