

Saratoga County Soil & Water Conservation District
Zoom Meeting
Minutes of Regular Meeting 03/17/2021

In Attendance:

District Directors:

Victoria Garlanda – At Large
Joe Grasso – Legislator
Jennifer Koval – At Large Farmer
Darren O’Connor – Legislator
Steven Ropitzky –Chairman
Janet Bartow - Guest

District Staff:

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

Regrets: Jay Matthews, Kate Girard

Meeting called to order at 3:01pm by Chairman Ropitzky.

1. **Minutes of February 2021 Meeting:** Motion to approve by Grasso, seconded by Koval, carried unanimously.
2. **February 2021 Financial Reports:**
 - a. **Receipts/Disbursements Report, Budget vs Actual Report and Vouchers: (Attachment A, B & C)** Motion to approve made by O’Connor, seconded by Koval, carried unanimously.
3. **Field Report:** Grasso commented that Lewis did a great job presenting to the County Economic Development Committee & suggested that the District find one topic once a year to present to Board of Supervisors for exposure.
4. **Cooperating Agency Reports:**
 - a. **NRCS:** Teale submitted a report by email - Working through Environmental Quality Incentives Program (EQIP) and Agricultural Management Assistance (AMA) program applications, will find out April 30th which applications(s) get funded. Conservation Stewardship Program (CSP) sign-up deadline is April 23. This is for producers who are currently good stewards and are willing to go above and beyond in their stewardship. There is a second round of AMA funding available for producers in urban areas. The funding is primarily for high tunnels. Deadline to apply is April 16. Current projects: 1 high tunnel in progress in Wilton, erosion control project in Schuylerville is designed and hopefully will go in this spring, forest stand improvement project in Galway should have the first phase completed by the end of the month.
 - b. **FSA:** No report.
 - c. **RC&D:** No report.
 - d. **NYSSWCC:** Monthly reported distributed to all by email.
 - e. **NYACD:** No report.
 - f. **CCE:** No report, Koval offered to contact CCE for information pertinent to the District.
5. **Old Business:**
 - a. **Water Quality Coordinating Committee:** No meeting this month, no report.
 - b. **Grants:** Lewis reported on the following:
 - i. Agricultural Environmental Management – Next year starts a new round for AEM Projects, we will need to review Best Management Practices and decide which Practices to utilize for next round. Farms will need to be approved by Board and submitted to NYS for approval.
 - ii. CAFO Grants – Final payment was issued to Koval, payment to NYS for unused funds being mailed back this week.
 - iii. Septic System – No new activity, Lewis agreed to send out another mailing to eligible landowners later this year.
 - iv. Roadside Erosion – No activity, staff will be hydroseeding in spring as part of the Grant.
 - v. Resiliency Training – Working with Upper Hudson & Lake Champlain Coalition to set up the 9 trainings we are contracted to do. To date 7 trainings are planned without firm dates. The District will be holding a Rural Roads Management Training this summer.
 - c. **T&S 2021:**
 - i. **Wages for T&S Workers 2021:** A motion was made by O’Connor, seconded by Garlanda to pay new employees minimum wage of \$12.50 along with a \$.25 increase for returning workers, carried unanimously.

ATTACHMENT B:

| BUDGET TO ACTUAL REPORT | | | |
|--|---------------------|---------------------|-----------------------|
| FEBRUARY 2021 | | | |
| RECEIPTS | BUDGET 2021 | ACTUAL FEB 2021 | ACTUAL JAN - FEB 2021 |
| District Tree & Shrub Program | \$40,000.00 | \$12,716.96 | \$12,716.96 |
| Fish Stocking Program Sales | \$3,000.00 | | \$0.00 |
| Interest | \$80.00 | \$1.94 | \$4.11 |
| Sales | \$15,000.00 | \$274.35 | \$274.35 |
| Sale of Equipment | \$26,000.00 | | \$0.00 |
| Gifts and Donations | \$0.00 | | \$0.00 |
| Ag Value - Soil Group Worksheet | \$1,800.00 | \$720.00 | \$1,000.00 |
| Sales Tax Credit | \$0.00 | | \$0.00 |
| Fees | \$3,805.00 | \$135.00 | \$135.00 |
| County Appropriation | \$125,886.00 | \$31,471.50 | \$31,471.50 |
| State Grants | \$15,960.00 | | \$0.00 |
| State Reimbursements | \$204,218.00 | \$60,000.00 | \$60,000.00 |
| Federal Grants/Reimbursements | \$0.00 | | \$0.00 |
| Sales Tax Received | \$1,000.00 | \$123.69 | \$123.69 |
| TOTAL RECEIPTS | \$436,749.00 | \$105,443.44 | \$105,725.61 |
| DISBURSEMENTS | BUDGET 2021 | ACTUAL FEB 2021 | ACTUAL JAN - FEB 2021 |
| Directors Per Diem for Meetings | \$1,200.00 | | \$0.00 |
| Office Manager | \$40,156.65 | \$3,088.40 | \$5,559.12 |
| District Manager | \$67,086.73 | \$5,160.00 | \$9,288.00 |
| Field Technician (Senior) | \$50,816.90 | \$3,907.40 | \$7,033.32 |
| Field Technician | \$40,866.31 | \$3,143.00 | \$5,657.40 |
| Furniture and Fixtures | \$0.00 | | \$0.00 |
| Office Equipment | \$1,000.00 | | \$0.00 |
| Motor Vehicle Equipment | \$38,000.00 | | \$0.00 |
| Field Equipment | \$1,000.00 | | \$0.00 |
| District Trees Expenses | \$28,786.15 | | \$5,115.34 |
| Fish & Pond Stocking | \$2,500.00 | | \$0.00 |
| Flags and Stakes | \$0.00 | | \$0.00 |
| Conservation Practice Supplies | \$1,544.02 | \$231.99 | \$506.45 |
| WQCC | \$0.00 | | \$0.00 |
| Directors Travel/Training | \$1,200.00 | | \$0.00 |
| Employees Travel/Training | \$4,000.00 | \$135.00 | \$135.00 |
| Telephone/Internet | \$3,400.00 | \$120.00 | \$240.00 |
| Office Supplies | \$3,300.00 | \$28.88 | \$584.63 |
| Meeting Expenses | \$750.00 | | \$0.00 |
| Educational Expenses | \$1,500.00 | \$20.00 | \$20.00 |
| Auto/Field/Liability Insurance | \$4,500.00 | | \$0.00 |
| Workers' Compensation/Disability Insurance | \$3,500.00 | | \$2,548.85 |
| State, National Dues | \$0.00 | | \$0.00 |
| State Fair | \$100.00 | | \$0.00 |
| Postage | \$500.00 | \$5.00 | \$5.00 |
| Bird Item Expenses | \$1,000.00 | | \$0.00 |
| Credit Card Fees | \$1,000.00 | \$437.30 | \$445.05 |
| Part C Project Materials | \$25,000.00 | \$1.98 | \$516.97 |
| Repairs to Truck & Field Equipment | \$500.00 | | \$30.00 |
| Gas & Oil | \$4,500.00 | | \$100.41 |
| Health Insurance | \$59,742.24 | \$4,832.45 | \$9,664.90 |
| Retirement Benefits | \$33,000.00 | | \$0.00 |
| Employer Share FICA/Medicare | \$15,500.00 | \$1,105.12 | \$1,976.17 |
| Sales Tax Disbursement | \$800.00 | | \$0.00 |
| Payments to Cooperators and Others | \$0.00 | (\$669.25) | |
| TOTAL DISBURSEMENTS | \$436,749.00 | \$21,547.27 | \$49,426.61 |
| NET TOTAL | \$0.00 | \$83,896.17 | \$56,299.00 |

ATTACHMENT C:

| 2021 MEETING VOUCHERS - MARCH | | | | | | | | |
|--|----|----------------------------------|--|--------------------|-----------|---------|------------------|---------------|
| ACCOUNT | # | PAYEE | EXPLANATION | AMOUNT | DATE PAID | CHECK # | AMOUNT PAID | BALANCE D |
| General | 25 | Paragon Insurance Holdings | Insurance Renewals 2021 | \$4,338.16 | 03/18/21 | 10202 | \$4,338.16 | \$0.00 |
| General | 26 | Saratoga County Gas Account | Gasoline - January 2021 | \$66.68 | 03/18/21 | 10205 | \$66.68 | \$0.00 |
| General | 27 | Saratoga County General Services | Postage - January 2021 | \$8.65 | 03/18/21 | 10194 | \$8.65 | \$0.00 |
| General | 28 | Monaco's | NYS Inspection: 2020 Chevy | \$10.00 | 03/18/21 | 10200 | \$10.00 | \$0.00 |
| General | 29 | Staples | Office Supplies | \$53.89 | 03/18/21 | 10206 | \$53.89 | \$0.00 |
| General | 30 | Alpha Nurseries | T&S 2021 Order Less 25% Deposit | \$2,292.42 | 03/18/21 | 10196 | \$2,292.42 | \$0.00 |
| General | 31 | A.G. Ammon Nursery | T&S 2021 Order Less 25% Deposit | \$3,318.00 | 03/18/21 | 10195 | \$3,318.00 | \$0.00 |
| General | 32 | Meadowview Tree Nursery | T&S 2021 Order Less 25% Deposit | \$2,944.50 | 03/18/21 | 10199 | \$2,944.50 | \$0.00 |
| General | 33 | Pikes Peak Nursery | T&S 2021 Order Less 25% Deposit | \$3,802.50 | 03/18/21 | 10203 | \$3,802.50 | \$0.00 |
| General | 34 | Vernon Barnes & Son Nursery | T&S 2021 Order Less 30% Deposit | \$840.00 | 03/18/21 | 10209 | \$840.00 | \$0.00 |
| General | 35 | De Lage Financial | Copier Lease: March 2021 | \$125.00 | 03/18/21 | 10198 | \$125.00 | \$0.00 |
| General | 36 | Blueshield of NENY | Health/Dental: March 2021 | \$5,685.29 | 03/04/21 | 10193 | \$5,685.29 | \$0.00 |
| General | 37 | Montgomery County SWCD | Reimbursement for Mohawk Watershed Coalition Website | \$77.71 | 03/18/21 | 10201 | \$77.71 | \$0.00 |
| General | 38 | Curtis Lumber | Part C Materials | \$119.94 | 03/18/21 | 10207 | \$119.94 | \$0.00 |
| General | 39 | Vermont Wildflower Farm | T&S 2021 Order Less Deposit | \$34.76 | 03/18/21 | 10208 | \$34.76 | \$0.00 |
| General | 40 | Saratoga County General Services | Postage - February 2020 | \$9.70 | 03/18/21 | 10194 | \$9.70 | \$0.00 |
| General | 41 | Benchmark | Prism MOU: Invasives ID Card | \$4,912.00 | 03/18/21 | 10197 | \$4,912.00 | \$0.00 |
| General | 42 | Bank of America (Dustin's Card) | Portable Hard Drive | \$59.99 | 03/18/21 | 10204 | \$59.99 | \$0.00 |
| | | | TOTAL VOUCHERS | \$28,699.19 | | | TOTAL DUE | \$0.00 |
| Bills to be Paid Before Next Board Meeting: | | | | | | | | |
| General | | Blue Shield of NENY | Health Insurance - April 2021 | \$5,783.25 | | | | |
| | | | TOTAL | \$5,783.25 | | | | |

ATTACHMENT D:

| February 2021 Field Report | |
|----------------------------|--|
| • | CAFO manure storage grant - Koval Dairy, Welcome Stock Dairy Final walk through with Brian Steinmuller |
| • | Ag Assessments (County wide) |
| • | Tree & Shrub brochure delivery (County wide) |
| • | Annual Report |
| • | Water Quality Symposium Trainings (Dustin Scott, Dan, Shannon) |
| • | MAP- Garnsey Park Hedge row Plan |
| • | Permit work for Moreau Highway Department (Moreau) |
| • | Presentation to the County Economic Development Committee on the Septic System Replacement Grant Program |
| • | Legislative Days Zoom calls with legislators |
| • | Saratoga County Fair work on Conservation Building (Ballston Spa) |

ATTACHMENT E:

CORRESPONDENCE - Saratoga County SWCD
March 17, 2021

E-Mailed:

- NYS Soil and Water Conservation Committee Draft February 9, 2021 Minutes
- eResource – 02/16/2021
- GOVERNOR CUOMO ANNOUNCES \$4 MILLION TO HELP NEW YORK FARMS ADDRESS IMPACTS OF CLIMATE CHANGE
- 2020 Performance Measure Evaluation Report review starting 2/22
- An Update from State Comptroller DiNapoli: NY's Economy & Finances in the COVID-19 Era
- Conservation Clips – 02/19/2021
- Local Sales Tax Collections Down 5.9% in January
- RFA 0181 - Source Water Buffer Program Updated Q and A
- Request for Proposals: Great Lakes Sediment and Nutrient Reduction Program
- eResource – 02/23/2021
- National Cohesive Wildland Fire Management Strategy
- CLCPA Ag and Forestry Advisory Panel
- 2021 NYS Envirothon Team Registration fee
- Need Oral Presentation Judges - NYS Envirothon
- Testing questions - Multi-County Regional Envirothon
- National Conservation Planning Partnership (NCPPI) Update – 02/26/2021
- Conservation Clips – 02/26/2021
- Covid-19 Causes Financial Hit to NYC Arts, Entertainment and Recreation Industry
- Wyoming County SWCD Annual Report
- Water Quality Symposium Annual Meeting and Awards Ceremony
- Meet the nationwide Leopold Conservation Award Recipients of 2020: NY application deadline April 1, 2021
- eResource – 03/02/2021
- NYSCDEA- Updated Annual Meeting Book and By-laws
- Draft 2020 CDEA Annual Meeting Minutes
- Last call for March CDEA News!
- District Truck for Sale
- WNY Stormwater Management Training Series - 2021 workshop schedule
- An Update from State Comptroller DiNapoli: NY's Economy & Finances in the COVID-19 Era – 03/04/2021
- NYS CDEA virtual happy hour
- Conservation Clips – 03/05/2021
- Updated CDEA March 2020 Annual Meeting Minutes
- GOVERNOR CUOMO ANNOUNCES \$31.5 MILLION AWARDED TO CONSERVE MORE THAN 15,000 ACRES OF NEW YORK FARMLAND
- Comptroller DiNapoli Hosts NAACP NY President Dr. Hazel Dukes for Fireside Chat
- HELP!!!! A.S.A.P.
- eResource – 03/09/2021
- SWCD Vacancy
- Water Quality Symposium Evaluations!
- NYSERDA Clean Energy Communities: Learn How Your Community Can Benefit from NY Stretch Energy Code-2020
- Virtual Fundraising to benefit the Frank Bratt Memorial Scholarship
- March 2021 SWCC Report
- Conservation Clips – 03/12/2021
- DiNapoli: DOH Needs to Step Up Enforcement of Patient Safety Violations