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## MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS January 22, 2024

**PRESENT:** James Lieberum, Rhonda Jarvis, Maren Stoddard, Jake Dunkley, Bob Bombard, Tim Thomas, Frank Thomas, Mike Greenslade, Susan Wilson, Dan Bruno, Clint McCarthy, no attendance: none, Zoom attendees: Mark Brown

- 1) **Meeting was called to order:** called meeting to order at 1:04pm.
- 2) **Approval of the previous SWCD meeting minutes:** **Motion:** by Tim Thomas, to approve December 2023 minutes, 2<sup>nd</sup> by Bruno, carried.
- 3) **Presentation/Training:** Jennifer Smith-Warren County Self Insurance-Workplace Violence and Sexual Harassment mandated training.
- 4) **Report of Officers:**
  - a) **Chairman Report,** Brown was on zoom he had knee replacement and is healing slow but doing great. Brown thanked Rhonda, Mike and Sarah for the care food packages. Frank Thomas chaired the meeting this month and he welcomed the district's new board member Clint McCarthy.
  - b) **Treasurer Report:** As far as the financial situation, district has \$397,170.53; most of it is in grant money. Bills for payment for January totaled \$47,768.51. **Motion:** by Bruno to approve the financial report for December 2023 \$397,170.53, along with Bills for payment \$47,768.51 for January operating and grant bills, 2<sup>nd</sup> by Greenslade, carried. Along with a deposit transfer from the Money Management Account of \$60,000 transfer to the Now Account to pay payroll and payroll taxes for the month of February. **Motion:** by Bruno to approve the \$60,000 transfer for February payroll for the district employees, 2<sup>nd</sup> by Greenslade, carried.
  - c) **Correspondence:** 1. East Shore Schroon Lake Association Annual Report. 2. Lake Luzerne Association newsletter. 3. Thank you letter to Rowell for presenting at the CWICNY North Country Stormwater Tradeshow in 2023. 4. Letter from National Grid about a new pole being installed and the district will need to move the electrical service to it. Lieberum sent it along to the attorney office of Warren County. 5. NYS FOLA Annual Conference May 3 & 4 in Lake George if any board members are interested, please let Lieberum know. 6. NYS Wetlands Forum in Saratoga April 16 & 17 if any board members are interested let Lieberum know. 7. The district has received a fish moving license from NYS DEC. The district can collect or possess fish, it's a special license. 8. **Motion:** by Tim Thomas to appoint Rhonda as the district's human resources representative for the district, 2<sup>nd</sup>

by Bruno, carried. 9. The NYS Envirothon is looking for additional funding for this year's event being held in NY. This has been tabled until next month while Lieberum is looking into it more.

5) **SWCD Business:**

- a) **Approval of all District Policies and Plans**, Continuity of Operations Plan Personnel Policy, Procurement, Financial, Fixed Asset, Natural Resources Violation Assistance, Foil Policy, Investment Policy, Tree Planter Policy and date Breach Policy and others. **Motion:** by Frank Thomas to approval all districts' policies and plans with the Breach policy being tabled until next meeting, 2<sup>nd</sup> by Bruno, carried.
- b) **Board Members 2024 Appointments**, Frank Thomas and Daniel Bruno are one-year appointments. Mark Brown, Tim Thomas, and Clinton McCarthy are 2year appointments.
- c) **2023 NYS Soil and Water Conservation Committee Reports**, the 2023 State committee annual reports are due by February 15<sup>th</sup>, 2023. Lieberum is working to get them completed by next week and send them off. Rhonda will have her financial reports completed by February 8<sup>th</sup> before she leaves for the NACD annual meeting.
- d) **2024 Legislative Days**, Lieberum mentioned 2024 legislative days is coming fast March 4 & 5, 2023 in Albany, Lieberum and Greenslade will be attending, are there any other members who would like to attend? Bruno and Tim Thomas mentioned they will attend as well.
- e) **2024 Water Quality Symposium**, this year's Water Quality Symposium will be held March 12-15, 2023, in Syracuse, NY. Stoddard, Rowell, Dunkley will be attending the full meeting, Lieberum will be doing an overnight. If any of the board members would like to attend, please let Lieberum or Rhonda know.
- f) **2024 Tree and Shrub Program**, this year's tree and shrub program is moving along nicely. Dunkley is getting the flyers out in the towns and county. The district has received about 24 orders so far and is waiting for more to come.
- g) **2024 Envirothon Program- Approval of administrators, (mike Greenslade and Jacob Dunkley) Motion:** by Tim Thomas to approve the same administrators for the Warren County Envirothon, 2<sup>nd</sup> by Bruno, carried.
- h) **2024 Internships, Motion:** by Bruno to approve 1 to 3 internships for the district office this year 2024, district has grant monies to fund the interns with lots of projects coming up the district will need help, 2<sup>nd</sup> by Wilson, carried.
- i) **Warren County Hazard Mitigation Plan- Approved**, Lieberum mentioned the Warren County Hazard Mitigation Plan has finally been approved by FEMA and he will keep all updated on the new guidelines.
- j) **NYSDEC Municipal Separate Storm Sewer permit, -new**, Rowell is in a webinar for this new NYSDEC Separate Storm sewer permit. Lieberum is now the new program coordinator for MS4, but he will suggest with the new permit it be a county employee. He is happy to continue being the coordinator just his suggestion.

- k) **Champlain watershed improvement Coalition of NY (CWICNY) update**, Lieberum is the new Secretary for CWICNY. The date of the Stormwater tradeshow will be changed to October 15<sup>th</sup>, 2024, location the Queensbury Hotel, Queensbury, NY.
  - l) **Upper Hudson River Watershed Improvement Coalition update**, Lieberum mentioned not a lot going on with the coalition this month, a newsletter is being produced.
  - m) **Current grant Projects**, Lieberum mentioned not a lot going on as far as projects at the district, Rhonda is getting vouchers out for payments on grants completed. Dunkley has received a diversity grant of \$980.00 for the Envirothon that will help with some of the cost of supplies and revamping some things for the event this year. Lieberum has not heard yet on the WQIP grants this round.
  - n) **Community Conservation Program**, NONE
  - o) **Other**, 1. The Silver Bay project will be moving forward receiving funding of \$62,000 =/- for maintaining roads from washouts, better grading for drainage and landscaping on the point. 2. Budget Revision **Motion:** by Bruno to remove Envirothon item and moving \$2,000 to NYS Retirement budget item this was overbudget still over by \$3,000 but savings will be found, along with an addition amount added to the Tree and shrub program expenditures of 12,000 which does not change the overall budget percentage do to the income from the sale of items in that program, 2<sup>nd</sup> by Frank Thomas, carried. 3. Purchased a Toyota Rav, a very nice ride. The district car will be put up for auction in the spring. 4. It has been added an additional \$30,000 =/- to each district in the environmental protection fund for 2025. 5. **Motion:** by Tim Thomas to approve Lieberum conducting a 4hr erosion and stormwater zoom training to ESF school, 2 classes together for no charge, 2<sup>nd</sup> by Bruno, carried. 6. Lieberum mentioned he personally joined the NY Forest owner's association when he attended the meeting and suggests the district join as well good sources of information the district can use and provide to landowners. 7. Lieberum will be looking into why the NYS DEC has denied the Queensbury MS4 vacuum truck grant for the 3rd time and he will let the board members know what the outcome was. 8. Bombard mentioned the district received a letter from Hickling's Fish Farm where the district purchases their fish from for the district's fish program that they are no longer going to serve the district with fish. It's not profitable for them. The district does have another source for purchasing fish, so this will not affect the program.
- 6) **Staff Reports:**
- a. **Jim Lieberum, DM**, Lieberum report was reviewed.
  - b. **Robert Bombard, WRS**, Bombard report was reviewed.
  - c. **Nick Rowell, NRS**, Rowell's report was reviewed.
  - d. **Maren Stoddard, SDT**, Stoddard's report was reviewed.
  - e. **Jacob Dunkley, DT**, Dunkley's report was reviewed.
  - f. **Ryan Cunningham, NYS SWCC**, Cunningham's report was reviewed.

- 7) **Adjournment: Motion:** by Greenslade to adjourn meeting at 3:08pm, 2<sup>nd</sup> by Bruno, carried.

Respectfully submitted,

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Rhonda L. Jarvis, Office Manager/ Treasurer  
Date Approved: \_\_\_\_\_