

St. Lawrence County Soil and Water Conservation District
1942 Old DeKalb Road, Canton, NY 13617
BOARD OF DIRECTORS MEETING MINUTES
For January 15, 2009, 7:30 PM

Board Members Present: Robert Andrews, Jr. (Chairperson), Ed Hadlock (Vice-Chair), Dave Martin (Treasurer), Clark Decker, Fred Morrill, and Tom Nichols.

Board Members Not Present: Mary Rutley.

Staff Present: Dawn Howard (Manager), Katie Maloney (Technician), Aaron Earl (Forester), and Raeanne Dulanski (Secretary).

Guests Present: None.

I. Call to Order

II. Minutes of the Previous Meeting: November minutes were **approved**.

III. Treasurer's Reports: November and December Treasurer's reports were **approved**.

IV. Reports

A. NRCS – James Pullano (see Appendix A)

1. Pullano's report was reviewed and accepted by the Board.
2. Congratulations to Maloney for being named as the 2008 NRCS Partner of the Year.

B. NYACD – Clark Decker

1. New Executive Director Judy Littrell was hired.
2. Legislative Days will be held January 26 and 27. Decker will be attending with Howard and Maloney.

V. Organizational Meeting

A. Meeting Night: Third Thursday of every month but December. A training session will be held at one of the meetings. **Approved**

Tom Nichols joined the meeting at 7:48 PM

B. Personnel, Procurement and Investment Policies: Continue to use the current editions of the Personnel and Procurement Polices. Continue using current edition of the Investment Policy. The County Attorney will review a new draft investment policy. The Board is to revisit the Investment Policy next month with any comments from the County Attorney.
Approved

C. Official Bank: Community Bank, NA. **Approved**

D. Official Newspapers: Ogdensburg Journal and the Advance News. **Approved**

E. Authorization to Pay Bills: Howard has been authorized to pay the following as they come due: **Approved**

1. Payroll
2. Postage
3. Telephone
4. Tree Programs
5. Fish Programs
6. Fuel
7. Health Insurance
8. Grants – under \$250.00
9. Equipment – under \$250.00
10. WQCC – under \$250.00
11. Black Lake – under \$250.00

F. Board Elections for Office: Reinstate all of the current officers. **Approved**

1. **Chair:** Robert Andrews, Jr.
2. **Vice-chair:** Ed Hadlock
3. **Treasurer:** Dave Martin

G. Mileage Rate: Continue to use the IRS mileage rate. As of January 2009, it will be \$0.55 per mile. **Approved**

H. Fee Schedule: Continue to use the current fee schedule. **Approved**

I. Financial Disclosers: The County has not released the form yet for Andrews and Howard to complete.

VI. SWCD Reports

A. Technician's Report – Maloney (Appendix B)

B. Forester's Report – Earl (Appendix C)

1. Steve Sherwood, DEC Private Lands Forester to be invited to February meeting.

C. Secretary/Assistant Treasurer's Report – Dulanski

1. Authorization to pay:
 - a. NYACD annual dues - \$1,500 **approved.**
2. Tree Program booklets have been mailed out, 675 in the initial mailing.
3. Technical assistance for 2008 was up 347 over 2007 and 74 more than 2006.
4. Annual Reports:
 - a. Treasurer's Report has been completed. Authorization for Andrews and Martin to sign. **Approved**
 - b. State Comptrollers Report has been completed. Authorization for Martin to sign. **Approved**
5. Contacts for second half of 2008: 739 for NRCS and 725 for SWCD.

D. Manager's Report – Howard (Appendix D)

1. Round 15 Non Point Source Grant: Submitted for two farms. Results should be available by March 1.
2. Training Plans: Decker to send Howard a list of suggested training ideas to incorporate into the director's training plans.
3. Flexible Work Schedule: Board would like ideas of the staff presented to them at the next meeting.
4. Insurance Quotes: Howard should have quotes for the next meeting.
5. 1996 Red Jeep Cherokee: Bid went for \$1,651.00

VII. Old and New Business

A. Annual Plan of Work: Authorization for Andrews to sign. **Approved**

B. Acceptance of AEM Strategic Plan 2009 – 2014 **Approved.**

C. County Trail Coordinator Position

1. Discussion on if we want this position housed with SWCD.

2. Staff is to discuss having a Trail Coordinator in the office. This person would have to be a SWCD employee and not financially hurt the District in any way, to be located here. Howard to present staff options at next meeting.

D. Group Photo will take place next month

VIII. Correspondence: Mail Folder was available for the Board’s review.

IX. Executive Session: Entered at 9:30 PM to complete an employee review for Howard. Exited at 10:03 PM.

X. Announcements: None.

XI. Time and Date of Next Meeting: February 19, 2009, 7:30 PM at the SWCD Office.

X. Meeting Adjourned: 10:03 PM

Robert Andrews, Jr., Chairperson

Date

Raeanne Dulanski, Secretary/ Assistant Treasurer

Date

Attachments: Appendices A-D