

DRAFT

St. Lawrence County Soil and Water Conservation District
1942 Old DeKalb Road, Canton, NY 13617
BOARD OF DIRECTORS MEETING MINUTES
For July 18th, 2024, at 4:15 pm

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

Board Members Excused: N/A

Staff Present: Alivia Bleau (Manager), Melissa Woods (Secretary/Assistant Treasurer), Heidi Knafelc (Technician), and Aaron Barrigar (Forester), Sarah Manning (Intern)

Staff Members Excused: Jevonnah Foster (Technician)

- I. **Call to Order:** at 4:13 pm
- II. **Agenda** (Attachment A)
- III. **Minutes of the Previous Meeting:** *Motion to approve the June 20, 2024 minutes*, made by Cook, seconded by Smith **approved by all.**

A. Treasurer's Reports: Melissa Woods

1. Woods stated that she worked on setting up interviews, sending emails to the candidates, sending offer letter and rejection letter, reaching out to references on behalf of the board, and looked into background check for new manager.
2. Woods sent a check for \$25,000 to County Planning Department for the administration of the Septic System Grant. Also received paperwork from Planning Dept. about the grant.
3. Woods received and deposited truck from Auctions International for the sale of the truck.
4. Woods sent 2nd quarter paperwork to the county. After talking to the county about that Woods asked about the unemployment insurance, was informed that we do have it and they will cover some of the unemployment for Salvino but that SWCD will be responsible for paying the difference.
5. *Motion to pay unemployment claim for \$2,016.00* made by Burke, seconded by Haggard, **approved by all.**
6. Woods has been working on budget with Bleau, discussion on budget with more to come.
7. Woods deposited the check from SLC IDA for reimbursement for WFA training the staff completed.
8. *Motion to add Bleau to the bank accounts once she has passed her federal background check* made by Cook, seconded by Smith, **approved by all.**
9. Woods received email from CCE about the HT and board discussed and is okay with Woods writing check to CCE once we receive an invoice.
10. Woods received email from Barton & Loguidice about a new Solar Farm (Roosevelt Solar Project) in Massena which listed SWCD as an interested party. Discussion about the project and whether to sign consent or not for Town of Massena to be the lead agency. *Motion to have Bleau sign consent form for Town of Massena to be lead agency on Roosevelt Solar Project in Massena* made by Cook, seconded by Haggard, **approved by all.**

11. Woods received an email from Jefferson County SWCD to renew our contract. **Motion** to authorize Bleau to renew contract with Jefferson County for technical assistance at \$51 an hour and \$0.67 or current IRS rate per mile, whichever is less made by Cook, seconded by Smith, **approved by all.**
12. **Motion** to allow Woods to transfer up to \$40,000 from Money Market Savings Account to the Checking account to pay for August expenses made by Cook, seconded by teRiele, **approved by all.**

Motion to approve the July 2024 Treasurers Report, made by Burke, seconded by Haggard **approved by all.**

Introductions from the BOD to Bleau and Manning, and vice versa. Manning stated she is doing well with her WRP work and is almost finished and is looking forward to doing something else.

Discussion about budget and what we want to ask the county for, and got the date and time we present to the county. BOD agrees to have budget done for 6th person in presentation for the county.

Andrews would like Barrigar to look into TNC programs and see what we can get in writing and what they are looking to do with the programs.

IV. Reports

A. Board of Legislators –John Burke and Margaret Haggard

1. Burke and Haggard reported they had a presentation from the sheriff about immigration from Canada. Hotel in Massena is housing the immigrants.
2. Burke mentioned the county will be doing some micro paving and road work throughout the county.

B. Ag and Farmland Protection Board – Bob Andrews

1. Andrews reported that their next meeting isn't until October, major subject being solar developments.
2. Discussion on Septic System Grant and the money coming into the county to help the residents.

V. SWCD Reports:

A. Technician Report- Jevonnah Foster (paper given to the board)

1. AEM
 - a. continue to work on plans; 11 active farm plans, finishing up CNMP for final plan review for AEM planner certification
 - b. 5 active T4 projects
2. **Motion** to reimburse Honey Dew Acres (Mark Cambridge) Farm \$1,955 for the completion of their Heavy Use Area & Watering Facility Plan made by Cook, seconded Smith, **approved by all.**
3. Continue assistance with WRP
4. AgNPS - Rnd 28 Kulp construction has started, Rnd 29 no contracts, Rnd 30 to be announced in the fall with several farms interested.
5. EQIP – FY 22 Kulp construction has started, FY24 Keystone, Spellacy & Morrison contracts are all in progress.
6. CAFO grant discussion about farm under contract and issues she is having with them. Smith has agreed to speak to them on behalf of the BOD.
7. CRF – Rnd 8 applications submitted, CRF 7 waiting for official contract from the state, CRF 6 set to go waiting on farm/engineer.

B. Forester’s Report – Aaron Barrigar

1. Barrigar has been working on AEM Forest Management Plans and Part B Forest Management plans.
2. Been working on mapping for county ROW, hopes to start next week.
3. Barrigar also has been working on landowner assistance and site visits.
4. **Motion to authorize district to pay the 25% deposit to Alpha Nurseries for the 2025 Tree Sale order for \$1,613.52 made by Smith, seconded by teRiele, approved by all.**
5. **Motion to approve forestry paint purchase of \$750.64 made by Burke, seconded by Cook, approved by all.**

C. Technician Report- Heidi Knafelc

1. Knafelc reported that she’s been working on AEM and Part B Forest Management Plans.
2. Knafelc has been working on county ROW.
3. Knafelc has been working on doing a few Ag Values, waiting on maps from Real property.
4. Knafelc has been overseeing the interns and dealing with a personnel issue with one of the interns.

D. Manager Report- Alivia Bleau

1. Bleau stated she has been working on the onboarding process, paperwork, fingerprints.
2. Bleau has held individual meetings and a staff meeting.
3. Bleau reached out and had a conversation with Cunningham to introduce herself.
4. Bleau has been reading past documents and history about different procedures and things.
5. Bleau has spent a large portion of her time on the budget. Discussion on budget – make sure to add a 6th person to our numbers for when we present to the county.

VI. Old and New Business:

- A. BOD would like Woods to reach out and see where we stand on the audit.

Budget

1. Discussion on if the county is going to maintain \$200K in funds for the ARPA/Hazard tree with SWCD. BOD does want us to reach out and double check on this.
2. Discussion on budget changes, will do modified budget later this year.
3. Will adjust budget and email the final budget to be approved to the BOD members for final approval.

Motion to enter into Executive Session at 5:55 pm, made by Cook, seconded by teRiele, approved by all.

Exited Executive session at 7:00 pm.

VII. Correspondence: Mail was available for the Board’s review.

VIII. Announcements: None

IX. Next Meeting: August 22, 2024 4:15 p.m.

X. Meeting Adjourned: Motion to adjourn at 7:02 p.m. made by teRiele, seconded by Haggard, approved by all.

Robert Andrews, Jr., Chairperson

Date

Melissa Woods, Secretary/Assistant Treasurer

Date