

## FRANKLIN COUNTY SOIL & WATER CONSERVATION DISTRICT DIRECTORS' MEETING

Regular Meeting – Tuesday, September 17, 2024, at 12:00 p.m. (Noon)

with Revisions of additional approvals made at the September 17, 2024 Board Meeting but first discussed at October 16, 2024 Board meeting for clarification in order to complete typing these Board minutes

See Highlights below referencing additions/revisions.

FCSWCD Office, Malone, NY

### Directors:

Ralph Child  
Paul Lauzon  
Thomas Derouchie  
Dennis Egan  
Justus Martin

### Staff

Donna Wright  
Kristin Ballou  
Devin Normandeau

1. Meeting began at 12:28 PM - Quorum present. Meeting called to order by R. Child, Chair
2. August 21, 2024, Board meeting minutes – Discussed and approved.  
Motion: 1<sup>st</sup> D. Egan, 2<sup>nd</sup> P. Lauzon, all in favor, carried
3. **Financial Reports:**  
Financial Reports were reviewed and approved:  
Motion: 1<sup>st</sup> D. Egan, 2<sup>nd</sup> T. Derouchie; all in favor, **carried**.  
Abstract and Vouchers: were reviewed and approved  
Motion: 1<sup>st</sup> P. Lauzon, 2<sup>nd</sup> J. Martin; all in favor, **carried**.  
Transfer of Funds: were reviewed and approved for the following:  
Requested permission to transfer the following:
  - \$ 608.16 from Reg Checking to Trust/Agency account - monthly employee retirement (August 2024)
  - \$ 2,000.00 from Reg Checking to Retirement savings (Oct. 2024)
  - \$ 467.00 from Reg Checking to No Till (Sept 2024)
  - \$ 54,965.00 from Reg Checking to AEM Yr 18 (25% Tech Ass't)
  - Motion to accept: 1<sup>st</sup> D. Egan, 2<sup>nd</sup> T. Derouchie; all in favor, **carried**.
4. **Reports:**  
**NRCS – no report provided** (Work Cell:518-605-2508).  
**FSA**
  - Non-insured Crop Disaster Ass't Prg – Upcoming deadlines to obtain coverage for 2025 growing season include:
    - Sept 30<sup>th</sup> – hay, floriculture, Christmas trees and small grains (wheat, rye, triticale)
    - Nov 20<sup>th</sup> - berries, fruit trees, grapes and nut trees
    - Dec 31<sup>st</sup> - honey and maple sap
  - Organic Certification Cost-Share Prg – Deadline October 31<sup>st</sup>
  - Price Support Interest Rates for September 2024 provided
  - Farm Loan Prg Interest Rates for September 2024 provided**NYS Ag and Markets (Ryan)**  
**NYS SWCC News**
  - NYS SWCC Seeking Candidates for At Large Urban, Suburban, Rural non-farm Interest Voting Member Position
  - CAFO-Enhanced Nutrient & Methane Mgmt Prg - \$14M available; applications must be submitted by 10/28-5PM
  - 2025 Annual Plan of Work – time to start updating for 2025. Deadline 11/1
  - Upcoming NYS SWCC Meeting – Sept 17<sup>th</sup> 10AM
  - 2025 Pt B Cons Project Financial Asst: Due 11/1
  - 2024 Pt C Perf Measures – make sure District is fulfilling obligations to earn all funds available
  - 2025 Pt C Perf Measures – no changes for 2025**Other Events**
  - 2024 Great Lakes Coastal Symposium – Oct 7-9 Hyatt Regency, Rochester, NY
  - 2024 SWCD Administrative Forum – Nov 18-19<sup>th</sup>, Saratoga Springs, NY**Funding Opportunities/**
  - Great Lakes Restoration Initiative – Forest Restoration/Weed Mgmt – Deadline 9/18/24
  - NOAA Funding Available for Great Lakes Habitat Restoration – Applications due by 10/28/24

### **Kristin (District Forester)**

#### AEM

- Forest Conservation Plans – completed 1 forest inventory

- EQIP funding for producers is ongoing – 2 properties to mark
  - Clinton Cty SWCD w/AEM Forestry assistance -2 plans for 2025
  - LCBP Covered Barnyard Project – working on contractor bids
- Part B - 4 Forest Mgmt Plans –2024/4 Forest Mgmt Plans (Ind. contractor working on inventories)

Part C –

- 2024 Sch Ass't Prg – All are completed and paid for 2024
- Municipal Ass't Prg – Tire recycling events held: 8/20 & 9/11; Salt reduction: 2024 (1 application app'd)

**Devin (District Technician)**

AEM

- Tier 3 - 1 Prescribed Rotational Grazing Plan – Rd 18 Tier 4 project, Inventory for FMP
- AEM Rd 18 Tier - 4 Projects

AgNPS

- Rd 24, 16-1 Oakes - floor and walls poured, waiting to backfill
- Rd 27 Trumble – met with engineer and contractors

CAFO Papa's Dairy Manure Storage – liner will be going in soon

CRF – met with most farmers for initial cover crop plan. Waiting for state contract.

No Till - used once

Pt C – Tire Recycling event

**Donna (Secretary to the Board)**

- Continue performing office administrative duties as requested/required; will keep operations progressing.
- Maintain all financial records, along with managing payroll and Federal/State taxes, along with processing all NYS Retirement payments and NYS Deferred Comp payments.
- Complete daily, weekly, monthly, quarterly and yearly financial reports, along with my daily tasks.
- Complete all daily banking needs and monthly bank reconciliations.
- Provided my October - December 2024 work schedule.

5. **Correspondences:** NYACD \$1500 Assessment invoice, Grassroots Sept/Oct Edition, NYACD letter dated 9/11/24

6. **New Business:**

Board approved **to pay Winterbottom Trucking LLC \$2,200.00 to transport scrap tires collected at T-Chateaugay Tire Recycling event 9/16/24, once invoice is received:**

Motion: 1<sup>st</sup> P. Lauzon: 2<sup>nd</sup> D. Egan, all in favor, carried

Board approved **for Dist Mgr to draw up new written agreement per NYS Dept of Labor “Freelance Isn’t Free Act” effective 8/28/24, (The new law requires written contracts between freelance workers and hiring parties and creates broad protection for freelancers. Freelance workers are defined as any person or organization composed of no more than one person hired as an independent contractor to provide services valued at least \$800. (website emailed to Dist Mgr 9/18/24):**

Motion: 1<sup>st</sup> D. Egan: 2<sup>nd</sup> J. Martin, all in favor, carried

Board approved to **pay Jeffery Guerard, Ind. Contractor for completing prior Forest Mgmt inventories (36.5 hrs @ \$30/per hr totaling \$1,095.00):**

Motion: 1<sup>st</sup> P. Lauzon: 2<sup>nd</sup> D. Egan, all in favor, carried

Board approved to **deposit \$7.00 into SLRWP acct (Dormant Acct Notice r'cd.), Board members present donated money:**

Motion: 1<sup>st</sup> P. Lauzon: 2<sup>nd</sup> D. Egan, all in favor, carried

Board **approved to transfer \$6,800.00 from RRAMP Forest Rds 1 to Cking Acct (FCSWCD Reimbursed: Admin costs/Device Magic)**

Motion: 1<sup>st</sup> P. Lauzon: 2<sup>nd</sup> D. Egan, all in favor, carried

Board approved **to purchase 50 Bacteria/25 Iron/Hardness Water Kits (American Water Service), when inventory is low, not to exceed \$700.00:**

Motion: 1<sup>st</sup> D. Egan: 2<sup>nd</sup> T. Derouchie, all in favor, carried

Board approved to:

**1. Transfer \$27,500.00 from RRAMP Forest Rds 1 & RRAMP Forest Rds 2 to Checking Acct, when money is received from NYS Ag & Markets,**

**2. Reimburse Girl Scouts of NE NY \$27,500.00 when all receipts are collected**

Motion: 1<sup>st</sup> P. Lauzon: 2<sup>nd</sup> T. Derouchie, all in favor, carried

Board approved **to pay no more than \$1,500.00 for printing and mailing FCSWCD Newsletter:**

Motion: 1<sup>st</sup> D. Egan: 2<sup>nd</sup> T. Derouchie, all in favor, carried

Board approved to:

**1. Transfer \$25,446.96 from AEM Yr 18 to Checking**

**2. When projects are complete and all receipts are accounted for pay the following:**

**a. Poppydale \$17,290.00**

**b. Dattola \$ 8,156.96**

Motion: 1<sup>st</sup> D. Egan; 2<sup>nd</sup> P. Lauzon, all in favor, carried

Board **approved to have a Resolution done applying for CAFO ENMP grant (5 applications):**

Motion: 1<sup>st</sup> D. Egan; 2<sup>nd</sup> T. Derouchie, all in favor, carried

Board approved to **winterize front window, front wall and entryway for no more than \$500.00 (Tabled from last month):**

Motion: 1<sup>st</sup> D. Egan; 2<sup>nd</sup> T. Derouchie, all in favor, carried

Board approved to **hold 3<sup>rd</sup> Tire Recycling event in T-Chateaugay & pay \$2,200.00 to Winterbottom Trucking, LLC, when invoice is received:**

Motion: 1<sup>st</sup> D. Egan; 2<sup>nd</sup> P. Lauzon, all in favor, carried

Board approved **Dist Mgr to seek legal advice from FC County Attorney to review current FCSWCD Procurement Policy to include necessary wording needed for Inner Municipal Agreements working with Non-Profit Organizations:**

Motion: 1<sup>st</sup> J. Martin; 2<sup>nd</sup> D. Egan, all in favor, carried

Board approved **the purchase of 75 gals of Forestry paint from Nelson Paint Co., not to exceed \$2,500.00:**

Motion: 1<sup>st</sup> P. Lauzon; 2<sup>nd</sup> D. Egan, all in favor, carried

Board approved **Dist. Mgr. to contact FC Personnel about hiring a 2nd Dist. Secr.; needs salary range, competitive or non-competitive, etc. Dist. Mgr. to provide info to Board and may be able to advertise:**

Motion: 1<sup>st</sup> P. Lauzon; 2<sup>nd</sup> T. Derouchie, all in favor, carried

**No action taken** to pay NYACD \$1,500 Assessment to NYACD mtg on 10/21-22 in Penn Yan as no one is attending.

**TABLED until next month** - Board did not act on Part B request, due by November 1<sup>st</sup>:

**TABLED until next month or the beginning of the year** – to advertise for open Board member position

**TABLED until next meeting** – to advertise for District Technician position to obtain more information

**7. Executive Session:**

1:50PM The Board went into Executive Session to discuss Personnel matters

Motion: 1<sup>st</sup> P. Lauzon; 2<sup>nd</sup> D. Egan

2:55 PM The Board came out of Executive Session

Motion: 1<sup>st</sup> P. Lauzon; 2<sup>nd</sup> T. Derouchie

**2:56 PM Regular meeting resumed**

**8. More Board Approvals following Executive Session:**

Board approved: K. Ballou as Dist. Mgr. at a rate of \$72,000 yearly, Provisional, pending passing Civil Service exam, upon passing Civil Service exam, salary will increase by \$2,000

Motion: 1<sup>st</sup> D. Egan; 2<sup>nd</sup> J. Martin, all in favor, carried.

Board approved: K. Ballou be paid \$10.00 an hour as Interim Dist. Mgr.

Motion: 1<sup>st</sup> P. Lauzon; 2<sup>nd</sup> J. Martin, all in favor, carried.

**\*Revisions of additional approvals made at the September 17, 2024 Board Meeting but first discussed at October 16, 2024 Board meeting for clarification in order to complete typing these Board minutes**

**See Highlights below referencing additions/revisions**

**1. Effective K. Ballou is to receive an add'l \$10.00 per hour as Interim Dist. Mgr for the period 7/8-9/17/24.**

**2. Effective 9/18/24, K. Ballou, Interim Dist. Mgr. is now FCSWCD Dist. Mgr. at a rate of \$72,000.00 yearly, Provisional upon passing Civil Service exam. An increase of \$2,000.00 will be added to base salary upon passing the Civil Service exam.**

**3. Reimburse K. Ballou beginning 9/18/24 -10/18/24 from Dist. Forester pay rate to Dist. Mgr. pay rate listed above, which will be completed in the next pay period to be completed on 10/23/24 and paid out on 10/30/24.**

Motion: 1<sup>st</sup> P. Lauzon; 2<sup>nd</sup> D. Egan, S. Gokey abstained, all in favor, carried

**9. Old Business:**

-Dist. Secr. reported to Board 9/11/24 incident detected on FCSWCD security camera where Malone PD were called; ended up removing the same man from FCSWCD front porch premises twice. Suggestions made were to check into a better security system; during working hours - the backdoor must be locked, Other possibilities include: locking exterior door on front porch at end of the each day, making a drop off slot/spot for water samples for residents to pick up or drop off water

sample bottles. Incident was reported to Board Chairman at the time of detection on security camera. All Board members present in agreement that this is a security issue that needs to be addressed.

10. **Next meeting will be on Wednesday, October 16, 2024, at 12:00 p.m. (noon)**

11. **Meeting Adjourned** at 3:07 PM - Motion: 1<sup>st</sup> P. Lauzon; 2<sup>nd</sup> S. Gokey, all in favor, **carried**

Respectfully submitted,  
Donna Wright  
District tSecretary

DRAFT