

Saratoga County Soil & Water Conservation District

50 West High Street Ballston Spa, NY 12020

Minutes of Regular Meeting 5/20/2020

In Attendance:

District Directors:

Victoria Garlanda – At Large
Edward Kinowski – Legislator
Jennifer Koval – At Large Farmer
Jay Matthews - At Large Farmer
Donald Monica - Chairman
Darren O’Connor – Legislator
Steven Ropitzky – Vice Chairman

District Staff:

Lewis, Dustin – District Manager
McCarthy, Shannon – Office Manager

Meeting called to order at 3:02pm by Chairman D. Monica

1. **Minutes of April 2020 Meeting:** **Motion** to approve by Kinowski, seconded by Ropitzky, carried unanimously.
2. **April 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 O’Connor, carried unanimously.
3. **Old Business:**
 - a. **T&S 2020:** Lewis reported that the T&S Program went exceedingly well with having everything done with a drive through. McCarthy advised that a lot of customer feedback was people really liked the changes & should consider keeping them for future Programs.
4. **New Business:**
 - a. **Tire Recycling Spring / Fall 2021:** **Motion** to approve holding two Tire Recycling Programs in 2021 made by Kinowski, seconded by Garlanda, carried unanimously. The next Tire Recycling event is planned for June 23rd in Malta.
 - b. **Building materials:** Lewis advised that the Staff is looking to make changes to the front of the office in anticipation of reopening. Would like to extend the counter & hand plexiglass for customer & staff health & safety. A **motion** was made to approve spending up to \$500 for office modifications by Koval, seconded by Garlanda, carried unanimously.
 - c. **Drone:** Lewis reported that the drone & case were stolen out of a District vehicle. McCarthy will check with insurance to see if it is covered under any policies. A **motion** to purchase a replacement drone at replacement value, not to exceed \$1500, was made by Kinowski, seconded by Ropitzky, carried unanimously.
 - d. **County Reopening & Appropriations:** Lewis asked if O’Connor or Kinowski had heard anything regarding the County’s reopening strategy, the staff has heard rumors but no actual news. O’Connor stated there was a meeting the other day, with the plan to gradually bring people back. Kinowski recommended that Lewis email Spencer Hellwig to ask what date the District should plan to reopen.
5. **Other Business:**
6. **Correspondence: (Attachment D)**
7. **Next Meeting Date and Adjournment:** The next meeting is scheduled for Wednesday, June 17, 2020 at 3:00 pm. Meeting adjourned by Chairman at 3:26pm.

Respectfully submitted: _____

Shannon McCarthy – Secretary

Donald Monica – Chairman

Attachment A:

Saratoga County SWCD								
Receipts and Disbursements								
April 2020								
	Operations (Checking/Money Market/Accrued Liabilities)	Petty Cash	WQCC	Envirothon	Knight's	Roadside Erosion	Koval CAFO	Welcomstock CAFO
BOOK BALANCE as of 03/31/20	\$201,385.13	\$250.00	\$4,112.53	\$1,846.38	\$3,529.81	\$97,294.50	\$143,451.90	\$231.23
RECEIPTS								
District Tree & Shrub Program	\$19,220.86	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fish Stocking Program Sales	(\$300.35)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Interest	\$6.66	\$0.00	\$0.00	\$0.08	\$0.00	\$0.00	\$5.88	\$0.00
Bird/Bat Item Sales	\$537.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
No Till Drill Rental Fees	\$160.00	\$0.00	\$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	\$0.00
Sales Tax Received	\$357.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL RECEIPTS	\$51,453.25	\$0.00	\$0.00	\$0.08	\$0.00	\$0.00	\$5.88	\$0.00
DISBURSEMENTS								
Office Manager	\$2,969.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
District Manager	\$4,961.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Technician(s)	\$6,780.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Payments to Cooperators & Others	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00
District Trees Expenses	\$156.02	\$0.00	\$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	\$0.00
Employees Travel/Training	\$90.28	\$0.00	\$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	\$0.00
Office Supplies	\$16.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Educational Expenses	(\$500.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Postage	\$7.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bank/Credit Card Fees	\$499.13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gas & Oil	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Health/Dental Insurance	\$5,224.49	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Employer Share FICA/Medicare	\$1,165.58	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL DISBURSEMENTS	\$21,624.90	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00
BOOK BALANCE as of 04/30/2020	\$231,213.48	\$250.00	\$4,112.53	\$1,846.46	\$2,529.81	\$97,294.50	\$143,457.78	\$231.23

Attachment B:

Attachment C:

BUDGET TO ACTUAL REPORT			
April 2020			
	BUDGET 2020	ACTUAL APRIL 2020	ACTUAL JAN - MAR 2020
RECEIPTS			
District Tree & Shrub Program	\$40,000.00	\$19,220.86	\$30,613.98
Fish Stocking Program Sales	\$3,000.00	(\$300.35)	(\$10.19)
Interest	\$100.00	\$6.66	\$26.44
Sales	\$775.00	\$697.38	\$4,921.62
Sale of Equipment	\$28,000.00		\$26,600.00
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		\$2,479.50
County Appropriation	\$125,886.60	\$31,471.50	\$31,471.50
State Grants	\$50,000.00		\$187,222.02
State Reimbursements	\$166,000.00		\$0.00
Federal Grants/Reimbursements	\$0.00		\$0.00
Sales Tax Received	\$1,000.00	\$357.20	\$565.27
TOTAL RECEIPTS	\$423,261.60	\$51,453.25	\$285,726.84
DISBURSEMENTS			
Directors Per Diem for Meetings	\$1,200.00		\$240.00
Office Manager	\$38,742.63	\$2,969.40	\$11,580.66
District Manager	\$64,754.73	\$4,961.60	\$19,350.24
Field Technician (Senior)	\$49,041.06	\$3,757.60	\$14,654.64
Field Technician	\$39,445.66	\$3,022.60	\$11,788.14
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		\$0.00
District Trees Expenses	\$30,000.00	\$156.02	\$20,498.59
Fish & Pond Stocking	\$2,500.00		\$0.00
Flags and Stakes	\$0.00		\$0.00
Conservation Practice Supplies	\$750.00	\$125.00	\$593.55
WQCC	\$0.00		\$0.00
Directors Travel/Training	\$1,000.00		\$126.16
Employees Travel/Training	\$3,500.00	\$90.28	\$1,041.23
Telephone/Internet	\$3,200.00	\$120.00	\$675.35
Office Supplies	\$3,000.00	\$16.00	\$962.64
Meeting Expenses	\$750.00		\$78.00
Educational Expenses	\$750.00	(\$500.00)	\$256.74
Auto/Field/Liability Insurance	\$4,500.00		\$4,304.18
Workers' Compensation/Disability Insurance	\$3,500.00		\$2,439.60
State, National Dues	\$1,500.00		\$0.00
State Fair	\$100.00		\$100.00
Postage	\$1,000.00	\$7.20	\$32.50
Bird Item Expenses	\$750.00		\$115.00
Credit Card Fees	\$1,000.00	\$499.13	\$846.25
Part C Project Materials	\$20,000.00		\$0.00
Repairs to Truck & Field Equipment	\$2,250.00		\$0.00
Gas & Oil	\$2,500.00	\$10.00	\$303.42
Health Insurance	\$56,727.52	\$5,224.49	\$18,640.01
Retirement Benefits	\$35,000.00		\$0.00
Employer Share FICA/Medicare	\$15,000.00	\$1,165.58	\$4,266.51
Sales Tax Disbursement	\$800.00		\$734.88
TOTAL DISBURSEMENTS	\$423,261.60	\$21,624.90	\$113,628.29
NET TOTAL	(\$0.00)	\$29,828.35	\$172,098.55

MAY 2020 MEETING VOUCHERS								
ACCOUNT #	PAYEE	EXPLANATION	AMOUNT	DATE PAID	CHECK #	AMOUNT PAID	BALANCE DUE	
General 52	Jim Smith	Bluebird & Bat Houses	\$486.00	05/08/20	10095	\$486.00	\$0.00	
General 53	Staples	T&S, Office Supplies	\$122.58				\$122.58	
General 54	Andrea Smith	Mileage & Toner Reimbursement	\$302.83				\$302.83	
General 55	T&S Refunds	Overpayment	\$21.00				\$21.00	
General 56	Meadowview Tree Farm	T&S 2020	\$992.00				\$992.00	
General 57	Blueshield of NENY	Health/Dental - May 2020	\$5,260.98	05/08/20	10093	\$5,260.98	\$0.00	
General 58	Curtis Lumber	T&S 2020	\$7.23	05/08/20	10094	\$7.23	\$0.00	
General 59	Saratoga County General Services	Postage - March 2020	\$10.60				\$10.60	
General 60	De Lage Financial	Copier Lease - May 2020	\$125.00				\$125.00	
General 61	Bank of America (Dustin's Card)	Monthly Payroll Fee, Part C Materials	\$111.23				\$111.23	
TOTAL VOUCHERS			\$7,439.45			TOTAL DUE	\$1,685.24	
Bills to be Paid Before Next Board Meeting:								
General	Blue Shield of NENY	Health Insurance June 2020	\$5,260.98					
TOTAL			\$5,260.98					

Attachment D:

CORRESPONDENCE - Saratoga County SWCD

May 20, 2020

E-Mailed:

- 2020 Performance Measures Requirements
- NYS Regional Guidelines for 2020 Event
- 2020 NYS Regional Envirothon Guidelines
- Conservation Clips - Brought to you by NACD – 04/17/20
- DiNapoli Launches Financial Survival Toolkit
- Reminder upcoming May 15th deadline for AEM Leopold Award
- Round 26 AGNPS Deadline and Application Requirement Revision
- NYS "Regional Envirothon" Updated Guidance Information
- eResource – 04/21/20
- Livestock Watering System Design Template-Statewide Introduction
- Ontario Co. SWCD April Newsletter
- NYSDEC Summer Camps Update
- Conservation Clips - Brought to you by NACD – 04/24/20
- Protecting Public Workers and their Families
- NYS Soil and Water Conservation Committee Meeting Minutes - April 14th, 2020
- Deadline extension for EBM grants
- FW: Announcing AgSTAR's New Digester Project Development Handbook
- eResource – 04/28/20
- NYS Department of Labor: Immediate action required
- NYS "Regional" Envirothon Registration Deadline Quickly Approaching!
- NYACD "new" website!!!
- NACD Forestry Notes – 04/29/20
- NRCS NY Geologist Job Announcement
- Conservation Clips - Brought to you by NACD – 05/01/20
- Saluting Healthcare Workers
- FW: Livestock Watering folder template
- eResource – 05/05/20
- New Webinar 5/18 at 2pm | What are the Economic, Water Quality, and Climate Impacts of Soil Health?
- National Conservation Planning Partnership (NCP) Update: Innovative Conservation Opportunities Available
- Conservation Clips - Brought to you by NACD – 05/08/20
- May NYSCDEA Meeting
- CDEA Division Update
- May 2020 SWCC Report
- NYS Envirothon guidelines
- DiNapoli: Make Sure Your Voice is Heard
- CDEA News DESPERATELY needs your news!
- eResource – 05/12/20
- Round 26 Q and A Updated
- FSA Report
- WCSWCD 2020 Spring Newsletter
- Conservation Clips - Brought to you by NACD – 05/15/20
- SWCC Meeting for May 2020 Cancelled
- Draft January CDEA Minutes
- NYS Envirothon Registration deadline.....some teams not registered