

Draft
St. Lawrence County Soil and Water Conservation District
1942 Old DeKalb Road, Canton, NY 13617
BOARD OF DIRECTORS MEETING MINUTES
For February 20th, 2025, at 10:00am

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

Guest Present: Ryan Cunningham NYS SWCC,

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 10:01 am

II. Agenda (Attachment A)

Smith entered at 10:03 am

III. Ryan Cunningham Training Presentation: District Law

IV. Minutes of the Previous Meeting: *Motion to approve the January 23, 2025 minutes, made by Cook, seconded by Kulp approved by all.*

V. Reports

A. Board of Legislators –John Burke/Dan Fay

1. Burke stated its business as usual at the county.
2. Burke reported that the county clerk reported how much money they are bringing in, mostly from the DMV, stated its one of the only parts of the county that brings in revenue.
3. The Emergency service building is nearing completion.
4. Burke stated it will be approximately 5 years before the Highway Department is fully moved into the new building on Route 11 and the property on park street is sold.

B. Ag and Farmland Protection Board – Bob Andrews

1. Andrews there will be an Ag Tour on either August 15 or 22 of this year.
2. Andrews reported on 3 big solar projects: Rich Road solar has officially started construction and is ~1700 acres; Mossy Ridge Road ~400 acres, also building a substation; Brasher/Massena facility ~3800 Acres
3. Andrews that Methane Digester on Greenwood farm is up and running as of January 31.
4. Ag districts are done being combined into 1 district.
5. Andrews stated Septic program is ending in 2026 and the money needs to be spent, hoping to bring in more projects to the county this year.
6. Discussion on methane digester proposed to be built on Morley-Potsdam Road.

VI. SWCD Reports:

A. Treasurer's Reports: Melissa Woods

1. Woods finished and submitted all Annual Reports.
2. Woods sent the check (\$15,000) to County Planning Dept. for the Septic Grant Administration.
3. SWCD received 1st Quarter Forestry appropriation and SWCD Annual appropriation from the county.
4. Woods continues to work on tree sale orders.
5. Woods updated website with new hours.
6. Updated and uploaded intern ad on website and our Facebook page.
7. Woods has been working on QuickBooks research for new plan.
8. Woods and Bleau met with Paychex HR compliance group to see what they offer.
9. ***Motion to allow Woods to transfer up to \$45 ,000 from Money Market Savings account to the checking account to pay for March expenses, made by Cook, seconded by teRiele, approved by all.***
10. ***Motion to allow Andrews to sign acceptance of handbook changes form, made by Smith, seconded by Burke, approved by all.***
11. ***Motion to pay Jefferson County SWCD \$300 for AEM Engineering Services, made by Smith, seconded by Kulp, approved by all.***
12. ***Motion to pay NYACD dues for \$1,500, made by Cook, seconded by Smith, approved by all.***

Motion to approve the January 2025 Treasurers Report, made by Cook, seconded by teRiele approved by all.

B. Forester's Report – Aaron Barrigar

1. Barrigar continues to work on AEM and Part B Forest Management Plans.
2. Barrigar did a couple landowner assistance and site visits.
3. Barrigar has been dealing with ARPA/Hazard Tree contract and associated issues.
4. Barrigar has been working on attaining his Technical Service Provider (TSP) certificate.
5. Barrigar has been working on applying for a grant for invasive species work through SLELO PRISM.
6. Discussion on ARPA contract issues.
7. BOD stated no funds should be expended to Covell until the job is completed to the county forester's expectations, including clean-up.
8. ***Motion to move forward offering \$382,520 to begin immediately pending legal approval from the county and legislative approval, made by teRiele, seconded by Burke, approved by all.***

C. Technician Report- Heidi Knafelc

1. Knafelc reported she has been very busy with Ag Value Assessments.
2. Knafelc has also gone on site visits for potential forest management plan.
3. Knafelc continues studying for the Pesticide Certification Exam.

D. Technician Report- Jevonnah Foster

1. Foster reported she continues to work on AEM plans and T4 projects.
2. Foster stated AgNPS Round 30 work is almost complete and will submit on the 24th of February, has 6 farms interested.
3. CAFO extension paperwork has been submitted.
4. Foster reported we were awarded 1 of 2 grants that we applied for CAFO ENMP. This is a competitive grant across the state.
5. Fostered stated all CRF 7 contracts have been signed and submitted along with the claim for payments.

E. Manager Report- Alivia Bleau

1. Bleau had a meeting with Paychex HR to see if we wanted to upgrade, attended AFPB meeting, met with North Country Children’s Museum to discuss presentation on EAB.
2. Bleau attended a webinar about Silvopasture building blocks.
3. Bleau has been dealing with ARPA/Hazard Tree issue discussed above.
4. Bleau has also been working on SLELO grant application.

VII. Old and New Business:

- A.** Discussion on adding 20 paid sick leave hours for prenatal care, as NYS mandated for private sector. *Motion to approve up to 20 paid sick leave hours for prenatal care with proper documentation to be added to our employee handbook, made by teRiele, seconded by Cook, approved by all.*
- B.** Discussion on invasive species projects in our county to fight fragmentizes, honeysuckle, and buckthorn. We could do this on a lot of county land, but this grant is specifically for a project less than \$25,000. *Motion to apply for the SLELO PRISM Grant for \$24,500 to combat invasive species on county parcel 15A, made by Cook, seconded by Burke, approved by all.*
- C.** Discussion on the potential of SWCD having to leave the building if the government moves people to our office building. Need to keep in mind the potential of having to move. Also talked about government shutdown and procedures we will need to follow.
- D.** Discussion on internship, with the federal government funding in limbo we may not get our intern funded through the EQIP grant. BOD decided to expand our reach and post in more places. *Motion to extend Intern application for 1 month until March 20th, made by Smith, seconded by Cook, approved by all.*
- E.** Discussion on landowner concerns with local farm. It is the consensus of the BOD that the issue does not fall under our purview and to refer landowner to NYSDEC and the farms CAFO planner from here on out.
- F.** BOD want to review clothing between now and next meeting and decide to order more or from somewhere else.

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

IX. Announcements: Invasive Species presentation next month

X. Next Meeting: March 20th, 2025 5:00 p.m.

XI. Meeting Adjourned: *Motion to adjourn at 12:18 p.m., made by Cook, seconded by Fay, approved by all.*

Robert Andrews, Jr., Chairperson

Date

Melissa Woods, Secretary/Assistant Treasurer

Date