

DRAFT

St. Lawrence County Soil and Water Conservation District
1942 Old DeKalb Road, Canton, NY 13617
BOARD OF DIRECTORS MEETING MINUTES
For January 19th, 2023, at 3:40 p.m.

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

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

I. Call to Order

II. Agenda (Attachment A)

III. Resolution No. 01-2023 (Attachment B)

A. Motion acknowledging that we follow the County local law as guidance for video or similar service for remote meetings and passing resolution no. 01-2023, made by Cook, seconded by Burke, **approved by all.**

IV. Minutes of the Previous Meeting: Motion to approve the November 17th, 2022 minutes, made by Burke, seconded by Kulp **approved by all**

V. Treasurer's Reports: McKenzie Church

1. Church discussed items relevant to the financial information provided to the Board.
2. Church reported when preparing annual reports, made a change in the accounting for the revenue from the County ARPA funds in December. Had recorded as a Federal grant revenue, but after more thought, it should be as County funds, we have a contract with the County, not Federal Grant.
3. **Motion** to approve November and December 2022 Treasurer's report, made by Cook, seconded by Smith **approved by all.**

VI. Reports

A. Board of Legislators –John Burke

1. Burke reported that there has not been a second Legislative appointed yet.
2. Burke reported that the Legislator passed Resolution against the attempt of the undermined structure for soil and water.

B. Ag and Farmland Protection Board – Bob Andrews

1. Andrews reported the last meeting was December 3. They had a presentation from Jonathan Geldard from EDF Renewables about the Rich Road Solar Project in Canton. Adopted their 2023 meeting date: Feb 2, April 6, Oct 5 and December 7. They also adopted a resolution that authorizes the County Planning staff to submit the County Planning Board's Notices of Action to the Department of Ag and Markets for solar projects that are proposed in an agricultural district.

Allen entered 3:50pm

VII. Organizational Meeting

A. Officer elections: Upon discussion, **Motion** for the following slate of offices, made by Burke, seconded by Smith **approved by all.**

1. **Chair:** Andrews
2. **Vice-chair:** Cook
3. **Treasurer:** Allen

- B. Motion** to approve the District's Policy and Procedures Book for 2023 with a change to update the District Procedure for using Paychex service and adopt the Policy & Procedure Book and District Employee Handbook, made by Cook, seconded by Allen, **approved by all.**
- C. Motion** to approve Organizational items as shown on **Appendix A** (Attachment C) made by Burke, seconded by Cook, **approved by all.**
- D. Motion** to approve SWCD Fee Schedule listed in **Appendix B** (Attachment D) made by Cook, seconded by Allen, **approved by all.**

VIII. SWCD Reports:

A. Technician Report- Jevonnah Foster

1. Foster has spent the last two months working on and finalizing this year's newsletter.
2. Foster also has been working on Ag Values.
3. Foster completed all of her NRCS Certifications
4. Foster has started studying for the CCA test in March, and will begin working on her AEM certification once CCA is completed.

B. 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 the yearly Tree Sale.
3. Barrigar reported that he has begun working on removing the SLAM trap tree clusters.

C. Technician Report- Heidi Knafelc

1. Knafelc reported the work continues on County Forest inventory with Barrigar. She has been working on entering the prescriptions and descriptions data reports this winter.
2. Knafelc reported she has started studying the material for her civil service test.

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

1. Church reported Paychex Flex is all set up and running seamlessly.
2. Church provided that she has sent out the first requested information to the Auditors, and is working on the second batch of requested information.
3. Church reported she has been working on Tree sale's that have been coming in, doing the deposits into Quick Books.
4. Church stated that the Claims for Forestry Appropriations and the District Appropriation have been sent to the County.
5. Church stated that her and Dulanski have been working on and have finalized all year end reports.
6. Church provided that there has been a delay with the Quick Books update, a meeting is set up with a sales representative to hopefully get the update completed the first week of February under the authorization from the November Board meeting.
7. Church reported that while looking at the expected expenditures for February. Church would need to have the allowable transfer from the Money Market account to the Checking account to be upped to \$45,000 **Motion to allow Church to Transfer up to \$45,000 from the Money Market Saving account to the Checking account** made by Cook, Second by Smith **approved by all**

E. Manager Report- Raeanne Dulanski (Attachment E)

1. Dulanski presented the insurance renewal information from our broker. The total cost is within the budgeted amount, but a modification of the insurance account will be needed. **Motion to modify the 2023 insurance budget lines, accept and pay the insurance renewal and allowing Dulanski to sign the required documentation**, made by Cook, seconded by Allen **approved by all**
2. **Motion to contract with Morse Agronomics for 2023 NMP updates for Decker and Putney**, made by Burke, seconded by Kulp **approved by all**
3. **Motion to send staff and any interested Directors and spouses to Water Quality Symposium**, made by Cook, second by Smith **approved by all**
4. **Motion to open a bank account for the County Funds received for the removal of Hazard trees with a transfer of the funds from the money market account**, made by Cook, second by Smith **approved by all**
5. **Motion to authorize the Chair to sign the Audit Engagement Letter**, made by Allen, seconded by Kulp **approved by all**
6. Dulanski provided an update on the Snowmobile Trail Grant, there has been a delayed on the payments coming from the County, but they should be released shortly.
7. Dulanski updated on the Tree Removal contracts (Attachment F)

IX. Old and New Business:

- A. Dulanski reported on the following 2022 Annual Reports, that were made available to the Board for review prior to the meeting via a google drive link: Part A Eligible Expenditures Report, Part B Final Report, Part C Financial Assistance Project Final Report, Performance Measurer Evaluation Report, Hourly Rates for Grant Work, and the Annual Report. **Motion to accept and submit Part A, Part B, Part C-Performance Measures Evaluation Report, Part C- Final Report, Hourly Rate for Grant Work, and Annual Report to NYS**, made by Cook, second by Allen **approved by all**
- B. **Motion to authorize the Treasurer to sign the report and to submit to OSC and NYS SWCC** made by Cook, second by Burke **approved by all**.

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

XI. Announcements: None

XII. Next Meeting: February 23rd, 2023 3:30 p.m.

XIII. Meeting Adjourned: **Motion to adjourn at 4:45 p.m.** made by Cook seconded by Burke **approved by all**.

Robert Andrews, Jr., Chairperson

Date

McKenzie Church, Secretary/Assistant Treasurer

Date

Attachments: A – G