

**DRAFT**

St. Lawrence County Soil and Water Conservation District  
1942 Old DeKalb Road, Canton, NY 13617  
BOARD OF DIRECTORS MEETING MINUTES  
For October 15, 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:** None

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

**II. Minutes of the Previous Meeting:**

Matthews pointed out that the motion approving the transfer of \$20,000 from the Money Market to the Checking account had the wrong board member as a second. It says Acres seconded the motion but should have said Allen. **Motion to approve the correction of the September 17<sup>th</sup> meeting minutes** made by Matthews, seconded by Smith **approved by all**

**Motion to approve the corrected September 17<sup>th</sup> meeting minutes** made by Matthews, seconded by Smith **approved by all.**

**III. Treasurer’s Reports:** Gallup discussed items relevant to the financial information provided to the Board. **Motion to approve September 2020 Treasurer’s report**, made by Acres, seconded by Cook **approved by all**

**IV. Reports**

**A. BOL – John Burke, Kevin Acres**

1. Acres reported that a tentative County Budget has been released. Sales tax is up \$2,000,000 over this time last year. The proposed budget’s tax rate would decrease taxes charged from \$8.20 per \$1,000 to \$8.19.
2. Burke said that sales tax distribution is still under discussion.

**B. Grange - Mark Matthews**

1. Matthews reported that they have continued doing fundraiser dinners for pick up only.

**C. AFPB – Bob Andrews**

1. Andrews reported that a meeting was held on October 1<sup>st</sup> and that a very informative presentation was made by NYS Power Authority on the new transmission lines that are being installed from Massena to Croghan.

2. A Resolution was passed by the County Legislators that encouraged the practice of avoiding prime farm land when building solar farms in the County. There are a number of solar farms in the developmental stage already.
3. The next meeting will be held virtually on December 3, 2020.

**V. SWCD Reports: Manager and Staff reports (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 November 2020 to cover operating costs up to \$20,000 for the month, made by Cook, seconded by Matthews **approved by all**
2. **Motion** to approve an additional \$20,000 transfer from Money Market to Checking for November 2020 to cover expenses related to Part C projects (Culvert 49 and Cover Crops), made by Matthews, seconded by Allen **approved by all**
3. Gallup informed the Board that the District has received two bills for dues that need approval to pay. **Motion** to approve paying NYS Grange (\$30) and Farm Bureau (\$99) membership dues for fiscal year 2021 made by Matthews, seconded by Cook, **approved by all**

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

1. Dulanski provided an update on Performance Measures required by the SWCC. The District is in great shape and has met all requirements so should be eligible for the entire Part C funding level.
2. An update on the status of the various Part C projects was given. Due to COVID 19 and lack of interest, Conservation in the Schools grant has been suspended. With no intern this summer for Part C ROW, the amount that needs to be charged for staff time has increased. **Motion** to approve increasing the budget for the Part C ROW project from \$4,300 to \$10,000 made by Cook, seconded by Acres, **approved by all**
3. Dulanski reported that Planning has informed her that it looks like the DEC Septic Grant may have funding next year. They are hoping that we could allocate funds again, as administration costs for the grant do not look like they will be covered; we assisted with \$20,000 from Part C in 2018 and 2019.
4. Dulanski reported that Cook and Matthews completed the review of financial records for the District' Internal Audit for fiscal year 2019. Cook found no issues. Matthews made a few comments, and only found one date typo that he brought to the Board's attention. Recommendation was to approve the internal audit of fiscal year 2019. **Motion** to accept the internal audit results for FY 2019 as performed by Cook and Matthews, made by Allen, seconded by Acres **approved by all, roll call: Andrews–Aye, Cook – Aye, Allen – Aye, Matthews – Aye, Smith – Aye, Acres – Aye, and Burke – Aye.**
5. Dulanski said it was time to order the trees for the Part B project in the Village of Potsdam and that the amount is over her limit. **Motion** to approve paying for the purchase of trees to complete the 2020 Part B project, made by Matthews, seconded by Smith **approved by all**
6. Dulanski asked for approval to pay for the truck the District is purchasing from the Money Market fund instead of the Checking account which will reduce the number of transfers needed. **Motion** to approve paying for the truck directly from the Money Market account and to modify the previous motion made to purchase the truck, made by Cook, seconded by Smith **approved by all**
7. Barrigar would like to upgrade/update our chainsaw. It is getting to be the time that the EAB trap trees will be cut down and we would like to upgrade prior to that work

being started. We will be able to get a \$100 trade in on our old chainsaw. **Motion to authorize the trade in of the District's Stihl 180C and the purchase of the 550xp Husqvarna Chainsaw at a net cost of \$509 made by Acres, seconded by Smith approved by all.**

8. Dulanski reported that some modifications to the District's budget will be needed. The fish program is complete and working from home has increased postage costs. **Motion to approve the budget modifications listed below** , made by Cook, seconded by Matthews approved by all  
District Fish program Revenue: \$4,800.00 to \$6,535.17 – Increase of \$1,735.17  
District Fish program Expense: \$4,200.00 to \$5,555.00 – Increase of \$1,355.00  
Postage Expense: \$400.00 to \$550. - Increase of \$150.00
9. Dulanski reported that all proposed 2021 health insurance rates are well within the amount budgeted. **Motion to accept 2021 health, dental and vision insurance plans at the rates proposed**, made by Burke, seconded by Cook approved by all.
10. Dulanski reviewed the Annual Plan of Work which is due to SWCC by November 1<sup>st</sup>. **Motion to approve the 2021 Annual Plan of Work and to authorize Andrews to sign**, made by Allen, seconded by Cook **approved by all. Roll call: Andrews–Aye, Cook – Aye, Allen – Aye, Matthews – Aye, Smith – Aye, Burke – Aye, Acres - Aye.**
11. Dulanski reviewed the AEM Strategic Plan update which is due to SWCC by November 1<sup>st</sup>. **Motion to accept the 2021- 2025 AEM Strategic Plan Update**, made by Acres, and seconded by Smith **approved by all. Roll call: Andrews–Aye, Cook – Aye, Allen – Aye, Matthews – Aye, Smith – Aye, Burke – Aye, Acres - Aye.**
12. Andrews asked if tiled farmland is a classification for appraisal purposes or if there is a way to tell what land has been tiled in the County. This would be important to know when considering land for solar development. Dulanski said not that she was aware of, but there is a category of Prime Farmland and Prime if Drained that might provide some information and that she believes that Planning does ask if the land is tiled when processing solar applications.

**VI. Old and New Business: None**

**VII. Announcements:**

- A. 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 by October 23<sup>rd</sup>. **(Attachment C)**

**VIII. Time and Date of Next Meeting: November 19, 2020** – location and time to be determined, anticipated to be held via ZOOM.

**IX. Meeting Adjourned:** Adjournment, ZOOM meeting ended 8:40 PM.

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Robert Andrews, Jr., Chairperson

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Date

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Elizabeth J. Gallup, Secretary/Assistant Treasurer

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Date

Attachments: A – C