

Saratoga County Soil & Water Conservation District
4H Training Center 556 Middle line Road, Ballston Spa
Minutes of Regular Meeting 05/18/2022

In Attendance:

District Directors:

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

District Staff:

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

Outside Agencies

Kate Girard

Regrets: Janet Bartow

Meeting called to order at 3:04pm by Chairman Ropitzky.

1. **Minutes of April 2022 Meeting:** Motion to approve by Grasso, seconded by Matthews, carried unanimously.
2. **April 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 Veitch, carried unanimously.
3. **Field Report: (Attachment D)**
4. **Cooperating Agency Reports:**
 - a. **NRCS:** Girard reported there are 4 preapprovals in Saratoga County, 3 high tunnels & 1 forestry plan, contracts are being put together. Chesapeake Bay received an additional \$1.8 million in funding so she is expecting more funds for pre approvals. Currently working on a wetland delineation & a highly erodible review.
 - b. **FSA:** Report distributed by email.
 - c. **RC&D:** No report.
 - d. **NYSSWCC:** Report distributed by email.
 - e. **NYACD:** State Envirothon is next week, Lewis will be volunteering as a judge.
 - f. **CCE:** District staff assisted with surveying for new bleachers at the Fair.
5. **Old Business:**
 - a. **Water Quality Coordinating Committee:** No meeting this month.
 - b. **Grants:** Lewis reported on the following:
 - i. **Agricultural Environmental Management** – The payments approved last month have been issued. Received approval for the Tier 4 project applications that were submitted, contacted farms to start ordering sprayers. There may be a timeline issue with one of the fuel storage projects, they have also applied to NRCS for funding, do not know if project can be done by the deadline.
 - ii. **Septic** – 3 applications have been approved, waiting on construction to request payment.
 - iii. **Roadside Erosion** – District staff will be in Edinburgh to hydroseed so Edinburgh is able to close out gravel permit with DEC.
 - iv. **Resiliency Training** – The payments approved last month have been issued. More trainings are being planned, hopefully for this summer as the grant ends in October.
 - v. **Micro Irrigation** – Construction is 75% complete, waiting on parts to finish.
 - vi. **Records Retention** – Consultant provided training to Lewis & McCarthy & created new retention policies. Those policies will be presented in future meetings for approval.
 - c. **T&S 2022:** Good feedback received from customers again this year. Grasso asked if any changes are being considered for next year. Lewis responded that staff is considering not offering the drive through service next year & instead have customers come inside the Training Center to pick up their orders & have the shop inside also.
 - d. **Envirothon 2022:** Was held virtually on May 4th. A total of 7 teams participated. The Schuylerville Dirty Snowballs won for Saratoga County & were the Overall Winner. They will be competing at the NYS competition on May 25th & 26th.
 - e. **Tire Recycling Spring 2022:** 544 tires registered as of this morning. Grass asked how many of those were Ag tires, McCarthy advised she had received inquiries but no sign ups. A discussion was had on how to encourage farms to recycle their Ag tires, staff to gauge interest from farms.
 - f. **Fish Stocking 2022:** Was held on May 12th, approximately 40 orders were placed. Received great feedback on the online shop, the new vendor was fantastic to work with.
 - g. **Compensation Study Request:** Tabled
 - h. **Saratoga County Lease Agreement:** Lewis advised that he originally asked for a 100 year lease, but the lease from the County states 50 years w/ option to renew. The County Attorney wants the Board to approve the lease as is with the understanding that negotiation for lease cost will be done at another time. A few requested changes were made to the lease: 9200 sq ft area instead of just the 2000 sq ft for the building, the County included that we will be allowed to store materials outside during the summer. Lewis reiterated that there is no set fee as of yet, he would like to offer a small token fee to the Buildings & Grounds Committee. He stated he would prefer to do that instead of paying a monthly fee. He advised that the District will bear the construction & maintenance of the building and must follow local building code, including obtaining permits from the Town. At end of lease or if the District dissolves, the building defaults to the County. District financially responsible for all utilities for the building. There is a water hookup not far from the building. Palemire asked about a minimum fee for the water, Lewis advise it is unknown at this time. District will need to work with National Grid to get the electric hookup, we will have our box & will have a monthly payment. Lewis stated that his plan is to get the building put up with windows installed for light, then would investigate utilities at another time. Garlanda asked about any possibilities for expansion, Lewis advised any sort of expansions or work on building would have to be approved by the County. District would be responsible for maintaining the building and inside the building, the County will be responsible for plowing during inclement weather. Veitch asked about the

possibility of exterior storage, Lewis advised the lease includes approval for storing hydro mulch outside. Veitch asked if there will be fencing around the perimeter of the building. Lewis advised there are no plans for fencing. Garlanda asked if there were plans for security lights and cameras. Lewis responded that he has not made any plans for security lights and cameras. He stated the area of the property is isolated and located up past the Animal Shelter. Grasso stated he felt that it should be stated in the lease that the dashed line on map is the leased area. He also asked if any bathrooms would be in the building. Lewis advised he would update the request for the lease and there are no plans for bathrooms in the building. Grasso asked if it should be considered to put in the lease that District will be charged County rate even if we are responsible for physical connection. Lewis stated he would add that to request of changes. Grasso commented that he would want a meter to measure against bills. Garlanda asked if a dry well was needed. Lewis replied that there is no need for a dry well, at most will be spraying equipment outside the building. Garlanda asked if any chemicals would be included in spraying the equipment. Lewis replied no chemicals were needed to spray off the equipment. Grasso asked if the snow plowing for the building could factor into cost of rent. Ropitzky stated he would like to push for no rent situation, we are improving their property as the building reverts to County at end of lease. A **motion** to approve continuing negotiations in good faith for the lease, with call outs on lease premises & a request for details on how District will be charged for water and the understanding that construction is to begin this summer was made by Koval, seconded by Garlanda, Grasso and Veitch abstained, all others vote aye, motion carried. Lewis explained he would like to set aside/reserve \$100k towards cost of the building, create a budget amendment add a line for Building Fund motion. A **motion** to set aside/reserve \$100k towards cost of the building, create a budget amendment add a line for Building Fund was made by Matthews, seconded by Koval, carried unanimously.

- i. **Office Staffing:** Discussion was held regarding an employee returning to the office. A **motion** was made to enter into Executive Session for the purpose of discussing the health/medical of a current employee was made at 4:14pm by Grasso, second by Veitch, carried unanimously. A **motion** was made to come out of Executive Session by Grasso, second by Veitch, carried unanimously.

6. **New Business:**

- a. **ESC Training:** Lewis advised that the District will be holding a 4 hour training session on June 27th and is in discussion with National Grid to hold several training sessions for them this summer.

7. **Other Business:**

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

- 9. **Next Meeting Date and Adjournment:** The next meeting is scheduled for Wednesday, June 15, 2022 at 3:00pm. Meeting adjourned by Chairman at 4:40pm.

Respectfully submitted: _____

Shannon J. McCarthy, Secretary

Steve Ropitzky – Chairman

ATTACHMENT A:

Saratoga County SWCD						
Receipts and Disbursements						
APRIL 2022						
	Operations (Checking/Money Market/Accrued Liabilities)	Petty Cash	WQCC	Envirothon	Roadside Erosion	AEM Projects
BOOK BALANCE as of 03/31/2022	\$375,854.17	\$100.00	\$4,082.53	\$3,256.90	\$5,520.44	\$70,123.32
RECEIPTS						
District Tree & Shrub Program	\$2,044.02					
Fish Stocking Program Sales	\$2,391.33					
Interest	\$11.94			\$0.08		\$1.67
Bird/Bat Item Sales	\$207.39					
Ag Value - Soil Group Worksheet	\$40.00					
RC&D Time Reimbursements	\$753.75					
4 Hour Training Fees	\$1,650.00					
State Reimbursements	\$25,668.00					
Sales Tax Received	\$129.26					
TOTAL RECEIPTS	\$32,895.69	\$0.00	\$0.00	\$0.08	\$0.00	\$1.67
DISBURSEMENTS						
Office Manager	\$3,211.60					
District Manager	\$5,414.40					
Technician(s)	\$7,428.40					
Motor Vehicle Equipment	\$47,652.50					
Payments to Cooperators & Others	\$8,798.00		\$600.00			\$70,072.81
District Trees Expenses	(\$242.13)					
Conservation Practice Supplies	\$101.75					
Employees Travel/Training	\$42.12					
Telephone/Internet	\$120.00					
Office Supplies	\$17.12					
Workers' Comp & Disability Insurance	\$31.14					
State Fair	\$100.00					
Postage	\$4.24					
Bank/Credit Card Fees	\$152.83					
Gas & Oil	\$275.67					
Health/Dental Insurance	\$4,781.74					
Employer Share FICA/Medicare	\$1,163.59					
TOTAL DISBURSEMENTS	\$79,052.97	\$0.00	\$600.00	\$0.00	\$0.00	\$70,072.81
BOOK BALANCE as of 04/30/2022	\$329,696.89	\$100.00	\$3,482.53	\$3,256.98	\$5,520.44	\$52.18

ATTACHMENT B:

BUDGET TO ACTUAL REPORT			
APRIL 2022			
RECEIPTS	BUDGET 2022	ACTUAL APR 2022	ACTUAL JAN - APR 2022
District Tree & Shrub Program	\$37,500.00	\$2,044.02	\$28,532.18
Fish Stocking Program Sales	\$3,000.00	\$2,391.33	\$4,402.92
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	\$1,650.00	\$3,525.00
Interest	\$90.00	\$11.94	\$24.49
Bird/Bat Sales	\$3,000.00	\$207.39	\$1,250.85
Sale of Equipment	\$35,000.00		\$0.00
Gifts and Donations	\$0.00		\$150.00
Ag Value - Soil Group Worksheet	\$1,500.00	\$40.00	\$1,680.00
Sales Tax Credit	\$35.00		\$0.00
County Appropriation	\$132,160.30		\$33,040.08
State Grants	\$10,000.00		\$0.00
State Reimbursements	\$208,874.08	\$25,668.00	\$225,683.26
Federal Grants/Reimbursements	\$0.00		\$0.00
Grants not State or Federal	\$0.00		\$0.00
MOUs	\$0.00		\$0.00
RC&D Time Reimbursement	\$550.00	\$753.75	\$753.75
Sales Tax Received	\$1,200.00	\$129.26	\$464.80
Other	\$0.00		\$0.00
Fund Balance Transfer	\$32,603.82		\$0.00
TOTAL RECEIPTS	\$479,763.20	\$32,895.69	\$300,167.33
DISBURSEMENTS	BUDGET 2022	ACTUAL APR 2022	ACTUAL JAN - APR 2022
Directors Per Diem for Meetings	\$1,200.00		\$300.00
Office Manager	\$41,911.38	\$3,211.60	\$12,043.50
District Manager	\$70,657.92	\$5,414.40	\$20,304.00
Field Technician (Senior)	\$53,037.81	\$4,111.80	\$15,419.25
Field Technician	\$43,281.63	\$3,316.60	\$12,437.25
Field Intern	\$0.00		\$0.00
Furniture and Fixtures	\$0.00		\$36.48
Office Equipment	\$1,000.00		\$36.48
Motor Vehicle Equipment	\$77,834.12	\$47,652.50	\$47,652.50
Field Equipment / Supplies	\$500.00		\$0.00
District Trees Expenses	\$28,000.00	(\$242.13)	\$18,398.75
Fish & Pond Stocking	\$2,000.00		\$0.00
Conservation Practice Supplies	\$2,439.27	\$101.75	\$741.74
WQCC	\$0.00		\$0.00
Directors Travel/Training	\$500.00		\$57.57
Employees Travel/Training	\$2,500.00	\$42.12	\$323.12
Telephone/Internet	\$3,060.00	\$120.00	\$557.71
Office Supplies	\$2,500.00	\$17.12	\$984.10
Meeting Expenses	\$500.00		\$0.00
Educational Expenses	\$500.00		\$20.00
Auto/Field/Liability Insurance	\$4,800.00		\$4,586.16
Workers' Compensation/Disability Insurance	\$3,000.00	\$31.14	\$2,843.57
State, National Dues	\$0.00		\$0.00
State Fair	\$100.00	\$100.00	\$100.00
Postage	\$200.00	\$4.24	\$114.25
Bird Item Expenses	\$1,500.00		\$0.00
Bank/Credit Card Fees	\$1,000.00	\$152.83	\$1,317.82
Part C Project Materials	\$20,000.00		\$1,027.76
4 Hour Training Expense	\$500.00		\$523.70
Repairs to Truck & Field Equipment	\$300.00		\$0.00
Gas & Oil	\$1,500.00	\$275.67	\$1,521.33
Health/Dental Insurance	\$60,441.07	\$4,781.74	\$19,126.96
Retirement Benefits	\$38,000.00		\$32,141.00
Employer Share FICA/Medicare	\$16,000.00	\$1,163.59	\$4,370.34
Sales Tax Disbursement	\$1,000.00		\$560.59
Records Retention Grant	\$0.00		\$6,115.56
Other	\$0.00	\$8,798.00	\$8,798.00
TOTAL DISBURSEMENTS	\$479,763.20	\$79,052.97	\$212,425.01
NET TOTAL	\$0.00	(\$46,157.28)	\$87,742.32

ATTACHMENT C:

2022 MEETING VOUCHERS - MAY								
ACCOUNT	#	PAYEE	EXPLANATION	AMOUNT	DATE PAID	CHECK #	AMOUNT PAID	BALANCE DUE
General	50	Jim Smith	Bluebird/Bat Houses	\$897.00	05/19/22	10392	\$897.00	\$0.00
General	51	Blueshield of NENY	Health/Dental: May 2022	\$5,625.56	05/10/22	10378	\$5,625.56	\$0.00
General	52	NYALGRO	2021 Annual Conference Fee	\$170.40	05/19/22	10387	\$170.40	\$0.00
General	53	Curtis Lumber	Part C Materials	\$56.65	05/19/22	10381	\$56.65	\$0.00
General	54	NAPA	Part C Materials	\$81.01	05/19/22	10386	\$81.01	\$0.00
General	55	De Lage Financials	Copier Lease: May 2022	\$125.00	05/19/22	10382	\$125.00	\$0.00
General	56	Fish Haven Farm	2022 Fish Stocking Order	\$3,281.88	05/19/22	10384	\$3,281.88	\$0.00
General	57	Valley Green	Part C Materials	\$3,380.00	05/19/22	10393	\$3,380.00	\$0.00
Roadside	58	Fulton County SWCD	Roadside Erosion Grant Reimbursement	\$15,840.00	05/19/22	110	\$15,840.00	\$0.00
General	59	EJ Prescott	Part C Materials	\$1,862.50	05/19/22	10383	\$1,862.50	\$0.00
General	60	Saratoga County Gas Account	Diesel: April 2022	\$9.89	05/19/22	10390	\$9.89	\$0.00
General	61	Bank of America (Dustin's Card)	Intuit Renewal, Monthly Payroll Fee, Part C, Envirothon	\$418.19	05/19/22	10389	\$418.19	\$0.00
Envirothon	62	NYSDEA	2022 Envirothon Registration	\$550.00	05/19/22	10388	\$550.00	\$0.00
General	63	Fulton County SWCD	T&S Pick Up Expenses	\$172.88	05/19/22	10385	\$172.88	\$0.00
General	64	Saratoga County General Services	Postage	\$6.27	05/19/22	10391	\$6.27	\$0.00
			TOTAL VOUCHERS	\$32,477.23			TOTAL DUE	\$0.00
Bills to be Paid Before Next Board Meeting:								
General		Blue Shield of NENY	Health Insurance - June 2022	\$5,625.56				
		TOTAL		\$5,625.56				

ATTACHMENT D:

May 2022 Field Report

- ? Hydro seed Town of Wilton
- ? Field tile Szurick (Charlton)
- ? Field tile Bowman (Clifton Park)
- ? Field tile Holbrook (Charlton)
- ? Pond site visit Snyder (Charlton)
- ? Field tile Mancini (Charlton)
- ? No-till setup for Donnan (Galway)
- ? No-till setup for Smith (Galway)
- ? Seed delivery for hydroseeder
- ? Fish Stocking
- ? Saratoga Highway drainage history request (Saratoga)
- ? PRISM meeting to develop new five year plan
- ? Spiedel Drainage site visit (Northumberland)
- ? Tree and shrub sale

ATTACHMENT E:

CORRESPONDENCE - Saratoga County SWCD
May 18, 2022

E-Mailed:

- FSA Report: NY FSA Offering Webinar on the Grasslands Conservation Reserve Program
- Join the Fish On Challenge!!
- Inflation in the New York City Metropolitan Area
- Conservation Clips – 04/22/2022
- Newsletter: Announcing new employees
- Earth Week is a Call for Change
- Spring Turn Out Grazier Meeting
- Franklin County District Technician
- May dates to note
- Fall Administrative Conference, Statewide Distribution
- eResource: 04/26/2022
- Suffolk County Open Position - Soil District Technician
- Technician Job Announcement
- NYS Envirothon - WE NEED HELP!!
- NYS Envirothon- What we need
- NYS Envirothon seeks volunteers
- NACD Forestry Notes – 04/28/2022
- Conservation Clips – 04/29/2022
- NYS Envirothon
- Retirement Security Must Be Addressed
- Ontario County Soil & Water Conservation District Spring Newsletter
- 2022 Directory Updates
- NYS Envirothon
- Your May Monthly Harvest is here!
- USDA Masking requirements for the week of May 2
- eResource: 05/03/2022
- Conservation Clips – 05/06/2022
- 2022 Spring Fish Stocking Sale
- Upcoming Agroforestry Workshops
- NYS SWCC Meeting Draft Minutes and next meeting
- Analysis of 2022-23 Enacted State Budget
- NYS Envirothon Registration Extension
- Upcoming Event- New York State Erosion and Sediment Control Certificate Program Review Course
- We really NEED Volunteers for NYS Envirothon
- May 2022 SWCC Report
- eResource: 05/10/2022
- Frank Bratt Scholarship Reminder
- New York Soil Health Initiative is launching soil health minigrants in 2022 --> Deadline May 31, send to your colleagues
- PLEASE HELP!!
- FSA Report for Saratoga SWCD Meeting
- Conservation Clips – 05/13/2022
- Innovation Drives New York's Economy Forward
- WQIP Land Acquisition Presentation for Municipalities and Not for Profits
- CDEA News - LAST CALL! Deadline May 17
- Envirothon teams
- NYS Envirothon
- IMPORTANT ENVIROTHON INFORMATION NEEDED
- Please return
- eResource: 05/17/2022
- Senior Environmental Analyst Position with the NYS Department of Ag and Markets - Division of Land and Water Resources