

Draft
St. Lawrence County Soil and Water Conservation District
1942 Old DeKalb Road, Canton, NY 13617
BOARD OF DIRECTORS MEETING MINUTES
For August 21st, 2025, at 5:00 pm

Board Members Present: Robert Andrews Jr. (Chairman), Patrick Smith (Treasurer), Jackie teRiele, and John Burke

Board Members Absent: Adam Cook, Daniel Fay

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

I. Call to Order: at 5:11 pm

II. Agenda (Attachment A)

III. Minutes of the Previous Meeting: *Motion to approve the July 17, 2025 minutes, made by teRiele, seconded by Smith approved by all.*

IV. Reports

A. Board of Legislators –John Burke

1. Burke reported that the county clerk needs more money to pay overtime to county employees.
2. Burke also stated that the BOL sent a notice to the governor in support of the Nuclear Power Plant.

B. Ag and Farmland Protection Board – Robert Andrews)

1. Andrews reported that the Ag Tour was very successful, he did wish more BOL could attend.
2. Andrews reported the next AFPB meeting is either Oct 4th or 6th and they will be discussing that the USDA pulled \$2 Billion in funds away from renewable energy.
3. Andrews also stated that there are changes come to local solar developments because of the funding.

V. SWCD Reports: (Attachment B)

A. Treasurer's Reports: Melissa Woods

1. Woods helped Bleau finish up the Budget for the county presentation.
2. Woods prepped and worked at the SLC Fair, worked on a FOIL request, attended Franklin County Fair, worked on tree sale things for 2026, and did normal month end procedures.
3. *Motion to allow Woods to transfer up to \$30,000 from Money Market Savings account to the Checking account to pay for September expenses, made by teRiele, seconded by Smith, approved by all.*
4. *Motion to allow Woods and Bleau to attend the administrative conference at the end of October for \$150 each, made by teRiele, seconded by Burke, approved by all.*
5. *Motion to pay Dairy One bill for a total of \$576.00 for Soil and Manure samples, made by Burke, seconded by teRiele, approved by all.*
6. *Motion to pay Champlain Valley Agronomics for Jevonnah Foster's time for a total of \$9,792.00, made by Smith, seconded by Burke, approved by all.*

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

B. Technician Report- Allycia Foote

1. Foote has been working on organizing AEM files, taking cover crop applications, attending both the SLC Fair and the Franklin County Fair, attending Ag & Markets meeting for CRF & AgNPS updates, and attended the Ag Tour.
2. CRF 8 updates: 3 funded projects and we have received the contracts.
3. Foote has also been meeting with producers to re-certify their NYS Grown and Certified certifications.

Update on CRF 6 project: have broken ground and have begun pouring concrete.

C. Forester's Report – Aaron Barrigar

1. Barrigar continues to work on Forest Management Plans, EQIP applications, 2026 tree sale, assisting the Village of Potsdam with their tree planting project, attending the SLC fair, landowner assistance and site visits.
2. Barrigar has been working on SLELO Grant and the Blanding's Turtle habitat restoration project and the TNC Tapping into your lands potential program.
3. ***Motion to authorize district to pay the 25% deposit to Alpha Nurseries for the 2026 Tree Sale order for \$1,414.39, made by teRiele, seconded by Burke, approved by all.***

Opening of Ash/Hazard Tree sealed Bids, then discussion on the bids and who to award the contract.

Motion to pick Putney Tree Service as the contractor for the Right of Way Ash and Hazard Tree removal for \$321,000, given successful conversation with contractor and Ruth, made by teRiele, seconded by Smith, approved by all.

D. Technician Report- Heidi Knafelc

1. Knafelc has continued working on iMap invasive documentation for Parcel 15A and ag values.
2. Knafelc has been working on Part B Forest Management Plan's(FMP) for 2 different residents.
3. Knafelc also attended the SLC & Franklin County Fair.

E. Intern Report- Sarah Manning

1. Manning has completed all WRP sites.
2. Discussion on completing CUAs about 35 of them.
3. ***Motion to extend Manning's hours up to 280 hours and extend her contract to 3/1/2026, made by teRiele, seconded by Smith, approved by all.***

F. Manager Report- Alivia Bleau

1. Bleau had her budget meeting with the county, help plan and attend the Ag Tour, prepped and attended the SLC Fair, also attended the Franklin county Fair, worked on TNC marketing logistics, outreach planning for Day at The Farm.
2. Bleau continued to work on Ash/hazard tree bid packet, worked on FOIL request, worked on WRP coordinating, and strategic plan.
3. Bleau worked with Foote on the cover crop program.
4. ***Motion to sign and send retirement "Fix Tier 6" support letter, made by Burke, seconded by Smith, approved by all.***

VI. Old Business:

- A. Discussion on CNMP and who we can use. BOD would like Bleau to reach out to planners and see who is willing to be on our approved contracts list and is also accepting new clients.
- B. Update and discussion on Tapping into your Lands Potential program. We have marketed and had 19 people initially interested and have it narrowed down to 3 land owners.
- C. Discussion on Cover Crop Program, ranked farmers and decided to allow 6 producers to be in the program this year. ***Motion to pay 6 farmers for 50 acres at a rate of \$83/acre for a total of \$24,900, made by Smith, seconded by teRiele, approved by all.***

VII. New Business:

- A. Discussion on the FOIL request we received and update our policy. ***Motion to approve policy change for FOIL requests to outline the county attorney as the appeals officer to match 2024 county policy update, made by teRiele, seconded by Smith, approved by all.***
- B. Discussion on upcoming conferences Bleau would like to attend: Invasive Species Expo and Con Skills.
- C. Discussion on making Woods the Records Management Officer. ***Motion to name Melissa Woods as the Records Management Officer for St. Lawrence County SWCD, made by Burke, seconded by Smith, approved by all.***
- D. Discussion on One Farmer, One File that the USDA is trying to implement in the near future. Trying to make things more streamlined within all the agencies within the USDA.
- E. Discussion on Grain Bin Rescue Program that CCE is hosting. The BOD decided we would like to give them a donation to put this training on in St. Lawrence County. ***Motion to support Grain Bin Rescue Training by donating \$500, made by teRiele, seconded by Smith, approved by all.***
- F. Discussion on our need for a new Board Member. The BOD would like us to reach out to Ryan Cunningham to make sure we have all our need covered and who the new person needs to represent.

VIII. Correspondence: Mail (Attachment C)

IX. Announcements: N/A

X. Next Meeting: September 18th, 2025 5:00 p.m.

XI. Meeting Adjourned: ***Motion to adjourn at 7:11 p.m., made by Smith, seconded by teRiele, approved by all.***

Robert Andrews, Jr., Chairperson

Date

Melissa Woods, Secretary/Assistant Treasurer

Date