



**Sullivan County Soil & Water Conservation District**  
**64 Ferndale-Loomis Road Liberty, NY 12754**  
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**Sullivan County Soil & Water Conservation District**  
**Board of Directors Meeting**  
**February 8, 2016**  
**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      John Gorzynski, Member  
Gene Benson, Member

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

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

- II. MINUTES:** R. Kaplan made a motion to approve the minutes from the January 11, 2016 meeting, E. Benson seconded, the motion was passed and carried.

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

B. Brustman – for FSA:

- Brian attended the monthly FSA meeting.
- With direction from Washington, the Conservation Reserve Program will soon be able to move forward with the applicants.
- Brian Sheridan stated that he is hoping to start coming to Sullivan County with the new intern, Kate, around the beginning of March. She is now consolidating the Sullivan landowner files that were transferred in the move.

- IV. OLD BUSINESS:**

A. Neversink/Rondout Grant: See written report

- Presented the Stream Restoration Coordinator position to the Board. The position was created in the contract. Will post the position this week with the hope of a March start date. R. Kaplan made a motion to hire a Stream Restoration Coordinator, E. Benson seconded, the motion was passed and carried.

Neversink/Rondout Grant: cont.

- Working on a RFP for survey services with the hope of working with two to three firms.
- Working on a RFP for engineer services. All projects needing engineer services need to go through design review and approval with the NYC Engineers.

B. Director Reappointment:

- Director B. Martin, Treasurer, stepped down, E. Benson agreed to fill the position. The county reappointed E. Benson to the board for the remainder of the 2-year term ending December, 2017.
- H. Russell nominated E. Benson as the Treasurer, E. Benson accepted the nomination, J. Gorzynski seconded the nomination, the motion was passed and carried. Directors requested that all bank signature cards need to be changed to replace B. Martin with E. Benson.

C. COLA:

- At 7:40 pm. H. Russell made a motion to go into Executive Session to discuss a personnel issue, R. Kaplan seconded the motion, the motion was passed and carried. At 8:00 pm E. Benson made a motion to come out of Executive Session, H. Russell seconded, the motion was passed and carried.
- Individual employee COLA was approved as follows: District Manager salary was increased by 1.5%, Sr. District Technician and District Technician salaries were increased by \$1.00 per hour, Full-Charge Bookkeeper salary was increased by \$2.00 per hour.

D. No-Till Drill:

- Working on rental program and its fees. R. Kaplan suggested we check with other District's seeding program fees. A per diem fee may be considered.

V. **NEW BUSINESS:**

A. Oath of Office: Dan Briggs, County Clerk, administered the Oath of Office to the Board of Directors.

B. Bank Reconciliation: The February bank reconciliation was reviewed.

C. District Policies: Tabled to March meeting.

D. Annual Report:

- The 2015 Annual Report of the Treasurer was submitted to the Board of Directors for review. The board approved and R. Kaplan made a motion to submit the report, H. Russell seconded, the motion was passed and carried.
- The Auditors report for Fiscal Year 2014 was presented to Directors. They will take it home and review it.

## E. Brian-Computer:

- The purchase of a desk top computer for Brian was discussed. Brian wants to use the laptop for presentation programs. J. Gorzynski suggested waiting to purchase computer until funding is more stable. R. Kaplan suggested upgrade software for laptop and see how it goes.

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

2016 – 1B	\$111,377.85
2016 – 2A	\$ 17,774.44

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

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

VIII. **NEXT MEETING:** Monday, March 14, 2016 at 6:00 p.m.

X. **ADJOURNMENT:** Adjourned at 8:07 p.m. - Motion by R. Kaplan

Lisa Schick,  
Program Assistant

Wilfred Hughson,  
Chairman