

**Saratoga County Soil & Water Conservation District**  
4H Training Center  
**Minutes of Regular Meeting 08/18/2021**

**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

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

1. **Minutes of June 2021 Meeting:** Motion to approve by Grasso, seconded by Matthews, carried unanimously.
2. **July 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 Garlanda, carried unanimously.
3. **Field Report: (Attachment D)**
4. **Cooperating Agency Reports:**
  - a. **NRCS:** No report.
  - b. **FSA:** Report distributed by email.
  - c. **RC&D:** The process for shutting down has started.
  - d. **NYSSWCC:** Report distributed by email. Lewis will request Fickbohm provide District Law Training at next month's meeting.
  - e. **NYACD:** The District has received multiple referrals from people contacting NYACD about horse farming. Letter dated 08/13/2021 in Correspondence.
  - f. **CCE:** No report.
5. **Old Business:**
  - a. **Water Quality Coordinating Committee:** No meeting due to no quorum.
  - b. **Grants:** Lewis reported on the following:
    - i. Agricultural Environmental Management – Palemire has been contacting farms to get them interested in next round of Project funding. Paperwork from the farms need to be completed in next couple months. District has until May to have applicants ranked & project finalized.
    - ii. CAFO – Lewis is setting up a meeting with Fickbohm to review final grant paperwork for the Welcomestock grant.
    - iii. Septic – 2 new applications were received in the mail, both qualified & have been sent award letters.
    - iv. Roadside Erosion – Edinburgh has repaired part of road that washed out & is currently doing work on an additional road. 2 pallets of mulch have been purchased & placed at Edinburgh to reduce traveling when hydroseeding is being done. Most likely an extension for the grant will be requested.
    - v. Resiliency Training – Other SWCDs (Hamilton, Franklin) working on dates for training dates in their Counties. Lewis to provide dates to Board members when they are set.
    - vi. Micro Irrigation Grant – No activity to date, the farmer is currently in the growing season, the bids will be worked on one the growing season is over.
  - c. **Compensation Study Request:** Lewis spoke with County's HR as the salary information received for Clerk's salary was incorrect, the starting salary for clerk's position is \$42,000.00, he will update chart he created for any additional discussions.
6. **New Business:**
  - a. **T&S Program 2022:** A motion was made to hold a T&S Program in 2022 with expenses not to exceed \$28,000.00 by Garlanda, seconded by Matthews, carried unanimously.
  - b. **Auction of 2020 Chevy Silverado:** A motion was made to accept the bid of \$38,600.00 by O'Connor, seconded by Koval, carried unanimously.

- c. **Office Staffing and NRCS COVID Policy:** New guidelines for the office have been received from NRCS. Any space where they pay for the rent/lease no meetings can be held in that space & everyone in that space must always wear a mask unless they are alone in an office with a door shut. Signs also have been put up by NRCS that anyone who enters the office must have a mask on. The office door is locked so that people must be allowed into the office. The NRCS lease is up on September 30<sup>th</sup>, officially they are supposed to send a letter of intent by end of May. According to officials from NRCS a letter was sent, but the County states they have not received a letter of intent.

7. **Other Business:**

- a. **Aerial Maps Online:** 10 or so years ago students from Skidmore college did a project that digitized the aerial maps in the office and provide them to the public on their website. Recently that page on the website has become unavailable. The District has been contacted multiple times in regards to the maps not being available online. Grasso stated that he felt it was a County responsibility to have those digitized, advised Lewis to contact County Planner to discuss the possibility of having the maps digitized again & report back at next meeting.
- b. **Executive Discussion:** A **motion** was made to move into Executive Session at 3:53pm by O'Connor, seconded by Grasso, carried unanimously. A **motion** to proceed with the letter from the Board as amended and allow the Manager to take appropriate action in consultation with the County Attorney and Human Resources was made by O'Connor, seconded by Grasso, carried unanimously. A **motion** was made to come out of Executive Session by O'Connor seconded by Grasso at 4:48pm, carried unanimously.

8. **Correspondence: (Attachment F)**

9. **Next Meeting Date and Adjournment:** The next meeting is scheduled for Wednesday, September 15, 2021, at 3:00pm. Meeting adjourned by at 4:48 pm.

Respectfully submitted: \_\_\_\_\_  
 Shannon J. McCarthy, Secretary                      Steve Ropitzky – Chairman

**ATTACHMENT A:**

Saratoga County SWCD							
Receipts and Disbursements							
JULY 2021							
	Operations (Checking/Money Market/Accrued Liabilities)	Petty Cash	WQCC	Envirothon	Roadside Erosion	Welcomstock CAFO	AEM Projects
<b>BOOK BALANCE as of 06/30/2021</b>	<b>\$274,809.53</b>	<b>\$250.00</b>	<b>\$4,082.53</b>	<b>\$1,972.45</b>	<b>\$40,782.96</b>	<b>\$231.23</b>	<b>\$678.23</b>
<b>RECEIPTS</b>							
Interest	\$5.88			\$0.05			\$0.02
Tire Recycling Fees	\$549.00						
<b>TOTAL RECEIPTS</b>	<b>\$554.88</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.05</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.02</b>
<b>DISBURSEMENTS</b>							
Office Manager	\$3,088.40						
District Manager	\$5,206.40						
Technician(s)	\$7,119.70						
Payments to Cooperators & Others					\$12,550.80		
District Trees Expenses	(\$42.00)						
Conservation Practice Supplies	\$125.00						
Telephone/Internet	\$120.00						
Office Supplies	\$17.12						
Meeting Expenses	\$220.10						
Auto, Field and Liability Insurance	\$372.00						
Workers' Comp & Disability Insurance	\$41.60						
State Fair	\$100.00						
Bank/Credit Card Fees	\$1.00						
Part C Project Materials	\$1,205.16						
Gas & Oil	\$660.57						
Health/Dental Insurance	\$4,832.45						
Employer Share FICA/Medicare	\$1,113.98						
<b>TOTAL DISBURSEMENTS</b>	<b>\$24,181.48</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12,550.80</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>BOOK BALANCE as of</b>	<b>\$251,182.93</b>	<b>\$250.00</b>	<b>\$4,082.53</b>	<b>\$1,972.50</b>	<b>\$28,232.16</b>	<b>\$231.23</b>	<b>\$678.25</b>

**ATTACHMENT B:**

BUDGET TO ACTUAL REPORT			
JULY 2021			
	BUDGET 2021	ACTUAL JULY 2021	ACTUAL JAN - JULY 2021
<b>RECEIPTS</b>			
District Tree & Shrub Program	\$40,000.00		\$37,800.51
Fish Stoking Program Sales	\$3,000.00		\$1,417.62
Interest	\$80.00	\$5.88	\$61.44
Sales	\$15,000.00		\$1,104.88
Sale of Equipment	\$28,000.00		\$0.00
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	\$549.00	\$3,642.56
County Appropriation	\$125,886.00		\$62,943.00
State Grants	\$15,960.00		\$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		\$93.93
<b>TOTAL RECEIPTS</b>	<b>\$436,749.00</b>	<b>\$554.88</b>	<b>\$331,809.20</b>
<b>DISBURSEMENTS</b>			
Directors Per Diem for Meetings	\$1,200.00		\$540.00
Office Manager	\$40,156.65	\$3,088.40	\$22,546.32
District Manager	\$67,086.73	\$5,206.40	\$37,923.20
Field Technician (Senior)	\$50,818.90	\$3,930.50	\$28,547.12
Field Technician	\$40,866.31	\$3,189.20	\$23,174.90
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	\$28,788.15	(\$42.00)	\$24,421.45
Fish & Pond Stocking	\$2,500.00		\$1,074.99
Flags and Stakes	\$0.00		\$0.00
Conservation Practice Supplies	\$1,544.02	\$125.00	\$1,168.05
WQCC	\$0.00		\$0.00
Directors Travel/Training	\$1,200.00		\$65.10
Employees Travel/Training	\$4,000.00		\$465.00
Telephone/Internet	\$3,400.00	\$120.00	\$917.71
Office Supplies	\$3,300.00	\$17.12	\$2,282.36
Meeting Expenses	\$750.00	\$220.10	\$384.46
Educational Expenses	\$1,500.00		\$552.23
Auto/Field/Liability Insurance	\$4,500.00	\$372.00	\$4,710.16
Workers' Compensation/Disability Insurance	\$3,500.00	\$41.60	\$2,621.59
State, National Dues	\$0.00		\$0.00
State Fair	\$100.00	\$100.00	\$100.00
Postage	\$500.00		\$95.53
Bird Item Expenses	\$1,000.00		\$1,566.00
Credit Card Fees	\$1,000.00	\$1.00	\$1,281.44
Part C Project Materials	\$25,000.00	\$1,205.16	\$9,645.92
Repairs to Truck & Field Equipment	\$500.00		\$30.00
Gas & Oil	\$4,500.00	\$660.57	\$1,202.61
Health Insurance	\$59,742.24	\$4,832.45	\$33,827.18
Retirement Benefits	\$33,000.00		\$0.00
Employer Share FICA/Medicare	\$15,500.00	\$1,113.98	\$8,237.42
Sales Tax Disbursement	\$800.00		\$678.04
Payments to Cooperators and Others	\$0.00		\$6,039.00
<b>TOTAL DISBURSEMENTS</b>	<b>\$436,749.00</b>	<b>\$24,181.48</b>	<b>\$215,224.50</b>
<b>NET TOTAL</b>	<b>\$0.00</b>	<b>(\$23,626.60)</b>	<b>\$116,584.70</b>

**ATTACHMENT C:**

2021 MEETING VOUCHERS - AUGUST 2021									
ACCOUNT #	PAYEE	EXPLANATION	AMOUNT	DATE PAID	CHECK #	AMOUNT PAID	BALANCE DUE		
General 94	Saratoga County Gas Account	Gasoline: May 2021	\$335.30	07/29/21	10270	\$335.30	\$0.00		
General 95	Fulton County SWCD	Hydroseeding Materials	\$765.00	08/19/21	10275	\$765.00	\$0.00		
General 96	De Lage Financial	Copier Lease: August 2021	\$131.25	08/19/21	10273	\$131.25	\$0.00		
General 97	Blueshield of NENY	Health/Dental: August 2021	\$5,685.29	08/05/21	10271	\$5,685.29	\$0.00		
General 98	EJP	Part C Materials	\$3,360.00	08/19/21	10274	\$3,360.00	\$0.00		
General 99	Staples	Office Supplies	\$32.48	08/19/21	10278	\$32.48	\$0.00		
General 100	Petty Cash	VPN for Technician's Computer	\$76.49	08/19/21	10276	\$76.49	\$0.00		
General 101	Bank of America (Dustin's Card)	Software for Drone, Gas, Monthly Payroll Fee	\$213.71	08/19/21	10272	\$213.71	\$0.00		
General 102	Bank of America (Scott's Card)	Car washes for vehicle	\$38.00	08/19/21	10277	\$38.00	\$0.00		
<b>TOTAL VOUCHERS</b>			<b>\$10,637.52</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 - September 2021	\$5,685.29						
<b>TOTAL</b>			<b>\$5,685.29</b>						

**ATTACHMENT D:**

**August 2021 Field Report**

- Hydro seed Town of Ballston
- Finkin pasture drainage site visit (Corinth)
- Roadside grant site visit Town of Edinburg
- Hydro seed town of Greenfield
- Hydro seed town of Wilton
- Solar meeting Fulton County
- AEM Ariel and Vincek farm No-till rental
- AEM Tier 3 plan Steve R. and Half a Chance Farm
- AEM Tier 4 implementation grant (Kyle Donnan, Jason Arnold)
- AEM Tier 5b Welcome Stock Dairy
- MAP- Invasive sign to Ballston town park
- Ag. Tire recycling flyer
- Road side grant Edinburg
- Erosion and Sediment Control Certificate Program training in Elmira
- Drone flights and mapping of Kayaderoseras Creek outlet into Saratoga Lake for SLPID (Malta, Saratoga Springs)
- Septic Site visit with Sandell (Clifton Park)
- Solar installation on NY Farms call with American Farmland Trust

## ATTACHMENT E:

### CORRESPONDENCE - Saratoga County SWCD

August 18, 2021

#### Mailed:

- Invitation to the Battenkill Conservation Fall Fete
- Bay Journal July – August 2021
- NYS LTAP Center Newsletter – Summer 2021
- NYACD Letter – August 2021

#### E-Mailed:

- Save the Date! NACD Northeast Regional Meeting
- Farmer Meetings
- Job Announcement
- Soil Health Policy
- Conservation Clips – 07/23/2021
- Local Sales Tax Collections Surpassed Pre-Pandemic Levels
- CDEA Meeting Announcement
- Division 6 2021 Annual Meeting
- eResource – 07/27/2021
- Herkimer - Conservation Aide Position
- 2022 Water Quality Symposium course needs survey
- NYSDEC Summer Camps - 12233-5256
- National Conservation Planning Partnership (NCP) Update
- NYSDEC Summer Camps - New August Programs
- Update NCF-Envirothon
- Conservation Clips – 07/30/2021
- Better ADA Compliance Needed at Port Authority Facilities
- CDEA Golf Tournament Please Forward the Registration
- Records Management & Archives Newsletter
- USDA Pandemic Guidance - Update
- Draft Minutes - July 20th, 2021 NYS SWCC Meeting
- NYSDEC Summer Camps - Join an Outdoor Adventure
- July CDEA News is hot off the press
- ACSWCD District Technician Vacancy
- eResource – 08/03/2021
- USDA - Counties Meeting "Substantial" Level of Community Transmission
- NYACD Awards
- 2021 Conservation Skills Workshop
- Conservation Clips – 08/06/2021
- USDA - Updated Mask Guidance
- Where Are Your Tax Dollars Going?
- August 2021 SWCC Report
- NYSDEC Summer Camps - Free Hiking and Fishing Programs
- USDA Guidance Update - 8-10-21
- Training Opportunity
- eResource – 08/10/2021
- Statewide Riparian Opportunity Assessment on-line tool
- FW: STATE AGRICULTURE COMMISSIONER ANNOUNCES TABLE ROCK FARM AS WINNER OF THE ANNUAL NEW YORK AEM-LEOPOLD CONSERVATION AWARD
- DEC Announces New Regulations to Improve Food Scrap Recycling and Prevent Food Waste
- State Envirothon Committee
- Conservation Clips – 08/13/2021
- Washington Newsletter
- NYS Common Retirement Fund Reports Robust 1st Quarter Results