

St. Lawrence County Soil and Water Conservation District
1942 Old DeKalb Road, Canton, NY 13617
BOARD OF DIRECTORS MEETING MINUTES
For June 22, 2023, at 3:30 p.m.

Board Members Present: Robert Andrews, Jr. (Chairperson), Kaitlyn Kulp, and Adam Cook

Board Members Excused: Margaret Haggard, Becky Allen and John Burke

Staff Present: Cayce Salvino (Manager), Margaret Brusso (Secretary/Asst. Treasurer), Heidi Knafelc (Technician), Jevonnah Foster (Technician) and Aaron Barrigar (Forester)

I. Call to Order at 3:33.

II. Agenda (Attachment A)

III. Minutes of the Previous Meeting: Minutes will be voted on at the July board meeting.

IV. Chairman Comments: Director Andrews stated that due to no quorum, the board could not officially conduct business, so we would get acquainted with new employees Salvino and Brusso about what each Board Member and SWCD Employee have been working on and what their expectations were going to be.

- i. Board Member Cook introduced himself; he is a teacher and helps on his father's farm in Potsdam. He has been a SWCD Board member for about 7 years. Board Member Kulp introduced herself and welcomed the two new employees to the Soil and Water Conservation District.
- ii. Andrews asked the Board if they wanted to go into executive session to discuss wages of new people, but it was agreed that they would discuss it at the meeting. The Board approved District Manager Salvino's salary set at \$67,000.00 for 2023. Her salary will be reviewed in the beginning of January with a possible increase to \$70,000.00. Brusso was given a salary of \$45,000.00 for a 35 hour work week. In January 2024 she will be given the option of an insurance buy-out of \$4,000.00 dollars for 6 months, to be re-visited in July 2024.
- iii. Andrews would like Salvino to attend the tentative Farmland Protection Board Agriculture Tour on August 18 that may include Zufall's solar array, a bio digester, and Kent's Vegetables. He would like her to also contact the County Planning Board, the County Highway Department and Public Health.

V. Reports:

A. Secretary/Assistant Treasurer's Reports: Secretary/Assistant Treasurer Brusso thanked the staff for being helpful for the past 3 weeks of training and learning about the SWCD. She stated she attended RIT for Management and has been working at the Town of Potsdam for the last 20 years. Brusso communicated almost daily with Dulanski during the month of June, and Dulanski's help has been invaluable. Brusso met the auditors June 14th and compiled many reports while Dulanski answered questions Brusso was unfamiliar with.

- i. Brusso stated that the SWCD should look into the NY CLASS Municipal Investments System. This co-operative investing company is rated AAAM from S and P's Global Ratings and is highly liquid, safe and very competitive. Brusso contacted the local representative and she said the SLC SWCD was able to invest, as there is a Soil and Water Conservation District in Genesee County that

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was a member. Brusso stated the rate of return of Community Bank is .1%. The rate that CLASS is returning monthly is 4.89%. Director Andrew's told Brusso to look into this more, and contact Ryan Cunningham about the possibility of opening some accounts.

- ii. *A motion to approve May's 2023 Treasurer's report will be made at the July 27th meeting.*

B. Board of Legislators Report—none present

C. Technician Report- Jevonnah Foster

1. Foster has been working on AgNPS Grants, three are finished, one has been sent to Ryan Cunningham for review, the other two should be reviewed and submitted by Friday or Monday morning, they are due by 4pm Monday afternoon. They need to be prioritized for the County, so Foster put them in order, Cook and Andrews agreed with the decision.
2. Foster also has been working on AEM, but nothing is due soon, she will be starting on CFP's and the future round will be due on August 7th.
3. Foster is going to a landowner's pond in Potsdam. The owner would like to use the pond for irrigation. Foster is enlisting the help of the FCSWCD with Chasity Miller and one of their technicians that have experience with pond usage.

D. Technician Report- Heidi Knafelc

1. Knafelc reported she has started hanging bat boxes on the Lenny Road. It has been slow due to one end of the road being closed for shoulder work. She has also been doing road work with Barrigar.

E. Foresters Report- Aaron Barrigar

1. Barrigar was asked about the new tree sprayer operation. He said it was working well, but almost too much paint was coming out.
2. Barrigar is continuing to work on ash tree removal and hazardous tree removal. He is on right of ways and has completed Lisbon, Madrid and part of Waddington. We will be putting it out to bid in the fall for a November start.
3. The Forest Management Plan and boundary marking has been on hold due to the magnitude of the ash tree removal plan.
4. Barrigar also held a presentation on invasive species sponsored by the Cornell Cooperative Extension at the Canton Library.

F. Manager Report- Cayce Salvino

1. Salvino introduced herself. She stated she came here from NRCS where she started in 2021. She grew up in Florida and attended school in Maine and received her Master's Degree in Soil Science. Salvino was only on her second day of work at the SWCD when she attended the District Managers meeting in Ray Brook yesterday with Foster. She also conducted a meeting earlier in the day with the 4 staff members and learned that we will need to do a down payment on trees before July for next year's sale, and that the tentative budget will be coming up in July as well.

VI. Old and New Business:

Chairman Andrews suggested the Board Members that are present make the three motions that could not wait until next month, and that Salvino email the absent members a copy of the motion and have them reply with a yes or no vote. The Chairman told the room that on July 27th they will formalize all 3 motions. They are as follows:

Motion to approve extending Raeanne Dulanski's MOU until July 31, 2023 Made by Cook, seconded by Kulp. Andrews, Cook, and Kulp have voted in favor.

(Ms. Salvino corresponded with Mrs. Dulanski and she is amenable to offering her assistance for one more month to help Ms. Brusso and Ms. Salvino with the 2024 budget. Same conditions as the previous MOU, just extending the deadline until end of July.)

Motion to authorize the District to pay the 25% deposit on the 2024 tree sale order made by Cook, seconded by Kulp. Andrews, Cook, and Kulp have voted in favor.

(Mr. Barrigar expressed that ordering the trees early is a necessity since COVID and waiting any longer will mean an increasingly limited selection. The 2023 budget has \$6,500 allocated for the tree purchase)

Motion to approve Brusso to transfer up to \$25,000 for the month of July from the Money Market account to the Checking account Made by Cook, seconded by Kulp. Andrews, Cook, and Kulp have voted in favor.

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

Announcements: None

Next Meeting: July 27, 2023 at 3:30.

Meeting Adjourned: *Motion to adjourn at 4:35 p.m.* made by Cook seconded by Kulp, approved by all.

[Redacted Signature]
Robert Andrews, Jr., Chairperson

[Redacted Signature]
Margaret Brusso, Secretary/ Asst. Treasurer

[Redacted Signature]
Date

[Redacted Signature]
Date