

DRAFT

St. Lawrence County Soil and Water Conservation District
1942 Old DeKalb Road, Canton, NY 13617
BOARD OF DIRECTORS MEETING MINUTES
For January 23rd, 2025, at 5:00pm

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

Board Members Excused: John Burke

Guest Present: Glenn Webster

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

- I. **Call to Order:** at 5:02 pm
- II. **Introductions**
- III. **Agenda** (Attachment A)
- IV. **Minutes of the Previous Meeting:** *Motion to approve the November 21st, 2024 minutes, made by Cook, seconded by teRiele approved by all.*

Motion to approve the November and December 2024 Treasurers Report, made by Cook, seconded by Smith approved by all.

V. **Reports**

A. **Board of Legislators** –Glenn Webster

- 1. Webster reported that the big project with the county right now is the public safety building.

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

- 1. Andrews reported their next meeting is February 6th.
- 2. Andrews stated they are still working on combining Ag District 1 and Ag District 2 together to be one district.
- 3. Andrews said they are keeping an eye on all the solar facilities being built in the county.

C. **Treasurer's Reports:** Melissa Woods

- 1. Woods applied for a TCC number and filed 1099's online through the IRS website.
- 2. Woods worked on getting all the paperwork set up for 2025.
- 3. Met with insurance company to go over any questions and get new quote.
- 4. Woods has been working on entering tree sales into QuickBooks.
- 5. Woods has been working on annual reports and has most of them completed and ready to be reviewed by Bleau and upload to NYS portals.
- 6. Woods has been working on apparel prices for staff and BOD members.
- 7. *Motion to allow Woods to transfer up to \$40,000 form Money Market Savings account to the checking account to pay for February expenses, made by Cook, seconded by teRiele, approved by all.*
- 8. *Motion to send staff to WQS, there will be no charge this year due to a \$2,500 voucher for each district, made by Cook, seconded by Smith, approved by all*
- 9. *Motion to pay NYS Unemployment for 4th Quarter and last payment for \$3,528, made by Cook, seconded by Smith, approved by all.*
- 10. *Motion to pay QuickBooks/Intuit annual renewal of \$999, made by Smith, seconded by Kulp, approved by all.*
- 11. Discussion on drone insurance.
- 12. *Motion to deny drone liability and to modify, accept, and pay insurance renewal and allow Bleau to sign required documents, made by Cook, seconded by Smith, approved by all.*

VI. Organizational Meeting

- A. Officer elections: Upon discussion, *Motion for the following slate of offices, made by teRiele, seconded by Kulp approved by all.*
1. **Chair:** Andrews
 2. **Vice-chair:** Cook
 3. **Treasurer:** Smith
- B. *Motion to approve the District's Policy and Procedures Book for 2025 with an addition of a Breach of Information Policy, and the District Employee Handbook with the revision made on the Meal Reimbursement policy, made by Cook seconded by Smith, approved by all.*
- C. *Motion to approve Organizational items as shown on Appendix A, made by Cook, seconded by teRiele, approved by all.*
- D. *Motion to approve SWCD Fee Schedule Appendix B made by Cook, seconded by teRiele, approved by all.*

Read resignation letter from Margaret Haggard one of our representatives from the Board of Legislators

VII. Old and New Business:

- A. Andrews discussed business cards and contact information sheet for BOD members
- B. Discussion on purchasing apparel for BOD and staff. *Motion to purchase 1 shirt per member from CH up to \$300, made by Cook, seconded by teRiele, approved by all.*
- C. Discussion on having Endyne Labs in our facility for water testing.
- D. Discussion on septic tank and giving funds to the planning department for the program. *Motion to pay St. Lawrence County Planning Department \$15,000 for administration for the Septic Tank System Grant when requested, made by Smith, seconded by Cook, approved by all.*
- E. Discussion on hours of operation. Continue with flexible hours at the discretion of the manager.
- F. Discussion on hiring an intern. *Motion to post internship ad for WRP, made by Smith, seconded by teRiele, approved by all.*
- G. Discussion on meal reimbursement. *Motion to accept the new meal reimbursement policy for the handbook, made by Cook, seconded by teRiele, approved by all.*
- H. teRiele has a co-worker who would like to come and do a presentation on Water Chestnut Research, will try and schedule him for March.

VIII. SWCD Reports:

- A. **Forester's Report** – Aaron Barrigar
1. Barrigar has been working on AEM and Part B Forest Management Plans.
 2. Barrigar has been boundary marking on the county forest land, doing site visits and doing landowner assistance, and working on the tree sale.
 3. Discussion on ROW and contract issues. BOD would like SWCD to reach out to county attorney and see what our options are.
 4. *Motion to purchase forestry paint for \$905.50, made by teRiele, seconded by Smith, approved by all.*
 5. *Motion to purchase forestry signs for the county forestry boundary for \$400, made by Cook, seconded by teRiele, approved by all.*
- B. **Technician Report-** Heidi Knafelc
1. Knafelc stated they went to Canton HS and did a presentation on what SWCD jobs entail.
 2. Knafelc took her civil service test, and a Pesticide applicator prep course.
 3. Knafelc reported she has been working on Ag Values, FMP's, boundary marking, and studying for Pesticide Certification test.

C. Technician Report- Jevonnah Foster

1. Foster stated her certification for AEM planner has come through from NYS.
2. Foster has continued her grant work on AEM, AgNPS, EQIP, CAFO, CAFO ENMP, and CRF.
3. Foster did some soil sampling as well.
4. Foster stated AgNPS Round 28 is completed.

Kulp left at 6:48pm

5. ***Motion to pay Kulp the balance of her project once SWCD receives the funds, made by Cook, seconded by Smith, approved by all.***

Kulp entered at 6:50pm

6. Discussion on LO complaint.
7. Discussion on CAFO farm wanting another extension. ***Motion to ask state SWCC to allow 1 year extension with the caveat that 5 Mile Farm provides backup information to us before State SWCC meeting in February, made by Cook, seconded by Smith, approved by all.***
8. ***Motion to sign Resolution 2025-1 in order to participate in AgNPS Round 30, made by Smith, seconded by Cook, approved by all.***
9. ***Motion to contract with Morse Agronomics for 2025 NMP updates, made by Cook, seconded by Kulp, approved by all.***
10. ***Motion to reimburse Cambridge and Zufall for tier 4 implementation for \$12,285 and \$1,275 respectively, made by Kulp, seconded by teRiele, approved by all.***

Cook left at 7:10pm

D. Manager Report- Alivia Bleau

1. Bleau reported she attended the managers meeting in December in Cortland.
2. Bleau took her civil service test as well.
3. Bleau has worked on SAM entity renewal, staff evaluations, updating staff training plans, training on conservation desktop software, 2024 Newsletter, and tree sale numbers.
4. Bleau attended a Community Reforestation Grant info session, and AEM strategic plan meeting in Ray Brook.
5. ***Motion to accept and submit Part A, Part B, and Part C-Performance Measures Evaluation Report, Part C-Final Report, Hourly Rate for Grant Work, and Annual Treasurers Report to NYS by Feb 15th, made by Cook, second by Smith approved by all.***

IX. Correspondence: Mail was available for the Board’s review (Attachment D)

X. Announcements: None

XI. Next Meeting: February 20th, 2024 10:00 a.m.

XII. Meeting Adjourned: ***Motion to adjourn at 7:20 p.m. made by Smith, seconded by Kulp, approved by all.***

Robert Andrews, Jr., Chairperson

Date

Melissa Woods, Secretary/Assistant Treasurer

Date