

DRAFT

St. Lawrence County Soil and Water Conservation District
1942 Old DeKalb Road, Canton, NY 13617
BOARD OF DIRECTORS MEETING MINUTES
For Special Meeting April 26th, 2023

Board Members Present: Robert Andrews, Jr. (Chairperson), Adam Cook (Vice-Chair)-via zoom, Becky Allen (Treasurer), John Burke, Patrick Smith- via zoom, Kaitlyn Kulp, and Margaret Haggard

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

I. Call to order @ 3:33pm

- A. Andrews presented the Board with Dulanski and Church Resignation letter ***Motion to accept Dulanski and Church Resignation letters***, made by Allen, seconded by Burke **approved by all**
- B. Andrews asked the next steps of getting replacements for both positions. Andrews presented the board that he had already asked the Dulanski if she would be willing to Contract with the District to be able to cover the Secretary/Treasurers position for the time being.
- C. Cunningham provided information of what other districts have done in the past when in similar positions.
- D. Dulanski provided the board with the information that she received from County HR department. Dulanski let the board know that there should be an acting District Manager appointed. Per HR a temporary (could be part-time) District Manager is allowed to be 3 months with the maximum length allowable being 6 months.
- E. Cunningham expressed that he would be willing to help with recruiting and interviewing process.
- F. Cook informed the board that he doesn't think that they should wait anytime with getting the hiring process; he would like to get it out as soon as possible.
- G. Andrews asked if there would be anyone interested in being on the Interviewing Committee with him. Allen and Burke would be happy to help with Cunningham.
- H. The consensus of the board was for the Manager Salary range to be \$62,000-\$72,000. This will all depend on experience and qualifications. The consensus of board was that the Secretary/Treasurer position will be posted as Part-time or Full-time (20-40 hours) to hopefully gain more interest. The salary would range from \$18-\$24 an hour, also depends on experience and qualification.
- I. Discussion on work prioritization took place. Dulanski let the Board know that the 2022-2023 Snowmobile grant phase 3 is not yet completed, the deadline is May 31st, 2023. ***Motion to not finish grant so it's not Dulanski's main priority*** made by Allen, seconded by Haggard **Motion failed** Burke stated that he has no problem with Soil and Water no longer administering the Snowmobile Grant, he does have a problem with taking action that will have a negative affect for the county. Discussion continued with staffing concerns and administration of the Snowmobile trail grant. The board has decided that Soil and Water will finish out the 2022-2023 Phase 3. The Board is not interested in being involved in the 2023-2024 Phase 1 of the Snowmobile Grant ***Motion to not be involved in the NYS Snowmobile Trails grant, starting with the 2023-2024 Phase 1*** made by Haggard, seconded by Allen **approved by all**

II. Next Meeting: Consensus of the board the next meeting will be moved up by a week Thursday May 11th @ 3:30pm

Kulp left the meeting @5:20

Cook left the meeting @ 5:38

III. Meeting adjourned: *Motion to adjourn at 5:40 p.m.* made by Burke, seconded by Haggard

Robert Andrews, Jr., Chairperson

Date

McKenzie Church, Secretary/Assistant Treasurer

Date