



**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 14, 2013**  
**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 8:10 p.m.

Board members present – Wilfred Hughson, Chairman, Robert Kaplan, Co-Chairman  
Harold Russell, Member John Gorzynski, Member

Board members absent – Beverly Martin, Treasurer Eugene Benson, Member  
Kathleen Vetter, Legislator

Agency representatives: – Brian Brustman, SWCD Lisa Schick, SWCD  
Leslie Kirby, SWCD John Kline, SWCD  
Elizabeth Higgins, CCE

**II. MINUTES:** Robert Kaplan made a motion to approve the minutes from the December 3, 2012 meeting, Harold Russell seconded, the motion was passed and carried.

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

Nicole Olsen (CCE):

- Started a survey on Hemlock Woolly Adelgid related infestation in Sullivan County. Data from this survey will be entered into a state-wide database.
- A sheep and goat producers group will meet on January 22<sup>nd</sup>.
- A FarmNet representative will give a presentation on services that they provide on January 31<sup>st</sup>.

**IV. OLD BUSINESS:**

A. Neversink/Rondout Grant:

- Staff is wrapping up project's final paperwork.
- Brenden and Stacie are attending an autocad training.
- The rent renewal contract was received. Price was in contract with NYC DEP, and Brian signed and returned.

B. Flood Mitigation Work: All the bills have been sent to DPW, still waiting for payment.

C. Bonacic Flood Monies:

- Brian spoke to Rebecca Sinclair who is handling the appropriation and it is being reviewed by their attorney and as long as there are no changes then the paperwork should be mailed out shortly.
- The funding is being handled by Housing and Urban Development (HUD).
- Funds will be used for stream mitigation work to protect infrastructure and/or prime ag soils.

D. No-Till Seeder:

- We may have to hold off on the seeder as the state may be getting rid of the part C funding.
- Harold stated that the County Planning has a revolving loan program for Ag. We will check on an interest free loan. Lisa will check on whether the District can take out loans.
- John suggested looking into taking a loan or payment plan with the equipment dealers.

E. Director Term:

- Openings for the Director terms were sent to the County and posted on the County website, as required by the County Legislators new procedures.
- County Legislators received only two letters asking for appointment to the District's Board of Directors; Harold Russell and Robert Kaplan.
- John Gorzynski made a motion to reappoint both Harold Russell and Robert Kaplan to the Board of Directors for a 3-year term. Wilfred Hughson seconded, and the motion was passed and carried.

## V. NEW BUSINESS:

A. Bank Reconciliation: The December bank reconciliation was reviewed by the Board of Directors.

B. Board Audit: Harold and Robert conducted the 2012 internal Board Audit on 12/3/2013.

C. Budget:

- Lisa presented a list of expenses that the District will incur in 2013.
- Robert Kaplan suggested that Lisa speak to Russ Haymen of the Misner Insurance Agency to get quotes for new health insurance rates.
- Lisa will check with the County and find out about their health insurance rates and whether or not we can join their group.
- The expected county appropriation is that the flood funding will be totally cut and there will be a 20% cut from the District's appropriation.
- Robert Kaplan made a motion that District employees devote as much time as possible to the Neversink/Rondout work as needed before hiring others to help generate income for the District. Harold Russell seconded, the motion was passed and carried.
- Lisa will bring the service/item for sale list to the next meeting for review.

## D. Reorganization:

- Harold Russell nominated Wilfred Hughson for Chairman of the Board, John Gorzynski 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, John Gorzynski seconded the nomination. Robert Kaplan accepted the nomination and the motion was passed and carried.
- Harold Russell nominated Beverly Martin for Treasurer of the Board, John Gorzynski seconded the nomination. Beverly Martin accepted the nomination and the motion was passed and carried.
- Harold Russell made a motion to keep the per diem per meeting at \$20.00 per meeting, Wilfred Hughson seconded the motion. The motion was passed and carried. The mileage reimbursement will remain being paid at the Federal rate of mileage reimbursement.
- Robert Kaplan made a motion to keep the Board of Directors meeting on the second Monday of the month at 8:00 pm. Harold Russell seconded, the motion was passed and carried.
- The Holiday schedule was submitted for approval with 11 ½ holidays.
- As per the contract with NYC DEP the Neversink/Rondout staff will get their 3% COLA salary increase for 2013. Robert Kaplan suggested that all District employees get their COLA. John Gorzynski stated the lack of budget funds available for it. Harold Russell suggested we table Liberty District employees 2013 COLA increase until additional funding has been received.

## E. District Policy:

- John Gorzynski made a motion to keep all of the District Policies the same as they were in 2012. Harold Russell seconded the motion, and the motion was passed and carried.
- Robert Kaplan made a motion to approve the District bank's remain with The First National Bank of Jeffersonville and the Catskill Hudson Bank. John Gorzynski seconded, the motion was passed and carried.

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

2012 - 12B	\$ 129,061.76
2013 - 1A	\$ 235,578.79

## Bills presented to the Board for pre-approval:

Town of Neversink (Nev/Rond)	\$ 7,350.00
Cardmember Services (Nev/Rond)	\$ 301.64
NYS & Local Employees Retirement	\$45,984.00
Hudson Valley Regional Envirothon	\$ 625.00
Sullivan County DPW(Veh/N-Rond)	\$ 311.11 + 613.62
Indian Valley Industries (Nev/Rond)	\$ 537.78
Milone & MacBroom (Nev/Rond)	\$50,708.83

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

The Balance sheet still needs to be adjusted and discussed with the auditors. Accounts Receivables need to be addressed

**VIII. NEXT MEETING:** Monday, February 11, 2013 at 8:00 p.m.

**X. ADJOURNMENT:** By regular motion at 10:00 p.m.

Lisa Schick,  
Program Assistant

Wilfred Hughson,  
Chairman