

**Saratoga County Soil & Water Conservation District**  
556 Middleline Road Ballston Spa, NY 12020  
**Minutes of Regular Meeting 08/19/2020**

**In Attendance:**

**District Directors:**

Victoria Garlanda – At Large  
Jennifer Koval – At Large Farmer  
Jay Matthews – At Large  
Don Monica - Chairman  
Darren O'Connor - Legislator  
Steven Ropitzky – Vice Chairman

**District Staff:**

Dustin Lewis – District Manager  
Shannon McCarthy – Office Manager  
Scott Monica – Senior Technician

**Outside Agencies**

Scott Fickbohm - AEA  
Kate Teale

Regrets: Ed Kinowski

Meeting called to order at 3:05pm by Chairman D. Monica.

1. **Minutes of July 2020 Meeting:** Motion to approve by Matthews, seconded by Garlanda, carried unanimously.
2. **July 2020 Financial Reports:**
  - a. **Receipts/Disbursements Report, Budget vs Actual Report and Vouchers: (Attachment A, B & C)** Motion to approve made by Ropitzky, seconded by Matthews, carried unanimously.
  - a. **Bank Statements and Timesheets for July 2020:** were reviewed by Ropitzky who made a motion to approve, seconded by Matthews, carried unanimously.
2. **Field Report: (Attachment D)**
3. **Cooperating Agency Reports:**
  - a. **NRCS:** Teale reported that the deadline for Environmental Program is 08/21/2020, taking verbal applications if needed. Ag assistance Program for urban ag funding available (grazing, high tunnel, etc), deadline is 08/21/2020. 2 conservation stewardship being worked on this Fall. 2 high tunnels were certified, working on 1 wetland determination.
  - b. **FSA:** Report distributed by email.
  - c. **RC&D:** None.
  - d. **NYSSWCC:** Report distributed by email. Fickbohm reported that there is a lot of new info on SharePoint for reopening offices. 2021 APOW due 11/01/2020. AEM 5yr strategy is due 12/31/2020. State committee is not meeting this month, next month they should be voting on Ag non-Point Round 26. Community Resiliency Training & water buffer has funding available. Director training funding was reduced for zero this year for Part C measures due to difficulty in getting trainings this year. There is a video available for District Law Training. Skills workshop is still under development, will have online & onsite classes available. CREP – seems that NY will keep current agreement instead of making changes at this time. Lewis asked about ranking for NYG&C and irrigation grants, Fickbohm was not sure when that would be available. Fickbohm also advised the District to feel free to submit CAFO closeout info.
  - e. **NYACD:** Virtual annual meeting this year.
  - f. **CCE:** None. Lewis is expecting that we will be asked to assist with new conservation building as we helped with tear down.
4. **Old Business:**
  - a. **Water Quality Coordinating Committee:** No report.
  - b. **Grants:** Lewis reported on the following:
    - i. AEM – We received the AEM executed contract, the 25% request was submitted. S. Monica & Palemire are working with farms to make sure they are ready. The 5-year AEM strategy plan will be worked on after field season.
    - ii. Upper Hudson Watershed Coalition –
      1. Watershed Plan: Plan is complete, Lewis will bring them over to Board of

Supervisors for distribution.

- iii. CAFO Grants – Completed, Lewis will be working on paperwork.
- iv. Septic Grants – 1 payment issued for project in CP, still have about \$100k available in grant.
- v. Roadside Erosion – Sites being planned for hydroseeding.
- c. **2021 Budget:** A motion was made by Ropitzky, seconded by Garlanda to submit a level funding budget & to attempt to include letters of support.

5. **New Business:**

- a. **T&S Program 2021:** A motion was made by Koval, seconded by Garlanda, carried unanimously, to have a Tree and Shrub program in 2021 not for expenses not to exceed \$30,000.
- b. **Truck Bids for New Vehicle:** A motion was made by Garlanda, seconded by Matthews to accept the bid of \$36,686.52 for the 2021 Chevy Silverado as listed in the mini bid.
- c. **Auction of 2019 Chevy Silverado:** A motion was made by Matthews, seconded by Ropitzky to accept the bid of \$33,100 for the 2019 Chevy Silverado.

6. **Other Business:**

7. **Correspondence: (Attachment E)**

- 8. **Next Meeting Date and Adjournment:** The next meeting is scheduled for Wednesday, September 16, 2020 at 3:00pm. Meeting adjourned by Chairman Monica at 4:20pm.

Respectfully submitted:

Shannon J. McCarthy, Secretary

Donald Monica – Chairman

**Attachment A:**

Saratoga County SWCD							
Receipts and Disbursements							
JULY 2020							
	Operations (Checking/Money Market/Accrued Liabilities)	Petty Cash	WQCC	Envirothon	Roadside Erosion	Koval CAFO	Welcomstock CAFO
<b>BOOK BALANCE as of 06/30/2020</b>	<b>\$220,483.37</b>	<b>\$250.00</b>	<b>\$4,112.53</b>	<b>\$2,046.63</b>	<b>\$97,294.50</b>	<b>\$143,469.74</b>	<b>\$231.23</b>
<b>RECEIPTS</b>							
Interest	\$7.65	\$0.00	\$0.00	\$0.09	\$0.00	\$6.08	\$0.00
Sales	\$1.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bird/Bat Item Sales	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
No Till Drill Rental Fees	\$52.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
County Appropriation	\$31,471.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NYS Retirement Holding	\$136.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL RECEIPTS</b>	<b>\$31,699.47</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.09</b>	<b>\$0.00</b>	<b>\$6.08</b>	<b>\$0.00</b>
<b>DISBURSEMENTS</b>							
Office Manager	\$4,454.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
District Manager	\$7,442.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Technician(s)	\$10,170.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Field Equipment	\$242.76	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
District Trees Expenses	\$212.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Conservation Practice Supplies	\$125.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Telephone/Internet	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Supplies	\$88.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Auto, Field and Liability Insurance	\$372.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Workers' Comp & Disability Insurance	\$31.14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Postage	\$3.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Part C Project Materials	\$2,877.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gas & Oil	\$278.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Health/Dental Insurance	\$4,471.83	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Employer Share FICA/Medicare	\$1,627.73	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL DISBURSEMENTS</b>	<b>\$32,517.65</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>BOOK BALANCE as of 07/31/2020</b>	<b>\$219,665.19</b>	<b>\$250.00</b>	<b>\$4,112.53</b>	<b>\$2,046.72</b>	<b>\$97,294.50</b>	<b>\$143,475.82</b>	<b>\$231.23</b>

## Attachment B:

BUDGET TO ACTUAL REPORT			
JULY 2020			
	BUDGET 2020	ACTUAL JULY 2020	ACTUAL JAN - MAR 2020
<b>RECEIPTS</b>			
District Tree & Shrub Program	\$40,000.00		\$35,247.14
Fish Stocking Program Sales	\$3,000.00		(\$10.19)
Interest	\$100.00	\$7.75	\$49.44
Sales	\$775.00	\$31.80	\$5,102.22
Sale of Equipment	\$28,000.00		\$43,300.00
Gifts and Donations	\$0.00		\$0.00
Ag Value - Soil Group Worksheet	\$1,000.00		\$1,800.00
Sales Tax Credit	\$0.00		\$36.70
Fees	\$7,500.00	\$52.50	\$3,229.50
County Appropriation	\$125,886.60	\$31,471.50	\$62,943.00
State Grants	\$50,000.00		\$190,752.20
State Reimbursements	\$166,000.00		\$0.00
Federal Grants/Reimbursements	\$0.00		\$12,237.28
Sales Tax Received	\$1,000.00		\$601.11
<b>TOTAL RECEIPTS</b>	<b>\$423,261.60</b>	<b>\$31,563.55</b>	<b>\$355,288.40</b>
<b>DISBURSEMENTS</b>			
Directors Per Diem for Meetings	\$1,200.00		\$540.00
Office Manager	\$38,742.63	\$4,454.10	\$21,973.56
District Manager	\$64,754.73	\$7,442.40	\$36,715.84
Field Technician (Senior)	\$49,041.06	\$5,636.40	\$27,806.24
Field Technician	\$39,445.66	\$4,533.90	\$22,367.24
Furniture and Fixtures	\$0.00		\$0.00
Office Equipment	\$3,000.00		\$0.00
Motor Vehicle Equipment	\$35,000.00		\$0.00
Field Equipment	\$2,000.00	\$242.76	\$242.76
District Trees Expenses	\$30,000.00	\$212.80	\$25,232.01
Fish & Pond Stocking	\$2,500.00		\$0.00
Flags and Stakes	\$0.00		\$0.00
Conservation Practice Supplies	\$750.00	\$125.00	\$968.55
WQCC	\$0.00		\$0.00
Directors Travel/Training	\$1,000.00		\$126.16
Employees Travel/Training	\$3,500.00		\$1,344.06
Telephone/Internet	\$3,200.00	\$120.00	\$1,035.35
Office Supplies	\$3,000.00	\$88.24	\$1,180.84
Meeting Expenses	\$750.00		\$78.00
Educational Expenses	\$750.00		\$256.74
Auto/Field/Liability Insurance	\$4,500.00	\$372.00	\$4,676.18
Workers' Compensation/Disability Insurance	\$3,500.00	\$31.14	\$2,470.74
State, National Dues	\$1,500.00		\$0.00
State Fair	\$100.00		\$100.00
Postage	\$1,000.00	\$3.50	\$198.85
Bird Item Expenses	\$750.00		\$601.00
Credit Card Fees	\$1,000.00		\$872.12
Part C Project Materials	\$20,000.00	\$2,877.85	\$5,104.34
Repairs to Truck & Field Equipment	\$2,250.00		\$0.00
Gas & Oil	\$2,500.00	\$278.00	\$933.02
Health Insurance	\$56,727.52	\$4,471.83	\$31,302.87
Retirement Benefits	\$35,000.00		\$0.00
Employer Share FICA/Medicare	\$15,000.00	\$1,627.73	\$8,155.31
Sales Tax Disbursement	\$800.00		\$734.88
<b>TOTAL DISBURSEMENTS</b>	<b>\$423,261.60</b>	<b>\$32,517.65</b>	<b>\$195,016.66</b>
<b>NET TOTAL</b>	<b>(\$0.00)</b>	<b>(\$954.10)</b>	<b>\$160,271.74</b>

## Attachment C:

AUGUST 2020 MEETING VOUCHERS								
ACCOUNT #	PAYEE	EXPLANATION	AMOUNT	DATE PAID	CHECK #	AMOUNT PAID	BALANCE DUE	
General 86	Saratoga CCE	Telephone/Internet: Jan - June 2020	\$859.64	08/20/20	10129	\$859.64	\$0.00	
General 87	EJP	Part C Materials	\$852.00	08/20/20	10128	\$852.00	\$0.00	
General 88	Blue Shield of NENY	Health/Dental - August 2020	\$5,260.98	08/06/20	10127	\$5,260.98	\$0.00	
General 89	De Lage Financial	Copier Lease - July 2020	\$125.00	08/20/20	10130	\$125.00	\$0.00	
General 90	Bank of America (Dustin's Card)	Monthly Payroll Fee, Office Supplies	\$44.51	08/20/20	10131	\$44.51	\$0.00	
General 91	Bank of America (Scott's Card)	Part C Materials, Oil Change	\$99.86	08/20/20	10133	\$99.86	\$0.00	
General 92	EJP	Hydroseeding Supplies	\$852.00	08/20/20	10132	\$852.00	\$0.00	
General 93	Saratoga County General Services	Postage - July 2020	\$4.00	08/20/20	10134	\$4.00	\$0.00	
<b>TOTAL VOUCHERS</b>			<b>\$8,097.99</b>			<b>TOTAL DUE</b>	<b>\$0.00</b>	
<b>Bills to be Paid Before Next Board Meeting:</b>								
General	Blue Shield of NENY	Health Insurance August 2020 (Approximation)	\$6,000.00					
TOTAL			\$6,000.00					

## Attachment D:

### August 2020 Field Report

- Dry hydrant sites in the Town of Providence (Providence)
- Hydro seed 3 roads for the Town of Greenfield (Greenfield)
- Hydro seed Homestead Rd Town of Northumberland (Northumberland)
- Hydro seed Maple & Monroe Ave Village of Ballston Spa (Ballston Spa)
- Hydro seed Cook, Division St, & Elmer Smith Park Town of Charlton (Charlton)
- AEM tier 1 Hodgekins, Rick Von Ahon, Matt Keys Farm, Polpynski Farm
- AEM cover crop Grants
- AEM tier 5b Winney farm, Kovals Dairy
- AEM No-till seed drill Vincek Farm, Ariel's Farm, Bruce Hodgekins
- Mini Bid For 2021 Truck
- LAP- Pond Site Visits
- High Tunnel Macica Farm
- Bob Smith site visit and survey for roadside erosion on South Shore Rd (Day)
- Held an Erosion and Sediment Control Certificate Review class and Exam
- Site visit to construction site in Gansevoort for erosion issue on SPDES permitted site (Northumberland)
- Completed septic system grant paperwork and payment for Laskey (Clifton Park)

**Attachment E:**

**CORRESPONDENCE - Saratoga County SWCD**  
**August 19, 2020**

E-Mailed:

- Division 6 updates
- Fiscal Trouble Ahead for Our Communities and Schools
- Help - Directors duties
- July CDEA News hot off the press
- eResource - 07/21/2020
- CDEA Golf Tournament Registration
- Draft May CDEA minutes
- An Update from Comptroller DiNapoli: NY's Economy & Finances in the COVID-19 Era
- NACD Forestry Notes – 07/23/2020
- July 21st, 2020 Draft NYS SWCC Minutes and Next Meeting Date: September 15th, 2020
- Draft May CDEA minutes
- Conservation Clips – 07/24/2020
- DiNapoli Releases Audit on Invasive Species in New York State
- NCF-Envirothon Barriers to Participation Survey
- eResource- 07/28/2020
- STATEMENT BY NEW YORK STATE COMMISSIONER OF AGRICULTURE RICHARD A. BALL ON UNSOLICITED, MISLABELED PACKAGES OF SEEDS BEING SENT FROM CHINA
- Aquatic Harvester for sale
- UNSOLICITED FOREIGN SEED UPDATE
- Conservation Clips – 07/31/2020
- NYSLRS Employer E-News - July 2020
- 2020 Conservation Skills Workshop Registration
- DiNapoli Releases Annual State Pension Fund Return
- New York State Erosion and Sediment Control Certificate Program EXAM
- eResource- 08/04/2020
- An Update from Comptroller DiNapoli: NY's Economy & Finances in the COVID-19 Era
- Late Fees on SWCD Payments
- Conservation Clips – 08/07/2020
- DiNapoli Recognizes OSC Employees
- New Emails for Fulton County SWCD
- Seneca-Keuka Watershed 9E Public Outreach Session #1
- Chenango County Email & Phone Number Update
- eResource- 08/11/2020
- 2018 Ram 2500 for sale
- updated flyer
- For Distribution
- Information - NYACD
- August 2020 SWCC Report
- NYS Erosion & Sediment Control Certificate EXAM - September 24, 2020 Ballston Spa, NY
- Registration Open for WNY Stormwater Training Series Class 3: The Stormwater Construction Permit!
- Conservation Clips – 08/14/2020
- DiNapoli Releases Monthly Sales Tax Report
- FSA Report
- NYS CDEA meeting - September 2nd 9-1
- 2020 Conservation Skills Workshop Registration
- FW: 2021 Part B Request
- eResource – 08/18/2020
- Watershed Wednesday