**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS**

**June 17, 2025**

**ATTENDANCE:**

**Directors: Staff:**

Ralph Child Kristin Ballou

Dennis Egan Sarah Otis

Tommy Derouchie Shayla Pfendler

Paul Lauzon Kelly Freeman

1. **Meeting was called to order:** Chairman, Ralph Child, called meeting to order at 9:06 AM – Quorum present

2. **Meeting Minutes** - **Motion to approve May 2025 Board meeting minutes**: made by Tommy Derouchie, 2nd by Paul Lauzon, motion carried.

**3. Report of Officers**:

a. **Chairman Report:** Chair periodically stops by the office and is pleased with Kelly Freeman’s

 first week performance as secretary. He also has a board candidate to discuss during the

 business session of the meeting.

b. **Board Member Reports:** Dennis Egan and Paul Lauzon both appreciate how the financials

and minutes are sent via email before meetings, and how easy it is to read the financial reports. Paul Lauzon has been hearing about the biosolids and stream pollution concerns in Burke. The neighbors of the pollution source have noticed that the stream is still flowing when it is usually dry this time of year. The water in the stream appears brown and black. Kristin has discussed the situation with the chair and explained how this resource concern has been an ongoing issue. District staff have educated the landowner to the furthest extent possible. No further action can be taken by the district since the resource concern is not being caused by farming practices, but by the whey that is being accumulated within the failing manure storage and around the property. Shayla and Sarah explained how DEC has expressed that there is nothing they can do since the polluted stream is not on their Priority Waterbodies List. Dennis expressed his frustration with DEC’s inconsistencies with enforcement and fines.

c. **Treasurer and** **Financial Report:** Dennis Egan asked about difference in bank account report

 for Part C money from last month to this month. Kristin explained how at the last meeting

 the board approved transferring money from part C to savings that was allocated for salaries. A portion was also allocated for building savings and those funds were also transferred, this account will be used to make the necessary improvements to the front porch and parking

 lots. A portion was also allocated for the new 1 ton truck, this was transferred to the Equipment & Vehicle account. The new no-till has been delivered and paid for through the no-till account and a portion from the savings. Funds will soon be reimbursed into the savings account that was utilized once the re-imbursement is received. **Motion to approve financials:** Made by Paul Lauzon, 2nd by Dennis Egan, motion carried.

d. **Correspondence:**

 Correspondence was shared with the board. There were no questions or comments.

4. **SWCD Business**:

a. **Breach Notification Policy- Wireless Internet Now Fee Increase –** In order to meet the security standards ofthe policy that the district is required to maintain by Ag & Markets State Committee, the district will have to pay $15 dollars extra per device. This will ensure that all the devices are backed up and that all the AEM, confidential information, banking, and QuickBooks information will be more secure. **Motion to approve the revised policy and fee increase to Wireless Internet Now**: made by Dennis Egan, 2nd by Paul Luzon, motion carried.

b. **Internal Annual Audit-** Tommy Derouchie and Dennis Egan will come into the office with Rhonda Jarvis to do the audit. The date is to be determined.

c.  **NYCLAS-** This discussion is on hold until Rhonda Jarvis has all the accounts figured out. Dennis Egan can connect the district with people from BOCES who are very knowledgeable and experienced with NYCLAS for recommendations.

d.  **AEM 19 Resolution to Support the AEM 19 AAP- Motion to approve Devin’s AEM 19 resolution:** made by Dennis Egan, 2nd by Tommy Derouchie, motion carried.

e.  **Hydroseeder Hose & Fittings NTE $700-** The hose for the hydroseeder is very heavy and cumbersome. To make hydroseeding more efficient with the hose operable for one person, the district would like to purchase a clear, lighter hose that is used and recommended by Hamilton County Soil and Water. **Motion to approve spending up to $700 for new hose and fittings for the hydroseeder:** made by Dennis Egan, 2nd by Paul Lauzon, motion carried.

f.  **Herb Garden Program up to $50- Motion to approve spending up to $50 on supplies for herb garden program held at Brushton- Moira Senior Center:** made by Paul Lauzon, 2nd by Dennis Egan, motion carried.

g.  **Planting with a Purpose Reimbursements – Devin Normadeau $200 – Michael Kohan $250 – MaryJo Newcomb $195-** Year one of Planting with a Purpose is complete and 400 trees have been planted in total through the program. The district will receive reimbursement from the Nature Conservancy of $1,493 for the trees and supplies provided. Once the District receives the reimbursement the District will issue the reimbursement checks to the participants.

h.  **Shayla Computer Replacement NTE $1500-** This will be discussed at next month’s meeting.

i.  **Board Member Application Review-** Patrick Sherwinis applying for the open board member seat. Mr. Sherwin comes with recommendations from members of the board, but the board is interested in trying to fill the position with someone from the Southern part of the county. The Board would like to provide better representation to this area of the county. Paul Lauzon suggested talking to Ned Sparks, a legislator from Tupper Lake on the Environmental Committee. **Motion to table until September:** made by Dennis Egan, 2nd by Tommy Derouchie, motion carried.

j.  **Permission to Sign Contracts CAFO ENMP and other incoming contracts- Motion to approve signing contracts:** made by Dennis Egan, 2nd by Paul Lauzon, motion carried.

k.  **CCE Summer Program Sessions up to $100- Motion to approve spending up to $100 on supplies for CCE Summer Camp Program:** made by Paul Lauzon, 2nd by Tommy Derouchie, motion carried.

l.  **Approve Kristin to Sign Documents for New Vehicles-** Dennis Egan asked about undercoating for the new truck. Kristin mentioned that the quote given by the dealership was very high. Dennis suggested the district look into a company called Crown and will check with Johnny Fish in Moira for a quote. **Motion to approve Kristin signing documents for the new vehicles:** made by Paul Lauzon, 2nd by Tommy Derouchie, motion carried.

m. **Email from NRCS-** NRCS is asking for an explanation from the board that is in support of Kristin being a Technical Service Provider. This title that Kristin holds provides benefits to the district by increasing state funding by $20,000 per year, provides benefits to the community since she can be used as a resource for people throughout the county, and there is no conflict of interest with NRCS since the district is not co-located with them. **Motion to approve letter responding to NRCS with these three points supporting Kristin’s credentials as a Technical Service Provider:** made by Paul Lauzon, 2nd by Dennis Egan, motion carried.

5. **Reports**:

1. Kristin Ballou, District Manager
* AEM
	+ Working on Forest Conservation Plans as time allows
	+ Site visit with staff regarding current and future projects
* Part B – 4 Forest Management Plans – 2025 4 Forest Management Plans
* Meetings/Workshops/Other
	+ CWICNY
	+ CWICNY SWTS Meetings and event planning
	+ CWICNY Watershed Coordinator meetings
	+ Project site visits
	+ Meeting with producers regarding funding opportunities
	+ Site visits with DEC and USFWS
	+ Stream bank erosion site visits
	+ Forestry site visits
	+ Tire recycling events
	+ Managers Meeting
	+ Brushton Ag Safety Day Event
	+ Division 5 Meeting
* Grants:
	+ Ag. NPS Round 24 – working on closeout, partial payment information submitted to ag & markets for approval
	+ Ag. NPS Round 27 – project under construction, nearing completion of Phase 1
	+ CRF 7 – projects planning for year 2
	+ CRF 8 – waiting on contract
	+ CAFO ENMP – 1 project awarded – waiting on contract executed
	+ Franklin County Septic Grant – application review and closeout document review and approval
	+ LCBP Covered Barnyard Project –working on contractor bids
	+ Lake Champlain Watershed Capacity Contract – Watershed Coordinator to start July 7
	+ Nature Conservancy Planting with a Purpose Grant – planning for 2026
	+ RRAMP and Forest Roads 1 (CWICNY) – cleaning up financials, tracking projects and payments. Prepping to closeout Round 1 cleaning up and sorting database. Working with Ag & Markets to develop a different data collection option that will also make the data tracking easier. Anticipated to roll out in the spring.
	+ RRAMP and Forest Roads 2 (CWICNY) – projects planned for 2025; need to plan on closing out at the end of 2025
	+ RRAMP and Forest Roads 3 (CWICNY) – contract executed and voucher submitted will be implementing projects this summer
	+ Smart Growth Grant – signed Inter-Municipal Agreement waiting for opening meeting of project
	+ WQIP Hydroseeding – fieldwork underway
	+ WQIP NAACC – fieldwork underway

Next Month – site visits, CWICNY SWTS event prep, work with CWICNY Watershed Coordinator, LCBP Covered Barnyard Project, Forest Management Plans, septic grant application and closeout material review, grant closeouts

1. Devin Normandeau, District Technician

**AEM**

AEM Round 18 Tier 4 Projects:

1. Draft Engineer Designs 6- **Closed Out**
2. Closing out 7- **Closed Out**
3. Collecting bids 8- **Closed Out**
4. Not started 9- Closing out
5. Access Road started 10- Closing out

11- **Closed Out**

1 Tier 2

Tractor Supply Outreach

**No Till**

Sent out 3 times

New no-till drill delivered 6/6

**Ag NPS**

Rd. 24, 16-1 (Oakes) manure storage

* Ready to be closed out

Rd. 27 (Trumble)

* Engineer designing project

**CAFO WSTSP/ENMP**

CARSADA Dairy

* Collecting bids
* Received Contract

**CRF Rd 7 CRF Rd 8**

No-till drill delivered 6/6 No updates

**Part C**

Tire Recycling Events -Chateaugay/Dickinson

Lake Clear Camp- Stream Table presentations

**WQIP Hydroseeding**

Hydroseeding Malone Rec Park

**Meetings/Workshops**

NYS Envirothon

Division 5 Training

**Next Month**

AEM site visits, Strategy Plan, Tier 3A plans, Tier 4 site visits and close outs

1. Sarah Otis, District Technician

 **Part C**

* Families R Us homeschool group stream table program (12 student)
* Brushton Senior Center seed ball pollinator program (8 adults)
* Site visit to pond in Brushton with DEC
* NYS Envirothon in Cortland
* Tractor Supply Public Outreach tabling event (13 people)
* Chateaugay tire recycling
* Dickinson tire recycling
* Lake Clear Girl Scout Camp stream table program (50 students)
* Set EAB traps
* Spring 2025 Newsletter
* Pollinator Pals program at Wead Library
* Brushton School Safety Day

**WQIP-hydroseeding**

* Hydroseeded eroding hill in Rec Park with 5 Malone BOCES heavy equipment students

**WQIP- NAACC**

* Received culvert assessment training

**Permits**

* Submitted permit renewal application for H & C Robinson’s sand mine

**Workshop**

* Safety training in Lake Luzerne

**Meetings**

* Managers meeting in Raybrook

**Next Month**

CWICNIC, NAACC assessments, Robinson’s Upstate Pit Expansion, hydroseeding, herb garden program with Brushton Senior Center, Summer Enrichment Experience weekly program with CCE in Chateaugay and Brushton, Schedule next WQCC meeting

1. Shayla Pfendler, District Technician

**Part C**

 Municipal Assistance

* Tire Recycling locations and dates: Chateaugay 6/2/25, Town of Dickinson 6/4/25, Saranac Lake will be later this year (September)
* Both locations filled trailers – roughly 900 tires each

Invasive Species Project

* Emerald Ash Borer traps have been hung, and project has begun
* St. Regis Falls Campground, Town of Duane Park, Chasm Falls Public site on Salmon River, Bruce Berdette (insecticide treated property)

Planting with Purpose

* This year all projects are complete, awaiting payment from the Nature Conservancy to begin reimbursements

Stream Crossing Permit

* Began first permit on 6/12 for Ed Koss

**NAACC Culvert Assessment training**

* Began Field Training, completed 4 NAACC Assessments

**Drone Certification**

* FAA Regulated License received, can begin use
* Working with Caitlyn at Hamilton County on Drone courses

**North Country Stormwater Tradeshow**

* Save-the-Date complete
* Will be registering all vendors for event beginning in July

**Meetings and Site Visits Attended**

* Several No-Till deliveries
* Lake Luzerne Division Training (5/22)
* NYS Envirothon (5/28-5/29)
* Tractor Supply Community Reach-Out (5/30)
* Hydroseeding
* Tire recycling
* Lake Clear Steam Table Event (6/5)
* Region 4 Manager’s Meeting (6/6)
* Brushton Safety Day (6/13)

**Next Month:** complete stream crossing permit, attend CWICNIC, NAACC Assessments, Sexual Harassment Training (6/25), Hydroseeding, education events, EAB monitoring, Stormwater Tradeshow planning and meetings, begin tree order

1. Ryan Cunningham, NYS SWCC – Will be the districts representative until August

**NYS SWCC News**

**June SWCC Meeting:** The next meeting of the NYS Soil and Water Conservation Committee will be on Tuesday, **June 17th** starting at **10:00 AM**. Further details and an agenda for this meeting will be sent out shortly. **Reminder – participation at a SWCC meeting is eligible toward PM1, Part C of State Aid to Districts.**

**AEM Round 19** of the noncompetitive Base Program is open! This is a three-year program offering funding for technical assistance *and* cost-share projects based on the local AEM Strategy. The AEM Base Round 19 Program and Contract Policies and the AEM19 Action Plan Excel workbook for Options A, B, and C have been uploaded to the SWCC’s SharePoint site ([Soil and Water Conservation Committee - Home](https://nysemail.sharepoint.com/sites/Agriculture/SWCC/SitePages/Home.aspx)): see “Resources for Districts > Agricultural Environmental Management > AEM Base Program Materials > AEM Base Round 19 Materials” Additional AEM19 documents used for activities once AEM19 begins will be uploaded this summer.  **Action Plans are due July 1, 2025**. Questions? Please feel free to Chas Miller (chastity.miller@agriculture.ny.gov or 518-573-7021) or your Regional Coordinator.

**Director Training:** A reminder that your Regional AEA is available to present training modules to your Board of Directors. Most notably the District Law training module which is training required every 3 years under the Performance Measure 1. Please reach out to your Regional AEA if you have any training needs. Additionally, the District Law training module is available to complete virtually via VIMEO: https://vimeo.com/446525792

**Help Document NY’s Changing Water Levels and Weather Impacts:** The **MyCoast New York** portal is used to collect and analyze photos of changing water levels, shorelines, and hazardous weather impacts across New York’s varied coasts and water bodies. Photos are linked to real-time environmental conditions to create reports that help stakeholders like government agencies, business owners, and residents understand our changing environment and make informed decisions. Learn more and download the app, here: <https://mycoast.org/ny>

**Other Events**

**Training Opportunity - Seeking Competition in Procurement:** The Office of the State Comptroller's Legal Division will discuss legal requirements for competitive bidding, including statutory amendments to the General Municipal Law § 103 and various exceptions to the bidding requirements. **June 18th 10:00 AM - 11:00 AM.** Register here <https://register.gotowebinar.com/register/3258406453810693467>

**2025 NY Soil Health and Climate Resiliency Field Days:** The NY Soil Health Alliance Group will convene a series of Soil Health & Climate Resiliency Field Day’s throughout the State during 2024. Registration is now live for the **June 24th event at Grindstone Farm, located in Oswego County** and the **July 11th event at the Hudson Valley Farm Hub in Ulster County.** Visit, https://www.newyorksoilhealth.org/fielddays/ for more information and to register.

**2025 Annual CDEA Golf Tourney:** The 24th Annual NYS CDEA Golf Tournament is being held on **August 7th, 2025.** Save the Date! More information to follow.

**Inaugural CDEA Skeet and Trap Tournament:** The first CDEA Skeet and Trap Tournament will be held on **September 12th, 2025**. Save the Date! More information to follow.

**NACD Northeast & NYACD Annual Event and Training Session:** Save the date! **September 21st - 24th, 2025**, DoubleTree Hilton, East Syracuse, NY. Details and information to follow soon.

**Other Funding**

**Consolidated Funding Application is Open:** The Consolidated Funding Application (CFA) includes programs such as the Water Quality Improvement Projects and the Local Waterfront Revitalization Program (LWRP). More information regarding each program can be found by clicking on the link provided. The deadline to apply is **July 31, 2025.** <https://apps.cio.ny.gov/apps/cfa/>

1. USDA NRCS - No Report
2. USDA FSA – Jen sent updates on deadlines and interest rates

**Acreage Reporting:** The deadline to report most crops for the 2025 growing season is July 15, 2025. Producers who were prevented from planting due to the weather, can also report those acres for possible prevented planting credit. At times, prevented planting acreage can be included for program payments. The FSA deadline for reporting prevented planting acreage as been extended to July 15th. Crops with coverage under the Non-Insured Crop Assistance Program (NAP), may have different deadlines. Farmers are encouraged to schedule an appointment with the FSA office to complete their crop reports.

**Emergency Commodity Assistance Program (ECAP):** Signup continues through through August 15, 2025. ECAP will help agricultural producers mitigate the impacts of increased input costs and falling commodity prices. Payments are based on 2024 planted acres. Producers who did not file 2024 crop reports with FSA, can do late-file reports for ECAP purposes only at no charge. Documentation to support the existence and use of the crop is required.

**Price** **Support Interest Rates (June 2025):**

* Marketing Assistance (Commodity) Loans: 5.00%
* Farm Storage Facility Loans:
	+ - 3 year 3.875%
		- 5 year 4.00%
		- 7 year 4.125%
		- 10 year 4.375%
		- 12 year 4.50%

**Farm Loan Program Interest Rates (June 2025):**

* Operating Loans 5.00%
* Ownership Loans 5.75 %
* Emergency Loans 3.75%

Feel free to reach out if you have any questions!

6. **Executive Session: Motion to enter executive session to discuss personnel matters:** made byDennis Egan, 2nd by Paul Lauzon, motion carried.

**10:48am Motion to exit executive session:** made by Dennis Egan, 2nd by Paul Lauzon,

 motion carried.

a. **Motion to provide a salary adjustment of $8,000 to District Technician 1 effective next paycheck**: made by Dennis

 Egan, 2nd by Paul Lauzon, motion carried.

b. **Motion to provide a salary adjustment of $5,000 effective next paycheck to District**

 **Technician 2 after reviewing 6-month performance evaluation:** made by Dennis

 Egan, 2nd by Paul Lauzon, motion carried.

c. **Motion to provide a salary adjustment of $5,000 effective next paycheck to District**

**Technician 3 after reviewing 6-month performance evaluation:** made by Dennis

Egan, 2nd by Paul Lauzon, motion carried.

7. **Next Meeting**: July 15, 2025, at 9am

8. **Adjournment**: **10:51am** **Motion to adjourn meeting:** made by Paul Lauzon, 2nd by Dennis Egan, motion carried.

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_**