

**DRAFT**

St. Lawrence County Soil and Water Conservation District  
1942 Old DeKalb Road, Canton, NY 13617  
BOARD OF DIRECTORS MEETING MINUTES  
For November 17<sup>th</sup>, 2022, at 3:36 p.m.

**Board Members Present:** Robert Andrews, Jr. (Chairperson), Becky Allen (Treasurer), John Burke, Kevin Acres, Patrick Smith, and Kaitlyn Kulp

**Board Members Excused:** Adam Cook (Vice-Chair)

**Staff Present:** Raeanne Dulanski (Manager), McKenzie Church (Secretary/Asst. Treasurer), Heidi Knafelc (Technician), Jevonnah Foster (Technician) and Aaron Barrigar (Forester)

**I. Call to Order**

**II. Agenda (Attachment A)**

**III. Minutes of the Previous Meeting: *Motion* to approve the October 20<sup>th</sup> 2022 minutes, made by Acres, seconded by Burke **approved by all****

**IV. Treasurer's Reports: McKenzie Church**

1. Church discussed items relevant to the financial information provided to the Board. *Motion to approve October 2022 Treasurer's report, made by Acres, seconded by Allen **approved by all.***

**V. Reports**

**A. Board of Legislators –John Burke, Kevin Acres**

1. Acres reported the County budget has been prepared
2. Acres provided updates on the County Highway outpost buildings in Russell, and Lisbon are completed and the Potsdam outpost building has been started. These will help the highway departments significantly during the winter months.

**B. Ag and Farmland Protection Board – Bob Andrews**

1. Solar discussion continues.

**VI. SWCD Reports:**

**A. Technician Report- Jevonnah Foster**

1. Foster has finished her training for NRCS, reviewed by staff from Marcy just waiting on the paperwork to formalize her as a NRCS Certified Conservation Planner.
2. Foster provided that the Part C Cover Crop project is completed.
3. Foster made a recommendation of another project to use the remaining AEM Tier 4 Implementation funds. These funds are from a farm that declined the funds, and two projects not using as much funds as budgeted for. *Motion supporting implementation of AEM Round 17 Cost-Share erosion control system on Huntley Farm with the remaining funds, made by Burke, Seconded by Allen **approved by all***

**B. Technician Report- Heidi Knafelc**

1. Knafelc reported the work continues on County Forest inventory with Barrigar in hopes to have it completed before winter. She plans to work on the data entry this winter.
2. Knafelc reported she has also been working alongside of Barrigar with the Part B parcel 25 in Stockholm. Knafelc and Barrigar have finished the project.

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

1. Barrigar continues to work on the County Forest management plans and is making good progress.
2. Barrigar completed marking trees for the tree removal project.
3. Barrigar provided an update on the completed Part B project, Parcel 25 in Stockholm protection and promotion trail.
4. Barrigar has provided landowner assistance and site visits.

**D. Secretary/Assistant Treasurer's Report –McKenzie Church**

1. Church said she had received and would like approval to pay the NYS and Local Retirement bill for 2023, in the prepaid amount for \$24,513 if paid before December 15<sup>th</sup> 2022 ***Motion to approve the payment of \$24,513 to the NYS and Local Retirement bill for 2023 out of the Money Market account*** made by Acres, seconded by Kulp **approved by all**
2. Church provided that the expected expenditures for December 2022 and January 2023 that she would need the approval to be able to transfer up to \$40,000 for the month of December 2022 and the amount of \$35,000 for the month of January 2023. ***Motion to approve a transfer from Money Market to Checking for December 2022 to cover operating costs up to \$40,0000 and to approve a transfer from the Money Market to Checking for January 2023 to cover operating costs up to \$35,000*** made by Allen, seconded by Smith **approved by all**
3. Church said in the monthly board meeting packets she included the new hire employee forms for the Board members. She will need those back before this year's meeting and mileage reimbursements can be release to them. ***Motion to pay the board members that would like to get a W-2,*** made by Burke, seconded by Smith **approved by all**
4. Church was looking at the 2023 board meeting dates. She asked if they were still okay to meet on the third Thursday of every month at 3:30. Consensus of the Board was to set up 2023's schedule that way and it would be reviewed at January's organizational meeting.

**E. Manager Report- Raeanne Dulanski (Attachment B)**

1. Ash Tree Removal project
  - a. Dulanski reported that two bids were handed in for the 2022-HM1 bid that closed on November 11<sup>th</sup>, 2022 with the winning bid coming in at the amount of \$74,161.00.
  - b. Dulanski shared a proposed SWCD draw schedule for the 15% administration fee for the ARPA funds (**Attachment C**). After Board review, ***Motion to accept the proposed draw schedule and, authorizing the transfer from the ARPA account to the Money Market account,*** made by Allen, seconded by Smith **approved by all**
2. Health Insurance Renewal
  - a. Dulanski reported that she reviewed the options provided to SWCD by our Insurance Agent. After reviewing all options, considering plan benefits, staff needs, and SWCD budget, Dulanski is recommending

- keeping our current plan: SimplyBlue plus Platinum 2. Our current plan will increase by \$108.70 a month (\$97.83 SWCD cost) which does fall within what was already budgeted for.
- b. Dulanski reported for Dental Insurance there are not many options. The 2022 cost is \$33.74 per employee per month (with an increase of \$0.98 a month). Dulanski is recommending keeping our current coverage.
  - c. Dulanski reported the Vision Insurance needed to be renewed prior to October 1st, 2022, the automatically renewed it with the price of 3.18 per employee with no change. Dulanski stating she was looking for a motion to renew health, Dental and vision insurance policies.
  - d. ***Motion to accept the renewal of health, dental and vision insurance policies, made by Acres, seconded by Burke approved by all***
3. Dulanski and Church were looking into update of QuickBooks, it's been 3 years, need to update the software. We would also have to do the annual payroll update. Cost is increasing significantly; the Enhanced Payroll is \$800 per year plus \$5 per employee per month. Church looked into Community Bank Payroll Service. After enrollment the first two months are free then it is \$55 per month, up to 10 employees. Community Bank will complete all Federal and State tax requirements. They take on all liability. Community Bank payroll system is cheaper than paying for the QuickBooks payroll software, saves on time and offers more resources. ***Motion to authorize Dulanski to enroll in the Community Bank Business Online Payroll service and complete all required paperwork, made by Allen, Seconded by Smith approved by all***
  4. Dulanski stated that after some research it looks like we must now do an annual fee for the Desktop version that we use. Expecting the cost to be about \$800, but still looking, researching. It has doubled last year without payroll. ***Motion to authorize to payment for the annual subscription to QuickBooks desktop, made by Acres, seconded by Burke approved by all.***
  5. Auctions International auction of Equinox is set to end the evening of November 18<sup>th</sup>. ***Motion to accept the highest bid amount, going no lower than \$16,500 and to authorize Dulanski to complete all paperwork required to complete the sale, made by Acres, seconded by Burke approved by all***
  6. Budget update was provided by Dulanski. Changes to revenue 2022 include adding the sale of Equinox, fish sale removed, CAFO grant hasn't moved forward - expected additional funds will be delayed a year, added the first draw of ARPA payments. The change is about \$20,000 more revenue for SWCD operations. Changes to expenses includes the removal of the fish sale program cost, removal of CAFO grant construction cost, less Part C funds were passed through, gas expense increased by \$275, there were a few other small savings and the addition of the truck expense.
  7. Dulanski sent out the bid for a 2023 Ford F-150 XLT to replace the three-quarter ton. There was one bid response for the same truck that was asked for just a 2022 that was already on the lot. If the board would like to purchase the 2022 Ford F-150, we have a little more revenue from the Equinox sale, a little less in expenses, and the rest would come out of the Money Market account. Budget modification would be to increase vehicle purchase by about \$50,000 and increase to auto insurance, ***Motion to accept the bid, allow Dulanski to order the vehicle, complete all paperwork, edit the budget for the purchase of the truck and pay for it from the Money Market account, made by Acres, seconded my Allen approved by all***

8. Budget Modifications
  - a. **Motion** Authorization move \$3000 to equipment fund for laptop from the money market account, increase 2023 field Equipment by \$3,000 to pay for laptop. Move the funds to the checking account and pay when the laptop is shipped, made by Allen, seconded by Burke **approved by all**
  - b. **Motion** to increase gas and oil to \$2,800 (+\$275), made by Acres, seconded by Kulp **approved by all**
  - c. **Motion** to approve the 2023 budget as presented made by Allen seconded by Burke **approved by all**
9. Part C Cover Crops project was undersubscribed. There was \$11,313.50 left from the \$29,000 that was budgeted for the program. Dulanski recommended setting an additional \$8,686.50 of 2022 Part C funds aside for a total of \$20,000 for 2023 Part C Cover Crop Program, **Motion** to carry over \$20,000 in 2022 Part C funds for 2023 Part C Cover Crop Program, and authorize the Part C Cover Crop program for 2023 made by Acres, seconded by Smith **approved by all**

VII. **Old and New Business:**

VIII. **Correspondence:** Mail was available for the Board’s review. (List of items in Attachment D)

IX. **Announcements:** None

X. **Next Meeting:** January 19<sup>th</sup>, 2023 3:30 p.m.

XI. **Meeting Adjourned:** **Motion** to adjourn at 5:19 p.m. made by Burke seconded by Allen **approved by all**

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Robert Andrews, Jr., Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
McKenzie Church, Secretary/Assistant Treasurer

\_\_\_\_\_  
Date

Attachments: A – D