

**Draft**  
St. Lawrence County Soil and Water Conservation District  
1942 Old DeKalb Road, Canton, NY 13617  
**BOARD OF DIRECTORS MEETING MINUTES**  
For April 17<sup>th</sup>, 2025, at 5:00 pm

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

**Guest Present:** Brad Baldwin

**Staff Present:** Alivia Bleau (Manager), Melissa Woods (Secretary/Assistant Treasurer)

**I. Call to Order:** at 5:03 pm

**II. Agenda** (Attachment A)

**III. Minutes of the Previous Meeting:** *Motion to approve the March 20, 2025 minutes, made by Cook, seconded by teRiele approved by all.*

**IV. Reports**

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

1. Burke stated that the BOL approved hiring 2 sheriff deputies to protect the Harold B. Smith building.
2. BOL approved a resolution to join the Tri-County Response Team with St. Lawrence, Clinton, Franklin, and Essex counties.
3. Burke stated the county is contracting with Citizens Advocates for mental health outreach services.

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

1. Andrews reported the Ag Tour date is August 15, and the places the tour is stopping includes: Bourdeau Brothers Grain storage facility, Greenwood Dairy, Cornell Cooperative Extension, and Canton Apples.
2. Andrews stated they also talked about the 5 solar projects currently going on. Stated some smaller solar projects seem to be dwindling, but the bigger projects are still happening.

**V. SWCD Reports:** (Attachment B)

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

1. Woods has been continuing working on tree sale and adding sales to QuickBooks, making postcards to mail, calling people on extra trees list, making packing cards, and helping at hand out.
2. Woods has been helping do some bookkeeping for Franklin County SWCD, as they go through staff changes.
3. Woods opened 3 different bank accounts for 3 separate CRF grants, and transferred the correct funds into each out.
4. Woods is still working on NARE donations.
5. Woods made the 11<sup>th</sup> ARPA draw.
6. *Motion to allow Woods to transfer up to \$30 ,000 from Money Market Savings account to the checking account to pay for April expenses, made by Cook, seconded by teRiele, approved by all.*
7. *Motion to pay the final invoice for 2025 Tree Sale to Alpha Nurseries for \$4,295.58, made by Cook, Seconded by Fay, approved by all.*

8. ***Motion to pay Jefferson County SWCD for engineering for \$2,992.05, made by Smith, seconded by Burke, approved by all.***

***Motion to approve the March 2025 Treasurers Report, made by Fay, seconded by Smith approved by all.***

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

1. Barrigar continues to work on Forest Management Plans.
2. Barrigar has also been working on Boundary Marking on county parcels, EQIP applications, packed and handed out trees, continue with landowner assistance and site visits.
3. Barrigar submitted NRCS TSP application and is going to be approved for EQIP forestry practices 314, 647, 106, 666, 315, 391, 612, 490, 660, and 384.
4. Barrigar will be attending training with NRCS to obtain Job Approval Authority (JAA) for EQIP.
5. Barrigar met with Village of Potsdam to go over tree planting plan, approximately 79 new trees will be planted throughout the village.
6. Held our annual tree sale and sold \$8,366.79 worth of trees.
7. Kravitz is slated to start tree cutting the ROW's mid-April.

**Presentation on Invasive Species (Water Chestnut) from Brad Baldwin**

**C. Technician Report- Heidi Knafelc**

1. Knafelc went to Jacques' Cartier State Park and fell trees for APHIS ERAB IPM study and then went to Saint Regis Mohawk Tribe peeling trees.
2. Knafelc completed 31 Ag Value Assessments.
3. Knafelc has continued studying for her Pesticide Certification Exam.

**D. Technician Report- Jevonnah Foster**

1. Foster has continued working on AEM and T4 projects.
2. Foster has submitted AgNPS round 30 grant, waiting for results.
3. Foster is still waiting on final engineering for CAFO grant.
4. Foster is waiting for official contracts for CAFO ENMP grants.
5. Foster reached out to Pro-Dairy and will be hosting Manure Applicator training at the Gouverneur Community Center on My 1<sup>st</sup> from 11am to 1pm. If anyone is interested in attending please RSVP with the office.
6. ***Motion to accept Fosters resignation letter, made by Cook, seconded by teRiele, approved by all.***

**E. Manager Report- Alivia Bleau**

1. Bleau went on some site visits with NRCS for training on WRP.
2. Bleau had meetings with SLELO Prism and St. Lawrence Watershed Working Group.
3. Bleau has been working on drafting strategic plan, hiring intern, planning for presentation at Children's Museum on EAB, tree sale prep, and transitioning for tech leaving.

**VI. Old Business:**

- A. BOD decided to table discussion on embroidery until we hear back on prices.
- B. Discussion on intern and who we hired for the position.

**VII. New Business:**

**A. Discussion on boot/clothing stipend.**

*Motion to approve an essential clothing/boot allowance to be used for fieldwork only, for full time district staff members at a rate of \$300 per year, approved by the district manager, made by Cook, seconded by teRiele, approved by all.*

**B. Short discussion on hiring new district technician.**

*Motion to enter executive session at 6:54 pm, made by, Fay seconded by Smith, approved by all.*

**C. Once exited executive session, made the following motions:**

*Motion to post ad for district technician position as revised by Bleau and Andrews, made by, Fay seconded by Smith, approved by all.*

*Motion to sign and go into contract with Champlain Valley Agronomics to allow Foster to finish projects and help with the transition at a rate of \$51/hour, made by Smith, seconded by Burke, approved by all.*

*Motion to pay Foster for accumulated vacation and comp time at time of departure, made by teRiele, seconded by Cook, approved by all.*

**D. Discussion on what needs to be updated for new district technician position.**

**VIII. Correspondence:** Mail was available for the Board's review. (Attachment C)

**IX. Announcements:** N/A

**X. Next Meeting:** May 15<sup>th</sup>, 2025 5:00 p.m.

**XI. Meeting Adjourned:** *Motion to adjourn at 7:36 p.m., made by Fay, seconded by teRiele, approved by all.*

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Robert Andrews, Jr., Chairperson

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Date

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Melissa Woods, Secretary/Assistant Treasurer

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Date