

**DRAFT**

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

1942 Old DeKalb Road, Canton, NY 13617

BOARD OF DIRECTORS MEETING MINUTES

For May 20, 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:** Becky Allen (Treasurer), Patrick Smith

**Staff Present:** Raeanne Dulanski (Manager), and Liz Gallup (Secretary/Asst. Treasurer), Jevonnah Foster (Technician), and Aaron Barrigar (Forester).

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

**II. Minutes of the Previous Meeting:** *Motion to approve the March 25, 2021 minutes*, made by Matthews, seconded by Acres **approved by all**

**III. Treasurer's Reports:** Gallup discussed items relevant to the financial information provided to the Board. *Motion to approve March and April 2021 Treasurer's reports*, made by Acres, seconded by Cook **approved by all**

**IV. Reports**

**A. BOL** –Kevin Acres, John Burke

1. Burke reported that multi-use trail system passes will be available after June 1<sup>st</sup>.
2. Burke said that there was a presentation about the Massena Fish Tournament. The organizers were seeking funding for the events to be held this summer.
3. Acres and Dulanski provided an update on the snowmobile grant administration. Acres shared that the BOL created an Oversight Committee and the County is working on a contract between themselves and the St. Lawrence County Snowmobile Association for the 2021-2022 Grant Season.
4. Andrews talked about the Benson Solar project and asked if the County would be receiving any revenue from it. Acres said that they wouldn't.

**B. Grange** - Mark Matthews

1. Matthews said their second meeting to be held in person will be tomorrow night. They are holding a fundraiser next week.

**C. AFPB** – Bob Andrews

1. Andrews said that the meeting held April 1<sup>st</sup> was productive with lands being approved to be added to Ag District #1.
2. The DEC Septic Grant will be active this year. Dulanski said she would provide more information in her report.

## V. SWCD Reports:

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

1. Gallup has been busy starting the budget process and doing some preliminary prep work for the District's audit.
2. **Motion** to approve a transfer from Money Market to Checking for June and July 2021 to cover operating costs up to \$20,000 each month made by Cook, seconded by Matthews **approved by all**.
3. Gallup informed the Board that based on cash flow; it looks like it would be a good time to buy a \$200,000 six month certificate of deposit to maximize interest earnings. **Motion** to approve the purchase of a \$200,000 6 month Certificate of Deposit to mature in November 2021 from the Money Market account and to authorize Dulanski to sign any required paperwork made by Burke, seconded by Acres **approved by all**
4. New York State has been issuing executive orders throughout 2020 and to present allowing that meetings may take place remotely following certain requirements. One requirement is that the recordings of those meetings are available to the public. According to NYS Archive record retention requirements, recordings of four of the most recent meetings must be kept. Once a new meeting is held, the oldest recording may be deleted if the minutes for that meeting have been approved by the Board. This is included in the record retention schedule adopted by the Board last year. The Board acknowledged the explanation of the policy pertaining to ZOOM recordings per NYS record retention schedule LGS - 1 and understands that the recordings from old meetings will be deleted.

### B. Technician's Report – Jevonnah Foster

1. Foster informed the Board that she has completed one CNMP and is working on another. She has more soil sampling to do tomorrow.
2. Foster has been assisting Barrigar with his SLAM project.

### C. Forester's Report – Aaron Barrigar

1. Barrigar has been working on creating sentinel trees for the SLAM project with Foster's help.
2. Barrigar is prepping things to be ready when the new Forester intern starts on June 1<sup>st</sup>.
3. Barrigar assisted with a chainsaw safety class at CCE on Tuesday and continues to help USDA APHIS with the Black Ash IPM Study.
4. The timber sale for County parcel #19, which had been postponed due to low timber prices, has been closed out. This is the last timber sale that was sold and there are no more outstanding.
5. Landowner assistance requests have been keeping Barrigar busy this spring.

### D. Manager's Report – Raeanne Dulanski (Attachment B)

1. Dulanski informed the Board that a Forestry intern has been hired and will start June 1<sup>st</sup>. She provided some details on her background and tasks she will perform for the District.
2. Dulanski provided an update on the COVID status for the office, now allowing 50% of building staff at one time. Masks are optional if you are vaccinated. July board meeting may be able to be held at the office.
3. Dulanski reported on the status of the NRCS Contribution agreement.
4. Allen has notified the District that she may not be available for a number of weeks.. To be proactive, Dulanski asked if the Board would be comfortable with transferring Allen's Treasurer duties to the Vice Chair until Allen returns. **Motion** to authorize Vice Chair, Cook, to perform all duties of the Board Treasurer until Allen's return, made by Matthews, seconded by Acres **approved by all**.
5. Dulanski explained that there is a farmer who owns land in both St. Lawrence and Franklin County who would like technical assistance and help with conservation planning. They have approached Franklin County SWCD for assistance. For the ease of

landowner, Dulanski would like to enter into an MOU to allow Franklin County SWCD to provide these services in St. Lawrence County. This may lead to a grant proposal in the future with practices being installed in St. Lawrence County. The MOU she developed allows Franklin County to provide technical assistance, conservation planning and any grant proposal/implementation for the producer even on SLC land. There will be no cost to the SLC SWCD. The Franklin County SWCD's manager has signed already. **Motion to authorize Dulanski to sign the MOU with Franklin County for them to provide assistance to Ingle** made by Acres, seconded by Burke **approved by all.**

6. Dulanski informed the Board that the District's 2018 Ford 150 had a high bid of \$33,500 with Auctions International's auction to sell it. **Motion to accept the highest bid amount, going no lower than \$32,100 and to authorize Dulanski to complete all paperwork required to complete the sale** made by Burke, seconded by Matthews **approved by all.**
7. Dulanski said that the DEC Septic Grant that we have assisted with in the past has been approved again for this year and the County Planning Office has asked the District to provide assistance with administrative costs again. **Motion to provide \$20,000 of Part C funds, to SLC Planning Department to support the administration of the NYS Septic Replacement Fund, to be paid out of the Money Market Account.** made by **Matthews,** seconded by Burke **approved by all**
8. Dulanski informed the Board that she would like to use Part C monies for another year of determining hazardous ash and hazardous trees along the roadways. An email has been sent out to municipalities and some interest has been shown. Priority will be given to the next set of towns but others will be done if they show interest. **Motion to approve the 2021 Part C Right of Way Hazard Tree Roadside Inventory program, as shown in the project description (Attachment C), with a budget of \$10,000** made by Acres, seconded by Burke **approved by all.**

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

**VII. Correspondence:** Mail was available for the Board's review. (List of items in **Attachment C**)

**VIII. Announcements: None**

**IX. Time and Date of Next Meeting: July 15, 2021 7:00,** location to be determined

**X. Meeting Adjourned: Motion** to adjourn at 8:08 p.m. made by Matthews seconded by Acres **approved by all**

\_\_\_\_\_  
Robert Andrews, Jr., Chairperson

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Date

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Elizabeth J. Gallup, Secretary/Assistant Treasurer

\_\_\_\_\_  
Date

Attachments: A – C