

Saratoga County Soil & Water Conservation District
Zoom Meeting
Minutes of Regular Meeting 05/19/2021

In Attendance:

District Directors:

Janet Bartow – Grange
Victoria Garlanda – At Large
Joe Grasso – Legislator
Jennifer Koval – At Large Farmer
Jay Matthews – At Large Farmer
Darren O'Connor – Legislator
Steven Ropitzky –Chairman

District Staff:

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

Meeting called to order at 3:03pm by Chairman Ropitzky.

1. **Minutes of April 2021 Meeting:** Motion to approve by Grasso, seconded by O'Connor, carried unanimously.
2. **April 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 Grasso, carried unanimously.
3. **Field Report: (Attachment D)**
4. **Cooperating Agency Reports:**
 - a. **NRCS:** Lewis reported that he received an email that NRCS has an updated policy allowing fully vaccinated do not need masks or social distance, he will forward it to the Board.
 - b. **RC&D:** No report.
 - c. **NYSSWCC:** Report distributed by email.
 - d. **NYACD:** No report. Received a note in the mail that NYACD is currently looking for Area Representatives & a new Treasurer.
 - e. **CCE:** District staff assisted at the fairgrounds getting the Conservation Building ready. Sundae on the Farm will be held on Father's Day at Mill Creek Farm with a no contact drive through tour. Plans for summer drive in movie night at Malta Drive-In.
5. **Old Business:**
 - a. **Water Quality Coordinating Committee:** No meeting this month.
 - b. **Grants:** Lewis reported on the following:
 - i. Agricultural Environmental Management – Palemire been getting ready for next round, changes coming to rules/regs next year. Lewis will update once they are released to Districts.
 - ii. CAFO – No current activity. McCarthy advised the check sent to the State for unused funds for the Koval grant was cashed & should be closed out later this month.
 - iii. Septic – Troy from Planning Department is putting together list of owner names & addresses for next round of letters
 - iv. Roadside Erosion – Lewis & Palemire will GPS the hydroseeding sites in Edinburgh on Friday, will add the site to the hydroseeding schedule
 - v. Resiliency Training – 1 training has been held, next is scheduled for June 14th at 4H Building in Ballston Spa, others are being planned by other Districts. Lewis will be sending info out to Towns & Board of Supervisors.
 - c. **T&S 2021:** Lots of positive feedback was given, will be keeping the drive through & online store, will have handouts for DEC Tree Nursery. No big changes for 2022.
 - d. **Envirothon 2021:** McCarthy reported that a virtual Envirothon was held on May 5th with 6 teams participating. The kids and teachers sent lots of positive feedback, everyone is hoping to be able to hold it in person for 2022. The Saratoga County and Overall winner is the Ballston Spa Envirodorks who will be competing in the NYS competition.
 - e. **Tire Recycling:** To date only 147 tires have been registered, usually have about 400 by now. Due to low participation, Lewis decided to cancel the large trailer as it was a \$2600 fee. Instead the Staff will use the trucks & billboard trailer to collect what we can & then deliver them to Casings in Catskill. Another Tire Recycling will be held in the Fall & will also include Ag tires.
 - f. **Compensation Study Request:** Lewis met with County HR, they suggested staff create new duty statements, which were handed in yesterday. HR will use the statements to determine comparable County positions to assist in calculating suggested pay rates.
 - g. **Fish Stocking 2021:** Vendor waited until 3 days before deadline to advise they will not be delivering fish to us this year. After multiple discussion, a compromise was made that the vendor will deliver our order of Grass Carp to Albany County tomorrow & staff will pick up from there to deliver to our customers. All other orders had to canceled & refunded. This is the 2nd year this vendor has canceled out on us, staff will look into other vendors or other ways to hold the Program for 2022.
6. **New Business:**

ATTACHMENT B:

BUDGET TO ACTUAL REPORT			
APRIL 2021			
	BUDGET 2021	ACTUAL APRIL 2021	ACTUAL JAN - FEB 2021
RECEIPTS			
District Tree & Shrub Program	\$40,000.00	\$2,539.60	\$33,606.97
Fish Stocking Program Sales	\$3,000.00	\$3,067.83	\$3,067.83
Interest	\$80.00	\$10.60	\$19.74
Sales	\$15,000.00	\$133.94	\$1,090.00
Sale of Equipment	\$26,000.00		\$0.00
Gifts and Donations	\$0.00		\$0.00
Ag Value - Soil Group Worksheet	\$1,800.00	\$320.00	\$1,640.00
Sales Tax Credit	\$0.00		\$32.66
Fees	\$3,805.00		\$135.00
County Appropriation	\$125,886.00	\$31,471.50	\$62,943.00
State Grants	\$15,960.00		\$0.00
State Reimbursements	\$204,218.00		\$209,042.08
Federal Grants/Reimbursements	\$0.00		\$0.00
Sales Tax Received	\$1,000.00	\$232.48	\$666.05
PRISM MOU	\$0.00	\$5,500.00	\$5,500.00
Payroll Liabilities	\$0.00	\$93.93	\$93.93
TOTAL RECEIPTS	\$436,749.00	\$43,369.88	\$317,837.26
DISBURSEMENTS	BUDGET 2021	ACTUAL APRIL 2021	ACTUAL JAN - FEB 2021
Directors Per Diem for Meetings	\$1,200.00		\$240.00
Office Manager	\$40,156.65	\$3,088.40	\$11,735.92
District Manager	\$67,086.73	\$5,206.40	\$19,700.80
Field Technician (Senior)	\$50,816.90	\$3,907.40	\$14,848.12
Field Technician	\$40,866.31	\$3,189.20	\$12,012.70
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	\$1,034.20	\$24,122.46
Fish & Pond Stocking	\$2,500.00		\$0.00
Flags and Stakes	\$0.00		\$0.00
Conservation Practice Supplies	\$1,544.02	\$125.00	\$793.05
WQCC	\$0.00		\$0.00
Directors Travel/Training	\$1,200.00		\$0.00
Employees Travel/Training	\$4,000.00		\$135.00
Telephone/Internet	\$3,400.00	\$120.00	\$557.71
Office Supplies	\$3,300.00	\$503.14	\$1,087.77
Meeting Expenses	\$750.00		\$0.00
Educational Expenses	\$1,500.00		\$20.00
Auto/Field/Liability Insurance	\$4,500.00		\$4,338.16
Workers' Compensation/Disability Insurance	\$3,500.00	\$31.14	\$2,579.99
State, National Dues	\$0.00		\$0.00
State Fair	\$100.00		\$0.00
Postage	\$500.00	\$36.72	\$60.07
Bird Item Expenses	\$1,000.00		\$0.00
Credit Card Fees	\$1,000.00	\$157.34	\$1,204.64
Part C Project Materials	\$25,000.00	\$190.74	\$827.65
Repairs to Truck & Field Equipment	\$500.00		\$30.00
Gas & Oil	\$4,500.00	\$177.88	\$354.97
Health Insurance	\$59,742.24	\$4,832.45	\$19,329.80
Retirement Benefits	\$33,000.00		\$0.00
Employer Share FICA/Medicare	\$15,500.00	\$1,147.31	\$4,252.27
Sales Tax Disbursement	\$800.00		\$678.04
Payments to Cooperators and Others	\$0.00		\$6,039.00
TOTAL DISBURSEMENTS	\$436,749.00	\$23,747.32	\$126,085.84
NET TOTAL	\$0.00	\$19,622.56	\$191,751.42

ATTACHMENT C:

2021 MEETING VOUCHERS - MAY								
ACCOUNT	#	PAYEE	EXPLANATION	AMOUNT	DATE PAID	CHECK #	AMOUNT PAID	BALANCE DUE
General	56	Jim Smith	Bluebird Box, Kits & Bat Boxes	\$1,566.00	05/20/21	10242	\$1,566.00	\$0.00
General	57	De Lage Fianancial	Copier Lease: May 2021	\$125.00	05/20/21	10237	\$125.00	\$0.00
General	58	Blueshield of NENY	Health/Dental: May 2021	\$5,685.29	05/06/21	10234	\$5,685.29	\$0.00
General	59	Curtis Lumber	Part C Materials	\$17.00	05/06/21	10235	\$17.00	\$0.00
General	60	NYSCDEA	2021 Envirothon Registration Fee	\$500.00	05/13/21	10236	\$500.00	\$0.00
General	61	EJP	Hydroseeding Supplies	\$840.00	05/20/21	10238	\$840.00	\$0.00
General	62	Fulton County SWCD	Hydroseeding Supplies	\$1,530.00	05/20/21	10240	\$1,530.00	\$0.00
General	63	Bank of America (Dustin's Card)	Monthly Payroll Fee, Envirothon Expenses	\$29.03	05/20/21	10239	\$29.03	\$0.00
General	64	Bank of America (Scott's Card)	Part C Materials	\$133.18	05/20/21	10241	\$133.18	\$0.00
			TOTAL VOUCHERS	\$10,425.50			TOTAL DUE	\$0.00
Bills to be Paid Before Next Board Meeting:								
General		Blue Shield of NENY	Health Insurance - June 2021	\$5,685.29				
		TOTAL		\$5,685.29				

ATTACHMENT D:

<u>May 2021 Field Report</u>	
<ul style="list-style-type: none"> ● Tree and Shrub sale ● Contacted John Aerial about the Irrigation grant we were awarded (Wilton) ● Met with County HR to discuss position statements ● No-Till to Rod Stewart (Stillwater) ● No-Till to Donnan (Galway) ● No-Till to Hoogaveen (Stillwater) ● No-Till to Foti (Galway) ● Al LaRue Field Tile (Charlton) ● WelcomeStock met with engineer to discuss sighting of new fire house on farm property and wetland issues (Northumberland) ● Hydroseeding Town of Ballston ● Planning for ESI grant trainings at Training Center ● Winney Blueberry farm grant info (Northumberland) ● Vincek Grant info visit (Wilton) ● Assist with surveying for new building at fairgrounds ● Navojosky AEM and drainage visit (Galway) ● Knights AEM Round 17 Grant site visit (Ballston) ● Tire recycling prep ● Fish stocking prep ● Pond site visit (Providence) ● Hydroseeding Town of Greenfield ● Welcome Stock Field tile (Northumberland) ● Szureck field tile (Charlton) 	

CORRESPONDENCE - Saratoga County SWCD
May 19, 2021

E-Mailed:

- Forest Pest Symposium April 22
- Conservation Clips – 04/23/2021
- 2021 Directory Updates
- NACD Forestry Notes – 04/23/2021
- 4HR Erosion & Sediment Control Training Announcement
- Delaware county SWCD Job Announcement
- Sad news, Dennis Hill Long-time SWCD and SWCC Chair Passing
- Orange Co SWCD 2020 Annual Report Newsletter
- CDEA News needs your news
- 2021 DEC Summer Program Host Survey
- Schoharie SWCD Spring Fish Sale
 - eResource – 04/27/2021
- QUICK SURVEY: NACD Alternative Health Plan Options
- USDA Natural Resources Conservation Service – 04/28/2021
- Ontario County Soil & Water Conservation District Spring Newsletter
- Conservation Clips – 04/30/2021
- DiNapoli Reports on the Pandemic's Devastation of NYC's Tourism Industry
- "Living in Suburbia" Soil, Water and Plants Webinar Series Begins May 20
- May 2021 SWCC Report
 - eResource – 05/04/2021
- Conservation Clips – 05/07/2021
- Sign of Progress: NYers Gradually Return to Subway
- Opportunity for smaller landowners to get cost share on managing forests
- New York State Erosion & Sediment Control Certificate Program Review Course
- RFP 0248 - Round 27 Agricultural Non-Point Source Pollution Abatement and Control Program Released
- Cayuga County SWCD's 2020 Annual Report
- NYS Soil and Water Conservation Committee Meeting - May 18, 2021
- GOVERNOR CUOMO ANNOUNCES FUNDING TO HELP FARMERS PROTECT NEW YORK'S WATER QUALITY
- 2021 District Directory
 - eResource – 05/11/2021
- May's Forests, Plants, and Land Conservation News
- MakingWaves - Special Grants Announcement
- William "Bill" Peoples
- State Museum, Library and Archives to Re-open May 17, 2021
- A Snapshot of Economic Impact Payments in New York
- NYS Envirothon Information
- Conservation Clips – 05/14/2021
- Frank Bratt Scholarship Deadline
- Identity Theft Cases Surged in NY in 2020
- Wayne County SWCD's 2020 Annual Report
- Proud Moments: Wayne County is proud to return!
- Fw: Stream C ----- Bill.....
- NYS SWCC Program Updates and Round 27 AGNPS Request for Proposals Webinar
- NYS Envirothon Registration