

Jefferson County Soil and Water Conservation District

Board of Directors Meeting – Wednesday, August 20, 2025

Directors present at Hidden Brook Lane, Henderson, NY: Tom Boxberger, Chuck Eastman, Jason Bast, Jim Nabywaniec, and Mike Kiechle. Others: Executive Director, Justin Bach; Administrative Assistant, Rhonda Redder; Office Manager, Katie Spaulding, ERS, Sarah Trick, and SWCC, Ryan Cunningham. Absent: Dick Campany and Dan McBride.

Vice Chair Eastman called the meeting to order at 5:34 PM. ***Director Boxberger moved to approve the July meeting minutes; seconded by Director Kiechle. Unanimous vote - carried.***

I REPORTS

Financial: July financial reports were reviewed; claims and bank statements were available. Open invoices total: \$458.00. ***Director Nabywaniec moved to approve the financial reports and to sign the Itemized Disbursements Report of \$49,606.37; seconded by Director Boxberger. Unanimous vote - carried.***

Cooperating Agencies:

SWCC: 2025 Conservation Skills workshop is October 6-9 in Auburn; Administration conference is October 28-29 in Cazenovia; NYACD Annual Conference is September 21-24 in Syracuse; Next SWCC board meeting is September 16; CRF 9 is coming out soon; shared reminders that the Annual Plan of Work and Part B projects will be coming due soon.

CCE: Written report - Silvopasture Building Blocks flyer: August 21, 2025, 5-6 PM; CCE Jefferson was awarded a NY Sea Grant - Project is focused on establishing cold storage and a volunteer native seed collection network along Eastern Lake Ontario and the St. Lawrence River; CCE held a pasture renovation program on 7/31 at Lucki7 farm in which 10 individuals attended. There is a good amount of interest in beef farmers relying more on perennial forage.

NYACD: Written report - Annual Conference is September 21-24, 2025. Registration deadline is September 5, 2025.

No reports for: FSA, NRCS, JCADC

Director Reports:

Boxberger: Further discussion is being had regarding the Town of Watertown milk processing project. Environmental impact will be presented.

Nabywaniec: General Services Committee is establishing a time and place for a public hearing on the 2025 Inclusions of Viable Agricultural Land in New York State Certified Agricultural Districts and authorizing an agreement for services between the Jefferson County Stormwater Coalition and the District.

Chair Bast joined the meeting at 5:45 PM and took over presiding.

Bach: We are continuing to work with The Nature Conservancy (TNC) for 2026 tree plantings, utilizing Ecotone for the planting plans. Contract with TNC may need to be amended based on the number of landowner

agreements. We will need to mow one more time for the 2025 tree plantings. We received the list for those approved for the Ag Nonpoint 30 grant – 3 of our applications are being funded.

Staff Reports:

Trick: The FLOWPA 25-26 workplan has been submitted. We participated in the water chestnut pull on July 22nd and removed 1,700 lbs. Presented at Save the River's floating classroom with the watershed model and hands-on macroinvertebrates. The FLOWPA BMP grant has been released; applications are due by August 29th. Submitted the MS4 mapping grant. Held the Black River Trash Bash and sent preliminary sampling points for Stony Creek 9E to UFI for comment. Starting MS4 interim reports to send out for signatures and the planning for Land Judging.

Birth: Written report - Stream crossing project has been completed with the installation of the culvert, using FLOWPA funds. Working on preliminary and final designs. Trails and TNC second mow will be done soon. AEM projects are starting soon. Will start the process with DOT to get the driveway permit for our parking lot expansion in the spring.

Crast: Written report - We have 2 lump sum white ash sales out for bid. Between the white ash cuts and those out for bid, we're in good standing at reaching our goal for the county. Estimates his work will end mid-October. Further discussion will need to be had regarding consulting for the 2026 year.

II CORRESPONDENCE

*Outgoing

- A. White Ash Harvest*
- B. Forester Applicants*
- C. Eastern Shore Associates
- D. NYS Department of Labor Unemployment Insurance
- E. Round 30 Agricultural Nonpoint Source Abatement and Control Program*

III OLD BUSINESS

- A. Forester – Interviews were held on August 18th and 19th. ***Director Boxberger moved to hire Samuel Anderson as Forester with the proposed steps, and amend the employee handbook to reflect this change; seconded by Director Nabywaniec. Unanimous vote – carried.***
- B. Slack Lot – No action.
- C. Parking area expansion – Need DOT permit; planning to complete parking area expansion in Spring 2026.
- D. Mower – We need a pull-behind mower that attaches to a four-wheeler to reduce the time mowing. ***Director Boxberger moved to approve the purchase of the DR Field & Brush Mower, PRO MAX 60T for up to \$6,000; seconded by Director Nabywaniec. Unanimous vote – carried.***

IV NEW BUSINESS

- A. Draft Budget: The 2026 budget draft was distributed.
- B. County Appropriation Request: The packet was submitted; amount unchanged from previous years.
- C. Washington Park: ***Director Boxberger moved to approve the Washington Park, Stand 21 agreement extension through December 31, 2026; seconded by Director Kiechle. Unanimous vote – carried.***
- D. Records Retention Schedule: ***Director Kiechle moved to update the Records Retention Schedule to reflect Katie Spaulding as the Records Management Officer; seconded by Director Boxberger. Unanimous vote – carried.***

- E. Worth: Timber sale prospectus for Worth, Stand 23, has a minimum bid of \$14,000, due by Monday, August 25, 2025. ***Director Kiechle moved to accept and approve all bids and award the sale to the highest bidder; seconded by Director Nabywaniec. Unanimous vote – carried.***

Chair Bast left the meeting at 6:14 PM and Vice Chair Eastman took over presiding.

- F. CRF – ***Director Boxberger moved to approve the updated contract templates; seconded by Director Kiechle. Unanimous vote – carried.***

Chair Bast returned to the meeting at 6:17 PM and continued presiding.

Meeting adjourned at 6:24 PM.

Next meeting: Monday, September 22, 2025, at 5:30 PM

Director

Date

Director

Date