



## MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

January 28th, 2019

### PRESENT:

Frank Thomas, Chairman	
Ron Montesi, Vice Chairman	Jim Lieberum, DM
George Ryan, Director	Rhonda L. Jarvis, OM
Mark Brown, Director	Robert Bombard, WRS
Craig Leggett, Director	Maren Alexander, DT
Tim Costello, Director	Dean Moore, Sr. DT
Tim Thomas, Director	

- 1) **Meeting was called to order:** Chairman Thomas convened the Director's meeting at 1:02pm.
- 2) **Approval of the previous SWCD meeting minutes:** **Motion:** by Ryan to approve the December 2018 minutes, with a correction of Craig Leggett's first name, 2<sup>nd</sup> by Costello, carried.
- 3) **Presenter:** NYSSWCC Module 4- District Director Roles and Responsibilities- Training for the District and Staff was presented by Lieberum.
- 4) **Report of Officers:**
  - a) **Chairman Report:** Thomas had no report this month.
  - b) **Treasurer Report:** As far as the financial situation, the District has an estimated \$77,257.37; most of it is in grant money. Bills for payment for January totaled \$18,191.07 and grant bills for approval totaling \$40,096.50, approval of December financial report 2018. **Motion: by Montesi to approve all bills for payment for January, 2<sup>nd</sup> by Ryan, carried. Motion: by Montesi to approve payment of Grant bills, 2<sup>nd</sup> by Time Thomas, carried. Motion: by Tim Thomas to approve the financial report for December 2018, 2<sup>nd</sup> by Montesi, carried.**
  - c) **Correspondence:** 1. Resolution terms for the board members. 2. **Motion:** by Costello to approve and pay the NYACD Invoice of \$1500 for dues, 2<sup>nd</sup> by Ryan, carried. 3. Blog was passed around on New App to document remarkable trees in the area. 4. **Motion:** by Ryan to approve and sign MOA with Warren County for helping out on Hydroseeding, \$26,000, 2<sup>nd</sup> by Brown, carried. 5. Email to Jim and Marla from Ed Griesmer, from Adirondack Lake Alliance on the District terrific staff is for helping them on a project. 6. Email to Lieberum thanking him for taking the time to speak with Robert Sullivan from Chase Enterprises on them

specializing in Vegetation control in many programs. 7. Amy Drexel, AEM from the county email Jim and others with information that warren county will be developing a community based recovery plan this year and would like the District's help.

5) **SWCD Business:**

- a) **SWCD Tree app**, Maren explained the new SWCD Tree app and it was well received by board it is still being developed but is working now. Ryan suggested the app be put into the District newsletter and tree and shrub form. For more info on this app call Maren at the District office.
- b) **Approval of all District Policies and Plans; Continuity of Operations Plan (COOP), Personnel Policy, Procurement, Financial, Fixed Asset, Natural Resources Violation Assistance, Foil Policy, Sexual Harassment and Work Place Violence to be adopted. Motion:** By Costello to approval all Policies and Plans except the Work Place Violence it will be revisited and brought back to the board after talking with the County, 2<sup>nd</sup> by Brown, carried.
- c) **Technology update for Office (phones, backup system and cameras), Motion:** by Ryan to approve the update of phones, backup system and cameras for the District Office up to \$2000, 2<sup>nd</sup> by Tim Thomas, carried.
- d) **2020 Proposed NYS EPF budget**, Lieberum mentioned there are no carve-outs in this year NYS EPF budget and the District will receive an additional funding amount of 14-20,000 in the Part C funding amount.
- e) **2019 Legislative Days**, 2019 Legislative Days will be on March 4<sup>th</sup> and 5<sup>th</sup>, 2019 the visits on March 5<sup>th</sup> please let Rhonda know if you will be interested so rooms and appointments can be booked and scheduled. Lieberum, Costello, Ryan will be overnight Montesi and Frank will be attending Tuesday only.
- f) **2019 Tire Recycling Program review and approval**, This year program will be held on May 4, 2019. **Motion:** by Montesi to approve the amount for the container of \$2500.00 and send letter to Village of LG thanking them for the use of the parcel near transfer station for this program, 2<sup>nd</sup> by Costello, carried.
- g) **2019 tree and Shrub program- review and approval, Motion:** by Brown to approve the tree and shrub form with the added Tree APP information to the form, 2<sup>nd</sup> by Costello, carried.
- h) **2018 Plan of work, End of Year review**, All thanked the staff for doing another great job this year getting conservation out there.
- i) **Safety Training information**, Lieberum passed around a safety training list and the District staff have several areas they will have training on thanks to Amy Clute and Cheryl Bolton from the County. Lieberum also mentioned that it is available to all board members as well.
- j) **January Farm Talks**, January's farm talk was well received and great turnout, Laura McDermott was the speaker. Rowell will be setting up February's very soon and will pass along to all.
- k) **April's Board meeting Change**, April's board meeting will be held on Monday April 15<sup>th</sup> 2019.

- l) **Grant Awards**, The district is still waiting for the awards announcements they are slower being awarded do to the Federal shutdown, next meeting the district should know what was received.
- m) **Current Grant Project Updates**, Soon the District will be starting up on the construction season for the grants the district are left to complete.
- n) **Community Conservation Program application review and approval, Motion:** by Tim Thomas to approve Kim Cook Open Door Mission for a rain garden in Glens Falls and Dan Davis town of Lake George for a road temperature sensor 2nd by Montesi, carried.
- o) **SWCD Board of Directors reporting info**, None this month.
- p) **Other**, 1. **Motion:** by Montesi to approve \$1200 contract with the City of Glens Falls for their MS4 program assistance, 2<sup>nd</sup> by Tim Thomas. 2. **Motion:** by Montesi to approve the contract for Schroon Milfoil program this year, 2<sup>nd</sup> by Tim Thomas, carried. Lieberum passed around state committee reports that were completed for review. 3. District board audit will be held on March 12<sup>th</sup> at the District office with Montesi, Tim Thomas and Mark Brown.

6) **Staff Reports :**

- a. **Jim Lieberum, DM**, Lieberum's report was reviewed.
- b. **Robert Bombard, WRS**, Bombard's report was reviewed.
- c. **Dean Moore, SrDT**, Moore's report was reviewed.
- d. **Nick Rowell, NRS**, Rowell's report was reviewed.
- e. **Maren Alexander, DT**, Alexander's report was reviewed.

7) **Adjournment: Motion: by Montesi to adjourn Directors meeting at 3:03p.m., 2<sup>nd</sup> Ryan, carried.**

Respectfully submitted,

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 Rhonda L. Jarvis, Office Manager/ Treasurer  
 Date Approved: \_\_\_\_\_