

Saratoga County Soil & Water Conservation District
4H Training Center
Minutes of Regular Meeting 04/20/2022

In Attendance:

District Directors:

Victoria Garlanda – At Large
Jay Matthews – At Large Farmer
Joe Grasso – Legislator
Steven Ropitzky – Chairman
Kevin Veitch – Legislator

District Staff:

Lewis, Dustin – District Manager
McCarthy, Shannon – Office Manager

Regrets: Janet Bartow, Jennifer Koval, Kate Girard

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

1. **Minutes of March 2022 Meeting:** **Motion** to approve by Matthews, seconded by Grasso, carried unanimously.
2. **March 2022 Financial Reports:**
 - a. **Receipts/Disbursements Report, Budget vs Actual Report and Vouchers: (Attachment A, B & C)** **Motion** to approve made by Grasso, 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:** No report.
 - d. **NYSSWCC:** Report distributed by email.
 - e. **NYACD:** No report.
 - f. **CCE:** No report.
5. **Old Business:**
 - a. **Water Quality Coordinating Committee:** No report.
 - b. **Grants:** Lewis reported on the following:
 - i. Agricultural Environmental Management –
 1. AEM Project Payments – A **motion** was made by Grasso, seconded by Veitch to approve the following payments: Dave Wood - \$21,228.61, Kings Ransom Farm - \$13,385.00, Welcome Stock - \$5,508.00, Jon Ariel - \$535.40, Smith Brothers - \$2,141.60, Joshua Vincek - \$1,606.20, District Time Reimbursement - \$25,718.00, carried unanimously.
 2. Resolution for Tier 4 Projects – A **motion** was made by Veitch, seconded by Matthews to approve the amended resolution to include project names and amounts.
 - ii. Septic – 1 application received & has been received, construction for that project planned for Fall, Grasso asked how to get other Towns funding? Lewis advised that only the Dwasskill was listed on PWL. Staff have received many calls from residence who don't qualify. DEC decides which are listed on PWL and for what reason they are listed.
 - iii. Roadside Assistance – Hydroseeding to being in May for Edinburgh; Edinburgh asked for assistance in closing an unused sand pit that the Town owns, requested that District hydroseed the spot once it's closed out, Edinburgh will pay for materials.
 - iv. Resiliency Training –
 1. Resiliency Training Reimbursement Payments – A **motion** was made by Veitch, seconded by Garlanda approve the following payments: Warren SWCD - \$4,574.00, Hamilton SWCD - \$306.00, Saratoga SWCD - \$1,232.00, Essex SWCD - \$1,306.14, Clinton SWCD - \$2,611.86, carried unanimously. 4 trainings were held last year (emergency stream intervention, NAAC training for culverts, roadside erosion trainings). 3 ESI trainings, 1 culvert assessment training.
 - v. Micro Irrigation Grant – Palemire has been working with Ariel, most of pipe has been installed, waiting on pumps to continue construction.

- vi. Records Retention Grant – Waiting to hear about awards for next round, should be announced this summer. Also finishing up the current grant.
 - c. **Part C 2022:** Requirements stayed the same for this year again. Budget passed so Part C could go up another \$50k next year.
 - d. **T&S 2022:** Pick up day is Friday, April 22nd from 8am to Noon. McCarthy to provide revenue vs expenses at next meeting.
 - e. **Envirothon 2022:** Veitch will look into possibility of using the Fairgrounds for next year.
 - f. **Compensation Study Request:** tabled until the new building costs are confirmed.
 - g. **Saratoga County Lease Agreement:** Lewis contacted County Attorney on Monday, was told the lease would be sent over to the District this week for review.
 - h. **Purchase of New Vehicle:** New vehicle was picked up on Friday.
6. **New Business:**
- a. **Fish Stocking 2022:** 28 orders received to date, over 400 fish ordered.
 - b. **Tire Recycling – Spring 2022:** Registration form is online & have 250 tires registered.
 - c. **Fair 2022:** We will be in the new building this year, hoping to get a corner spot again as we have in the past. This is the District's 75th anniversary, Lewis requested approval to spend up to \$500 for decorations and giveaways for this year. A **motion** was made by Grasso, seconded by Veitch to approve purchasing decoration and giveaways for the fair this year, not to exceed \$500.00, carried unanimously.
7. **Other Business:**
8. **Correspondence: (Attachment F)**
9. **Next Meeting Date and Adjournment:** The next meeting is scheduled for Wednesday, May 18, 2022 at 3:00pm. Meeting adjourned by Chairman at 4:15pm.

Respectfully submitted: _____

Shannon J. McCarthy, Secretary

Steve Ropitzky – Chairman

ATTACHMENT A:

Saratoga County SWCD						
Receipts and Disbursements						
MARCH 2022						
	Operations (Checking/Money Market/Accrued Liabilities)	Petty Cash	WQCC	Envirothon	Roadside Erosion	AEM Projects
BOOK BALANCE as of 02/28/2022	\$169,900.09	\$100.00	\$4,082.53	\$3,256.82	\$10,411.76	678.39
RECEIPTS						
District Tree & Shrub Program	\$17,031.14					
Fish Stocking Program Sales	\$1,604.58			\$0.08		\$0.47
Interest	\$5.18					
Bird/Bat Item Sales	\$817.47					
Gifts and Donations	\$150.00					
Ag Value - Soil Group Worksheet	\$480.00					
County Appropriation	\$33,040.08					
State Reimbursements	\$192,035.26					\$69,444.46
Sales Tax Received	\$236.56					
TOTAL RECEIPTS	\$245,400.27	\$0.00	\$0.00	\$0.08	\$0.00	\$69,444.93
DISBURSEMENTS						
Directors Per Diem for Meetings	\$300.00					
Office Manager	\$3,211.60					
District Manager	\$5,414.40					
Technician(s)	\$7,428.40					
Payments to Cooperators & Others					\$4,891.32	
District Trees Expenses	\$9,912.43					
Conservation Practice Supplies	\$151.75					
Directors Travel/Training	\$57.57					
Employees Travel/Training	\$56.00					
Telephone/Internet	\$197.71					
Office Supplies	\$507.18					
Auto, Field and Liability Insurance	\$4,586.16					
Postage	\$28.70					
Bank/Credit Card Fees	\$652.81					
4 Hour Training Expense	\$225.76					
Gas & Oil	\$186.82					
Health/Dental Insurance	\$4,781.74					
Employer Share FICA/Medicare	\$1,186.57					
Sales Tax Disbursed	\$560.59					
TOTAL DISBURSEMENTS	\$39,446.19	\$0.00	\$0.00	\$0.00	\$4,891.32	\$0.00
BOOK BALANCE as of 03/31/2022	\$375,854.17	\$100.00	\$4,082.53	\$3,256.90	\$5,520.44	\$70,123.32

ATTACHMENT B:

BUDGET TO ACTUAL REPORT			
MARCH 2022			
RECEIPTS	BUDGET 2022	ACTUAL MAR 2022	ACTUAL JAN - FEB 2022
District Tree & Shrub Program	\$37,500.00	\$17,031.14	\$26,488.16
Fish Stocking Program Sales	\$3,000.00	\$1,604.58	\$2,011.59
Tire Recycling Program	\$4,000.00		\$0.00
No Till Drill Rental Program	\$4,250.00		\$660.00
4 Hour ESC Training Program	\$6,000.00		\$1,875.00
Interest	\$90.00	\$5.18	\$12.55
Bird/Bat Sales	\$3,000.00	\$817.47	\$1,043.46
Sale of Equipment	\$35,000.00		\$0.00
Gifts and Donations	\$0.00	\$150.00	\$150.00
Ag Value - Soil Group Worksheet	\$1,500.00	\$480.00	\$1,640.00
Sales Tax Credit	\$35.00		\$0.00
County Appropriation	\$132,160.30	\$33,040.08	\$33,040.08
State Grants	\$10,000.00		\$0.00
State Reimbursements	\$208,874.08	\$192,035.26	\$200,015.26
Federal Grants/Reimbursements	\$0.00		\$0.00
Grants not State of Federal	\$0.00		\$0.00
MOUs	\$0.00		\$0.00
RC&D Time Reimbursement	\$550.00		\$0.00
Sales Tax Received	\$1,200.00	\$236.56	\$335.54
Other	\$0.00		\$0.00
Fund Balance Transfer	\$32,603.82		\$0.00
TOTAL RECEIPTS	\$479,763.20	\$245,400.27	\$267,271.64

DISBURSEMENTS	BUDGET 2022	ACTUAL MAR 2022	ACTUAL JAN - FEB 2022
Directors Per Diem for Meetings	\$1,200.00	\$300.00	\$300.00
Office Manager	\$41,911.38	\$3,211.60	\$8,831.90
District Manager	\$70,657.92	\$6,414.40	\$14,889.60
Field Technician (Senior)	\$53,037.81	\$4,111.80	\$11,307.45
Field Technician	\$43,281.63	\$3,316.60	\$9,120.65
Field Intern	\$0.00		\$0.00
Furniture and Fixtures	\$0.00		\$0.00
Office Equipment	\$1,000.00		\$38.48
Motor Vehicle Equipment	\$77,834.12		\$0.00
Field Equipment / Supplies	\$500.00		\$0.00
District Trees Expenses	\$28,000.00	\$9,912.43	\$18,640.88
Fish & Pond Stocking	\$2,000.00		\$0.00
Conservation Practice Supplies	\$2,439.27	\$151.75	\$639.99
WQCC	\$0.00		\$0.00
Directors Travel/Training	\$500.00	\$57.57	\$57.57
Employees Travel/Training	\$2,500.00	\$56.00	\$281.00
Telephone/Internet	\$3,060.00	\$197.71	\$437.71
Office Supplies	\$2,500.00	\$507.18	\$966.98
Meeting Expenses	\$500.00		\$0.00
Educational Expenses	\$500.00		\$20.00
Auto/Field/Liability Insurance	\$4,800.00	\$4,586.16	\$4,586.16
Workers' Compensation/Disability Insurance	\$3,000.00		\$2,812.43
State, National Dues	\$0.00		\$0.00
State Fair	\$100.00		\$0.00
Postage	\$200.00	\$28.70	\$110.01
Bird Item Expenses	\$1,500.00		\$0.00
Bank/Credit Card Fees	\$1,000.00	\$652.81	\$1,164.99
Part C Project Materials	\$20,000.00		\$1,027.76
4 Hour Training Expense	\$500.00	\$225.76	\$523.70
Repairs to Truck & Field Equipment	\$300.00		\$0.00
Gas & Oil	\$1,500.00	\$186.82	\$1,245.66
Health/Dental Insurance	\$60,441.07	\$4,781.74	\$14,345.22
Retirement Benefits	\$38,000.00		\$32,141.00
Employer Share FICA/Medicare	\$16,000.00	\$1,186.57	\$3,206.75
Sales Tax Disbursement	\$1,000.00	\$560.59	\$560.59
Records Retention Grant	\$0.00		\$6,115.56
Other	\$0.00		\$0.00
TOTAL DISBURSEMENTS	\$479,763.20	\$39,446.19	\$133,372.04
NET TOTAL	\$0.00	\$205,954.08	\$133,899.60

ATTACHMENT C:

2022 MEETING VOUCHERS - APRIL								
ACCOUNT #	PAYEE	EXPLANATION	AMOUNT	DATE PAID	CHECK #	AMOUNT PAID	BALANCE DUE	
General 41	The Hartford	Disability : 01/01/22 - 3/31/22	\$31.14	04/15/22	10365	\$31.14	\$0.00	
General 42	Blueshield of NENY	Health/Dental: April 2022	\$5,625.56	04/04/22	10363	\$5,625.56	\$0.00	
General 43	De Lage Financials	Copier Lease: April 2022	\$101.75	04/21/22	10375	\$101.75	\$0.00	
General 44	Saratoga County Gas Account	Gasoline: March 2022	\$229.99	04/21/22	10376	\$229.99	\$0.00	
General 45	Saratoga County General Services	Postage	\$4.24	04/21/22	10377	\$4.24	\$0.00	
General 46	Bank of America (Scott's Card)	Car Wash	\$25.68	04/21/22	10368	\$25.68	\$0.00	
General 47	Bank of America (Dustin's Card)	Monthly Payroll Fee	\$17.12	04/21/22	10374	\$17.12	\$0.00	
General 48	NYS/SCDEA	2022 Annual Invoice - NYS Fair Booth	\$100.00	04/21/22	10372	\$100.00	\$0.00	
General 49	Pine Grove	T&S Order Shipping Fee	\$25.30	04/21/22	10373	\$25.30	\$0.00	
		TOTAL VOUCHERS	\$6,160.78			TOTAL DUE	\$0.00	
Bills to be Paid Before Next Board Meeting:								
General	Blue Shield of NENY	Health Insurance - May 2022	\$5,625.56					
		TOTAL	\$5,625.56					

ATTACHMENT D:

April 2022 Field Report

- ? Tree and shrub training center
- ? Ag drainage Dawn Szurick (Charlton)
- ? Survey grade for county fair (Ballston Spa)
- ? Ariel Farm - Micro Irrigation
- ? AEM Vincek Farm Field maps
- ? Mohawk Watershed Water Chestnut meeting
- ? UHRWC Meeting
- ? Aerial photographs for Michaels group
- ? Hermance Rd Site visit for drainage issue (Galway)
- ? Northumberland cemetery drainage issue site visit (Northumberland)

ATTACHMENT E:

CORRESPONDENCE - Saratoga County SWCD April 20, 2022

E-Mailed:

- NACD Information & Stream C bill update
- NYSLRS Employer Education Seminars - April 2022
- Register for Nature-based Solutions to Climate Change!
- Conservation Clips – 05/25/2022
- NCPP Conservation Planning NCPP Training/Leadership Conference - May 9-13, 2022
- CRF Round 6 application form
- Water Quality Symposium evaluation form
- Average Wall St. Bonus Reaches Record Level
- Ulster County District Technician Job Opening
- Spring Turn Out Grazier Meeting
- Call for presentations
- NACD's 2021 Annual Report
- eResource: 03/29/2022
- Vacancy Announcement
- RFP 0257 - Round 28 AGNPS - Q and A Updated
- 2020 F250 for sale
- NACD Forestry Notes – 03/30/2022
- Seneca-Keuka Watershed Partnership Newsletter: Spring 2022 Issue
- Chemung County SWCD-Best Management Practices During Timber Harvesting Operations
- NYS Soil and Water Conservation Committee Meeting: April 12, 2022
- 2022 NYS Envirothon Volunteer Letter
- Registration date??
- Conservation Clips – 04/01/2022
- 2022 Directory Updates
- Monroe County SWCD Spring Newsletter
- Celebrating Women's History Month
- Invitation: Clean Lakes, Estuaries, and Rivers Initiative (CLEAR30) Enrollment Opportunity
- Your April Monthly Harvest is here!
- RFP 0257 - Round 28 AGNPS Application Form
- eResource: 04/05/2022
- DEC Summer Camps Registration Information
- 2022 Recommended Hourly Rates
- NYSCDEA State Fair Booth Assessment Invoice
- Conservation Clips – 04/08/2022
- April 2022 SWCC Report
- Plan-to-Pasture Grazing Training for Conservation Professionals Announcement
- Here Comes the Rain Again...
- NYS Envirothon seeks volunteers
- Rensselaer County SWCD seeking a full time District Clerk
- March CDEA News
- SC SWCD Job Opening (Soil District Technician)
- Follow State Comptroller DiNapoli on Social Media
- Farm Bureau involvement and Dues
- Webinar: Land Use & GHG, activating the landscape to reduce greenhouse gases: April 12, 9-11am
- RFP 0257 Round 28 - AGNPS Program Final Q and A Posted
- OML Remote Participation Extension
- eResource: 04/12/2022
- FY 2023 Enacted EPF Budget
- May 2022 4hr Erosion Sediment Control Training
- AEM LCA Nomination Announcement and Application Form
- 2021 Cayuga County SWCD Annual Report
- Conservation Clips – 04/15/2022
- NYS Envirothon - WE NEED HELP!!
- NYS Pension Fund Commended for Ethical Standards and Performance
- 2022 Directory Updates
- Training Opportunity
- Herkimer SWCD - taking bids for a 2019 Chevy 1500
- Job Advertisements
- eResource: 04/19/2022