

**DRAFT**

St. Lawrence County Soil and Water Conservation District  
1942 Old DeKalb Road, Canton, NY 13617  
BOARD OF DIRECTORS MEETING MINUTES  
For September 15<sup>th</sup>, 2022, at 3:31 p.m.

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

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

**Guests:** Ryan Cunningham-NYS SWCC

**I. Call to Order**

**II. Agenda (Attachment A)**

**III. Minutes of the Previous Meeting: *Motion* to approve the August 18<sup>th</sup>, 2022 minutes, made by Acres, seconded by Cook **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 August 2022 Treasurer's report, made by Cook, seconded by Smith **approved by all.***
2. Church provided that she has been granted all the permissions for online banking.

**V. Reports**

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

1. American Rescue Plan Act (ARPA) funds update was provided by Legislators.
2. Update and discussion on the Districts tree removal funds provided by Dulanski. Two sources of funds will be used for tree removals keeping Ash trees separate from hazard trees. Dulanski provided County requested scope of work information and is waiting for final contracts from the County. *Motion to authorize the Chair to sign the contracts with the County once received made by Burke, seconded by Acres **approved by all***

**Allen joined the meeting 3:41**

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

1. Solar discussion continues.
2. Next meeting is September 29<sup>th</sup> and there will be an in person and virtual option.

**VI. Board of Director's Training: Ryan Cunningham provide District Law Training to all Board Members and staff present.**

**VII. SWCC Report: Ryan Cunningham (Attachment B)**

**VIII. SWCD Reports:**

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

1. Barrigar continues to work on the County Forest management plans and is making good progress.

2. Barrigar has been working on Data manipulation, RFP, and planning for County Route tree removal.
3. Barrigar provided an update on the Part B project, Parcel 25 in Stockholm protection and promotion trail. Live stakes will be planted in November
4. Barrigar has provided landowner assistance and site visits.

**B. Technician's Report- Heidi Knafelc**

1. Knafelc has been working with Barrigar with updating County Forest inventory. She has been entering Parcel data and has been finishing up plots.

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

1. Church provided that while looking at the expect expenditures for October 2022 with five full time employees, related increases in taxes, insurance plus \$15,400.00 in Cover Crop contract payments. We would need the transfer amount from the Money Market account to the Checking account to be upped to the amount of \$48,500 **Motion to approve a transfer from Money Market to Checking for October 2022 to cover operating costs up to \$48,500** made by Allen, seconded by Burke **approved by all**
2. Church said she had received and would like approval to pay the Farm Bureau dues for 2023 in the amount of \$99 **Motion to approve the payment of \$99 to the New York Farm Bureau 2023 membership** made by Cook, seconded by Allen **approved by all**
3. Church and Knafelc went to the USDA building in Syracuse to be fingerprinted and get a picture taken to continue the process for their LincPass access.

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

1. Dulanski reported that she thinks all new hire paperwork has been completed. She also reported that Kulp should be a full Board member now and provided Kulp with the Oath of Office and training plan for signature.
2. Dulanski provided an update on Performance Measures and inquired on Board attendance at a few different meetings to meet the Measures.
3. Dulanski reported as Foster was out on the field she lost connection to the drone. Foster search for a few hours with no luck of finding it. Foster is going to reach out to the company where it was purchased to see if there is anything they could help with in hopes of being able to locate the drone better.
4. Dulanski presented a budget modification **Motion to modify 2022 budget as follows: decrease Forestry Intern by \$7,455, increase field equipment by \$4,000 and increase miscellaneous conservation supplies other by \$100** made by Acers, seconded by Cook **approved by all**
5. **Motion authorizing payment to Part C Cover Crop participants once successfully planted. Authorization to pay Part B expenses. Authorization to purchase a new drone if other options are not successful. Authorization to purchase a new USDA laptop** made by Cook, seconded by Allen **approved by all**
6. **Motion appointing McKenzie Church as Records Officer** made by Allen, seconded by Acers **approved by all**
7. Dulanski presented the Annual Plan of Work for the Board consideration **Motion to accept the Annual Plan of Work for 2023** made by Cook, seconded by Burke **approved by all.**

**VI. Old and New Business:**

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

**VIII. Announcements: None**

**IX. Next Meeting: October 20<sup>th</sup>, 2022 3:30 p.m.**

**X. Meeting Adjourned: *Motion to adjourn* at 4:52 p.m. made by Allen seconded by Kulp approved by all**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Attachments: A – D