

**DRAFT**  
St. Lawrence County Soil and Water Conservation District  
1942 Old DeKalb Road, Canton, NY 13617  
**BOARD OF DIRECTORS MEETING MINUTES**  
For August 20, 2020, 7:00 p.m.

**Note: Meeting was held via ZOOM due to COVID – 19. The date and time of the meeting was posted to the District’s website.**

**Board Members Present:** Robert Andrews, Jr. (Chairperson), Adam Cook (Vice-Chair), Becky Allen (Treasurer), Mark Matthews, Patrick Smith, Kevin Acres, and John Burke.

**Board Members Excused:** None

**Staff Present:** Raeanne Dulanski (Manager), and Liz Gallup (Secretary/Asst. Treasurer).

**Guests Present:** Ryan Cunningham, SWCC

**I. Call to Order and Agenda (Attachment A)**

**II. Minutes of the Previous Meeting:** *Motion to approve the July 16, 2020 minutes*, made by Matthews, seconded by Allen **approved by all, roll call: Andrews – Aye, Cook – Aye, Allen – Aye, Matthews – Aye, Smith – Aye, Burke – Aye, Acres - Aye**

**III. Treasurer’s Reports:** Gallup discussed items relevant to the financial information provided to the Board. *Motion to approve July’s 2020 Treasurer’s report*, made by Allen, seconded by Burke **approved by all, roll call: Andrews – Aye, Cook – Aye, Allen – Aye, Matthews – Aye, Smith – Aye, Burke – Aye, Acres - Aye**

**IV. Reports**

**A. BOL – John Burke, Kevin Acres**

1. Burke reported that the County has started its budgeting process. Dulanski reported that the District’s appointment is next Tuesday.
2. Acres said that Ogdensburg has signed a one year extension to the sales tax agreement.
3. Acres said the County appreciated the District’s contribution for the cost of the culvert work on County Route 49. Dulanski reported that the culvert has been replaced and the Highway Department is in the waiting phase before they can pave the road. Once completed and the District receives the required paperwork, the monies will be disbursed.
4. Acres said that discussion of solar farms continues. The various solar farms proposed around the County were discussed.

**B. Grange - Mark Matthews**

1. Matthews reported that a fundraiser will be held next week which will be for a dinner that will be available for pick up orders only. They are taking orders now and will see how many they receive.

**C. AFPB – Bob Andrews**

1. The next meeting will be held on October 1<sup>st</sup>.

**D. SWCC – Ryan Cunningham**

1. Cunningham informed the Board that the Annual Plan of Work is due by November 1<sup>st</sup> and said that the plans can be modified after they are adopted. It is likely that this will happen because of the uncertain times that we are in right now.
2. Cunningham said that the five year AEM Strategy Plan is due in December. Guidance and resources may be found on SharePoint.
3. Online trainings and meetings continue including the next SWCC and CDEA manager's meetings and the Con Skills training for this year.
4. Ag NPS and other projects have been affected by a lack of bids being available and the increased cost of materials.

**V. SWCD Reports: Manager and Staff reports are included in Board mailing (Attachment B)**

**A. Secretary/Assistant Treasurer's Report – Liz Gallup**

1. **Motion** to approve a transfer from Money Market to Checking for September 2020 to cover operating costs up to \$20,000 for the month, made by Matthews, seconded by Acres **approved by all, roll call: Andrews–Aye, Cook – Aye, Allen – Aye, Matthews – Aye, Smith – Aye, Burke – Aye, Acres - Aye**
2. Gallup reported that she has worked through the SLC SWCD records for fiscal year 2013 and identified which records may be destroyed as detailed in the NYS Records Retention and Disposition Schedule MI – 1. Approximately 1.055 cubic feet of records have been identified. The following actions are needed:

**RESOLVED**, By the Board of Directors of the St. Lawrence County Soil and Water Conservation District that *Records Retention and Disposition Schedule MI-1*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

**FURTHER RESOLVED**, that in accordance with Article 57-A:

(a) Only those records will be disposed of that are described in *Records Retention and Disposition Schedule MI-1* after they have met the minimum retention periods described therein;

(b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

**FURTHER RESOLVED**, By the Board of Directors of the St. Lawrence County Soil and Water Conservation District that the records as detailed on the attached schedule (**Attachment C**) be destroyed either by the shredding or recycling of said documents.

**Motion** to approve the above and to authorize the District to destroy records approved for destruction, made by Acres, seconded by Matthew, **approved by all, roll call: Andrews–Aye, Cook – Aye, Allen – Aye, Matthews – Aye, Smith – Aye, Burke – Aye, Acres – Aye**

**B. Manager's Report – Raeanne Dulanski**

1. The USDA building continues to be in Phase 1 of their reopening plan which means the building is still closed to the public and no more than ten employees in the building at one time.
2. Dulanski inquired if there were any questions on anything included in the Manager or staff reports. Matthews reported that he has completed the District Law Training.
3. Dulanski then reported on NRCS activity as reported by Frary.
4. Dulanski updated the Board on our status on Performance measures. The District is in good shape with all measures being met except those that cannot be completed because of timing.
5. Dulanski informed the Board that we have received the signed landowner contract for CAFO WSTS Round 3 grant. The District may now voucher for a 25% advance but will need to open a bank account first. To do this we will have to transfer a small amount of money from the Money Market Account to the new account so it will have money until we receive the monies vouchered from NYS. ***Motion to open a new bank account for the CAFO WSTS Round 3 Grant and to authorize a transfer of \$10.00 from the Money Market Account to the new grant account until monies are received from NYS. Once funds from NYS have been received, authorization to transfer the \$10 plus any applicable interest, from the grant account back to the Money Market Account made by Allen, seconded by Matthews approved by all, roll call: Andrews–Aye, Cook – Aye, Allen – Aye, Matthews – Aye, Smith – Aye, Burke – Aye, Acres – Aye***

**VI. Old and New Business:**

- A. Dulanski reported the results of the bid process for the purchase of a new ½ ton truck via NYS Marketplace. She detailed the four bids received and the actions that she took to make sure the bids were accurate. ***Motion to accept the low bid that was received from Nye Automotive Group for a 2021 Ford 150 XL Crew Cab at a cost of \$33,568.92 and for Dulanski to complete all required paperwork and to allow Dulanski to determine when best to pay for truck to maximize NYS monies earned made by Matthews, seconded by Acres approved by all, roll call: Andrews–Aye, Cook – Aye, Allen – Aye, Matthews – Aye, Smith – Aye, Burke – Aye, Acres – Aye.***
- B. Board mail folder contents were shared and members were informed that if they were interested in a copy of anything listed, to please let the staff know. (**Attachment D**)

**VII. Announcements:**

- A. Allen said that she had two concerns that she would like to discuss with the Board.
  - i. The first was about the ability to dispose of prescription drugs easily. She recently tried to do this and was surprised how difficult it was. She feels that this is a water quality issue since medications are often disposed of in such a way that they end up in the water table. Discussion followed on possible ways to rectify this problem.
  - ii. The second issue Allen wanted to bring to the Board's attention was the amount of garbage to be found on public lands. She recently observed a number of appliances, hot tub and other trash when visiting Southville State Forest in Stockholm and was wondering what could be done about this problem. Dulanski said that the County also has a small portion of land next to that location and had the same issue. Dulanski asked the SLC Highway Superintendent if they would be able to help with the removal of a number of large appliances. The County land is now cleaned up. DEC is responsible for the State land and they have had a

number of complaints on that parcel. They have a gate to put up and are waiting to be able to do so. Andrews requested that a trash policy be developed in light of these problems. Dulanski said the County land use rules have recently been posted to the District's website.

**VIII. Time and Date of Next Meeting: September 17, 2020** – location and time to be determined

**IX. Meeting Adjourned:** Adjournment, ZOOM meeting ended 8:05 PM.

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Robert Andrews, Jr., Chairperson

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Date

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Elizabeth J. Gallup, Secretary/Assistant Treasurer

\_\_\_\_\_  
Date

Attachments: A – D