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

January 23rd, 2017

### PRESENT:

Frank Thomas, Chairman	Jim Lieberum, DM
Ron Montesi, Vice Chairman	Rhonda L. Jarvis, OM
Greg Leggett, County Alternate	Robert Bombard, WRS
Tim Costello, Director	Dean Moore, Sr. DT
George Ryan, Director	Nick Rowell, NRS

- 1) **Meeting was called to order:** Chairman Thomas convened the Director's meeting at 1:07pm.
- 2) **Approval of the previous SWCD meeting minutes: Motion:** by Montesi to approve the December 2016 minutes, 2<sup>nd</sup> by Ryan, carried.
- 3) **Presenter:** No Presenter this month
- 4) **Report of Officers:**
  - a) **Chairman Report:** Thomas mentioned of the passing of one of the District longest member of the board Charlie Maine, he services will be held this Saturday and sympathy to his family. A picture/plaque will be presented to his family when completed.
  - b) **Treasurer Report:** As far as the financial situation, the District has an estimated \$110219.97; most of it is in grant money. Bills for payment for January totaled \$9470.58 for operating budget, approval of December financial report 2016. **Motion: by Costello to approve all bills for payment for January, 2<sup>nd</sup> by Ryan, carried. Motion: by Ryan to approve the financial report for December 2016, 2<sup>nd</sup> by Costello, carried.**
  - c) **Correspondence:** 1. A Few sympathy cards from other agencies on Charlie Maine passing. 2. Letter out from a Foil Request from William Papain, Esq. 3. Letter from the Warren County Office of the County Administrator adopting the District's 2017 Budget \$324,657.00. 4. Letter to Dean Moore thanking him for a wonderful job on a fun program he ran at the Children's department at the Crandall Public Library. 5. Articles in the Post star.
- 5) **SWCD Business:**
  - a) **Approval of all District Policies and Plan: Continuity of Operations Plan (COOP), Personnel Policy, Procurement, Financial, Fixed**

**Asset, Natural Resources violation Assistance, Foil Policy.**

**Motion:** by Montesi to approve all Districts Policies and Plans along with the new Foil Policy appointing Montesi as the second access officer, 2<sup>nd</sup> by Ryan, carried.

- b) **2017 Legislative Days,** 2017 Legislative Days will be held on March 6 & 7 & down in Albany. Lieberum and Nick will be attending this event, Please let Rhonda know if any of the Board members will be attend: Montesi, Thomas, Ryan and Costello agreed to attend Legislative days with the overnight. Rhonda will make the reservations for the members and staff, Lieberum will register them all.
- c) **Foil Policy approval, Motion:** by Montesi to approval the policy, 2<sup>nd</sup> by Ryan, carried.
- d) **2016 Plan of Work, End of Year Review-Comments,** All Board members expressed their appreciation of the staffs work on all the projects and programs that have been completed.
- e) **Vacant Board Member Position Discussion,** Discussion was concluded, **Motion:** by Ryan to suggest Greg Leggett the District Alternate be appointed the 2<sup>nd</sup> Legislative body on the District Board, 2<sup>nd</sup> by Montesi, carried. **Motion:** by Costello to ask and suggest Evelyn Wood become the at large position on the District board, 2<sup>nd</sup> by Ryan, carried. These suggestions will be presented as suggestions to the Warren County Board of Supervisors to be appointed to the District board.
- f) **Performance Measurers,** The performance measurers were discussed and reviewed by the staff and board members.
- g) **Tree and Shrub order form,** The District Tree and shrub form is now available at our website and in the District Office please take some to place at your town hall.
- h) **Farm Talks Outcome,** As always there was a great turnout 50 Attendees at the Farm Talks and the next one will be on February 17, 2017.
- i) **Vacuum Excavator,** We have received the upfront monies for this grant and we are awaiting the last invoice amount to be deposited into the Districts account when that is received **Motion:** by Costello to reimburse the County 40,000 of it until the rest of the monies have been received, 2<sup>nd</sup> by Ryan, carried.
- j) **Current Grant Project Updates,** see staff reports. The District has received Round 13 NYS DEC paperwork, Moore has been working on the completion of the Plan but the NYS DEC has to get it up and running in their system before it can be submitted. RFP for the Brant Lake Milfoil project has been sent out but Lieberum has been working with the County Attorney for some revisions on the RFP before it will be complete for acceptance.
- k) **Other,** 1. Lieberum has started on the Newsletter and quotes are coming in. 2. **Motion:** by Ryan to spend up to and purchase \$3,300.00 on the materials and supplies for the District Organizational grant received by the LCBP, 2<sup>nd</sup> by Montesi, carried. 3. The District audit of the books will be Wednesday March 15<sup>th</sup> at 1pm. 4. **Motion:** by Ryan to open up an Envirothon account and put the remaining monies from last year and new Donations this year to start it up, 2<sup>nd</sup> by Montesi, carried.

- 6) **Other Agencies:** Bob Brower, NYSSWC report was reviewed
- 7) **District Staff Reports:**
  - a) **James Lieberum, DM,** Lieberum's report was reviewed.
  - b) **Bob Bombard, WRS,** Bombard's report was reviewed.
  - c) **Dean Moore, Sr. DT,** Moore's report was reviewed.
  - d) **Nick Rowell, NRS,** Rowell's report was reviewed.
- 8) **Adjournment: Motion: by Montesi to adjourn Directors meeting at 2:35p.m., 2<sup>nd</sup> Ryan, carried.**

Respectfully submitted,

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