

Saratoga County Soil & Water Conservation District
4H Training Center
Minutes of Regular Meeting 10/27/2021

In Attendance:

District Directors:

Janet Bartow – Vice Chairman
Victoria Garlanda – At Large
Joe Grasso – Legislator
Jennifer Koval – At Large Farmer
Steven Ropitzky – Chairman

District Staff:

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

Outside Agencies

Kate Girard – NRCS
Scott Fickbohm - NYSSWCC

Regrets: Jay Matthews, Darren O'Connor

Meeting called to order at 3:07pm by Chairman Ropitzky.

1. **Minutes of September 2021 Meeting:** Motion to approve by Grasso, seconded by Koval, carried unanimously.
2. **September 2021 Financial Reports:**
 - a. **Receipts/Disbursements Report, Budget vs Actual Report and Vouchers: (Attachment A, B & C)** Motion to approve made by Garlanda, seconded by Grasso, carried unanimously.
3. **Field Report: (Attachment D)**
4. **Cooperating Agency Reports:**
 - a. **NRCS:** Girard reported that the application deadline for Programs in Nov 1st. To date, 8 EQIP & 5 AMA applications have been received. A few payments have been issued, one for a high tunnel, one for a grazing project, and another for a prescribed grazing project. Currently working on the site visits for the received applications.
 - b. **FSA:** Report distributed by email.
 - c. **RC&D:** No report, an attorney has been contacted for shut down process.
 - d. **NYSSWCC:** Report distributed by email. Fickbohm provided District Law Training.
 - e. **NYACD:** Annual meeting was held last week; Lewis attended & went to trainings.
 - f. **CCE:** District provided hydroseeding for some spots around 4H and at the Fair.
5. **Old Business:**
 - a. **Water Quality Coordinating Committee:** No meeting this month.
 - b. **Grants:** Lewis reported on the following:
 - i. Agricultural Environmental Management –
 1. Resolution for AEM Base Projects – A **motion** to accept Resolution 2021 – 01 was made by Grasso, seconded by Koval, carried unanimously.
 - ii. CAFO – Lewis advised that the Welcomestock final paperwork has been submitted, we are pending the last payment from NYS to issue to the Farm & pay the District.
 - iii. Septic – There are 3 applications approved, pending construction & 1 completed project that is ready for reimbursement.
 - iv. Roadside Erosion – The hydroseeding in Edinburgh has been completed.
 - v. Resiliency Training – Working with NYS on an extension, planning trainings for this Spring in Saratoga County (classroom & field).
 - vi. Micro Irrigation Grant – No action currently.
 - c. **Compensation Study Request:** No action/discussion currently.
 - d. **Audit of 2020 Books:** McCarthy advised the 2020 audit of the books is scheduled for 11/05/2021.
 - e. **Part C Performance Measures 2021:** Once Audit is complete, we will complete the requirements.
 - f. **LGMRIF Grant:** A **motion** was made to accept the contract submitted by Jettner Informational Services by Grasso, seconded by Garlanda, carried unanimously.
6. **New Business:**
 - a. **Annual Plan of Work 2022:** Bartow suggested adding a possible hazardous waste collection pending cost estimates, Grasso suggested looking at other Districts APOWs for ideas for the future. A **motion** to approve the Annual Plan of Work with the addition of a possible hazardous waste collection was made by Grasso, seconded by Bartow, carried unanimously.
 - b. **Part B 2022:** A **motion** to approve the Part B Request for 2022 was made by Garlanda, seconded by Grasso, carried unanimously.
 - c. **Mini Grant Program:** Lewis advised that Palemire had an idea of offering mini grants for projects/schools. Will be discussed at future meetings.
7. **Other Business:**

- a. **Executive Session:** A **motion** was made to move into executive session for the purpose of discussing the employment history of a current staff member at 4:43pm was made by Grasso, seconded by Koval, carried unanimously. A **motion** to have the District Manager continue the processing of the letters from the District Board to the Clerk was made by Grasso, seconded by Garlanda, carried unanimously. A **motion** to come out of executive session at 5:25 pm was made by Grasso, seconded by Koval, carried unanimously.
8. **Correspondence: (Attachment F)**
9. **Next Meeting Date and Adjournment:** The next meeting is scheduled for Wednesday, November 17, 2021, at 3:00pm. Meeting adjourned by at 5:30pm.

Respectfully submitted: _____

Shannon J. McCarthy, Secretary

Steve Ropitzky – Chairman

ATTACHMENT A:

Saratoga County SWCD							
Receipts and Disbursements							
SEPTEMBER 2021							
	Operations (Checking/Money Market/Accrued Liabilities)	Petty Cash	WQCC	Envirothon	Roadside Erosion	Welcomstock CAFO	AEM Projects
BOOK BALANCE as of 08/31/2021	\$257,069.50	\$250.00	\$4,082.53	\$1,456.50	\$28,232.16	\$231.23	\$678.27
RECEIPTS							
Interest	\$5.37			\$0.04			\$0.02
Sale of Equipment	\$38,600.00						
No Till Drill Rental Fees	\$570.00						
Payroll Liabilities	\$387.18						
TOTAL RECEIPTS	\$39,562.55	\$0.00	\$0.00	\$0.04	\$0.00	\$0.00	\$0.02
DISBURSEMENTS							
Directors Per Diem for Meetings	\$240.00						
Office Manager	\$3,088.40						
District Manager	\$5,206.40						
Technician(s)	\$7,142.80						
District Trees Expenses	\$289.40						
Conservation Practice Supplies	\$125.00						
Directors Travel/Training	\$134.29						
Employees Travel/Training	\$110.00						
Telephone/Internet	\$120.00						
Office Supplies	\$6.42						
Bank/Credit Card Fees	\$12.48						
Gas & Oil	\$328.66						
Health/Dental Insurance	\$4,781.74						
Employer Share FICA/Medicare	\$1,134.79						
TOTAL DISBURSEMENTS	\$22,720.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
BOOK BALANCE as of	\$273,911.67	\$250.00	\$4,082.53	\$1,456.54	\$28,232.16	\$231.23	\$678.29

ATTACHMENT B:

BUDGET TO ACTUAL REPORT			
SEPTEMBER 2021			
	BUDGET 2021	ACTUAL SEP 2021	ACTUAL JAN - SEP 2021
RECEIPTS			
District Tree & Shrub Program	\$40,000.00		\$37,600.51
Fish Stocking Program Sales	\$3,000.00		\$1,417.62
Interest	\$80.00	\$5.37	\$72.36
Sales	\$15,000.00		\$1,104.88
Sale of Equipment	\$26,000.00	\$38,600.00	\$38,600.00
Gifts and Donations	\$0.00		\$0.00
Ag Value - Soil Group Worksheet	\$1,800.00		\$1,640.00
Sales Tax Credit	\$0.00		\$32.66
Fees	\$3,805.00	\$570.00	\$4,212.56
County Appropriation	\$125,898.00		\$94,414.60
State Grants	\$16,960.00		\$0.00
State Reimbursements	\$204,218.00		\$217,067.33
Federal Grants/Reimbursements	\$0.00		\$0.00
Sales Tax Received	\$1,000.00		\$705.27
PRISM MOU	\$0.00		\$5,500.00
Payroll Liabilities	\$0.00	\$387.18	\$481.11
TOTAL RECEIPTS	\$436,749.00	\$39,562.55	\$402,848.80
DISBURSEMENTS			
Directors Per Diem for Meetings	\$1,200.00	\$240.00	\$780.00
Office Manager	\$40,166.66	\$3,088.40	\$28,722.12
District Manager	\$67,086.73	\$5,206.40	\$48,336.00
Field Technician (Senior)	\$60,816.90	\$3,963.60	\$36,454.32
Field Technician	\$40,866.31	\$3,189.20	\$29,553.30
Furniture and Fixtures	\$0.00		\$0.00
Office Equipment	\$1,000.00		\$1,137.72
Motor Vehicle Equipment	\$38,000.00		\$0.00
Field Equipment	\$1,000.00		\$0.00
District Trees Expenses	\$28,786.15	\$289.40	\$24,710.85
Fish & Pond Stocking	\$2,500.00		\$1,074.99
Flags and Stakes	\$0.00		\$0.00
Conservation Practice Supplies	\$1,544.02	\$126.00	\$1,658.08
WQCC	\$0.00		\$0.00
Directors Travel/Training	\$1,200.00	\$134.29	\$189.39
Employees Travel/Training	\$4,000.00	\$110.00	\$575.00
Telephone/Internet	\$3,400.00	\$120.00	\$1,157.71
Office Supplies	\$3,300.00	\$6.42	\$2,327.68
Meeting Expenses	\$750.00		\$384.46
Educational Expenses	\$1,500.00		\$20.00
Auto/Field/Liability Insurance	\$4,500.00		\$4,710.16
Workers' Compensation/Disability Insurance	\$3,500.00		\$2,621.59
State, National Dues	\$0.00		\$0.00
State Fair	\$100.00		\$100.00
Postage	\$500.00		\$95.53
Bird Item Expenses	\$1,000.00		\$1,566.00
Credit Card Fees	\$1,000.00	\$12.48	\$1,293.92
Part C Project Materials	\$25,000.00		\$13,770.92
Repairs to Truck & Field Equipment	\$500.00		\$30.00
Gas & Oil	\$4,500.00	\$328.66	\$1,619.27
Health Insurance	\$69,742.24	\$4,781.74	\$43,441.37
Retirement Benefits	\$33,000.00		\$0.00
Employer Share FICA/Medicare	\$15,500.00	\$1,134.79	\$10,487.94
Sales Tax Disbursement	\$800.00		\$678.04
Payments to Cooperators and Others	\$0.00		\$6,039.00
TOTAL DISBURSEMENTS	\$436,749.00	\$22,720.38	\$283,636.36
NET TOTAL	\$0.00	\$16,842.17	\$139,313.44

ATTACHMENT C:

2021 MEETING VOUCHERS - OCTOBER									
ACCOUNT #	PAYEE	EXPLANATION	AMOUNT	DATE PAID	CHECK #	AMOUNT PAID	BALANCE DUE		
General 109	Saratoga County General Services	Postage - August 2021	\$32.93	10/28/21	10293	\$32.93	\$0.00		
General 110	Saratoga County Gas Account	Gasoline: Aug & Sept 2021	\$715.97	10/28/21	10292	\$715.97	\$0.00		
General 111	The Hartford	Disability Insurance: July - September 2021	\$31.14	10/07/21	10287	\$31.14	\$0.00		
General 112	De Lage Financier	Copier Lease: October 2021	\$125.00	10/19/21	10288	\$125.00	\$0.00		
General 113	Blueshield of NENY	Health/Dental: October 2021	\$5,625.56	10/07/21	10286	\$5,625.56	\$0.00		
General 114	Saratoga County Diesel Account	Diesel: September 2021	\$19.40	10/28/21	10290	\$19.40	\$0.00		
General 115	NAPA Auto Parts	Part C Supplies	\$54.70	10/28/21	10296	\$54.70	\$0.00		
General 116	Bank of America (Scott's Card)	Part C Supplies	\$19.23	10/28/21	10297	\$19.23	\$0.00		
General 117	Bank of America (Dustin's Card)	Monthly Payroll Fee	\$17.12	10/28/21	10291	\$17.12	\$0.00		
Roadside 118	Essex County SWCD	Roaside Erosion Grant Reimbursement: 3rd Q	\$15,604.95	10/28/21	105	\$15,604.95	\$0.00		
Roadside 119	Saratoga County SWCD	Roaside Erosion Grant Reimbursement: 3rd Q	\$4,804.50	10/28/21	106	\$4,804.50	\$0.00		
General 120	NYACD	2021 Annual Conference Registration Fee	\$189.00	10/19/21	10289	\$189.00	\$0.00		
General 121	Jettner Information Services	LGMRF Grant - Payment 1 of 3	\$3,250.00	10/28/21	10294	\$3,250.00	\$0.00		
General 122	Monaco's	NYS Inspection & Oil Change: 2017 Chevy	\$98.00	10/28/21	10295	\$98.00	\$0.00		
TOTAL VOUCHERS			\$30,587.50			TOTAL DUE	\$0.00		
Bills to be Paid Before Next Board Meeting:									
General	Blue Shield of NENY	Health Insurance - November 2021	\$5,625.56						
	TOTAL		\$5,625.56						

ATTACHMENT D:

October 2021 Field Report

- ? Hydro seed for Town of Greenfield
- ? Hydro seed for Town of Wilton
- ? Hydro seed for Town of Saratoga
- ? Hydro seed for Town of Charlton
- ? Hydro seed for town of Edinburg erosion grant
- ? Hydro seed county fairgrounds & 4h training center
- ? AEM-No-till to Ropitsky (Stillwater)
- ? AEM-No-till to Mathews (Charlton)
- ? AEM-No-till to Glenn (Galway)
- ? AEM-No-till to Smith (Charlton)
- ? Field tile visit horse farm Thomas Rd (Northumberland)
- ? Green infrastructure training (Cortland)
- ? Tire recycling collection (Malta)
- ? Attended NYACD Annual Meeting and Training
- ? Saratoga Boat Launch site visit and application of rolled erosion control materials (Saratoga)
- ? No-till repair
- ? Taught a private 4-Hour training in with Warren County (Providence)
- ? Gave a presentation to Milton Grange about The District (Milton)
- ? Mohawk River Water Chestnut meeting with DEC
- ? AEM-Round 17 Annual Action Plan

ATTACHMENT E:

CORRESPONDENCE - Saratoga County SWCD October 27, 2021

Mailed:

- The Empire State Granger: September – October 2021
- NYACD: Invoice for Membership

E-Mailed:

- USDA Natural Resources Conservation Service: 09/15/2021
- Conservation Clips – 09/17/2021
- Over One Million New York Households Still Not Connected to Broadband
- CDEA September Meeting
- Q&A for Saturated Buffers and ESC Implementation in the Genesee and Finger Lakes Watersheds
- Saturated Buffer Technical Training Webinar
- NYACD AWARDS!!!
- NYACD Registrations
- Help please!
- Upcoming urban forestry events
- Summer 2021 Edition of NACD's The Resource
- NCPP - HHB Award Nomination Form 2021
- Saturated Buffer Presentation
- Monroe County SWCD Fall Newsletter
- Date set: 2022 NYS Envirothon!!
- Lance Lockwood's retirement announcement
- Prioritizing Spending for Pandemic Learning Loss for Students with Disabilities
- National Conservation Planning Partnership (NCPP) Update - UPDATED LINK
- Conservation Clips – 09/24/2021
- Rensselaer County SWCD Technician (Agronomy)
- Don't forget!!
- DiNapoli Announces Fiscal Stress Scores
- Did you forget??
- Mohawk River Integrated Report data submission
- September CDEA News is hot off the press
- Seneca-Keuka Watershed Partnership Autumn Newsletter
- eResource – 09/28/2021
- National Conservation Planning Partnership (NCPP) Update - Economics Webinar Series
- NACD Forestry Notes – 09/30/2021
- Upcoming Extension Meetings
- Conservation Clips – 10/01/2021
- MTA Financial Outlook Precarious
- Q & A for RFP 0237 and RFP0260
- eResource – 10/05/2021
- FY2021 BRIC and FMA Funding Opportunities
- Don't forget!!!!
- Conservation Clips – 10/08/2021
- NYC Office Market Will Take Years to Recover from Pandemic
- October 2021 SWCC Report
- NYS Soil and Water Conservation Committee Meeting
- eResource – 10/12/2021
- Grazier Meeting
- Grain Storage Mtgs
- Conservation Clips – 10/15/2021
- DiNapoli Unveils Tracker to Monitor Federal COVID Funding
- NYS Envirothon updated information/Current Issue
- NRCS 2022 Program Sign-up Announced
- NY FOTG Notice 2022-01 has been posted to the Field Office Technical Guide (FOTG)
- eResource – 10/19/2021
- Agriculture/Forestry and Greenhouse Gas Mitigation webinar series: Register for the 1st webinar, October 21
- Thanks to Farmers and Forest Landowners, Peter Rabbit Makes a Comeback
- RFP Deadline Reminders
- Tioga County SWCD AEM Position
- Conservation Clips – 10/22/2021
- Retirement Open House for Christine Watkins
- DiNapoli: Wall St. Profits Near Record Levels
- 2022 Part B reminder
- CDEA News submissions due November 5
- FSA Report
- Ontario County Soil & Water Conservation District Fall 2021 Newsletter
- eResource – 10/26/2021