

St. Lawrence County Soil and Water Conservation District  
1942 Old DeKalb Road, Canton, NY 13617  
BOARD OF DIRECTORS MEETING MINUTES  
For January 21, 2010, 7:30 PM

**Board Members Present:** Robert Andrews, Jr. (Chairperson), Ed Hadlock (Vice-Chair), Clark Decker, Fred Morrill, and Tom Nichols arriving at 7:50 PM.

**Board Members Not Present:** Dave Martin and Tom Grow.

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

**Guests Present:** Ben Stauffer and Jim Pullano, NRCS DC.

**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 – Jim Pullano (see Appendix A)**

1. Pullano provided Civil Rights training to the Board of Directors.
2. Pullano reviewed Appendix A with the Board.

**B. NYACD – Clark Decker**

1. Legislative Days will be held January 25 and 26. Decker will be attending with Howard and Nichols.
2. The proposed budget shows the EPF getting cut 33% with everything being decreased except Soil and Water.

**C. AFPB – Robert Andrews**

1. The first 2010 St. Lawrence County Ag Development Plan Focus Group Meeting was held January 12 in Madrid. 27 people attended. A diverse group was present resulting in a lot of different topics being discussed. Three more meetings are being held in Hopkinton, Morristown and Fowler.

**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 7:50 PM*

**B. Procurement and Investment Policies: Approved**

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

**D. Official Newspapers: Watertown Daily Times 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
12. Checking Account – under \$250.00

**F. Board Elections for Office: Approved**

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

**G. Mileage Rate:** Continue to use the IRS mileage rate. As of January 2010, it will be \$0.50 per mile. **Approved**

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

## **VI. SWCD Reports**

**A. Forester's Report – Earl**

1. 2010's Part B Forest Management Plans have been started. The first plan is almost complete.
2. Earl has been updating the County Forest Management Plans.
3. Nichols and Hadlock thanked Earl for the quality of work that he has been doing.
4. Morrill stated that the presentation to the Board of Legislators on sensible forestry was very well done and had very successful results.

**B. Technician's Report – Maloney**

1. Maloney reported that AEM is moving forward with 2 of 4 CNMP's completed. One was returned to the landowner today, resulting in her eligibility to sign up for EQIP funding.
2. NMP information is being returned so updates can be completed.
3. RC&D Grass Pelleting Group is still meeting and moving forward.
4. Morrill suggested that Maloney apply to be on the EMC.

**C. Secretary/Assistant Treasurer's Report – Dulanski**

1. Authorization to pay:
  - a. NYS Retirement System \$14,350 **Approved**
  - b. Registration for 3 people for the Water Quality Symposium at \$550 each and Nichols for one night, if NYACD will not pay **Approved**
  - c. SLC Chamber of Commerce dues of \$130 **Approved**
2. Director's Training Plans were reviewed, approved and signed by board members.
3. State Committee has not yet released the Treasurer's Report. At this time it is unclear when it will be available or when it will be due.

**D. Manager's Report – Howard (see Appendix B)**

1. Howard will obtain the needed bank signature cards to change Martin to Morrill as Treasurer.

2. Howard has become aware that SUNY Canton is moving forward again on the digester project. She has been trying to get in touch with the correct contact person to talk to them about what their plans are.
3. BION has a contract in Oswego County.
4. The DEC has the money to purchase the Ag Plastic Balers, but Cornell lawyers are now involved. It is unclear when the balers will be purchased or how the program will run.
5. Howard expressed her concern over the County budget and the District's funding from them.
6. The Black Lake Invasive Weed Committee septic survey was sent out (later than originally anticipated) and results have come back. The office has tabulated the results. Because the results of the survey were received so late, there is no way that the GLRI grant can be completed before the deadline.
7. Howard's presence at the Town of Gouverneur's Assessor hearing has been requested.
8. Howard will be attending a court case in Massena regarding a manure spreading/ Ag District conflict.

**VII. Old and New Business**

- A. Annual Plan of Work: Authorization for Andrews to sign. **Approved**
- B. The New Employee Handbook
  1. The Handbook has been reviewed by the consultant and the few minor changes were presented to the board. All changes were **Approved**
  2. Adoption of the Employee Handbook **Approved**
- C. Insurance Policy – new quote from Trident Ins. Brokerage was reviewed. Motion to change all insurance coverage to Trident Insurance Brokerage per quote **Approved**

**VIII. Correspondence:** Mail was available for the Board's review. (List of items in Appendix C)

**IX. Executive Session:** Entered at 9:20 PM to discuss Earl's FMLA request, complete an employee review for Howard, and discuss employee 2010 salaries. Exited at 9:53 PM.

- A. Earl's request for leave was **approved**. Howard will compose a letter with all stipulations.
- B. 2010 Salaries as budgeted were **approved**. Rates are retroactive to the January 5<sup>th</sup> check.

**X. Announcements:** None.

**XI. Time and Date of Next Meeting:** February 18, 2010, 7:30 PM at the SWCD Office.

**XII. Meeting Adjourned:** 9:55 PM

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Robert Andrews, Jr., Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Raeanne Dulanski, Secretary/ Assistant Treasurer

\_\_\_\_\_  
Date

Attachments: Appendices A-C