

St. Lawrence County Soil and Water Conservation District
1942 Old DeKalb Road, Canton, NY 13617
BOARD OF DIRECTORS MEETING MINUTES
For October 17th, 2024, at 4:15 pm

Board Members Present: Robert Andrews, Jr. (Chairperson), Patrick Smith (Treasurer), Jackie teRiele, and John Burke, Adam Cook (Vice-Chair) via phone

Board Members Excused: Margaret Haggard, Kaitlyn Kulp

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

Staff Members Excused: Jevonnah Foster (Technician), Heidi Knafelc (Technician), and Aaron Barrigar (Forester)

Guest Present: Ryan Cunningham

- I. **Call to Order:** at 4:20 pm
- II. **Agenda** (Attachment A)
- III. **Minutes of the Previous Meeting:**

Motion to approve the August 22, 2024 minutes, made by Burke, seconded by Smith, approved by all.

A. Treasurer's Reports: Melissa Woods

- 1. Woods stated that the website and lobby BOD picture has been updated.
- 2. Woods has continued to send out EAB Fliers.
- 3. Woods set up appointment and got the Equinox fixed, that's all taken care of.
- 4. Woods stated that Bleau had reached out to Mr. Button about our square account; he said easiest thing to do is create a new one. Discussion on other POS systems.
- 5. ***Motion to make an amendment to the handbook for Point of Sale system which will be assigned to the Secretary/Assistant Treasurer role, made by teRiele, seconded by Burke, approved by all.***
- 6. ***Motion to have Woods set up square account, made by Smith, seconded by Burke, approved by all.***
- 7. Woods reached out to the planning department about our WQCC account, they agreed it was ok to close the account and absorb the money into our money market account.
- 8. ***Motion to absorb the WQCC money into SWCD money market account since no activity since 2012, made by Burke, seconded by Smith, approved by all.***
- 9. Discussion on what to do with the money and decided to buy an educational Watershed model.
- 10. ***Motion to buy Watershed/Nonpoint Source Model with the money from the WQCC account that is absorbed into SWCD monies, made by teRiele, seconded by Smith, approved by all.***
- 11. Woods has continued to work on the records retention and plans to start going through records soon.
- 12. Woods attended Day at The Farm with Bleau.
- 13. Woods did all 3rd quarter paperwork, and 4th quarter forestry appropriation.
- 14. Woods and team have been going through working on updating the employee handbook.

15. *Motion to pay NYS Grange membership dues for \$30.00, made by Burke, seconded by Smith, approved by all.*
16. *Motion to pay NACD membership dues of \$50.00, made by Burke, seconded by Smith, approved by all.*
17. Discussion on unemployment insurance.
18. *Motion to pay 3rd quarter unemployment in the amount of \$6,552.00, made by Smith, seconded by teRiele, approved by all.*
19. *Motion to allow Woods to transfer up to \$35,000 from Money Market Savings account to the Checking account to pay for October expenses, made by Burke, seconded by Smith, approved by all.*
20. *Motion to allow Woods to transfer up to \$35,000 from Money Market Savings account to the Checking account to pay for November expenses, made by Smith, seconded by Burke, approved by all.*

Motion to approve the August and September 2024 Treasurers Reports, made by Burke, seconded by Smith, approved by all.

IV. Reports

A. Board of Legislators –John Burke

1. Burke reported that the 911 building project is 2/3 done, the project is ahead of schedule and under budget so far. Dispatch should be able to move back in by the end of the year.
2. County is putting together a bid to buy the building (Harrowgate Commons) in Massena where dispatch is currently housed.
3. Burke stated that SWCD budget has not been approved as of now, should be done by next month.
4. The county is finishing up the old jail renovations.
5. There is a second family court being built because of the addition of another family court judge being brought on.
6. The county has a plan in 2025 to replace the communication system and place 2 towers in the Adirondacks.
7. There are currently 4 contracts up for renewal (CSEA, Indigent defense, Solid Waste, Council 82).
8. Burke stated that Ruth would like to learn more about the carbon credits program from SWCD.

B. Ag and Farmland Protection Board - Bob Andrews

1. Andrews reported that 4 solar facilities was the main topic of discussion. Rich Road solar is a go construction will start in 2025, Mossy Ridge is in the process to be finalized of going through the state by end of 2025. Another solar facility in Brasher/Massena is planned to be about 3K acres, one more in Massena/Norfolk as a possible proposal.
2. Andrews stated they went over the 2022 USDA Ag census at their meeting. Only 73 farms left in the county compared to 490 farms in 2018 that send milk to a facility.
3. They also discussed the importance of cover crops and the change in crops throughout the county.

C. Ryan Cunningham

1. Cunningham stated that CAFO ENMP is out and going now, due October 28.
2. Cunningham said Part B proposals are due Nov. 1 & Part C due at end of the year.
3. AgNPS Rnd 30 water grant is coming out at the end of October, could be double the amount of money available.
4. Eco-systems based management program, small streams, culverts, roadside ditches, NAAC, are a priority area, the grant comes out in November for non-ag projects about 2 million available for that.
5. AEM engineering grants-trying to offset the engineering cost of regular AEM plans, AEM 19 is coming out in summer of 2025 and could expand money to 3 years instead of 2 years.
6. SPAC meeting October 29th, invite anyone who wants to attend.

V. SWCD Reports:

A. Technician Reports- Reports given to BOD before the meeting to allow for questions or discussions.

1. ROW discussion.
2. Barrigar and Bleau sent out the bid for the ARPA project, due by November 1, 2024.
3. TNC reforestation for the future draft.
4. ***Motion to allow Barrigar & Bleau to complete the bid process and select the lowest bid for ARPA/Hazard Tree removal, including any necessary paperwork, made by Burke, seconded by Smith, approved by all.***
5. Discussion on civil service test coming up.
6. BOD would like Foster to put together final cover crop numbers, and any projects she has lined up for 2025 and present at next BOD meeting.
7. Discussion on having the full staff at the next meeting to clear anything up for 2024.
8. ***Motion to reimburse Cook \$6,225.00 for cover crops, made by Burke, seconded by Smith, approved by all.***
9. Discussion on paying for cover crops covered in CRF 7 out of Part C until we receive the money from the state. The state is behind due to lack of legal counsel to finalize the contracts. We will get the money from the state; just don't want to make the farmers wait for money.
10. ***Motion to approve using Part C monies, up to \$38,100 to pay farms for CRF 7 until SWCD is reimbursed by the state, made by Burke, seconded by teRiele, approved by all.***
11. 3 out of 43 out of 4 CRF 8 grant applications approved.
12. Discussion on difference between CAFO and CAFO ENMP grants.

B. Manager Report- Alivia Bleau

1. Bleau met with Patrick Ames from CCE, and scheduled a meeting with Hamilton County SWCD manager.
2. Bleau has been working on drafting an insurance buy-out policy, re-working the 2025 budget with hopes to approve at the November meeting, studying for civil service test coming up in December, researching best social media practices, drafting a social media guide/plan, and reviewing Part C performance measures.
3. Bleau attended: the NYSACC virtual conference, St. Lawrence county CART meeting, and SLELO Prism meeting.
4. Bleau went to Day at The Farm and talked to about 100 different people. Also started thinking about different ideas for next year.
5. Bleau continued with staff and individual meetings.
6. Bleau signed SWCD up to participate in the Potsdam Chamber of Commerce Trunk or Treat.

7. Discussion on performance measures and what still needs to be done before the end of the year.
8. Discussion about intern being done, and talk about civil service and encouraging people to take the test.

Smith stepped out for ranking on CAFO ENMP plans at 5:57pm

9. Discussion on prioritizations for CAFO ENMP plans.
10. ***Motion to approve resolution # 2024-2 for CAFO ENMP grant, made by Cook, seconded by teRiele, approved by all.***
11. ***Motion to approve workload prioritizations for CAFO ENMP as outlined by Bleau, made by Burke, seconded by Cook, approved by all.***

Smith re-entered at 6:05pm

VI. New Business:

- A. Discussion on annual plan of work, part B project, and annual audit.
- B. ***Motion to accept annual plan of work for 2025 and send to NYS, made by Smith, seconded by teRiele, approved by all.***
- C. ***Motion to approve 2025 Part B project for 4 Forest Management Plans for non-farmers, made by Burke, seconded by Smith, approved by all.***
- D. ***Motion to approve annual audit completed by Dreshell & Malecki, made by Burke, seconded by teRiele, approve by all.***
- E. Discussion on being a water drop-off for Endyne Labs since our local water testing laboratory has closed.
- F. ***Motion to approve being a drop-off location for Endyne Labs, made by Burke, seconded by teRiele, approved by all.***

VII. Old Business:

- A. Discussion on Strategic Plan
 - i. Include finance and education as a subset in each category in the plan
- B. Discussion on a new Logo
 - i. BOD likes the one with our county shape, have Bleau update and approve at next BOD meeting.
- C. Discussion on insurance buy-out policy
- D. ***Motion to enter executive session at 6:51pm, made by teRiele, seconded by Smith.***
- E. Re-enter normal session at 7:09pm. Will table insurance buy-out to have the whole BOD present next month.

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

IX. Announcements: None

X. Next Meeting: November 21, 2024 4:15 p.m.

XI. Meeting Adjourned: ***Motion to adjourn at 7:18 p.m. made by Burke, seconded by teRiele, approved by all.***

Robert Andrews, Jr., Chairperson

Date

Melissa Woods, Secretary/Assistant Treasurer

Date