



**Sullivan County Soil & Water Conservation District**  
**64 Ferndale-Loomis Road Liberty, NY 12754**  
**(845)292-6552 Fax (845)295-9073**

**Sullivan County Soil & Water Conservation District**  
**Board of Directors Meeting**  
**January 20, 2015**

**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  
Harold Russell, Member  
John Gorzynski, Member  
Robert Kaplan, Vice Chairman  
Eugene Benson, Legislator  
Kathleen Vetter, Legislator

Board members absent – Beverly Martin, Treasurer

Agency representatives: – Brian Brustman, SWCD  
Les Kirby, SWCD  
Karen Rauter, SWCD/ N/R  
Lisa Schick, SWCD  
John Kline, SWCD

- II. MINUTES:** Eugene Benson made a motion to approve the minutes from the December 8, 2014 meeting, Harold Russell seconded, the motion was passed and carried.

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

**IV. OLD BUSINESS:**

A. Neversink/Rondout Grant: See written report

- The Neversink/Rondout website was created and will be attached to the District's website.
- The present contract will expire end of February. We are waiting for the new contracts. Eugene Benson made a motion for the contracts to be signed when received, Harold Russell seconded, the motion was passed and carried.

B. Flood Mitigation Grant:

- County Grant – Payment has been received and all invoices have been paid.
- GCFRP Grant – All invoicing has been submitted and we are waiting for payment.
- The next step is for the Town of Rockland to remove the houses and apply riprap to secure property. NRCS will be working on a bid process to do the mitigation grant work with funds they have secured.

C. Internal Audit: The audit committee conducted its audit after the December board meeting. Results will be tabled to the February meeting.

V. **NEW BUSINESS:**

A. Bank Reconciliation: The December bank reconciliation was reviewed.

B. Reorganization:

- Robert Kaplan nominated Wilfred Hughson for Chairman of the Board, Harold Russell seconded the nomination. Wilfred Hughson accepted the nomination and the motion was passed and carried.
- Harold Russell nominated Robert Kaplan for Vice Chairman of the board, Wilfred Hughson seconded the nomination. Robert Kaplan accepted the nomination and the motion was passed and carried.
- Eugene Benson nominated Beverly Martin for Treasurer of the Board, Robert Kaplan seconded the nomination. Beverly Martin accepted the nomination via telephone and the motion was passed and carried.
- Eugene Benson made a motion to nominate Lisa Schick as Clerk of the Board of Directors, Robert Kaplan seconded the nomination and motion. Lisa Schick accepted the nomination and the motion was passed and carried.
- John Gorzynski made a motion to keep the per diem per meeting at \$20.00 per meeting. Harold Russell seconded the motion. The motion was passed and carried. The mileage reimbursement will remain being paid at the Federal rate of mileage reimbursement.
- Eugene Benson made a motion to keep the board of Directors meeting on the second Monday of the month. The December through March Board meetings will be held at 6:00 pm, the April through November Board meetings will be held at 8:00 pm. Harold Russell seconded the motion. The motion was passed and carried.
- The Holiday schedule was submitted for approval. The Board approved the schedule with 12 holidays.
- The Directors tabled the Employee's COLA increase to the February meeting.
- The Directors approved keeping the Districts' bank with Jeff Bank and the Catskill Hudson Bank.

C. Policies: A copy of all District Policies was presented to the Board

- Board of Directors Attendance Policy – Robert Kaplan made a motion to keep the policy as is, Eugene Benson seconded, the motion was passed and carried.
- Sexual Harassment Policy – Robert Kaplan made a motion to keep the policy as is, Eugene Benson seconded, the motion was passed and carried.
- Procurement Policy – Robert Kaplan made a motion to keep the policy as is, Eugene Benson seconded, the motion was passed and carried.
- Internal Review Policy – Robert Kaplan made a motion to accept the policy with changes, Eugene Benson seconded, the motion was passed and carried.
- Investment Policy – Robert Kaplan made a motion to keep the policy as is, Eugene Benson seconded, the motion was passed and carried.
- Personnel Policy – Robert Kaplan made a motion to keep the policy as is, Eugene Benson seconded, the motion was passed and carried.
- Internet & E-mail Policy – Robert Kaplan made a motion to keep the policy as is, Eugene Benson seconded, the motion was passed and carried.
- Capitalization Policy – Policy adopted at last meeting.
- The Audit Committee – Tabled to February meeting to decide if an internal audit by the directors is required.

D. Tree & Shrub:

- Program has started and brochures have been sent out.
- A 25% deposit for preordered seedlings need to be paid.

**VI. DISTRICT CLAIMS:** Harold Russell made a motion to approve abstracts and bills, seconded by Robert Kaplan, the motion was passed and carried.

2014 - 12B	\$ 113,103.64
2015 - 1A	\$ 111,211.73

Bills presented to the Board for pre-approval: See sheet

**VII. TREASURER REPORT:** The Treasurer Report and Balance Sheet were reviewed. Robert Kaplan made a motion to approve the Treasurer Report, Harold Russell seconded, the motion was passed and carried.

**VIII. NEXT MEETING:** Monday, February 9, 2015 at 6:00 p.m.

**X. ADJOURNMENT:** Adjourned at 7:45 p.m. - Motion by Harold Russell.

Lisa Schick,  
Program Assistant

Wilfred Hughson,  
Chairman