

**Saratoga County Soil & Water Conservation District**  
4H Training Center  
**Minutes of Regular Meeting 09/21/2022**

**In Attendance:**

District Directors:

Janet Bartow – Grange  
Victoria Garlanda – At Large  
Joe Grasso – Legislator  
Jennifer Koval – 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 – Technician

Outside Agencies

Kate Girard

Regrets: Jay Matthews

Meeting called to order at 3:02pm by Chairman Ropitzky.

1. **Minutes of August 2022 Meeting:** **Motion** to approve with corrections made by Veitch, seconded by Koval, Grasso abstained, all others approved.
2. **August 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 Bartow, carried unanimously.
3. **Field Report: (Attachment D)**
4. **Cooperating Agency Reports:**
  - a. **NRCS:** Girard reported that 1 pasture seeding & a couple high tunnels were certified, also worked on 1 soil amendment project. Girard advised she will be going on maternity leave very soon as she is due next week, is pretty caught up at this point. Both her email & phone will have away message while she's on maternity leave. Scott Fitcher or Tom Bielli will be covering phone and email messages, Matt Olsen from Fultonville will be covering the office, stopping by every couple of weeks. She expects to be out 12 weeks.
  - b. **FSA:** Report distributed by email.
  - c. **RC&D:** No report. Remaining RC&D funds approved to be transferred to Upper Hudson to continue the process of shutting down.
  - d. **NYSSWCC:** Report distributed by email. Lewis advised there has been talk of holding a Managers meeting that will be open to Board Members. As staff get more info, it will be sent out to the Board.
  - e. **NYACD:** No report. Annual conference coming up in October in Cassanovia.
  - f. **CCE:** No report.
5. **Old Business:**
  - a. **Water Quality Coordinating Committee:** No meeting this month.
  - b. **Grants:** Lewis reported on the following:
    - i. Agricultural Environmental Management –Project funding was received this week. Projects are waiting on designs from the engineer. 1 project design pending from NRCS.
    - ii. Septic – Finalized the paperwork for 1 completed project, putting in request for reimbursement from NYS.
    - iii. Roadside Erosion – Ends at the end of this year. Hydroseeded the sandpit at Edinburgh and working on obtaining paperwork from Edinburgh to submit for reimbursement.
    - iv. Resiliency Training – Ends in October, a RRAMP training for districts has been scheduled for October in Hamilton County.

- v. Micro Irrigation Grant – Waiting for soil moisture meters, the farm was hoping to use wireless but isn't able, so now the wires will need to be buried. Not sure if the project will be wrapped up at the end of this year.
  - vi. NYG&C Grant – A new round is coming up; application deadline is 10/31/22. Only NYG&C certified farms can apply, this includes 25% cost-sharing. Lewis has heard that applications with 50% cost sharing should rank better.
- c. **Saratoga County Lease Agreement – Building Bids:** Lewis spoke with Town & County on inspection needs and obtained 3 bids for the building. Bids don't include water, power, or gravel, building only. In the Spring will be working with National Grid for power, and there is a hookup for water from the County. Garlanda asked about warranties, Lewis stated they were not listed on the bids but will ask. Ropitzky asked why 3rd bid was so much higher than others. Lewis advised the spec was for a wood building whereas the other 2 bids were for a steel building. Koval asked if there was a deadline for how long the bids were valid. Lewis advised anywhere from 60 days to 6 months depending on the bid. Grasso asked if prevailing wages needed to be included. Lewis stated it was not necessary. Koval asked what the requirements were to choose a bid. Lewis stated that unless specified reason we are supposed to use lowest bid. Veitch stated that we could also look at justifications such as how long it takes before the building could be installed. Monica stated that if there were any issues or questions with the building, it would be nice to have a local building that could respond quickly, whereas companies out of state could have longer response times. Grasso stated that the bids and companies need to be vetted by asking them all the same questions to create an equitable environment. Grasso suggested to have Lewis get responses and send the members the responses with a recommendation. Ropitzky asked about concrete, who manages the concrete on the project. Lewis replied it depended on the bid, 2 included the concrete and they would handle, on the 3<sup>rd</sup> the District would need to subcontract out the concrete. Lewis advised there is still a question on who is inspecting for the Certificate of Occupancy but Lewis obtained the concrete specs from Town, so they knew how to move forward. Grass stated it might be an incentive to have a turnkey project where company is handling both the concrete and building installations, the Board should factor that in with the price when deciding. Veitch asked if the concrete prices were included on the bids, if they are all the same price across the board. Lewis replied that they were not the same, he will get the separate prices and report back.
- d. **2023 Budget: (Attachment E)**
  - e. **Audit of 2021 Books:** Audit of 2021 was handled by Koval & Veitch. A **motion** by Veitch, seconded by Koval, carried unanimously.
6. **New Business:**
7. **Other Business:**
- a. **Executive Session:** A **motion** was made to move into Executive for the purpose of
  - b. discussing the employment history of a current staff member at 3:48pm by Veitch, seconded by Grasso, carried unanimously. A **motion** was made to come out of Executive Session at 4:30pm by Veitch seconded by Grasso, carried unanimously.
8. **Correspondence: (Attachment F)**
9. **Next Meeting Date and Adjournment:** The next meeting is scheduled for Wednesday, October 19, 2022, at 3:00pm. Meeting adjourned by at 4:31pm.

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

Shannon J. McCarthy, Secretary

Steve Ropitzky – Chairman

**ATTACHMENT A:**

Saratoga County SWCD							
Receipts and Disbursements							
AUGUST 2022							
	Operations (Checking/Money Market/Accrued Liabilities)	Petty Cash	WQCC	Envirothon	Roadside Erosion	AEM Projects	Micro Irrigation
<b>BOOK BALANCE as of 07/31/2022</b>	<b>\$311,553.66</b>	<b>\$100.00</b>	<b>\$1,982.54</b>	<b>\$2,760.83</b>	<b>\$19,852.19</b>	<b>\$52.42</b>	<b>\$2,439.99</b>
<b>RECEIPTS</b>							
Interest	\$11.01						
4 Hour Training Fees	\$600.00						
State Reimbursements	\$5,762.00						
<b>TOTAL RECEIPTS</b>	<b>\$6,373.01</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>DISBURSEMENTS</b>							
Office Manager	\$3,257.80						
District Manager	\$5,414.40						
Technician(s)	\$7,428.40						
Conservation Practice Supplies	\$201.49						
Employees Travel/Training	\$60.00						
Telephone/Internet	\$120.00						
Bank/Credit Card Fees	\$35.28						
Part C Project Materials	\$1,155.64						
Gas & Oil	\$610.32						
Health/Dental Insurance	\$4,781.74						
Employer Share FICA/Medicare	\$1,167.15						
<b>TOTAL DISBURSEMENTS</b>	<b>\$24,232.22</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 08/31/2022</b>	<b>\$293,694.45</b>	<b>\$100.00</b>	<b>\$1,982.54</b>	<b>\$2,760.83</b>	<b>\$19,852.19</b>	<b>\$52.42</b>	<b>\$2,439.99</b>

**ATTACHMENT B:**

BUDGET TO ACTUAL REPORT			
AUGUST 2022			
	BUDGET 2022	ACTUAL AUG 2022	ACTUAL JAN - AUG 2022
<b>RECEIPTS</b>			
District Tree & Shrub Program	\$37,500.00		\$36,471.92
Fish Stocking Program Sales	\$3,000.00		\$4,422.90
Tire Recycling Program	\$4,000.00		\$1,968.00
No Till Drill Rental Program	\$4,250.00		\$1,470.00
4 Hour ESC Training Program	\$6,000.00	\$600.00	\$8,550.00
Interest	\$90.00	\$11.01	\$70.70
Bird/Bat Sales	\$3,000.00		\$1,298.28
Sale of Equipment	\$35,000.00		\$0.00
Gifts and Donations	\$0.00		\$150.00
Ag Value - Soil Group Worksheet	\$1,500.00		\$1,680.00
Sales Tax Credit	\$35.00		\$0.00
County Appropriation	\$132,180.00		\$99,120.24
State Grants	\$10,000.00		(\$0.60)
State Reimbursements	\$208,874.08	\$5,762.00	\$231,445.26
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
Sales Tax Received	\$1,000.00		\$465.18
Other	\$0.00		\$0.00
Fund Balance Transfer	\$100,000.00		\$0.00
<b>TOTAL RECEIPTS</b>	<b>\$546,979.08</b>	<b>\$6,373.01</b>	<b>\$387,865.63</b>
<b>DISBURSEMENTS</b>	<b>BUDGET 2022</b>	<b>ACTUAL AUG 2022</b>	<b>ACTUAL JAN - AUG 2022</b>
Directors Per Diem for Meetings	\$1,200.00		\$540.00
Office Manager	\$41,911.38	\$3,257.80	\$26,611.20
District Manager	\$70,657.92	\$5,414.40	\$44,668.80
Field Technician (Senior)	\$53,037.81	\$4,111.80	\$33,922.35
Field Technician	\$43,281.63	\$3,316.60	\$27,361.95
Field Intern	\$5,250.00		\$0.00
Furniture and Fixtures	\$0.00		\$0.00
Office Equipment	\$1,000.00		\$38.48
Motor Vehicle Equipment	\$40,000.00		\$47,652.50
Field Equipment / Supplies	\$500.00		\$0.00
District Trees Expenses	\$28,000.00		\$21,054.92
Fish & Pond Stocking	\$2,000.00		\$3,281.88
Conservation Practice Supplies	\$2,439.27	\$201.49	\$1,387.34
WOCC	\$0.00		\$0.00
Directors Travel/Training	\$500.00		\$188.50
Employees Travel/Training	\$2,500.00	\$60.00	\$684.97
Telephone/Internet	\$3,060.00	\$120.00	\$917.71
Office Supplies	\$2,500.00		\$1,555.32
Meeting Expenses	\$1,000.00		\$0.00
Educational Expenses	\$500.00		\$20.00
Auto/Field/Liability Insurance	\$4,800.00		\$4,958.16
Workers' Compensation/Disability Insurance	\$2,800.00		\$2,871.86
State, National Dues	\$0.00		\$0.00
State Fair	\$100.00		\$100.00
Postage	\$200.00		\$175.67
Bird Item Expenses	\$1,500.00		\$897.00
Bank/Credit Card Fees	\$1,000.00	\$35.28	\$1,532.72
Part C Project Materials	\$20,000.00	\$1,155.64	\$11,701.60
4 Hour Training Expense	\$0.00		\$594.65
Repairs to Truck & Field Equipment	\$300.00		\$0.00
Gas & Oil	\$1,500.00	\$610.32	\$2,888.13
Health/Dental Insurance	\$60,441.07	\$4,781.74	\$38,253.87
Retirement Benefits	\$38,000.00		\$32,141.00
Employer Share FICA/Medicare	\$16,000.00	\$1,167.15	\$9,694.44
Sales Tax Disbursement	\$1,000.00		\$560.59
Records Retention Grant	\$0.00		\$10,965.55
Other	\$0.00		\$8,798.00
Storage Building Fund	\$100,000.00		\$0.00
<b>TOTAL DISBURSEMENTS</b>	<b>\$546,979.08</b>	<b>\$24,232.22</b>	<b>\$335,999.16</b>
<b>NET TOTAL</b>	<b>\$0.00</b>	<b>(\$17,859.21)</b>	<b>\$51,866.47</b>

**ATTACHMENT C:**

2022 MEETING VOUCHERS - SEPTEMBER								
ACCOUNT	#	PAYEE	EXPLANATION	AMOUNT	DATE PAID	CHECK #	AMOUNT PAID	BALANCE DUE
General	95	Franklin County SWCD	Conservation Skills Workshop Fees	\$60.00	08/23/22	10427	\$60.00	\$0.00
General	96	Saratoga County General Services	Postage & Office Supplies	\$398.94	09/22/22	10430	\$398.94	\$0.00
General	97	Blueshield of NENY	Health/Dental: September 2022	\$6,014.90	09/08/22	10428	\$6,014.90	\$0.00
General	98	Curtis Lumber	Part C Materials	\$22.54	09/22/22	10432	\$22.54	\$0.00
General	99	CW/CNY	2022 Stormwater Reg Fee	\$100.00	09/22/22	10433	\$100.00	\$0.00
General	100	EJ Prescott	Part C Materials	\$1,960.00	09/22/22	10429	\$1,960.00	\$0.00
General	101	De Lage Financials	Copier Lease: September 2022	\$125.00	09/22/22	10434	\$125.00	\$0.00
General	102	Northeast Chapter of IECA	2022 Northeast IECA Conference	\$275.00	09/22/22		\$275.00	\$0.00
<b>TOTAL VOUCHERS</b>				<b>\$8,956.38</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 - October 2022	\$6,014.90				
<b>TOTAL</b>				<b>\$6,014.90</b>				

**ATTACHMENT D:**

September 2022 Field Report

- ? Hydro seed Town of Edinburg
- ? Hydro seed Town of Wilton
- ? Hydro seed Town of Greenfield
- ? Hydro seed county fairgrounds
- ? Hydro seeding supplies
- ? Ag Assessment for Avenarius (Malta)
- ? Bartow site visit (Milton)
- ? Ariel Micro irrigation site visit
- ? AEM No-till Czub, Vincek, Ariel, Orthwein, Ropitzky, Smith
- ? AEM Nature Fest
- ? AEM FPIG conservation plans
- ? AEM tier 1 Bartow, Czub
- ? AEM Koval hydroseed site visit
- ? MAP Drone Flight over Saratoga lake (HABs)
- ? Soil maps for Fiorini (Halfmoon)
- ? Bombard Mine land recommendations (Greenfield)

**ATTACHMENT E:**

<b>SARATOGA COUNTY SOIL AND WATER CONSERVATION DISTRICT</b>			
<b>REVENUE</b>	<b>APPROVED BUDGET 2022</b>	<b>PROPOSED BUDGET 2023</b>	<b>Difference 2023 - 2022</b>
District Tree & Shrub Program	\$37,500.00	\$33,000.00	(\$4,500.00)
Fish Stocking Program Sales	\$3,000.00	\$4,000.00	\$1,000.00
Tire Recycling Program	\$4,000.00	\$1,500.00	(\$2,500.00)
No Till Drill Rental Program	\$4,250.00	\$4,500.00	\$250.00
4 Hour ESC Training Program	\$6,000.00	\$7,499.50	\$1,499.50
Interest	\$90.00	\$90.00	\$0.00
Bird/Bat Sales	\$3,000.00	\$1,300.00	(\$1,700.00)
Sale of Equipment	\$35,000.00	\$42,000.00	\$7,000.00
Gifts and Donations	\$0.00	\$0.00	\$0.00
Ag Value - Soil Group Worksheet	\$1,500.00	\$1,500.00	\$0.00
Sales Tax Credit	\$35.00	\$35.00	\$0.00
County Appropriation	\$132,180.00	\$138,768.32	\$6,588.32
State Grants	\$10,000.00	\$1,500.00	(\$8,500.00)
State Reimbursements	\$208,874.08	\$263,005.26	\$54,131.18
Federal Grants/Reimbursements	\$0.00	\$0.00	\$0.00
Grants not State or Federal	\$0.00	\$0.00	\$0.00
MOUs	\$0.00	\$0.00	\$0.00
RC&D Time Reimbursement	\$550.00	\$0.00	(\$550.00)
Sales Tax Received	\$1,000.00	\$1,000.00	\$0.00
Mid Year Fund Balance Transfer (for building)	\$100,000.00	\$0.00	(\$100,000.00)
<b>TOTAL RECEIPTS</b>	<b>\$546,979.08</b>	<b>\$499,698.08</b>	<b>(\$47,281.00)</b>
<b>EXPENSES</b>	<b>APPROVED BUDGET 2022</b>	<b>PROPOSED BUDGET 2023</b>	<b>Difference 2023 - 2022</b>
Directors Per Diem for Meetings	\$1,200.00	\$1,200.00	\$0.00
Office Manager	\$41,911.38	\$46,102.51	\$4,191.13
District Manager	\$70,657.92	\$80,000.00	\$9,342.08
Field Technician (Senior)	\$53,037.81	\$58,341.59	\$5,303.78
Field Technician	\$43,281.63	\$47,609.79	\$4,328.16
Field Intern	\$5,250.00	\$5,950.00	\$700.00
Furniture and Fixtures	\$0.00	\$0.00	\$0.00
Office Equipment	\$1,000.00	\$200.00	(\$800.00)
Motor Vehicle Equipment	\$40,000.00	\$55,000.00	\$15,000.00
Field Equipment / Supplies	\$500.00	\$250.00	(\$250.00)
District Trees Expenses	\$28,000.00	\$25,000.00	(\$3,000.00)
Fish & Pond Stocking	\$2,000.00	\$3,500.00	\$1,500.00
Conservation Practice Supplies	\$2,439.27	\$2,000.00	(\$439.27)
WQCC	\$0.00	\$0.00	\$0.00
Directors Travel/Training	\$500.00	\$250.00	(\$250.00)
Employees Travel/Training	\$2,500.00	\$3,000.00	\$500.00
Telephone/Internet	\$3,060.00	\$3,617.71	\$557.71
Office Supplies	\$2,500.00	\$2,000.00	(\$500.00)
Meeting Expenses	\$1,000.00	\$250.00	(\$750.00)
Educational Expenses	\$500.00	\$20.00	(\$480.00)
Auto/Field/Liability Insurance	\$4,800.00	\$4,900.00	\$100.00
Workers' Compensation/Disability Insurance	\$2,800.00	\$3,096.00	\$296.00
State, National Dues	\$0.00	\$0.00	\$0.00
State Fair	\$100.00	\$100.00	\$0.00
Postage	\$200.00	\$240.00	\$40.00
Bird Item Expenses	\$1,500.00	\$1,000.00	(\$500.00)
Bank/Credit Card Fees	\$1,000.00	\$1,500.00	\$500.00
Part C Project Materials	\$20,000.00	\$20,000.00	\$0.00
4 Hour Training Expenses	\$0.00	\$600.00	\$600.00
Repairs to Truck & Field Equipment	\$300.00	\$250.00	(\$50.00)
Gas & Oil	\$1,500.00	\$2,000.00	\$500.00
Health/Dental Insurance	\$60,441.07	\$64,614.68	\$4,173.61
Retirement Benefits	\$38,000.00	\$43,056.70	\$5,056.70
Employer Share FICA/Medicare	\$16,000.00	\$18,299.10	\$2,299.10
Sales Tax Disbursement	\$1,000.00	\$750.00	(\$250.00)
Nine Element Plan	\$0.00	\$5,000.00	\$5,000.00
Storage Building Fund	\$100,000.00	\$0.00	(\$100,000.00)
<b>TOTAL DISBURSEMENTS</b>	<b>\$546,979.08</b>	<b>\$499,698.08</b>	<b>(\$47,281.00)</b>

## ATTACHMENT F:

### CORRESPONDENCE - Saratoga County SWCD September 21, 2022

#### E-Mailed:

- eResource: 08/16/22
- Cattaraugus County District Field Manager Job Posting
- Dean Moore - Warren County SWCD
- Conservation Clips – 08/19/22
- NACD Forestry Notes – 08/19/22
- Urgent Mental Health Crisis Among Youth
- CDEA needs your news!
- Seneca SWCD Bookkeeper/Secretary Job Announcement
- Sponsorship NYACD Annual meeting booklet
- District Technician Position Oneida County SWCD
- eResource: 08/23/22
- New York's Agriculture Industry: A Resilient Part of State and Local Economies
- 2022 Conservation Skills Workshop
- 2022 NYACD Annual meeting Registration
- Passing of retired Onon Cty SWCD Program Manager Doug Fisher
- Passing of Tom Trinder
- CDEA Administrative Conference
- AGM Agricultural Protection Unit
- Conservation Clips – 08/26/22
- STATE AGRICULTURE COMMISSIONER ANNOUNCES \$1.4 MILLION AVAILABLE TO HELP NYS GROWN & CERTIFIED FARMS IMPLEMENT ENVIRONMENTAL PLANS
- New York's Agriculture Industry
- Funding Opportunity - Implementation of AEM on NYS Grown & Certified Farms
- Save the Date for next NYS SWCC Meeting: September 20th, 2022 at 9am
- NY Commissioners: Working with farmers to ensure climate resiliency for the future
- RFP0279 Webinar - Implementing AEM on NYS Grown & Certified Farms
- eResource: 08/30/22
- 2023 Part B Request
- RFP0279 updated Q&A
- Manure Storage Cover and Flare Project Installation
- Conservation Clips – 09/02/22
- Happy Labor Day, Supporting Workers and Their Rights
- Reminder: Pedal the Creek 2022
- RFP0279 Webinar - Implementing AEM on NYS Grown & Certified Farms
- ROOMS- CDEA Administrative Conference
- eResource: 09/06/22
- NYACD Annual Resolutions.....Awards?????
- 2022 Conservation Skills Workshop
- NYS DEC 4Hr Erosion & Sediment Control Training - October Class
- Publicity Fall Round Up Grazier Mtg
- September 2022 SWCC Report
- 2022 North Country Stormwater Conference and Tradeshow
- RRAMP field training October 7, 8:30 a.m. - 2:30 p.m.
- NYS Soil and Water Conservation Committee Meeting and Tour - Queensbury
- Conservation Clips – 09/09/22
- Fridays on the Farm: Creating Community at Henry's Family Farm
- Doug Fisher 9/4/2022 Post Standard Article
- NYC Faces Substantial Fiscal Risks in the Coming Years
- September CDEA News
- Posting for Job
- District Technician Vacancy
- eResource: 09/13/22
- NYSCDEA Treasurer Position Consideration
- Passing of retired Onondaga County SWCD BOD Chairman
- NYSLRS Employer Education Seminar Invitation - Albany County - October 20, 2022
- Trailer Bid
- September 20th, 2022 SWCC Meeting Revised Agenda
- 2022 Fall Fish Sale
- Conservation Clips – 09/16/22
- Call of Newsletter
- The Rockaways Show Signs of Recovery After Pandemic Setback
- Passing of Brian Steinmuller's Father
- NCPA - September Newsletter
- Farmer Mental Health Trainings
- eResource: 09/20/22