

DRAFT

St. Lawrence County Soil and Water Conservation District

1942 Old DeKalb Road, Canton, NY 13617

BOARD OF DIRECTORS MEETING MINUTES

For November 18, 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), Rebecca Allen (Treasurer), Mark Matthews, John Burke, and Kevin Acres

Board Members Excused: Adam Cook (Vice-Chair), Patrick Smith

Staff Present: Raeanne Dulanski (Manager), Aaron Barrigar (Forester) and Jevonnah Foster (Technician) 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 October 21, 2021 minutes, made by Matthews, seconded by Burke **approved by all**

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

IV. Reports

A. BOL – John Burke, Kevin Acres

1. Four hundred people, mostly children ages five to eleven, received a COVID vaccine at a clinic that was held at St. Lawrence University
2. Acres said that the County has a tentative 5 year contract agreement with the Deputies union. Budget process continues with a vote in early December expected. It looks like the tax levy may be lower than the current rate.
3. Acres said that a survey has been added to the County's website to find out where County residents feel the American Rescue fund monies should be spent. Andrews commented that he had taken the survey and that it was good.
4. The DSS investigation continues.

B. Grange - Mark Matthews

1. Matthews said they are closing things down for the season.

C. AFPB – Bob Andrews

1. Andrews reported that the next meeting will be in the first week of February. Solar updates and complaints about ag districts will be on the agenda.

V. SWCD Reports:

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

1. **Motion** to approve paying the NYS Retirement bill of \$26,225.00 from the Money Market account, made by Allen, seconded by Acres **approved by all.**
2. **Motion** to authorize the payment of the annual payroll subscription fee for QuickBooks in the amount of \$474.00 for fiscal year 2022 made by Matthews, seconded by Burke **approved by all.**
3. **Motion** to authorize the payment of \$20.00 per meeting and round-trip mileage at \$.56/mile for meetings attended in person in 2021 after approval and signature by each Board Member made by Allen, seconded by Matthews **approved by all**
4. Gallup would like approval to pay the NYS Grange dues for 2022 in the amount of \$30.00. **Motion** to approve a payment of NYS Grange 2022 dues for \$30.00 made by Acres, seconded by Matthews **approved by all.**
5. **Motion** to approve a transfer from Money Market to Checking for both December 2021 and January 2022 to cover operating costs up to \$20,000 each month made by Acres, seconded by Allen **approved by all.**

B. Technician's Report – Jevonnah Foster

1. Foster has finalized the two year AEM action plan and has submitted it for approval by NYS. She has also been working on CNMPs and soil sampling for AEM.
2. Foster has been working on EQIP projects and has gone on a number of site visits.
3. Foster continues to study for her CCA exam and has completed all NRCS online training.

C. Forester's Report – Aaron Barrigar

1. Barrigar has been working on the Town Roadside Ash and Hazard Tree Inventory in the Town of Potsdam. The inventory has been completed and he is now working on data manipulation for that project.
2. Trash along the snowmobile trail in Hopkinton in Parcel 3 has been cleaned up thanks to the trail coordinator. Five trees along that trail have been removed to improve safety for snowmobiles and passage for groomers.
3. The ash tree replacement program at the Village green in Canton has been completed. Eleven trees were planted to replace the ash and hazard trees that were removed from the park. Unfortunately, this took longer than anticipated due to a lack of assistance and prior planning efforts not being fulfilled by the Canton DPW. Hopefully these issues can be avoided in future projects with the Village of Canton. Five trees were also planted at a municipal building in the town of Stockholm with the help of the Stockholm Highway Department. The extension of the forestry intern's time by a week to assist with the tree plantings was instrumental in being able to complete this project.
4. Barrigar has been assisting Foster with soil sampling and continues to handle a large number of landowner assistance calls and site visits. He also has been looking into a Carbon exchange program for the County forests.

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

1. Dulanski went over the NRCS report provided by Frary (**Attachment C**).
2. Dulanski provided a COVID update for the office.
3. Dulanski reported that all proposed 2022 health insurance rates are well within the amount budgeted. *Motion to accept 2022 health, dental and vision insurance plans at the rates proposed*, made by Acres, seconded by Matthews approved by all.
4. Dulanski explained that the No Till Implementation cost-share program utilizing the sale proceeds of the District's No Till has ended. Due to lack of interest, there remains \$8,339.00 remaining of the sale proceeds. She would like to transfer this money to the Equipment Fund for future use. *Motion to approve a fund transfer of the remaining funds of the No-till implementation cost-share program from the Money Market fund to the Equipment fund in the amount of \$8,339.00* made by Allen, seconded by Matthews **approved by all**
5. Dulanski informed the Board that she would like to fund the balance of the donation request to help with the costs of hosting the National Envirothon event in NYS in 2024 that the District received in 2020. She reminded the Board that they have already contributed \$2020 towards the \$3000 request in 2020. She has identified three budget lines that have monies available to finish our donation with, as follows:
 - i. Decrease Small Tools by \$80
 - ii. Decrease Travel by \$700
 - iii. Decrease Information and Education by \$200

***Motion** to approve the budget modifications as shown above and to pay the remaining \$980 of the 2024 National Envirothon event in NYS donation*, made by Allen, seconded by Matthews **approved by all**.

6. Dulanski informed the Board that the District did not receive any bids for the request to purchase a Chevy Equinox placed in NYS Marketplace in October. She will resubmit the request and let the Board know the result. She also gave them an update that all sexual harassment training and any required District Law training is complete.
7. Dulanski informed the Board that the NYS Ag NPS Round 26 for a waste storage and transfer station has been completed. She presented a summary of the project and close out documentation. The follow items were presented for approval:
 - i. ***Motion** to accept the additional costs towards the project* made by Acres, seconded by Matthews **approved by all** .
 - ii. ***Motion** to accept the documentation from the producer, including invoices and checks* made by Acres, seconded by Matthews **approved by all**
 - iii. ***Motion** to authorize, that upon completion of closeout packet, to make a payment to the producer/producer and contractor using requested assignment of payment.* made by Acres, seconded by Matthews **approved by all** .
 - iv. ***Motion** to authorize, upon receipt of NYS funds, to pay the balance to the producer and SWCD to close the grant* made by Acres, seconded by Matthews **approved by all** .
 - v. ***Motion** to authorize the District to close the bank account once all payments are complete.* made by Acres, seconded by Matthews **approved by all** .
8. Dulanski presented Matthews with a certificate of appreciation and gift for his years of service on the District's Board. She thanked him for his dedication and time donated. The Board joined her in thanking Matthews. Dulanski then thanked the Board and staff for all of their efforts that made 2021 a successful year for the

District despite the complication caused by COVID. Andrews requested that a note be sent to our summer intern, Knafelc, thanking her for an excellent job done.

- VI. **Correspondence:** None
- VII. **Old and new business:** None
- VIII. **Announcements:** None
- IX. **Time and Date of Next Meeting:** January 20, 2022 7:00 pm – Organizational meeting
- X. **Meeting Adjourned: Motion** to adjourn at 8:30 p.m. made by Matthews seconded by Allen **approved by all**

Robert Andrews, Jr., Chairperson

Date

Elizabeth J. Gallup, Secretary/Assistant Treasurer

Date

Attachments: A - C