



**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 10, 2011**  
**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 7:00 p.m.

Board members present – Wilfred Hughson, Chairman  
Beverly Martin, Treasurer  
Robert Kaplan, Member  
Elwin Wood, Vice Chairman  
Harold Russell, Member  
Dave Sager, Member

Board members absent - John Gorzynski, Member

Agency representatives: – Brian Brustman, SWCD  
John Kline, SWCD  
Rich Lewis, NYS SWCC  
Les Kirby, SWCD  
Lisa Schick, SWCD  
Daniel Briggs, County Clerk

- II. MINUTES:** Elwin Wood made a motion to approve the minutes from the December 13, 2010 meeting, Harold Russell seconded, the motion was passed and carried.

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

Rich Lewis (NYS SWCC):

- Rich discussed the funds available to the District through New York State: the Performance Measures for up to \$20,000 per year and \$30,000 through the District reimbursement program. The AEM program also offers additional funding for up to \$40,000 per District.
- Rich handed out a paper giving tips on how to communicate the value of the District and how to market the District.
- The Legislative Days will be held February 6<sup>th</sup> and 7<sup>th</sup> this year. Rich recommended that the District show their support by speaking to their local legislators about the Pollution abatement funding that helps support Districts. Dave Sager suggested sending a letter of support to the legislators who will represent the County and the District.

**IV. OLD BUSINESS:****A. Neversink/Rondout:**

- The preparation and scheduling work for the 2011 summer deliverable projects are moving along.
- Bobby is lining up CSBI projects for summer.
- The Town of Neversink Lease Agreement for Rent was presented for review. The lease is yearly and allows for an increase of \$600 this year, as stated in the contract between DEP and the SWCD. Payments are due January and July.

**B. Flood Mitigation Work:**

- 2010 work is done and will start on getting 2011 projects together.
- At present projects include removing debris under the bridge in Roscoe, and Town of Callicoon needs a load of riprap for around a culvert on Old Danzer Road.
- The District will also be working on the Upper Delaware Flood Mitigation Grant through the NYS DEC. DEC recommended projects of replacing culverts in order to utilize available funds most efficiently and have the best long-term effect. A few culverts have been done on Callicoon Creek in the Town of Callicoon. Hankins Creek's culverts are all fairly new and do not need replacing. A bill has been submitted for riprap for a culvert on Basket Brook in the Town of Fremont. Sites on Ten Mile River, Halfway Brook and Beaver Brook will be reviewed for this summer.

**C. Board Audit:** John Gorzynski and Harold Russell conducted the 2010 internal board audit on December 13<sup>th</sup> after the December Board Meeting. See attached memo of internal audit.**V. NEW BUSINESS:****A. Bank Reconciliation:** The December Bank Reconciliation was reviewed by the Board.**B. Board Member Oaths:** Dan Briggs, the County Clerk, gave the Directors present at the meeting the Oath of Office.**C. Reorganization: Director Appointment**

- Wilfred Hughson was chosen to represent the Farm Bureau, Harold Russell was chosen to represent the Sullivan County Grange, Beverly Martin was chosen to represent the county at large and the urban, suburban and rural non-farm landownership interest. Robert Kaplan and John Gorzynski were chosen to represent the farmers of Sullivan County. Elwin Wood and Dave Sager were appointed as county legislators.
- Robert Kaplan nominated Wilfred Hughson for Chairman of the Board, Harold Russell seconded the nomination. Wilfred Hughson accepted and was reappointed Chairman of the Board of Directors.
- Robert Kaplan nominated Elwin Wood for Vice Chairman of the Board, Harold Russell seconded the nomination. Elwin Wood accepted and was reappointed Vice Chairman of the Board of Directors.
- Robert Kaplan nominated Beverly Martin for Treasurer of the Board, Harold Russell seconded the nomination. Beverly Martin accepted and was reappointed Treasurer of the Board of Directors.
- The Board of Directors meeting will be held on the 2<sup>nd</sup> Monday of the month at 8:00 p.m. The per diem will be \$20.00. The mileage will follow the federal rate (\$.51).
- The holiday schedule was approved at 11 ½ days.

## D. District Policies:

- The Investment Policy – The policy was reviewed. The FDIC insured amount needs to be updated to \$250,000. Robert Kaplan made a motion to keep the First National Bank of Jeffersonville and the Catskill Hudson Bank as the District's banks. Beverly Martin seconded, the motion was passed and carried. Elwin Wood made a motion to keep the Investment Policy the same as the previous year, Dave Sager seconded, the motion was passed and carried.
- The Internal Review Policy – The policy was reviewed. Robert Kaplan and John Gorzynski were appointed as the audit committee with Harold Russell as an alternate. Petty Cash account was discussed and was decided to keep the total at \$50. Dave Sager made a motion to keep the Internal Review Policy the same, Harold Russell seconded and the motion was passed and carried.
- The Procurement Policy - The policy was reviewed. Professional services will be subjected to an RFP. Under the NYS Agricultural Non-point source grant projects/purchases only require one quote for \$10,000 or less. Robert Kaplan made a motion to make the changes discussed, and to keep the remainder of the Procurement policy the same, Beverly Martin seconded, the motion was passed and carried.
- The Internet Policy - Lisa will send a rough draft of a policy to directors for their input.

## E. COLA:

- Directors decided that the District will follow the County's decision of not implementing a COLA increase at this time, and District employees will forgo a COLA increase at this time. A letter will be sent to Dave Fanslau stating the District's Directors decision on COLA increases.
- The District will honor the contract in place with the NYC DEP for the Neversink/Rondout Grant; whereby, Karen Rauter and Bobby Taylor will receive their 3% COLA.

F. Rent: District office rent will be tabled to next month when more info is available.

G. NYS Retirement Bill: Elwin Wood made a motion to cash in one CD in order to pay the bill if we do not receive county appropriation in time, Harold Russell seconded, motion was passed and carried.

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

2010 - 12B	\$ 40,561.50
2011 - 1A	\$ 13,770.60

Bills presented to the Board for pre-approval:

Hudson Valley Regional Envirothon	\$ 625.00
New York State Retirement	\$ 21,816.00

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

**VIII. NEXT MEETING:** Monday, February 14, 2011 at 8:00 p.m.

**IX. ADJOURNMENT:** By regular motion at 9:00 p.m.

Lisa Schick,  
Program Assistant

Wilfred Hughson,  
Chairman