

Saratoga County Soil & Water Conservation District
4H Training Center
Minutes of Regular Meeting 08/17/2022

In Attendance:

District Directors:

Janet Bartow – Grange
Victoria Garlanda – At Large
Jennifer Koval – At Large Farmer
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 – Technician

Regrets: Joe Grasso, Kate Girard

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

1. **Minutes of July 2022 Meeting:** **Motion** to approve with the addition of amounts for the Roadside Erosion payments by Matthews, seconded by Bartow, carried unanimously.
2. **July 2022 Financial Reports:**
 - a. **Receipts/Disbursements Report, Budget vs Actual Report and Vouchers:** (**Attachment A, B & C**) **Motion** to approve made by Veitch, 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. Annual conference is in October.
 - f. **CCE:** No report. The fair had 50 – 55% of normal attendance this year.
5. **Old Business:**
 - a. **Water Quality Coordinating Committee:**
 - b. **Grants:** Lewis reported on the following:
 - i. Agricultural Environmental Management – Tier 4 grants are in the works, Palemire met with the engineer last week. A couple sprayers have been ordered and a voucher for 90% of the BMP was submitted.
 - ii. Septic – 1 receipt for a completed project was received but the homeowner has not closed out the permit with the Town. The permit needs to be closed out before the County can submit for reimbursement.
 - iii. Roadside Erosion – Nothing new at this time.
 - iv. Resiliency Training – Hamilton SWCD has schedule a RRAMP training to help educate on methods of maintaining roadside ditches to reduce soil erosion and road issues.
 - v. Micro Irrigation Grant – Grant is being wrapped up, all the parts are in, working on finalizing paperwork.
 - vi. Records Retention – Final paperwork was submitted and waiting on final payment.
 - c. **Saratoga County Lease Agreement:** Executed lease received, Lewis has contacted the contractor for the building, the price is the same as quoted, no need to rebid. Lewis contacted the Town of Milton to discuss inspection requirements, the Town advised they do not inspect buildings on County property. Lewis contacted the County & was told as the building belongs to the District the County does not want to inspect it. Lewis contacted Milton again, they asked for a copy of the lease & are talking to the Town

Attorney on how to proceed. Lewis is hoping this will be resolved ASAP so he can get concrete building standards and have bids for review at the next meeting.

- d. **2023 Budget:** A **motion** was made to approve the 2023 budget with a 10% salary increase for staff and set the District Manager's salary at \$80,000 by Koval, seconded by Matthews, carried unanimously. A **motion** to form a subcommittee to further review the District compensation policy was made by Bartow, seconded by Koval, carried unanimously. Ropitzky, Bartow volunteered to be on the subcommittee, Koval and Veitch volunteered to be alternates.
- e. **Audit of 2021 Books:** McCarthy reported that the backlog of paperwork has been caught up on and the District is now able to hold the Audit of the 2021 Books. Koval and Veitch volunteered to handle the Audit on 09/21 at 2pm.

6. **New Business:**

- a. **T&S Program 2022:** A **motion** was made to hold a T&S Program in 2023 was made by Koval, seconded by Matthews, carried unanimously.

7. **Other Business:**

- a. **Executive Discussion:** A **motion** was made to move into Executive Session for the purpose of discussing the health/medical of a current employee at 3:58pm by Bartow, seconded by Koval, carried unanimously. A **motion** was made to come out of Executive Session by Veitch seconded by Matthews at 4:20pm, carried unanimously.

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

- 9. **Next Meeting Date and Adjournment:** The next meeting is scheduled for Wednesday, September 21, 2022, at 3:00pm. Meeting adjourned by at 4:21pm.

Respectfully submitted: _____

Shannon J. McCarthy, Secretary

Steve Ropitzky – Chairman

ATTACHMENT A:

Saratoga County SWCD							
Receipts and Disbursements							
JULY 2022							
	Operations (Checking/Money Market/Accrued Liabilities)	Petty Cash	WQCC	Envirothon	Roadside Erosion	AEM Projects	Micro Irrigation
BOOK BALANCE as of 06/30/2022	\$301,788.62	\$100.00	\$3,482.53	\$3,332.14	\$19,852.19	\$52.42	\$2,439.93
RECEIPTS							
Interest	\$11.45			\$0.08			\$0.06
No Till Drill Rental Fees	\$225.00						
4 Hour Training Fees	\$450.00						
County Appropriation	\$33,040.08						
TOTAL RECEIPTS	\$33,726.53	\$0.00	\$0.00	\$0.08	\$0.00	\$0.00	\$0.06
DISBURSEMENTS							
Office Manager	\$3,257.80						
District Manager	\$5,414.40						
Technician(s)	\$7,428.40						
District Trees Expenses	\$1,487.29						
Conservation Practice Supplies	\$125.00						
WQCC	(\$1,499.99)		\$1,499.99				
Office Supplies	\$16.00						
Educational Expenses	(\$571.39)			\$571.39			
Auto, Field and Liability Insurance	\$372.00						
Workers' Comp & Disability Insurance	\$28.29						
Postage	\$55.15						
Bank/Credit Card Fees	\$19.10						
Part C Project Materials	\$1,161.86						
Gas & Oil	\$608.58						
Health/Dental Insurance	\$4,781.74						
Employer Share FICA/Medicare	\$1,167.15						
TOTAL DISBURSEMENTS	\$23,851.38	\$0.00	\$1,499.99	\$571.39	\$0.00	\$0.00	\$0.00
BOOK BALANCE as of 07/31/2022	\$311,663.77	\$100.00	\$1,982.54	\$2,760.83	\$19,852.19	\$52.42	\$2,439.93

ATTACHMENT B:

BUDGET TO ACTUAL REPORT			
JULY 2022			
	BUDGET 2022	ACTUAL JULY 2022	ACTUAL JAN - JULY 2022
RECEIPTS			
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	\$225.00	\$1,470.00
4 Hour ESC Training Program	\$6,000.00	\$450.00	\$7,950.00
Interest	\$90.00	\$11.45	\$59.69
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	\$132,160.30	\$33,040.08	\$99,120.24
State Grants	\$10,000.00		(\$0.60)
State Reimbursements	\$208,874.08		\$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
Sales Tax Received	\$1,200.00		\$465.18
Other	\$0.00		\$0.00
Fund Balance Transfer	\$132,603.82		\$0.00
TOTAL RECEIPTS	\$579,763.20	\$33,726.53	\$381,492.62
DISBURSEMENTS	BUDGET 2022	ACTUAL JULY 2022	ACTUAL JAN - JULY 2022
Directors Per Diem for Meetings	\$1,200.00		\$540.00
Office Manager	\$41,911.38	\$3,257.80	\$23,353.40
District Manager	\$70,657.92	\$5,414.40	\$39,254.40
Field Technician (Senior)	\$53,037.81	\$4,111.80	\$29,810.55
Field Technician	\$43,281.63	\$3,316.60	\$24,045.35
Field Intern	\$0.00		\$0.00
Furniture and Fixtures	\$0.00		\$0.00
Motor Vehicle Equipment	\$1,000.00		\$38.48
Field Equipment / Supplies	\$77,834.12		\$47,652.50
District Trees Expenses	\$500.00		\$0.00
Fish & Pond Stocking	\$23,000.00	\$1,487.29	\$21,054.92
Conservation Practice Supplies	\$2,000.00	\$125.00	\$3,281.88
WQCC	\$2,439.27	\$125.00	\$1,185.85
Directors Travel/Training	\$0.00	(\$1,499.99)	\$0.00
Employees Travel/Training	\$500.00		\$188.50
Telephone/Internet	\$2,500.00		\$604.97
Office Supplies	\$3,060.00		\$797.71
Meeting Expenses	\$2,500.00	\$16.00	\$1,555.32
Educational Expenses	\$500.00		\$0.00
Auto/Field/Liability Insurance	\$500.00	(\$571.39)	\$20.00
Workers' Compensation/Disability Insurance	\$4,800.00	\$372.00	\$4,958.16
State, National Dues	\$3,000.00	\$28.29	\$2,871.86
State Fair	\$0.00		\$0.00
Postage	\$100.00		\$100.00
Bird Item Expenses	\$200.00	\$55.15	\$175.67
Bank/Credit Card Fees	\$1,500.00		\$897.00
Part C Project Materials	\$1,000.00	\$19.10	\$1,497.44
4 Hour Training Expense	\$20,000.00	\$1,161.86	\$10,545.96
Repairs to Truck & Field Equipment	\$500.00		\$594.65
Gas & Oil	\$300.00		\$0.00
Health/Dental Insurance	\$1,500.00	\$608.58	\$2,277.81
Retirement Benefits	\$60,441.07	\$4,781.74	\$33,472.13
Employer Share FICA/Medicare	\$38,000.00		\$32,141.00
Sales Tax Disbursement	\$16,000.00	\$1,167.15	\$8,527.29
Records Retention Grant	\$1,000.00		\$560.59
Other	\$0.00		\$10,965.55
Storage Building Fund	\$0.00		\$8,798.00
TOTAL DISBURSEMENTS	\$579,763.20	\$23,851.38	\$311,766.94
NET TOTAL	\$0.00	\$9,875.15	\$69,725.68

ATTACHMENT C:

2022 MEETING VOUCHERS - AUGUST								
ACCOUNT	#	PAYEE	EXPLANATION	AMOUNT	DATE PAID	CHECK #	AMOUNT PAID	BALANCE DUE
General	89	Blueshield of NENY	Health/Dental: August 2022	\$5,625.56	08/04/22	10420	\$5,625.56	\$0.00
General	90	Saratoga County Gas Account	Gasoline: June & July 2022	\$600.43	08/18/22	10426	\$600.43	\$0.00
General	91	Curtis Lumber	Part C Materials	\$45.15	08/18/22	10422	\$45.15	\$0.00
General	92	NAPA	Part C Materials	\$44.00	08/18/22	10425	\$44.00	\$0.00
General	93	De Lage Financials	Copier Lease: August 2022	\$125.00	08/18/22	10423	\$125.00	\$0.00
General	94	EJ Prescott	Part C Materials	\$980.00	08/18/22	10424	\$980.00	\$0.00
				TOTAL VOUCHERS			\$7,420.14	\$0.00
Bills to be Paid Before Next Board Meeting:								
General		Blue Shield of NENY	Health Insurance - September 2022	\$6,014.90				
				TOTAL			\$6,014.90	

ATTACHMENT D:

August 2022 Field Report

- ? AEM Setup, man and teardown county fair booth (Ballston Spa)
- ? Hydro seed Town of Greenfield
- ? Met with Engineer for fuel storage projects (Northumberland, Saratoga)
- ? Met with highway supervisor for Burke Rd culvert (Saratoga)
- ? Hydro seeding supplies
- ? AEM Met with Scott Fonti Winney/Saratoga apple fuel storage facility
- ? AEM Met with NRCS Engineer Donnan Fuel storage facility
- ? Ariels, Micro-irrigation Receipts for reimbursement.
- ? AEM No-till Steven Bodner
- ? Submitted application for funding to replace Galway's salt shed with an appropriately sized building (Galway)
- ? Secured lease with County for new storage building (Milton)

ATTACHMENT E:

CORRESPONDENCE - Saratoga County SWCD
August 17, 2022

E-Mailed:

- NYS Grants Gateway transition to the Statewide Financial System (SFS)
- Register now, boom sprayer mtg
- GOVERNOR HOCHUL ANNOUNCES \$200 MILLION IN FUNDING TO REVITALIZE DOWNTOWN AREAS IN COMMUNITIES ACROSS NEW YORK STATE
- Existential Questions Facing National Public Transit Systems Create New Fiscal Pressures for MTA
- USDA Masking requirements for the week of July 25th
- Rockland SWCD Spring Newsletter
- July CDEA Meeting
- Critical Moment for MTA, Riders
- NY Forward/ DRI Program Materials
- Mass Email- Supplies for Sale
- eResource: 07/26/22
- Fish On Challenge
- Workshops and webinars: SUNY Morrisville September 30 Workshop: Assisted migration and Invasive Trees in Urban Forestry, Sept 13 webinar: How to talk about trees
- CFA Deadline Tomorrow - 4pm
- Conservation Clips – 07/29/22
- Fridays on the Farm: Deep Rooted in Organics
- No-till drill for sale
- Revisiting the Role of Conservation Districts and Community Wildfire Protection Plans (CWPP)
- Reuniting Owners with Lost Money
- National Conservation Planning Partnership (NCPPI) Update – 08/01/22
- eResource: 08/02/22
- NYS SWCC Meeting Recording - July 26, 2022
- 2022 Conservation Skills Workshop
- Silvopasture Showcase Tour in New York's Southern Finger Lakes Region - September 15 & 16, 2022
- Conservation Clips – 08/05/22
- 2021 SWCC Annual Report
- Holding State Agencies Accountable for Protecting Taxpayer Money
- Rain Barrels
- Otsego District Manager Job Announcement
- eResource: 08/09/22
- Dave Derrick Flyer
- Registration Deadline MONDAY - Silvopasture Showcase Tour in New York's Southern Finger Lakes Region - September 15 & 16, 2022
- Conservation Clips – 08/12/22
- Fridays on the Farm: Promoting Health and Wellness at Purple Skies Farm
- Frank Bratt Scholarship Reminder
- National Conservation Planning Partnership (NCPPI) - HHB Awards
- GREENFIELD FARMS SELECTED FOR NEW YORK AEM-LEOPOLD CONSERVATION AWARD
- 529 Program Offers Chance to Save on Higher Ed
- NYS Erosion & Sediment Control Certificate Program - Brief Poll!
- August 2022 SWCC Report
- FSA Report
- NYACD Letters dated 07 31 2022 08 03 2022 and 08 12 2022