

**Saratoga County Soil & Water Conservation District**  
Zoom Meeting  
**Minutes of Organizational Meeting 01/19/2022**

**In Attendance:**

District Directors:

Janet Bartow - Vice Chairman  
Victoria Garlanda – At Large  
Joe Grasso – Legislator  
Jennifer Koval – At Large Farmer  
Jay Matthews – At Large Farmer  
Steven Ropitzky – Chairman  
Kevin Veitch – Legislator

District Staff:

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

Other Agencies

Kate Girard

Meeting called to order at 3:00pm by Chairman Ropitzky

1. **Annual Meeting:**

a. **Appointments and Elections:**

- i. The Saratoga County Board of Supervisors reappointed Victoria Garlanda and appointed Kevin Veitch as a supervisor representative to the District board for 2022.
- ii. Elections – A **motion** was made by Matthews, seconded by Garlanda, carried unanimously, to elect Ropitzky as Chairman.
- iii. A **motion** was made by Matthews, seconded by Koval, carried unanimously, to elect Bartow as Vice Chairman.
- iv. A **motion** was made by Garlanda, seconded by Matthews, carried unanimously, to elect McCarthy as Secretary/Treasurer.

b. **Official Paper/Official Bank/Mileage Rate/Meeting Dates and Time:** A **motion** was made by Grasso, seconded by Veitch, carried unanimously to have:

- i. The Daily Gazette as the official newspaper for 2022
- ii. Ballston Spa National Bank as the official bank for 2022
- iii. \$0.585 per mile for mileage reimbursement for 2022
- iv. The 3<sup>rd</sup> Wednesday of every month as the meeting dates and 3:00pm as the meeting time for 2022.

2. **Minutes of November & December 2021 Meeting:** **Motion** to approve by Grasso, seconded by Matthews, Veitch abstained all others approved.

3. **December 2021 Financial Reports:**

a. **Receipts/Disbursements Report, Budget vs Actual Report and Vouchers: (Attachment A, B & C)** **Motion** to approve made by Grasso, seconded by Matthews, carried unanimously.

4. **Field Report: (Attachment D)**

5. **Cooperating Agency Reports:**

- a. **NRCS:** Girard reported on current contracts: 3 high tunnels certified, 3 more ordered for spring, with a possible 4th. Approved funding will be announced at the end of March for AMA & EQIP. CSP program application up deadline of March 11<sup>th</sup>. Due to rising covid cases, only allowing 25% staffing in the office, working with SWCD staff to keep within guideines.
- b. **FSA:** Distributed to all by email.
- c. **RC&D:** No report.
- d. **NYSSWCC:** Monthly reported distributed to all by email. Lewis advised the CRF & Ag Non-Point grants will be released in the next few weeks. The Governor passed virtual meetings through Feb. 15<sup>th</sup>, this will continue as long as in a the State is in a state of emergency.
- e. **NYACD:** No report.
- f. **CCE:** No report.

6. **Old Business:**

- a. **Water Quality Coordinating Committee:** Meeting held in December, Lewis is talking with Pascucci on creating an augmented sand box.
- b. **Grants:** Lewis reported on the following:

- i. AEM – Palemire is working on closing out this round & also working on final applications for next round. Those applications will be reviewed in an upcoming meeting, must be done by May.
  - ii. CAFO – Waiting on funds from NYS to pay Welcomestock’s final payment.
  - iii. Septic Systems – 1 payment being issued this week for completed project, 1 pending project final approval.
  - iv. Roadside Erosion – No action.
  - v. Resiliency Training Grant – Submitted reimbursement request for about \$1000, also submitted extension request, couple trainings planned this Spring.
  - vi. Micro Irrigation Grant – Palemire is working with Ariel on getting bids for grant.
  - vii. Records Retention Grant – Consultant has moved on to working in the vault, District staff is in process of ordering shelves. Consultant expects to be done by mid-February, at that time we can review what files can be disposed of. McCarthy is planning on applying for next round for digitizing files, server, website, etc.
- c. **Compensation Study Request:** Lewis is working on getting policies from other District, talked with State Committee & found that bonuses are not acceptable for public employees. Grasso suggested that collected information be shared with Veitch.
  - d. **T&S 2022:** McCarthy reported that all product for this year has been ordered & order confirmations have been received. McCarthy planning to have online shop go live by February 1<sup>st</sup>.
  - e. **Envirothon 2022:** McCarthy advised that due to rising covid cases & the need to find a new location, the staff has decided to hold the event virtually this year. Suggestions for a new location was discussed.
  - f. **Budget 2022:** A review of the budget was done & changes made. A **motion** to accept the 2022 Budget was made by Bartow, seconded by Grasso, carried unanimously.
7. **New Business:**
- a. **Audit of 2021 Books:** McCarthy advised the audit would need to be scheduled once the backlog of paperwork was caught up.
  - b. **LGS-1 Retention Schedule:** A **motion** was made for the District to follow the LGS-1 Retention Schedule by Bartow, seconded by Grasso, carried unanimously.
  - c. **Replace District Manager Computer:** A **motion** to approve payment to replace the District Manager’s computer, not to exceed \$2,000 was made by Veitch, seconded by Garlanda, carried unanimously.
  - d. **New Roadside Grant:** Lewis reported that previously the District submitted an application to the WQIP Program & it was approved. This application includes hydroseeding a a culvert replacement around Sacandaga.
  - e. **District Manager’s Annual Review:** Ropitzky advised the District Manager’s review was completed on January 4<sup>th</sup> with Ropitzky, Bartow & Matthews in attendance. The District Manager’s work was determined to be meritorious.
  - f. **Saratoga County Contract:** A **motion** to approve the contract between Saratoga County & the District was made by Grasso, seconded by Veitch, carried unanimously.
8. **Other Business:**
- a. **Paperwork Catch up:** McCarthy advised there is a back log of bank statements, vouchers, timecards, etc. that need to be signed to move forward with the audit & asked Board members to plan on coming early and/or staying late at future Board meetings to help.
  - b. **WQS:** Lewis advised the WQS is coming up in March, it will be held virtually this year & is free to District staff.
  - c. Grasso advised that Saratoga County has established a \$2 million grant fund available to Not For Profits serving Saratoga County residents. The grant application will be made on the County website. Awards vary from \$500 - \$50,000 depending on impact on community. There is no hard deadline as this is a rolling grant with an expected 90 day turnaround from approval to payment. Applications do not have to be a 501c3 to apply.
9. **Correspondence: (Attachment E)**
10. **Next Meeting Date and Adjournment:** The next meeting is scheduled for Wednesday, February 16, 2022 at 3:00pm. Meeting adjourned by Chairman at 4:23pm.

Respectfully submitted: \_\_\_\_\_

Shannon J. McCarthy, Secretary

Steven Ropitzky – Chairman

**ATTACHMENT A:**

| Saratoga County SWCD<br>Receipts and Disbursements<br>DECEMBER 2021 |   |                   |                   |                   |                     |                     |                 |
|---|---|-------------------|-------------------|-------------------|---------------------|---------------------|-----------------|
|   | Operations<br>(Checking/Money<br>Market/Accrued<br>Liabilities) | Petty<br>Cash     | WQCC              | Environ           | Roadside<br>Erosion | Welcomstock<br>CAFO | AEM<br>Projects |
| <b>BOOK BALANCE as of 11/30/2021</b>                                | <b>\$242,175.37</b>   | <b>\$250.00</b>   | <b>\$4,082.53</b> | <b>\$1,981.62</b> | <b>\$7,822.71</b>   | <b>\$231.23</b>     | <b>\$678.33</b> |
| <b>RECEIPTS</b>   |   |                   |                   |                   |                     |                     |                 |
| Interest  | \$4.84  |                   |                   | \$0.05            |                     |                     | \$0.02          |
| Bird/Bat Item Sales   | \$14.88   |                   |                   |                   |                     |                     |                 |
| No Till Drill Rental Fees   | \$180.00  |                   |                   |                   |                     |                     |                 |
| Gifts and Donations   |   |                   |                   | \$1,275.00        |                     |                     |                 |
| Sales Tax Received  | \$13.72   |                   |                   |                   |                     |                     |                 |
| Petty Cash Decrease   | \$150.00  | (\$150.00)        |                   |                   |                     |                     |                 |
| <b>TOTAL RECEIPTS</b>   | <b>\$363.44</b>   | <b>(\$150.00)</b> | <b>\$0.00</b>     | <b>\$1,275.05</b> | <b>\$0.00</b>       | <b>\$0.00</b>       | <b>\$0.02</b>   |
| <b>DISBURSEMENTS</b>  |   |                   |                   |                   |                     |                     |                 |
| Directors Per Diem for Meetings                                     | \$280.00  |                   |                   |                   |                     |                     |                 |
| Office Manager  | \$5,404.70  |                   |                   |                   |                     |                     |                 |
| District Manager  | \$9,111.20  |                   |                   |                   |                     |                     |                 |
| Technician(s)   | \$12,499.90   |                   |                   |                   |                     |                     |                 |
| Conservation Practice Supplies                                      | \$131.25  |                   |                   |                   |                     |                     |                 |
| Directors Travel/Training   | \$101.58  |                   |                   |                   |                     |                     |                 |
| Telephone/Internet  | \$120.00  |                   |                   |                   |                     |                     |                 |
| Office Supplies   | (\$6.42)  |                   |                   |                   |                     |                     |                 |
| Bank/Credit Card Fees   | \$68.53   |                   |                   |                   |                     |                     |                 |
| Part C Project Materials  | (\$827.07)  |                   |                   |                   |                     |                     |                 |
| Gas & Oil   | \$25.31   |                   |                   |                   |                     |                     |                 |
| Health/Dental Insurance   | \$4,781.69  |                   |                   |                   |                     |                     |                 |
| Employer Share FICA/Medicare  | \$2,023.58  |                   |                   |                   |                     |                     |                 |
| <b>TOTAL DISBURSEMENTS</b>  | <b>\$33,714.25</b>  | <b>\$0.00</b>     | <b>\$0.00</b>     | <b>\$0.00</b>     | <b>\$0.00</b>       | <b>\$0.00</b>       | <b>\$0.00</b>   |
| <b>BOOK BALANCE as of 12/31/2021</b>                                | <b>\$208,824.56</b>   | <b>\$100.00</b>   | <b>\$4,082.53</b> | <b>\$3,256.67</b> | <b>\$7,822.71</b>   | <b>\$231.23</b>     | <b>\$678.35</b> |

**ATTACHMENT B:**

| BUDGET TO ACTUAL REPORT<br>DECEMBER 2021   |                     |                      |                          |
|--|---------------------|----------------------|--------------------------|
|  | BUDGET 2021         | ACTUAL<br>DEC 2021   | ACTUAL<br>JAN - DEC 2021 |
| <b>RECEIPTS</b>                            |                     |                      |                          |
| District Tree & Shrub Program              | \$40,000.00         |                      | \$38,170.51              |
| Fish Stocking Program Sales                | \$3,000.00          |                      | \$1,417.62               |
| Interest                                   | \$80.00             | \$4.84               | \$87.91                  |
| Sales                                      | \$3,000.00          | \$14.88              | \$1,119.76               |
| Sale of Equipment                          | \$26,000.00         |                      | \$36,600.00              |
| 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          | \$180.00             | \$6,812.56               |
| County Appropriation                       | \$125,886.00        |                      | \$125,886.00             |
| State Grants                               | \$15,960.00         |                      | \$13,202.00              |
| State Reimbursements                       | \$204,216.00        |                      | \$221,971.63             |
| Federal Grants/Reimbursements              | \$0.00              |                      | \$0.00                   |
| Sales Tax Received                         | \$1,000.00          | \$13.72              | \$729.49                 |
| PRISM MOU                                  | \$0.00              |                      | \$5,500.00               |
| Payroll Liabilities                        | \$0.00              |                      | \$0.00                   |
| <b>FUND BALANCE TRANSFER NEEDED</b>        | <b>\$12,000.00</b>  | <b>\$0.00</b>        | <b>\$0.00</b>            |
| Petty Cash Decrease                        | \$0.00              | \$150.00             | \$150.00                 |
| <b>TOTAL RECEIPTS</b>                      | <b>\$436,749.00</b> | <b>\$363.44</b>      | <b>\$455,070.34</b>      |
| <b>DISBURSEMENTS</b>                       |                     |                      |                          |
| Directors Per Diem for Meetings            | \$1,200.00          | \$280.00             | \$1,060.00               |
| Office Manager                             | \$40,156.65         | \$5,404.70           | \$40,303.62              |
| District Manager                           | \$67,086.73         | \$9,111.20           | \$67,890.00              |
| Field Technician (Senior)                  | \$50,816.90         | \$6,918.80           | \$51,280.32              |
| Field Technician                           | \$40,866.31         | \$5,581.10           | \$41,512.80              |
| 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         |                      | \$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          | \$131.25             | \$2,039.33               |
| WQCC                                       | \$0.00              |                      | \$0.00                   |
| Directors Travel/Training                  | \$1,200.00          | \$101.58             | \$290.97                 |
| Employees Travel/Training                  | \$4,000.00          |                      | \$828.96                 |
| Telephone/Internet                         | \$3,400.00          | \$120.00             | \$3,518.75               |
| Office Supplies                            | \$3,300.00          | (\$6.42)             | \$2,797.13               |
| Meeting Expenses                           | \$750.00            |                      | \$514.42                 |
| Educational Expenses                       | \$1,500.00          |                      | \$20.00                  |
| Auto/Field Liability Insurance             | \$4,500.00          |                      | \$4,710.16               |
| Workers' Compensation/Disability Insurance | \$3,500.00          |                      | \$2,652.73               |
| State, National Dues                       | \$0.00              |                      | \$0.00                   |
| State Fair                                 | \$100.00            |                      | \$100.00                 |
| Postage                                    | \$500.00            |                      | \$132.17                 |
| Bird Item Expenses                         | \$1,000.00          |                      | \$1,568.00               |
| Credit Card Fees                           | \$1,000.00          | \$68.53              | \$1,525.45               |
| Part C Project Materials                   | \$25,000.00         | (\$827.07)           | \$13,850.54              |
| Repairs to Truck & Field Equipment         | \$500.00            |                      | \$30.00                  |
| Gas & Oil                                  | \$4,500.00          | \$25.31              | \$2,804.98               |
| Health Insurance                           | \$59,742.24         | \$4,781.69           | \$57,786.54              |
| Retirement Benefits                        | \$33,000.00         |                      | \$31,878.00              |
| Employer Share FICA/Medicare               | \$15,500.00         | \$2,023.58           | \$14,744.35              |
| Sales Tax Disbursement                     | \$800.00            |                      | \$678.04                 |
| Payments to Cooperators and Others         | \$0.00              |                      | \$6,039.00               |
| State Grant Expenses                       | \$0.00              |                      | \$3,580.12               |
| <b>TOTAL DISBURSEMENTS</b>                 | <b>\$436,749.00</b> | <b>\$33,714.25</b>   | <b>\$381,087.94</b>      |
| <b>NET TOTAL</b>                           | <b>\$0.00</b>       | <b>(\$33,950.81)</b> | <b>\$73,982.40</b>       |

**ATTACHMENT E:**

**ATTACHMENT C:**

| 2022 MEETING VOUCHERS - JANUARY                    |                                  |   |                    |           |         |                  |                    |
|--|----------------------------------|---|--------------------|-----------|---------|------------------|--------------------|
| ACCOUNT #  | PAYEE                            | EXPLANATION   | AMOUNT             | DATE PAID | CHECK # | AMOUNT PAID      | BALANCE DUE        |
| General 1  | Saratoga County Workers Comp     | 2022 Final Premium                                    | \$2,781.29         | 01/20/22  | 10333   | \$2,781.29       | \$0.00             |
| General 2  | Saratoga County Gas Account      | Gasoline: November - December 2021                    | \$488.24           | 01/20/22  | 10331   | \$488.24         | \$0.00             |
| General 3  | Saratoga County General Services | Postage, Office Supplies                              | \$81.31            | 01/20/22  | 10332   | \$81.31          | \$0.00             |
| General 4  | NYAGLRO                          | 2022 Membership Renewal                               | \$100.00           | 01/20/22  | 10327   | \$100.00         | \$0.00             |
| General 5  | Staples                          | Replacement of check # 10310, 4 Hr Training Materials | \$711.79           | 01/20/22  | 10334   | \$711.79         | \$0.00             |
| Roadside 6   | Essex County SWCD                | Grant Reimbursement                                   | \$14,004.00        | 01/20/22  |         |                  | \$14,004.00        |
| General 7  | Blueshield of NENY               | Health/Dental: January 2022                           | \$5,625.56         | 01/10/22  | 10319   | \$5,625.56       | \$0.00             |
| General 8  | EIP                              | Straw Supplies & Fees Incurred                        | \$182.32           | 01/20/22  | 10325   | \$182.32         | \$0.00             |
| General 9  | The Hartford                     | Disability: 10/01/21 - 12/31/21                       | \$31.14            | 01/10/22  | 10320   | \$31.14          | \$0.00             |
| General 10   | Curtis Lumber                    | Office Equip, Antifreeze, Office Supplies             | \$65.74            | 01/20/22  | 10323   | \$65.74          | \$0.00             |
| General 11   | De Lage Financials               | Copier Lease: Nov & Dec 2021, Fees Incurred           | \$262.50           | 01/20/22  | 10324   | \$262.50         | \$0.00             |
| General 12   | Meadowview Tree Nursery          | T&S 2022: 25% Deposit                                 | \$2,012.50         | 01/20/22  | 10326   | \$2,012.50       | \$0.00             |
| General 13   | Alpha Nurseries                  | T&S 2022: 25% Deposit                                 | \$1,317.69         | 01/10/22  | 10322   | \$1,317.69       | \$0.00             |
| General 14   | Pine Grove Nursery               | T&S 2022: 25% Deposit                                 | \$67.50            | 01/20/22  | 10329   | \$67.50          | \$0.00             |
| General 15   | Vermont Wildflower Farm          | T&S 2022: Deposit                                     | \$350.40           | 01/10/22  | 10335   | \$350.40         | \$0.00             |
| General 16   | A.G. Ammon Nursery               | T&S 2022: Payment                                     | \$4,980.36         | 01/20/22  | 10321   | \$4,980.36       | \$0.00             |
| General 17   | NYSIRS                           | Annual Invoice (Replacement of check # 10306)         | \$32,141.00        | 01/20/22  | 10328   | \$32,141.00      | \$0.00             |
| General 18   | Bank of America (Dustin's Card)  | Monthly Payroll Fee, ESC Renewal, Gas                 | \$161.36           | 01/20/22  | 10330   | \$161.36         | \$0.00             |
| <b>TOTAL VOUCHERS</b>                              |                                  |   | <b>\$65,364.70</b> |           |         | <b>TOTAL DUE</b> | <b>\$14,004.00</b> |
| <b>Bills to be Paid Before Next Board Meeting:</b> |                                  |   |                    |           |         |                  |                    |
| General  | Blue Shield of NENY              | Health Insurance - February 2022                      | \$5,625.56         |           |         |                  |                    |
| <b>TOTAL</b>                                       |                                  |   | <b>\$5,625.56</b>  |           |         |                  |                    |

**ATTACHMENT D:**

- January 2022 Field Report**
- ? Field tile GPS Thomas Rd horse farm (Northumberland)
  - ? Soil group worksheets for ag assessments (County wide)
  - ? AEM round 16 - SW-form signatures
  - ? LAP – General permit- wet-land/stream crossing (Greenfield)
  - ? AEM - round16 final report
  - ? Taught a 4-Hour class in Glenville
  - ? Septic System Grant Paperwork (Clifton Park)
  - ? Survey at fairgrounds for new grandstand

**CORRESPONDENCE - Saratoga County SWCD**  
**January 19, 2022**

**E-Mailed:**

- NYACD: REMINDER!!!!!!
- Tompkins County Soil and Water Job Announcement: WATER RESOURCE ENGINEER
- New Snowpack and Precipitation Normals Now Available
- Learn how Forests can reduce Greenhouse Gases, Webinar December 16, 10am-noon
- Amazon Smile and NYS Envirothon!
- Contract Admin Webinar
- View your NYSDCP Employer News now
- NACD: Conservation Clips 12/17/21
- Farmer Discussion Group mtgs
- 2022 NYS Envirothon Intent to Participate Form
- 2024 NCF- Email to all!!!
- December update from the Hamilton County SWCD
- 2022 New York State Envirothon!
- NEWS RELEASE: Deadline Extended to Apply for Pandemic Support for Certified Organic and Transitioning Operations
- NRCS Watershed Programs Information - NRCS SWCC Report 12/21/21
- Monroe County SWCD Winter 2021 Newsletter
- NACD: eResource 12/21/21
- 2024 National Envirothon
- January 27, 2022 NYS DEC Endorsed 4 hour Erosion and Sediment Control Course
- Happy Holidays from State Comptroller Thomas P. DiNapoli
- Seneca-Keuka Watershed Partnership Newsletter: Winter Issue
- NACD Forestry Notes 12/29/21
- Suffolk SWCD 2021 Year in Review
- State Comptroller Thomas P. DiNapoli's 2021 Year in Review
- Delaware County SWCD Newsletter
- RE: Updated Soils for 2022
- Warren SWCD Farm Talks Feb 3, 2022
- NYS Department of Agriculture and Markets: Your January Monthly Harvest is here!
- Last Call for CDEA News
- Mtg Juggling Cover Crops, Manure, Reduced Tillage
- NACD: eResource 01/05/22
- Farmers.gov: Nebraska Ranchers Use Fire to Reclaim Grazing Lands
- 2022 Farmland Workshop Series
- NACD: Conservation Clips 01/07/22
- 2022 Virtual Water Quality Symposium
- SWCC Meeting for January 2022 cancelled
- NYC's Restaurant, Retail and Recreation Sectors Continue to Struggle During Pandemic
- Reminder 2022 CDEA Awards / Call for Nominations
- USDA Strengthens Key Conservation Programs to Support Climate Smart Agriculture
- USDA Invests \$50 Million in Partnerships to Improve Equity in Conservation Programs, Address Climate Change
- Montgomery County-2022 Newsletter
- NY FOTG Notices NY-2022-06, NY-2022-07 and NY-2022-08 have been posted to the NY Field Office Technical Guide (FOTG)
- NACD: eResource 01/11/22
- Passage of the NYS Soil Health and Climate Resiliency Act
- Summer Camp Aide Job Opportunity
- COMMISSIONER BALL DELIVERS STATE OF AGRICULTURE ADDRESS AT 190TH ANNUAL NEW YORK STATE AGRICULTURAL SOCIETY FORUM
- USDA to Invest up to \$225 Million in Partner-Driven Conservation on Agricultural and Forest Land
- January 2022 SWCC Report
- NACD: Conservation Clips 01/14/22
- flood attenuation practices
- January CDEA News
- flood attenuation practices
- More Than \$5 Billion in Savings Over Five Years of State Agency Audits
- Open Meetings Law extension for remote meetings during COVID emergency
- NACD: eResource 01/18/22