



Sullivan County Soil & Water Conservation District
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Sullivan County Soil & Water Conservation District
Board of Directors Meeting
January 14, 2019

Minutes

- I. Call to Order:** Chairman Hughson called the regular business meeting of the Sullivan County Soil & Water Conservation District Board of Directors to order at 6:00 p.m.

Board members present – Wilfred Hughson, Chairman Robert Kaplan, Vice Chairman
Harold Russell, Member Eugene Benson, Treasurer
John Gorzynski, Member

Board members absent – Mark, McCarthy, Legislator Nadia Rajszyk, Legislator

Agency representatives: – Brian Brustman, SWCD Lisa Schick, SWCD
Anthony Capraro, NRCS

- II. MINUTES:** R. Kaplan made a motion to accept the minutes from the December 10, 2018 board meeting, E. Benson seconded, the motion was passed and carried.

- III. WRITTEN & VERBAL REPORTS:** See attached written reports.

A. A. Capraro (NRCS):

- A National Civil Rights training overview packet was handed out, read, reviewed, and discussed at this board meeting.
- Nine applications for Sullivan County residents were approved; forestry management plans and high tunnels.
- Taking applications for the new round of EQIP. Twenty have been received so far. Application deadline is slated to end on January 18th, 2019.

IV. OLD BUSINESS:

A. Neversink/Rondout Grant: See written report

- The new employee started work on January 7th.
- The final version of the new DEP contract has been sent to the county attorney for review.

B. Program Updates:

- Working on AEM Tier 2 certifications.
- Looking into different options for the tire issue and meeting NYS DEC requirements.
- The District's annual Tree & Shrub brochure will be sent out this week.
- Part C projects were discussed, and most 2017 funds have been utilized.

C. Director Positions:

- R. Kaplan as Member at Large; and H. Russell as active Farmer have been re-appointed as Directors by the Sullivan County Legislature.
- The two Legislator positions will be appointed in January.

V. **NEW BUSINESS:**

A. Bank Reconciliation:

- The December bank statements were reviewed.

B. Reorganization:

- The following Board of Director positions were discussed for reappointment:
 - Chairman – Wilfred Hughson
 - Vice-Chairman – Robert Kaplan
 - Treasurer – Eugene Benson
 - Clerk – Lisa Schick

Each candidate accepted the position. H. Russell made a motion to keep the positions the same, J. Gorzynski seconded, the motion was passed and carried.

- J. Gorzynski made a motion to keep the Board of Directors meeting on the second Monday of the month. The December through March Board meetings to be held at 6:00 pm and the April through November Board meetings to be held at 8:00 pm. E. Benson seconded the motion and the motion was passed and carried.
- R. Kaplan made a motion to keep the meeting per diem at \$20.00. The mileage reimbursement rate will remain being paid at the Federal rate of mileage reimbursement. E. Benson seconded the motion and the motion was passed and carried.
- Interest rates of the local banks were reviewed. R. Kaplan made a motion to keep the District's bank accounts with Jeff Bank and the Catskill Hudson Bank. E. Benson seconded the motion and the motion was passed and carried.
- The 2019 Holiday schedule was submitted for approval. The Board approved the schedule with 11 ½ holidays.

C. District Policy:

- The following District Policies were presented for discussion:
 - Directors Attendance Policy
 - Personnel Policy
 - Procurement Policy
 - Internal Review Policy
 - Investment Policy
 - Internet & E-mail Policy
 - Capital Asset Policy
 - Sexual Harassment Policy
 - FOIL Policy
- Board of Directors reviewed the policies. R. Kaplan made a motion to keep the above policies as written, H. Russell seconded, the motion was passed and carried.

D. COLA: Directors discussed possible rates. R. Kaplan made a motion to give a 3% COLA increase, E. Benson seconded the motion and the motion was passed and carried.

VI. **DISTRICT CLAIMS:** R. Kaplan made a motion to approve abstracts, bills and pre-approvals, seconded by E. Benson, the motion was passed and carried.

2018 – 12B	\$161,805.53
2019 – 1A	\$101,286.94

Bills presented to the Board for pre-approval: Total - \$ 106,145.21 - See breakdown sheet

VII. **TREASURER REPORT:** The Profit and Loss and the Balance Sheet were reviewed. H. Russell made a motion to approve the reports, J. Gorzynski seconded, the motion was passed and carried.

VIII. **NEXT MEETING:** Monday, February 11, 2019 at 6:00 p.m.

X. **ADJOURNMENT:** Adjourned at 7:30 p.m. - Motion by J. Gorzynski

Lisa Schick,
Program Assistant

Wilfred Hughson,
Chairman