

Saratoga County Soil & Water Conservation District
Cornell Room 50 West High Street Ballston Spa, NY 12020
Minutes of Regular Meeting 1/18/23

In Attendance:

District Directors:

Janet Bartow – Grange
Jennifer Koval – At Large Farmer
Jay Matthews – At Large Farmer
Steven Ropitzky – Chairman
Kevin Veitch – Legislator

District Staff:

Dustin Lewis– District Manager
Kaitlyn Bemis– Office Manager
Scott Monica – Senior Technician
Dan Palemire – Technician

Outside Agencies

Kate Teale - NRCS

Regrets: Victoria Garlada – At Large, Mike Smith – Legislator

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

1. Annual Meeting:

a) Appointments & Elections:

- i. The Saratoga Board of Supervisors reappointed Bartow and Ropitzky. Veitch was also reappointed as Supervisor, newly joining is the second supervisor from Galway, Mike Smith.
- ii. Elections – A **motion** made by Veitch, seconded by Koval, carried unanimously, to elect Ropitzky as Chairman.
- iii. A **motion** made by Koval, seconded by Matthews, carried unanimously, to elect Bartow as Vice Chairman.
- iv. A **motion** was made by Matthews, seconded by Veitch, carried unanimously, to appoint Bemis as Secretary/Treasurer.

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

- i. The Daily Gazette as the official newspaper for 2023
- ii. Ballston Spa National Bank as the official bank for 2023
- iii. \$0.655 per mile for mileage reimbursement for 2023
- iv. The 3rd Wednesday of every month as the meeting dates and 3:00pm as the meeting time for 2022

2. **Minutes of December 2022 Meeting:** **Motion** to approve with corrections made by Matthews, seconded by Veitch, Koval abstained, all others approved.

3. **December 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 Bartow, carried unanimously.

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

5. **Cooperating Agency Reports:**

- a) **NRCS:** Teale reporting - 4 high tunnel and 3 forest management plans approved. Expecting more funds from the inflation reduction act, talks of prioritizing easier contracts first. Working on grazing and ag chem facility applications. Just paid out a high tunnel project. Talks of a new soil conservation position in the Saratoga office.
- b) **FSA:** No Report, Tina Williams appointed as County Executive Director.
- c) **RC&D:** No report.
- d) **NYSSWCC:** No report.
- e) **NYACD:** Casella emailed - Farm Bureau made a resolution to oppose District Law changes.

Cooperating Agency Reports Continued:

f) **CCE:** No report.

6. Old Business:

a) **Water Quality Coordinating Committee:** No meeting this month.

b) **Grants:** Lewis reported on the following:

- i. AEM – designs done for fuel storages; sprayers have been ordered.
- ii. Septic – one open application, waiting for extension.
- iii. Roadside Erosion – Should be closed out shortly, waiting to make payments. We have a second grant, working in the town of Day.
- iv. Resiliency Training – Complete and waiting to submit paperwork.
- v. Micro Irrigation Grant – Waiting on funds, project complete.

c) **T & S:** Lewis reported on the following:

- i. Brochure completed. Bemis and Lewis to be pricing products and launching site shop in February. Blueberries have been secured.

d) **Envirothon:** Lewis reported on the following:

- i. Looking into book the fairgrounds.

7. New Business:

a) **Auditing of 2022 Books:** Pushing audit for next agenda, to be scheduled in March.

b) **Managers Review:** Scheduled for 02/22/23 at 2:00 PM, Janet and Steven will attend. Lewis will send form to fill out prior.

c) **Water Quality Symposium:** Request for motion to approve \$2,000 budget. Motion to approve by Veitch, seconded by Matthews.

8. Other Business:

a) **District Law:** Discussion about possible changes.

b) **Water Quality Data:** Bill in committee about the storage of state water quality data.

c) **Class C stream:** Discussion about the reemergence of stream bill.

9. Correspondence: (No Correspondence):

10. **Next Meeting Date and Adjournment:** The next meeting is scheduled for Wednesday, February 22, 2023, at 3:00pm. Meeting adjourned by Bartow at 3:45 PM.

Respectfully submitted: _____

Kaitlyn H.J. Bemis, Secretary

Steve Ropitzky – Chairman

ATTACHMENT B:

ATTACHMENT A:

Saratoga County SWCD
Receipts and Disbursements
December 2022

	Operations (Checking/Money Market/Accrued Liabilities)	Petty Cash	WQCC	Envirothon	Roadside Erosion	AEM Projects	Micro Irrigation
BOOK BALANCE as of 11/30/22	\$239,224.18	\$100.00	\$1,982.54	\$2,674.11	\$16,773.89	\$115,909.30	\$2,441.25
RECEIPTS							
Interest	\$34.33			\$0.07		\$2.95	\$0.41
No Till Drill Rental Fees							
4 Hour Training Fees							
State Reimbursements							
TOTAL RECEIPTS	\$34.33	\$0.00	\$0.00	\$0.07	\$0.00	\$2.95	\$0.41
DISBURSEMENTS							
Directors Per Diem for Meetings	\$0.00						
Office Manager	\$0.00						
District Manager	\$6,768.00						
Technician(s)	\$9,285.50						
Payments to Cooperators & Others							
Conservation Practice Supplies	\$125.00						
Directors Travel/Training							
Employees Travel/Training	\$100.00						
Telephone/Internet	\$90.00						
Office Supplies	\$254.60						
Postage							
Bank/Credit Card Fees	\$16.58						
Part C Project Materials	\$41.96						
4 Hour Training Expense	\$145.65						
Repairs to Truck & Field Equipment							
Gas and Oil	\$20.28						
Health/Dental Insurance	\$4,369.12						
Employer Share FICA/Medicare	\$1,169.11						
TOTAL DISBURSEMENTS	\$22,385.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
BOOK BALANCE as of 12/31/22	\$216,872.71	\$100.00	\$1,982.54	\$2,674.11	\$16,773.89	\$115,912.25	\$2,441.66

**BUDGET TO ACTUAL REPORT
DECEMBER 2022**

	BUDGET 2022	Actual DEC 2022	ACTUAL JAN - DEC 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		\$3,213.00
4 Hour ESC Training Program	\$6,000.00		\$11,475.00
Interest	\$90.00	\$34.33	\$170.34
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		\$232,886.26
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
TOTAL RECEIPTS	\$546,979.08		\$394,074.27
DISBURSEMENTS			
Directors Per Diem for Meetings	\$1,200.00		\$800.00
Office Manager	\$41,911.38		\$35,895.93
District Manager	\$70,657.92	\$6,768.00	\$63,619.20
Field Technician (Senior)	\$53,037.81	\$5,139.75	\$48,313.65
Field Technician	\$43,281.63	\$4,145.75	\$38,970.05
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	\$125.00	\$1,836.15
WQCC	\$0.00		\$0.00
Directors Travel/Training	\$500.00		\$338.15
Employees Travel/Training	\$2,500.00	\$100.00	\$1,314.97
Telephone/Internet	\$3,060.00	\$90.00	\$3,248.85
Office Supplies	\$2,500.00	\$254.60	\$2,361.63
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		\$183.08
Bird Item Expenses	\$1,500.00		\$897.00
Bank/Credit Card Fees	\$1,000.00	\$16.58	\$1,686.56
Part C Project Materials	\$20,000.00	\$41.96	\$16,022.70
4 Hour Training Expense	\$0.00	\$145.65	\$647.22
Repairs to Truck & Field Equipment	\$300.00		\$0.00
Gas & Oil	\$1,500.00	\$20.28	\$3,220.13
Health/Dental Insurance	\$60,441.07	\$4,369.12	\$53,750.55
Retirement Benefits	\$38,000.00		\$56,285.00
Employer Share FICA/Medicare	\$16,000.00	\$1,169.11	\$13,666.24
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
TOTAL DISBURSEMENTS	\$546,979.08	\$22,385.80	\$443,359.00

ATTACHMENT C:

2022 MEETING VOUCHERS - December

ACCOUNT	#	PAYEE	EXPLANATION	AMOUNT	DATE PAID	CHECK #	AMOUNT PAID	BALANCE DUE
General	###	Blueshield of NENY	Health/Dental: December 2022	\$5,140.16	12/15/22	10449	\$5,140.16	\$0.00
General	###	Dustin Lewis	Hitch for towing Baler	\$58.54				\$58.54
General	###	De Lage Financials	Copier Lease: November 2022	\$125.00				\$125.00
General	###	Saratoga County General Services	Calendars	\$22.00				\$22.00
General	###	Curtis Lumber	Part C Hydroseeder	\$41.96				\$41.96
General	###	Saratoga County General Services	Postage	\$5.70				\$5.70
General	###	Bank of America (Scott's Card)	Ink for Clerk's Printer	\$226.83				\$226.83
General	###	Bank of America (Dustin's Card)	Monthly Payroll Fee	\$27.77				\$27.77
General								\$0.00
General								\$0.00
General								\$0.00
General								\$0.00
General								\$0.00
Envirothon								\$0.00
TOTAL VOUCHERS				\$5,647.96			TOTAL DUE	\$507.80
<u>Bills to be Paid Before Next Board Meeting:</u>								
General		Blue Shield of NENY	Health Insurance - January 2023	\$5,140.16				

ATTACHMENT D:

January 2023 Field Report

- AEM-Round-17 fuel storage projects
- AEM-Micro irrigation grant
- AEM- Micro-irrigation project
- Lap -Lake Nancy
- AEM conservation plan (Saratoga PLAN)
- 8 soil group worksheets (Moreau, Wilton, Northumberland, Saratogs, Stillwater)