

Draft
St. Lawrence County Soil and Water Conservation District
1942 Old DeKalb Road, Canton, NY 13617
BOARD OF DIRECTORS MEETING MINUTES
For January 29th, 2026, at 5:00pm

Board Members Present: Robert Andrews, Jr. (Chairperson), Adam Cook (Vice-Chair), Jackie teRiele, John Burke

Board Members Absent: Patrick Smith, Anthony Levato

Guest Present: Ross Kostin

Staff Present: Alivia Bleau (Manager), Melissa Woods (Secretary/Assistant Treasurer), Heidi Knafelc (Technician), Allycia Foote (Technician) and Aaron Barrigar (Forester)

I. Call to Order: at 5:04 pm

II. Agenda (Attachment A)

III. Minutes of the Previous Meeting: *Motion to approve the November 13th, 2025 and December 10th, 2025 minutes, made by Cook, seconded by teRiele approved by all.*

IV. Reports

A. Ag and Farmland Protection Board –Bob Andrews

1. Andrews reported their next meeting is February 5, 2026.
2. Andrews stated their main topic of conversation is reviewing 3 solar developments (Rich Road-Postponed till 2027, Massena/Brasher, and new one across for Hays farm on 310).

B. Board of Legislators –John Burke

1. Burke stated that the county talked about a resolution for the cost for court orders dealing with mental health. The total cost to the county has increased 27% on last year (state and county used to split, no longer being split).
2. Burke reported that the cost the county pays for kids in SLC to go to community college has increased as well. This does get reimbursed from the town that student lives in.
3. Burke stated the county is looking to hire an advocate to help with insurance calls from the elderly.
4. Big conversation at the next meeting will be the proposed agreement between the sheriff's office and ICE, the vote is on February 2, he stated vast majority of residence are in opposition.

V. Introductions

VI. SWCD Reports:

A. Forester's Report – Aaron Barrigar

1. Discussion on Timber marking contract. It is the consensus of the board to accept the Timber Marking Application.
2. Discussions on ROW update, the following towns are completed: Fowler, Piercefield, Edwards, Pitcairn, Fine, Clifton, Clare, Russell, and Hermon. Kravitz will start in February to finish up last years cutting.
3. Barrigar has been working on Forest Management Plans, ROW project, Tapping into your Lands Potential project, Landowner assistance, and the application for NYS DEC ISPG2 project.
4. Barrigar stated that he will also be working with APHIS again this year.

Barrigar left at 5:39 pm

B. Technician Report- Allycia Foote

1. Foote has been catching up and following up on emails and phone calls after returning from Maternity Leave.
2. Foote watched a webinar on Water Conservation for Small Farms: Navigating Water Challenges in a Changing Climate. Foote also attended Tri-County Crop Congress class.
3. Foote stated all Part C Cover Crops have been paid out to farmers.
4. Foote reported that AEM Round 18 is now complete. She is working on closeout documentation which is due February 27th. All Tier 4 implementation projects were completed.
5. Discussion on paying out full amount for Tier 4 Project or paying some now and some when the closeout documentation is finished.
6. ***Motion to reimburse producer for AEM Tier 4 implementation for \$65,631.30, made by Cook, seconded by teRiele, approved by all.***
7. ***Motion to transfer technical assistance portion for AEM Round 18 funds to the money market account after all money received and final payments are completed, and close the account, made by Cook, seconded by Burke, approved by all.***
8. Foote stated AEM Round 19 has started and will run now through December 31, 2029. We have submitted the 25% CFP. She has started a list of interested participants and has 5 potential applicants so far.
9. ***Motion to transfer \$1,000 to open bank account for AEM Round 19 and transfer funds back once we receive the 25% from the state, made by teRiele, seconded by Cook, approved by all.***
10. Foote has set up an Ag Assessment/Ag District training class. There is a virtual and in-person option. Have someone from NYS Ag & Markets doing the training which will be help February 11th.
11. Foote completed a site visit to re-verify a producer for NYS Grown & Certified.
12. Foote stated CRF Round 9 applications were submitted, waiting to hear on funding.
13. AgNPS Round 31 was announced on January 5, and applications are due April 20th.
14. CAFO ENMP project is completed and and closeout documentation has been submitted.
15. ***Motion to pay out CAFO ENMP contract once money is received from NYS Ag & Markets, made by Cook, seconded by teRiele, approved by all.***

C. Technician Report- Heidi Knafelc

1. Knafelc stated she has been working on Forest Management Plans, Boundary Marking, and has completed approximately 20 Ag Value assessments so far this month.
2. Knafelc has scheduled her Pesticide Applicator test for February 10th, so has been studying a lot for that test.

D. Manager Report- Alivia Bleau

1. Bleau reported she applied for 2 EBM Culvert Grants, and a DEC Invasive Species Grant. She also submitted final SLELO PRISM Grant report.
2. Bleau attended a NARE planning meeting, a CDEA Managers meeting, and a SLRWP meeting.
3. Bleau has completed end of year performance measurers reports.
4. Bleau has also done some Ag Values and has been working on Closeout documentation for CAFO Round 3.

5. ***Motion to close CAFO Round 3 bank account after final payment of \$37,363.62 to farm and then send the rest of the funds back to NYS Ag & Markets (\$13,980.06), made by Cook, second by teRiele approved by all.***

Knafelc left at 5:58 pm

E. Treasurer's Reports: Melissa Woods

1. Woods has been working on all year end things and getting all paperwork updated for 2026. She has submitted and sent farmers 1099's, sent cover crop payments, attended NARE planning meeting, had insurance meeting, entered 2026 budget into QB, helped set up tree sale and has been entering tree sales as they come in.
2. Woods has sent the county invoices for our annual appropriation and the 1st quarter appropriation.
3. Woods has opened new account for CRF Round 8 and started the process for a new account for AEM Round 19.
4. Woods has been working on annual reports. There are 7 different reports that are reviewed and ready to be submitted.
5. ***Motion to allow Woods to transfer up to \$30,000 from Money Market Savings account to the checking account to pay for February expenses, made by teRiele, seconded by Cook, approved by all.***
6. ***Motion to send staff to WQS for \$3,000, made by Cook, seconded by teRiele, approved by all***
7. ***Motion to accept, and pay insurance renewal and allow Bleau to sign required documents, made by Cook, seconded by Burke, approved by all.***
8. Discussion on cyber liability insurance. BOD decided to table discussion till next month with Woods sending them more information to review before February meeting.
9. Discussion on NACD & NYAD dues. A lot of SWCDs feel we aren't being represented well by these agencies. BOD decided to not pay NACD 2026 dues and decided to table discussion on NYACD till next month.
10. ***Motion to pay Jefferson County SWCD for Engineering work on project out of AEM Round 18 for \$1,134.75, made by Cook, seconded by teRiele, approved by all.***
11. ***Motion to pay producer \$6,126.40 for CRF Round 7 Cover Crops, made by teRiele, seconded by Cook, approved by all.***
12. ***Motion to pay final invoice to CVA for \$3,825, made by Cook, seconded by Burke, approved by all.***

Motion to approve the November and December 2025 Treasurers Reports, made by Cook, seconded by Burke approved by all.

VII. Old Business:

- A. Discussion on Strategic plan. BOD would like Bleau to make more measureable and bring back to the table next month.
- B. Discussion on WRP and CUA's. Bleau will be working on the CUA's over the next few months. No hard deadline but would like to get them done before we start doing WRP's for 2026.

VIII. New Business:

- a. Update on Tree sale numbers. We have sold \$5,767 of trees, wildflowers and stakes. Will post on Northcountynow in February to boost sales.
- b. Discussion on CVA contract and Foote feels comfortable that everything was tied up nicely. BOD decided to table discussion on signing a new contract with CVA until next month.

- c. CAFO ENMP project is completed and and closeout documentation has been submitted. Ready to pay out once we receive money.
- d. ***Motion to pay out CAFO ENMP contract once money is received from NYS Ag & Markets, made by Cook, seconded by teRiele, approved by all.***

IX. Organizational Meeting

- a. Officer elections: Upon discussion, ***Motion for the following slate of offices, made by Burke, seconded by teRiele approved by all.***
 - 1. **Chair:** Andrews
 - 2. **Vice-chair:** Cook
 - 3. **Treasurer:** Smith
- b. ***Motion to approve the District’s Policy and Procedures Book for 2026, made by teRiele seconded by Cook, approved by all.***
- c. ***Motion to approve Organizational items as shown on Appendix A, made by Cook, seconded by teRiele, approved by all.***
- d. ***Motion to approve SWCD Fee Schedule Appendix B made by Cook, seconded by Burke, approved by all.***
- e. Discussion on employee handbook and made a few changes.
- f. ***Motion to approve employee handbook for 2026, made by Burke, seconded by teRiele, approved by all.***

X. Correspondence: Mail was available for the Board’s review (Attachment D)

XI. Announcements: None

XII. Next Meeting: February 19th, 2026 10:00 a.m.

XIII. Meeting Adjourned: ***Motion to adjourn at 7:47 p.m. made by Cook, seconded by Burke, approved by all.***

Robert Andrews, Jr., Chairperson

Date

Melissa Woods, Secretary/Assistant Treasurer

Date