



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 9, 2017
Minutes

I. Call to Order: Vice Chairman Kaplan 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 John Gorzynski, Member
Gene Benson, Member Nadia Rajs, Legislator

Board members absent – Mark, McCarthy, Legislator

Agency representatives: – Brian Brustman, SWCD Les Kirby, SWCD
Lisa Schick, SWCD Brenden Wagner-SWCD/Nev-Rond

II. MINUTES: R. Kaplan made a motion to accept the minutes from the September 12, 2016 board meeting, E. Benson seconded, the motion was passed and carried.

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

FSA:

- B.Sheridan is the Exec.Director (CED) and he now handles Chenango, Delaware and Sullivan.
- State Committee wants to interview other candidates for a position that would handle Delaware and Sullivan.

IV. OLD BUSINESS:

A. Neversink/Rondout Grant: See written report

- Working on a washout that is threatening the safety of Hollow Road in Neversink. Working on permits and designs to move channel.
- Working on the two restoration projects in Claryville that are repairing eroded banks. It will lower sediment build-up and also address flooding issues.
- Looking into projects that will utilize the \$500,000 in research funds.

Neversink/Rondout Grant cont.:

- Looking into planning a snorkeling program for students. The program would copy the program offered by the mid-Atlantic in the Smokey mountains of the National Forest Service. There are some areas of the Neversink that would accommodate this program. Looking to start this program this summer.

V. **NEW BUSINESS:**

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

B. Reorganization:

- E. Benson nominated Wilfred Hughson for Chairman of the Board, N. Rajsasz seconded the nomination. Wilfred Hughson accepted the nomination and the motion was passed and carried.
- E. Benson nominated Robert Kaplan for Vice Chairman of the Board, N. Rajsasz seconded the nomination. Robert Kaplan accepted the nomination and the motion was passed and carried.
- N. Rajsasz nominated Eugene Benson for Treasurer of the Board, H. Russell seconded the nomination. Eugene Benson accepted the nomination and the motion was passed and carried.
- E. Benson nominated Lisa Schick for Clerk of the Board of Directors, N. Rajsasz seconded the nomination. Lisa Schick accepted the nomination and the motion was passed and carried.
- N. Rajsasz made a motion to keep the meeting per diem at \$20.00. In addition, that Directors be paid the per diem fee and mileage if they showed for the meeting regardless if there was not a quorum. J. Gorzynski seconded the motion and the motion was passed and carried. The mileage reimbursement rate will remain being paid at the Federal rate of mileage reimbursement.
- R. Kaplan 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. H. Russell seconded the motion and the motion was passed and carried.
- N. Rajsasz made a motion to keep the Districts' banks with Jeff Bank and the Catskill Hudson Bank. W. Hughson seconded the motion and the motion was passed and carried.
- The 2017 Holiday schedule was submitted for approval. The Board approved the schedule with 11 ½ holidays.
- The Directors tabled the Employee's COLA discussion to the February meeting.

C. District Policies:

- Board of Directors Attendance Policy – N. Rajsasz made a motion to keep the policy as is, E. Benson seconded, the motion was passed and carried.
- Sexual Harassment Policy – N. Rajsasz suggested contacting L. Levine of Sullivan County Human Resources and asking her to review the policy. The policy will be reviewed again at the next meeting.

District Policies cont.:

- Procurement Policy – Directors suggested including the addition of paying re-occurring bills. The policy will be edited and reviewed again at the next meeting.
- Internal Review Policy – E. Benson made a motion to keep the policy as is, N. Rajsz seconded, the motion was passed and carried.
- Investment Policy – N. Rajsz made a motion to keep the policy as is, J. Gorzynski seconded, the motion was passed and carried.
- Personnel Policy – The Board discussed making the following changes to the policy: eliminating part-time regular employee, changing compensatory time pay, include Section 41J, health insurance and other minor changes. The policy will be edited and reviewed again at the next meeting.
- Internet & E-mail Policy - E. Benson made a motion to keep the policy as is, N. Rajsz seconded, the motion was passed and carried.
- Capital Asset Policy - N. Rajsz made a motion to keep the policy as is, H. Russell seconded, the motion was passed and carried.

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

2016 – 12B	\$ 60,885.66
2017 – 1A	\$ 18,644.46

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

VII. TREASURER REPORT: The Profit and Loss and the Balance Sheet were reviewed. N. Rajsz made a motion to approve the reports, W. Hughson seconded, the motion was passed and carried.

VIII. NEXT MEETING: Monday, February 13, 2017 at 6:00 p.m.

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

Lisa Schick,
Program Assistant

Robert Kaplan,
Vice Chairman