

DRAFT
St. Lawrence County Soil and Water Conservation District
1942 Old DeKalb Road, Canton, NY 13617
BOARD OF DIRECTORS MEETING MINUTES
For October 16th, 2025, at 5:00 pm

Board Members Present: Robert Andrews Jr. (Chairman), Adam Cook (Vice Chair), Jackie teRiele, Patrick Smith, and John Burke

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

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

II. **Agenda** (Attachment A)

III. **Minutes of the Previous Meeting:** *Motion to approve the September 18, 2025 minutes, made by Cook, seconded by teRiele approved by all.*

IV. **Reports**

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

1. Burke reported that the BOL passed a resolution for Fire & Rescue personnel to have a tax break, senior, low income, and people with disabilities can get that as well.
2. Burke reported the board authorized the chair to sign a contract for exploration of clean up for contaminated fuel tanks.
3. Burke stated they signed a food service management contract with an outside agency to provide meals for corrections.
4. Burke stated the county is also extending the contract with Blue Cross/Blue Shield for their health care services for county employees.

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

1. Andrews reported that Rich road solar is currently on hold till at least 2027.
2. Andrews stated there are 2 proposals for small solar projects in Massena and Brasher that are still up in the air.
3. Andrews also stated the IDA reported they have been asked to be a part of a Baby Formula plant in Jefferson County. Also they talked about where the milk will come from to supply this plant.

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

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

1. Woods reported that she took an NRCS safety training webinar, has been working on updates to the website, Day at the Farm prep, prep for government shutdown, monthly and quarterly procedures.
2. *Motion to allow Woods to transfer up to \$30,000 from Money Market Savings account to the Checking account to pay for November expenses, made by Cook, seconded by teRiele, approved by all.*
3. *Motion to pay farmer for AEM Tier 4 work that is completed (planted 48.5 acres at \$417/acre) for a total of \$20,244.20 out of AEM funds, made by Cook, seconded by teRiele, approved by all.*
4. *Motion to pay NYS Grange dues for \$30, made by Cook, seconded by Burke, approved by all.*
5. Discussion on paying NACD dues, it was consensus of the board to not pay for NACD dues this year.

Motion to approve the September 2025 Treasurers Report, made by Burke, seconded by Smith, approved by all.

B. Technician Report- Allycia Foote

1. Foote reported updates on the AEM Cover Crop program, all contracts are signed, 3 have finished 3 still need to be finished, after discussion on what is left to be planted the board decided to:
Motion that all cover crops must be completed/planted by November 1st or no funds will be given, made by Burke, seconded by Cook, approved by all.
2. Foote also stated that for AEM 18 3 projects till need to finish by 12/31/25, tile drain, fence, and HUA barnyard.
3. Foote stated she has gone out and checked some Part C Cover Crops they are starting to grow, still need to check some other fields.
4. Foote went to Day at the Farm and stated there was a great turnout and had a great interaction with the kids.
5. Foote stated she has been working on AEM Strategic Plan and it is due 12/31/25.
6. No updates on CRF 8, for CRF 9 Foote has been working with Foster from CVA, Foster has agreed to finish applications for Foote if she is gone on Maternity leave before the deadline.
7. ***Motion to sign Resolution 2025-4 (Attachment D) to participate in CRF Round 9, made by teRiele, seconded by Cook, approved by all.***
8. Foote states AgNPS round 30 none of our applicants got funded but all but 1 has stated that they want to reapply for Round 31 but it still hasn't been released.

C. Forester's Report – Aaron Barrigar

1. Barrigar continues to work on Forest Management Plans, Tapping into your lands potential, CR ROW ash and hazard tree firewood marking, assisting the Village of Potsdam with UCF2, ISA renewal, and landowner assistance and site visits.
2. ***Motion to pay ISA renewal to keep his Certified Arborist certification for \$220.00, made by Burke, seconded by Cook, approved by all.***

D. Technician Report- Heidi Knafelc

1. Knafelc has been working on Part B forest management plans, and ag values.
2. Knafelc worked on a big project for the Day at the Farm and also worked at Day at the Farm. She also did some timber marking with Franklin County SWCD.

E. Manager Report- Alivia Bleau

1. Bleau has attended SLC CART meeting, USDA Physical safety training meeting, state EBM meeting, Conservation Skills workshop, state aid to districts forum, Finance committee meeting with the county, and SUNY Potsdam Local Government conference.
2. Bleau had been prepping for being out of the office if the government shuts down, prep for Day at the Farm, emailing looking for potential BOD members, and working on the ROW contract.
3. Discussion on how the shutdown has been going and how Bleau has been keeping things going. Andrews would like Bleau to reach out to county and see if they have a more permanent place to put SWCD to be accessible to the public and that may have a phone line.
4. ***Motion to buy a reasonably priced cell phone to use for Square and during the shutdown, made by Cook, seconded by teRiele, approved by all.***

VI. Old Business:

- A. Discussion on trying to find a new Board member. Bleau has reached out to a few people and they are spread too thin to join at this time. BOD gave a few suggestions on who to reach out to next.
- B. Discussion on Timber Marking Contract. Bleau gave more specifics on how the contract would work, board would like Bleau to get together with Barrigar and have a few more questions answered. BOD decided to table discussion until the next BOD meeting.
- C. Discussion on State Aid overview. Bleau broke out the 3 programs we get our state aid from, how much we receive; Part A: \$60,000 if we can prove we have spent \$120,000, Part B: \$6,000, Part C: up to \$240,000.
- D. Discussion on what we can do with Part C money and where we want to focus our attention for the next year on different projects (Culverts, Soil Health, Ag Assessment/Ag District).
- E. Discussion on ROW update, the county has signed a resolution for money for the rest of the ROW cutting of trees. Putney has the contract waiting on lawyers before he signs the contract.
- F. After discussion last meeting we decided to do more Forest Management Plans for our Part B project. ***Motion to approve Part B project request for Forest Management Plans, made by Cook, seconded by Smith, approved by all.***

VII. New Business:

- A. Discussion on EBM (ecosystem Based Management) project which could include a culvert replacement in Colton, finding a culvert with bad NAACC and contact that municipality to replace it, and lastly could be used to educate municipalities on culvert sizing. ***Motion to apply for EBM grant for education track and potentially culvert replacement track, made by teRiele, seconded by Cook, approved by all.***
- B. Discussion on Annual Plan of Work which is due November 1st. The plan doesn't include many changes from last year, just took some things out that don't apply anymore. ***Motion to approve annual plan of work and for Bleau to submit to SWCC, made by Burke, seconded by Cook, approved by all.***
- C. Discussion on CAFO Round 3 project. The project is complete we are waiting on as-builts and a few receipts to prove the project is fully paid for. It is the consensus of the board to not pay out any money until the project is completed.

VIII. Correspondence: Mail (Attachment C)

IX. Announcements: N/A

X. Next Meeting: November 13, 2025 5:00 p.m.

XI. Meeting Adjourned: ***Motion to adjourn at 7:30 p.m., made by Cook, seconded by Smith, approved by all.***

Robert Andrews, Jr., Chairperson

Date

Melissa Woods, Secretary/Assistant Treasurer

Date