

**DRAFT**

**St. Lawrence County Soil and Water Conservation District**

1942 Old DeKalb Road, Canton, NY 13617  
BOARD OF DIRECTORS MEETING MINUTES  
For September 16, 2021, 7:00 p.m.

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

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

**Board Members Excused:** Rebecca Allen (Treasurer), Patrick Smith

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

**Guest Present:** None

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

**II. Minutes of the Previous Meeting:** *Motion to approve the August 19, 2021 minutes, made by Matthews, seconded by Cook approved by all*

**III. Treasurer's Reports:** Gallup discussed items relevant to the financial information provided to the Board. *Motion to approve August 2021 Treasurer's report, made by Cook, seconded by Burke approved by all*

**IV. Reports**

**A. BOL – John Burke, Kevin Acres**

1. Burke said that the County's tax foreclosure properties are being auctioned online again this year. He also reported that the budget process is going well.
2. Acres reported that redistricting will most likely be complete by the end of the month. Most areas have had a decrease in population. Ogdensburg has seen a decrease in population and will be collecting their own sales tax.
3. Acres reported on various sessions he has attended at the NYSAC Fall Seminar and said that one of the topics discussed was the right for farmer's to repair their own farm equipment, including software issues. This causes problems because the farmer has to wait until a technician is available. Discussions with various farm equipment manufacturers continue to address this problem. Acres also reported that he attended the Ag and Rural Affairs Track.
4. The issue of the County being requested to supply monies to combat the milfoil problem in various bodies of water was discussed.
5. Andrews asked if anything had been said during budget discussions about the SWCD request for an appropriation increase of \$15,000.00. Acres said both he and Burke have advocated for this but nothing final has been decided. Dulanski reported that her meeting on the budget went well and that she was asked to provide information on how the cost of her time on the NYS Snowmobile grant

has changed this year from previous years. She provided this information which showed that in previous years the average hours worked was 29 but this year it is 151 hours to date and more will be needed. She expects \$3,000 - \$5,000 of her time not to be covered by the monies available through the NYS Snowmobile grant.

**B. Grange - Mark Matthews**

1. Matthews said their next meeting is tomorrow and they will be discussing the closure of the rest area by Cicero.

**C. AFPB – Bob Andrews**

1. Andrews said that Dakota Casserly, Planning Department provided him with link to the County's website that is to a map of all solar farms proposed in the County, Dulanski said she would send the link to the Board.
2. The next meeting will be in the first week of October.

**V. SWCD Reports:**

**A.** Dulanski said that Barrigar and Foster couldn't attend but said that her manager's report had an update on what they have been working on.

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

1. Gallup informed the Board that her review of the new LGS -1 record retention documentation is complete and she would like board approval to destroy the records identified in compliance with the following:

**RESOLVED**, By the Soil and Water Conservation District of St. Lawrence County that *Retention and Disposition Schedule for New York Local Government Records (LGS-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 *Retention and Disposition Schedule for New York Local Government Records (LGS-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 B**) 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 Cook **approved by all**

2. Gallup said she had received and would like approval to pay the Farm Bureau dues for 2022 in the amount of \$99.00. **Motion** to approve a payment of Farm Bureau 2022 dues for \$99.00 made by Matthews, seconded by Burke **approved by all.**
3. **Motion** to approve a transfer from Money Market to Checking for September 2021 to cover operating costs up to \$20,000 made by Matthews, seconded by Cook **approved by all.**

**C. Manager's Report – Raeanne Dulanski (Attachment C)**

1. Dulanski provided an update on the COVID status for the office. It remains at 50% occupancy and all employees and visitors to the building are now required to wear masks regardless of their vaccination status. There is a new vaccination status form that was provided but it is still unsure how it is to be handled.
2. Dulanski informed the Board that drone usage has been increasing and the District needs a laptop powerful enough to utilize it completely. **Motion** to approve the purchase of a laptop up to \$1,200 made by Acres, seconded by Burke **approved by all.**
3. Dulanski said it is time in the rotation of purchasing vehicles every two/three years to purchase a vehicle to replace the District's 2018 Chevy Equinox. This was originally scheduled to be replaced last year, but with the market and unknown finances in 2021, we did the half ton truck instead. After discussion, **Motion** to approve soliciting bids for the purchase of a 4WD/AWD SUV via NY Marketplace to determine what it would cost to buy one and to present the results to the Board at the October meeting, made by Matthews, seconded by Burke **approved by all,**
4. Part C Cover Crop motions:
  - i. **Motion** to approve paying the Part C Cover Crops project participants after verification of completion made by Burke, seconded by Acres **approved by all**
  - ii. **Motion** to approve an additional \$23,000 transfer from Money Market to Checking when needed to cover expenses related to Part C Cover Crops project, made by Burke, seconded by Acres **approved by all**
5. Dulanski gave an update on the NYS Snowmobile grant and said that the NYS deadline was met after some follow-up requests. She is still working on trail mileage split but has received DEC info.
6. An update on where the District currently stands on performance measures was provided. These measures are still modified because of COVID and the District is in great shape on meeting them. Dulanski also said that Andrews and Allen will need to take the District Law training which is required every three years. Cook, Matthews and Smith are also up for re-appointment at the end of this year.
7. **Motion** to approve the SLC SWCD 2022 Annual Plan of Work and to authorize Andrews to sign and to submit it to NYS, made by Matthews, seconded by Burke **approved by all.**
8. Dulanski said the District would like continue to do tree plantings in public places for the Part B project for 2022 as outlined in the project description. **Motion** to authorize the Part B project as explained in the project proposal (Attachment D), and to submit it to New York State made by Acres, seconded by Burke **approved by all.** Dulanski informed the Board that the 2021 Part B project is going well. Trees will be planted to replace the ones to be removed in Canton's town park.

An RFP has been submitted for tree removal and soil aeration by the Presbyterian Church.

9. Dulanski informed the Board that the NYACD Annual meeting will be held 10/19 – 10/21 in Cazenovia, NY. Registrations are due September 24, 2021. The next board meeting will include review of the AEM two year action plan and the annual sexual harassment training.

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

**VII. Correspondence:** None

**VIII. Announcements:** None

**IX. Time and Date of Next Meeting:** October 21, 2021 7:00 via ZOOM

**X. Meeting Adjourned: Motion** to adjourn at 8:12 p.m. made by Matthews seconded by Acres **approved by all**

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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