

DRAFT

St. Lawrence County Soil and Water Conservation District
1942 Old DeKalb Road, Canton, NY 13617
BOARD OF DIRECTORS MEETING MINUTES
For May 21st, 2026, at 4:30 pm

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

Excused Board Members: Patrick Smith (Treasurer), Anthony Levato

Guest Present: N/A

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

- I. **Call to Order:** at 4:33 pm
- II. **Agenda** (Attachment A)
- III. **Minutes of the Previous Meeting:** *Motion to approve the April 23, 2026 minutes, made by Cook, seconded by teRiele approved by all.*

IV. Reports

A. Board of Legislators –John Burke

- 1. Burke stated that Ben Hull resigned from the BOL and they appointed Allen Robinson for his spot.
- 2. Burke also reported that the county added 4 parcels to the Agricultural District.
- 3. Burke stated that GPS systems will be installed in all county vehicles.

B. Ag and Farmland Protection Board – Bob Andrews

- 1. Andrews gave an updated on a few solar facilities.
- 2. Discussion on solar and it was a consensus of the BOD for us to make an information sheet for Solar with information residents should consider before installing solar, in conjunction with SLC Planning and SLC IDA. BOD would like us to bring to the Farmer’s Market and other events we attend.

V. SWCD Reports:

A. Treasurer’s Reports: Melissa Woods

- 1. Woods attended the NARE event and worked on thank you cards to send to business who donated to our event. Woods also worked on month end procedures and did all the paperwork for the interns who will start at the end of the month.
- 2. *Motion to pay NYS fair booth invoice for \$100, made by Cook, seconded by Burke, approved by all.*
- 3. *Motion to allow Woods to transfer up to \$40,000 from Money Market Savings account to the checking account to pay for June and \$40,000 for July expenses, made by Cook, seconded by teRiele, approved by all.*

Motion to approve the April 2026 Treasurers Report, made by Cook, seconded by Burke approved by all.

B. Technician Report- Allycia Foote

- 1. Foote has continued working on AEM Round 19, and 3 of our applications were approved for funding. Foote also worked on quarterly reporting for AEM.
- 2. Foote has been advertising for our 2026 Cover Crop program and has reached out to a few producers who are interested.

3. Foote attended a GIS Users Group meeting, a St. Lawrence Land Trust meeting, and Northeastern Lake Ontario/St. Lawrence River Sub-Basin meeting.
4. Foote participated in a soil sampling project in Akwesasne with CCE. She also attended the NRCS Cultural Resources Training in Syracuse working towards her NRCS Planner II certification. She also attended the NARE event.
5. Foote attended the Canton Farmer's Market and the After Hours Farmer's Market at Canton Apples.
6. Foote has created the Magnolia one page information sheet requested by the BOD.
7. The CRF Round 6 extension was approved by the state.

C. Forester's Report- Aaron Barrigar

1. Barrigar continues to work on Part B Forest Management Plans, doing landowner assistance, site visits, and logistics for treating invasive and TSI on county land.
2. Barrigar has been working on Tapping into your lands potential tree planting program.
3. Barrigar has finished boundary marking on all county parcels.
4. Barrigar held a Forest stewardship workshop presentation for CCE with the help from NYS DEC.

D. Technician Report- Heidi Knafelc

1. Knafelc reported she completed approximately 27 Ag Values.
2. Knafelc also helped Barrigar with boundary marking, site visits, and landowner assistance.
3. Knafelc attended the NARE event at the Paul Smiths VIC, and has registered to retake her Pesticide certification test.
4. Discussion on Knafelc time off request.

Motion to enter executive session at 4:52 pm to discuss employment history of an employee, made by Burke, seconded by Kostin, approved by all.

Exited executive session at 5:30 pm

E. Manager Report- Alivia Bleau

1. Bleau has been working on NARE prep, set up and the Event.
2. Bleau attended the GIS work group meeting, DEC permitting/SWCD/Planning meeting, North-east Lake Ontario/St. Lawrence River Sub-basin meeting, and ROW meeting with the county.
3. Bleau has worked on scheduling when the interns will start and working on an onboarding plan.
4. Bleau also worked on a review of services offered by neighboring districts as outlined in their Annual Plan of Work.

VI. Old Business:

- A.** ROW discussion about meetings with the county and SWCD. Waiting on final invoices for Russell and Pierrepont then this project will be complete. BOD would like to say a job well done to all staff in dealing with this project over many years.

Foote left at 5:39 pm

- B.** Discussion on Reasonable Suspicion, final revisions have been made and the BOD are happy with the internal document.
- C.** Discussion on Surplus policy, no questions for the BOD. ***Motion to approve surplus policy, made by Burke, seconded by Cook, approved by all.***

VII. New Business:

- A.** Discussion on ways SWCD can expand. Best way to expand is either through our AEM program or the 4-hour course for erosion/sediment control. Best options to bring in more money to our county.
- B.** Discussion on Invasive Species management program. BOD would like us to research where we can store chemicals, and look into renting a side by side to use for the project.
- C.** Discussion on purchasing a new truck. BOD has given Woods permission to start the process of requesting bids through the NYS OGS procurement website.
- D.** Discussion on being granted the O'Malley Brook project, Bleau has a meeting with DEC and the county at the property to see what our next steps will be.

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

IX. Announcements: None

X. Next Meeting: July 9th, 2026 4:30 p.m.

XI. Meeting Adjourned: *Motion to adjourn at 6:55 p.m., made by Cook, seconded by teRiele, approved by all.*

Robert Andrews, Jr., Chairperson

Date

Melissa Woods, Secretary/Assistant Treasurer

Date