

**DRAFT**

St. Lawrence County Soil and Water Conservation District  
1942 Old DeKalb Road, Canton, NY 13617  
BOARD OF DIRECTORS MEETING MINUTES

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

**Guest Present:** Ryan Cunningham, NYS SWCC-via zoom

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

**I. Call to Order** at 3:35pm

**II. Agenda** (Attachment A)

**III. Introduction**

**IV. Minutes of the Previous Meeting(s):** *Motion to approve the March 23<sup>rd</sup>, 2023 minutes*, made by Cook, seconded by Smith **approved by all**

*Motion to approve the April 26<sup>th</sup>, 2023 minutes*, made by Cook, seconded by Smith **approved by all**

**V. Treasurer's Reports:** McKenzie Church

*Motion to approve all the financial reports in the March 2023 folder*, made by Cook, second by Allen **approved by all.**

*Motion to approve all the financial reports in the April 2023 folder*, made by Cook, second by Allen **approved by all.**

**VI. Reports**

**A. Board of Legislators** –John Burke

1. Burke spoke about updates to the State's budget.

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

1. Andrews discussed 8 landowners being added to Ag Districts
2. Next meeting in October

**VII. SWCD Reports:**

**A. Secretary/Assistant Treasurer's Report** –McKenzie Church

1. *Motion to pay bill of \$2,112 for AEM planning by Morse Agronomics Ltd.*, made by Burke, Second by Cook **approved by all.**
2. *Motion for \$10,000 to be moved from the Money Market to checking to pay Dulanski and Church vacation accruals* made by Cook, second by Allen **approved by all.**
3. *Motion to pay Dulanski and Church accrued time based on Employee Handbook*, made by Allen Second by Smith **approved by all**
4. Church reported that the expenses for June are expected to be \$35,000. *Motion to transfer \$35,000 from Money Market to checking for the month of June*, made by Cook Second by Burke **approved by all**

**B. Technician Report-** Heidi Knafelc

1. Knafelc has an equipment need for the 2023 Part B project; bat boxes/trail implementation at parcel 33. **Motion** for approval to spend up to \$1000 on bat boxes and posts made by Smith, second by Allen, **approved by all**

*Kulp entered at 3:51*

**C. Forester's Report** – Aaron Barrigar

1. Barrigar continues to work on forestry management plan.
2. Barrigar has begun working on Ash and Hazard tree removal project for this year which will be for the towns of Lisbon, Waddington, Louisville, and Massena.
3. Barrigar Participated in and will continue to help the St. Regis Mohawk Tribe with a large-scale ash harvesting project to form a splint repository.
4. Barrigar reported he has an equipment need for upcoming and current projects. **Motion** to purchase a Panama backpack tree marking gun, will be over \$500 but no more than \$700 made by Cook, seconded by Burke **approved by all.**

**D. Technician Report-** Jevonnah Foster

1. **Motion** to authorize Foster to complete the bid process and select the lowest bid on behalf of the Huntley's farm for their AEM Round 17 Tier 4 project, including completing any necessary paperwork made by Cook, second by Kulp **approved by all.**
2. **Motion** to approve using the Part C monies set aside on November 17, 2022, for this years' cover crop program as outlined in the project description presented by Foster made by Burke, second by Allen **approved by all.**
3. **Motion** to authorize payment for \$1000 to Farm Information Technologies, LLC for the yearly subscription to Cropware softwear out of equipment funds as described by Foster made by Cook, second by Smith **approved by all.**

*Smith Left 4:03*

4. Foster requested that all Board members interested in participating in this grant leave the room. **Motion** to approve Resolution # 2023 – 1 for NYS Agricultural Nonpoint Source Program - Round 29 made by Burke, second by Cook **approved by all.**
5. **Motion** to approve workload prioritization for NYS Ag NPS Grant – Round 29, as outlined by Foster made by Cook, second by Burke **approved by all.**

*Smith Entered 4:09*

6. **Motion** to approve Resolution # 2023 – 2 for NYS Climate Resilient Farming Program - Round 7 made by Cook, second by Burke **approved by all.**
7. **Motion** to approve workload prioritization for NYS CRF Program – Round 7, as outlined by Foster made by Allen, second by Kulp **approved by all.**

*Haggard Entered 4:13*

**E. Manager Report-** Raeanne Dulanski

1. Dulanski requested on behalf of the County Planning Office that SWCD assist the with GIS work for 2023-2024 Phase 1 of the snowmobile grant, which SWCD staff will be reimbursed for, all board members approved.

2. **Motion** to authorize Andrews to sign contract employee agreement with Dulanski to provide services to SWCD as an acting Secretary/Treasurer made by Allen, second by Cook, **approved by all.**
3. **Motion** to authorize the interview committee to extend an offer or negotiate within the advertised limits to selected candidate for District Manager and Secretary/Treasurer positions made by Burke, second by Cook, **approved by all.**
4. **Motion** to authorize Andrews to sign a contract allowing Chastity Miller, District Manager for Franklin County SWCD, to be an acting District Manager for up to 8 hours a week for up to 8 weeks, reimbursed at the state hourly rate for district managers pending Franklin County acceptance made by Burke, second by Cook, **approved by all.**

**VIII. Old and New Business**

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

**X. Announcements:** None

**XI. Next Meeting:** June 22<sup>nd</sup>, 2023 at 3:30pm

**XII. Meeting Adjourned:** **Motion** to adjourn at 5:00 p.m. made by Cook seconded by Haggard approved **by all.**

\_\_\_\_\_  
Robert Andrews, Jr., Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_  
Date

Attachments: A – C