

**DRAFT**  
St. Lawrence County Soil and Water Conservation District  
1942 Old DeKalb Road, Canton, NY 13617  
**BOARD OF DIRECTORS MEETING MINUTES**  
For November 13<sup>th</sup>, 2025, at 5:00 pm

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

**Guest Present:** Ryan Cunningham (SWCC)

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

**I. Call to Order:** at 5:21 pm

**II. Agenda** (Attachment A)

**III. Minutes of the Previous Meeting:** *Motion to approve the October 16, 2025 minutes, made by Smith, seconded by teRiele approved by all.*

**IV. Reports**

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

1. Burke reported that approximately 20% of the population of St. Lawrence County (SLC) is on SNAP and were without their benefits.
2. Burke also reported that its budget approving time at the BOL.

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

1. Andrews stated that a big topic at their meeting was stats of the number of farms in SLC and where all the milk production is going to come from for the new plant.
2. Andrews reported that Rich road solar is currently on hold till at least 2027. Mossy Ridge in Bigelow is also on hold.
3. Andrews stated that most of the small solar projects have been pulled out at this time.
4. Andrews stated that the USDA has pulled approximately 2 Billion dollars' worth of funding for solar projects.

**V. Soil & Water Conservation Committee** – Ryan Cunningham

1. Cunningham reported that CRF round 9 applications are due Monday November 17. Discussion on what CRF is and possible projects that could fall under CRF.
2. Cunningham also reported that Stream Corridor applications are due December 8.
3. There is another grant opportunity that is concentrating on trying to offset the cost of engineering on projects; districts/municipalities can apply for up to \$50K. The official RFA isn't out yet.
4. AEM round 19 starts January 1, 2026. Cunningham stated there is more money for Tier 4 projects and the project descriptions are due May 1.
5. Cunningham also stated that he is working with people from all over the country from other Soil & Waters to come up with some national training ideas.

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

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

1. Woods reported she attended the SLC Farm Bureau dinner, and the Admin Conference for NYS SWCD's.
2. Woods also completed normal month end procedures, worked office hours at the county during the shutdown, and worked on the Budget with Bleau.
3. *Motion to allow Woods to transfer up to \$30,000 from Money Market Savings account to the Checking account to pay for December and \$30,000 for January expenses, made by Burke, seconded by teRiele, approved by all.*
4. Discussion on having to upgrade our QuickBooks to Enterprise within the next year. *Motion to renew QuickBooks for \$1,049.00, made by Smith, seconded by Burke, approved by all.*
5. *Motion to pay Farm Bureau dues for \$110.00, made by Smith, seconded by teRiele, approved by all.*
6. *Motion to pay NYS Retirement Annual Invoice for \$40,241.00, made by Burke, seconded by Smith, approved by all.*
7. *Motion to pay board members mileage for meeting attendance for 2025 for a total of \$1,024.80, made by Smith, seconded by Burke, approved by all.*

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

**B. Technician Report- Allycia Foote**

1. Foote has been on maternity leave since October 23, should be back sometime late-December early January.

**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, SLELO grant, and landowner assistance and site visits.

**D. Technician Report- Heidi Knafelc**

1. Knafelc has been working on Part B forest management plans, firewood marking, and Ag values.

**E. Manager Report- Alivia Bleau**

1. Bleau has attended SLC Employee Health Fair, Admin Conference, St. Lawrence River Watershed Project meeting, Insurance meeting, and SLELO PRISM Partners meeting and sent report on the grant.
2. Bleau had sent out the Annual Plan of Work and Part B Project Request to the state, worked on the strategic plan, worked on the Budget, went and checked Cover Crops, did grant research for the EBM and Invasive Species, and did all staff evaluations.

**VII. Old Business:**

- A.** Discussion on new BOD members. We have reached out to a Grange representative just waiting to hear back, and our new BOL will be Anthony Levato starting in January. So we should have a full board come January.
- B.** Discussion on Timber Marking contract, the BOD would like Barrigar to come up with an application and Bleau will review application and the BOD will make the final decision on a per application basis.
- C.** Discussion on Barrigar's work load and what Bleau believes to be his priorities and what he will have time for in the next year.

- D. Discussion on Right-of-way (ROW) and where the contract stands. Putney has requested to be paid monthly or half way through project. BOD thinks County Administrator and County Attorney should make the final decision on this.
- E. Discussion on 5 Mile Farm. SWCD has received all but one receipt and the project is completed. ***Motion to pay out 90% for \$328,886.38 and allow Bleau to finalize and submit close out documentation for CAFO Round 3 when we have all required documentation, made by Smith, seconded by Burke, approved by all.*** Will pay final 10% once we receive that money from the state once close out documentation is sent to the state.
- F. Discussion on Part C budget and what projects we may contribute to within the next year. Long term planning will wait until 2027 budgets are out. Tentatively cycle through each focus area in strategic plan as a yearly Part-C project. Discussion to be continued.
- G. Discussion on EBM Grant update. We are submitting an application still deciding on a specific project, but will apply for a stream restoration track and an education tract.

#### VIII. New Business:

- A. Discussion on proposed 2026 Budget. The BOD decided we should look to sell and replace the Ford F-150 this year. There were no big changes in this years budget compared to last years. ***Motion to replace truck in 2026, made by Smith, seconded by Burke, approved by all.***
- B. ***Motion to enter executive session at 6:39pm to discuss financial and employment history of employees, made by teRiele, seconded by Smith, approved by all.***
- C. ***Motion to exit executive session at 7:57pm, made by Smith, seconded by Burke, approved by all.***

Cunningham left at 8:00pm

- D. ***Motion to approve the 2026 budget, made by teRiele, seconded by Smith, approved by all.***
- E. Table discussion on Strategic Plan till our January 2026 meeting.
- F. Discussion on health insurance and the cost of the family plan. BOD will look into options to see if we can make it more affordable for our employees. ***Motion to accept and renew Health, Vision, and Dental insurance plans for 2026, made by Smith, seconded by Burke, approved by all.***
- G. Discussion on BOD meeting dates for 2026, decided on 2 dates will decide the rest in January. Consensus of the board to have meeting dates for January 29, 2026 at 5pm and February 19, 2026 at 10am.
- H. ***Motion to pay for CRF 7 to Keystone Dairy for \$38,870.00 for 422.5 acres of cover crops planted, made by Burke, seconded by Smith, approved by all.***
- I. ***Motion to pay Ortman for CRF 8 cover crops once approved and money is in from NYS Ag and Markets, made by Burke, seconded by Smith, approved by all.***
- J. Discussions on Invasive Species grant opportunity. BOD agrees the quality of our forests will diminish if we don't do anything. This particular grant requires a 25% match. ***Motion to apply for the invasive species grant given county match, BOD recommends we apply for the \$250,000 option given county agreement, made by teRiele, seconded by Smith, approved by all.***
- K. Discussion on continuing our contract with Dale Morse. ***Motion to sign contract with Morse Agronomics for Putney and Decker farms, made by Smith, seconded by teRiele, approved by all.***
- L. ***Motion to allow Bleau to finalize and submit close-out documentation for AEM Round 18 and reimburse farmers including cover crop acreage once SWCD receives money from NYS Ag & markets, made by teRiele, seconded by Smith, approved by all.***
- M. ***Motion to pay Champlain Valley Agronomics for Fosters time through 10/31/25 for \$5,610.00, made by Burke, seconded by Smith, approved by all.***

- IX. Correspondence:** Mail (Attachment C)
- X. Announcements:** N/A
- XI. Next Meeting:** January 29, 2026 5:00 p.m.
- XII. Meeting Adjourned:** *Motion to adjourn at 8:15 p.m., made by teRiele, seconded by Burke, 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