

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

Board Members Present: Adam Cook (Vice Chair), Patrick Smith (Treasurer), Kaitlyn Kulp, Jackie teRiele, and John Burke

Board Members Absent: Robert Andrews, Daniel Fay

Staff Present: Alivia Bleau (Manager), Melissa Woods (Secretary/Assistant Treasurer), Allycia Foote (District Technician)

I. Call to Order: at 5:04 pm

II. Agenda (Attachment A)

III. Minutes of the Previous Meeting: *Motion to approve the May 15, 2025 minutes, made by Smith, seconded by teRiele approved by all.*

Kulp entered at 5:06pm

IV. Reports

A. Board of Legislators –John Burke

1. Burke reported that the county approved the building of a substation in Fine.
2. Burke reported that a culvert on CR 14 failed and the road will be closed. The culvert won't be replaced till 2027.
3. The county approved a new personnel officer.
4. Burke reported the BOL passed a new resolution encouraging the governor of NYS to reconsider the appropriation of \$50 million to illegal immigrants.

B. Ag and Farmland Protection Board – Alivia Bleau (For Robert Andrews)

1. Bleau reported the Ag Tour date is August 15, and encouraged other BOD members and staff to attend.

Introduction of Allycia Foote our new District Technician

V. SWCD Reports: (Attachment B)

A. Treasurer's Reports: Melissa Woods

1. Woods worked on EAB all flyers are sent to residents.
2. Woods wrote checks to pay Covell and Kravitz for ROW work done in 2025.
3. Woods helped Franklin County SWCD with new secretary, worked on the Audit and sent all requested information to the auditors, submitted clothing order, worked on AgLearn training, delivered cover crop applications to area feed stores, sent quarterly paperwork to the county, and did all onboarding paperwork for new technician Allycia Foote.
4. *Motion to allow Woods to transfer up to \$30,000 form Money Market Savings account to the Checking account to pay for August expenses, made by Smith, seconded by Burke, approved by all.*
5. *Motion to sign term agreement between SLC and Jefferson County to expire in December of 2028, made by Burke, seconded by teRiele, approved by all.*

Motion to approve the May and June 2025 Treasurers Report, made by Smith, seconded by teRiele, approved by all.

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AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER

B. Technician Report- Allycia Foote

1. Foote has been working on getting oriented in the new position and reorganizing documents to flow better for her.
2. Foote also worked at a Bee Keeping seminar.
3. Foote met with Foster to go over the transition and where all the grants stand and where to pick up.
4. Discussion on CNMP since we no longer have a CNMP planner, BOD wants to reach out to Cunningham and also questioned if we can bid out the contract.

C. Forester's Report – Aaron Barrigar

1. Barrigar continues to work on Forest Management Plans, Boundary Marking, EQIP applications, finished marking trees for the Ash and Hazard tree project, assisted with conservation field days, site visits and land owner assistance.
2. Barrigar has been assisting the Village of Potsdam with their tree planting project.
3. Barrigar has been working on the SLELO grant parcel 15A for Blanding's turtle habitat restoration.
4. Discussion on TSP letter that NRCS sent about Barrigar becoming a TSP since there are none in our area.
5. ***Motion to sign TSP letter and send back to Blake Glover of NRCS, made by teRiele, seconded by Smith, approved by all.***
6. Discussion on Bid packet for ARPA 2025 bid. BOD wants to make sure the contract protects the interest of SWCD if the contract becomes breached.
7. ***Motion to approve ROW bid proposal with improved language from county attorney and confirmation of funds from the county for 2025 proposal, and for Bleau and Barrigar to move forward with the bid posting process, made by teRiele, seconded by Kulp, approved by all.***

D. Technician Report- Heidi Knafelc

1. Knafelc has continued working on boundary marking and iMap invasive documentation for Parcel 15A.
2. Knafelc has been working on Part B Forest Management Plan's(FMP) for 6 different residents. She also has been working on 2 different AEM FMP's.
3. Knafelc along with Barrigar finished ROW inventory and marking of trees.
4. Knafelc did a water pollution activity for Conservation Field Days.

E. Intern Report- Sarah Manning

1. Manning has completed 140 of 153 WRP sites.
2. Manning stated she should be able to finish all the WRP sites within the approved 250 hours.

F. Manager Report- Alivia Bleau

1. Bleau attended the NYS Envirothon, WRP training, Tree planting meetings with The Nature Conservancy, Conservation Field Days, Regional Managers meeting with Anrdews in Ray Brook, Fish and Wildlife Management meeting, and SLELO Chestnut Pull.
2. Bleau conducted interviews for the district technician position and hired a new technician.
3. Bleau went on a Pond visit, has been working on AEM Action Plan and submitted that paperwork, has been working on SLC Fair planning, Ag Tour planning, cover crop marketing, and the budget for county appropriation.
4. ***Motion to approve budget to send to the county with funding request, made by Burke, seconded by Smith, approved by all.***

Motion to formally approve mailed motion that was signed by each board member, to pay Kravitz \$199,502 and Covell \$68,275 for cutting of ARPA and Hazard Trees, made by teRiele, seconded by Burke, approved by all.

VI. Old Business:

- A. All apparel has been ordered, waiting on proofs from the company.
- B. Discussion on Parcel 15A. The parcel has been sprayed for invasive species and will be monitored for re-growth.
- C. *Motion to pay Murphy Forest Management for herbicide application on Parcel 15A out of Part C with reimbursement from SLELO grant, made by Burke, seconded by teRiele, approved by all.*
- D. Discussion on Planting with a Purpose, which is a tree sale incentive.
- E. *Motion to include the “Planting with a Purpose” program in the “Tapping into your lands Potential” contract, made by Burke, seconded by Smith, approved by all.*

VII. New Business:

- A. teRiele reported on the CDEA meeting she attended.
- B. Discussion on the budget to take to the County.
- C. Discussion on the increase in phone calls about water samples.
- D. Discussion on cover crop applications and *Motioned to post cover crop program application in North Country Now up to \$65.00, made by Smith, seconded by Kulp, approved by all.*

VIII. Correspondence: Mail (Attachment C)

IX. Announcements: N/A

X. Next Meeting: August 21st, 2025 5:00 p.m.

XI. Meeting Adjourned: *Motion to adjourn at 6:48 p.m., made by teRiele, seconded by Burke, approved by all.*

Robert Andrews, Jr., Chairperson

Date

Melissa Woods, Secretary/Assistant Treasurer

Date