



Sullivan County Soil & Water Conservation District
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Sullivan County Soil & Water Conservation District
Board of Directors Meeting
January 13, 2014
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 8:00 p.m.

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

Board members absent – Eugene Benson, Legislator

Agency representatives: – Brian Brustman, SWCD Lisa Schick, SWCD
 John Kline, SWCD Leslie Kirby, SWCD
 Karen Rauter, SWCD/ Nev/Rond

II. MINUTES: Robert Kaplan made a motion to approve the minutes from the December 2, 2013 meeting, John Gorzynski 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.

- Brenden will take leave from January until March 3rd.
- MOU's between the District and the Towns of Neversink and Denning were reviewed. The MOU is for work the program will do within both towns for the contract term. Harold Russell made a motion for Brian to sign, John Gorzynski seconded, the motion was passed and carried.
- Karen is working on the website.
- Wrapping up an invasive species treatment for a grant received from the NYS DEC. Brenden held a training for about 24 Town and County Highway personnel. Monies left over from grant will be used to treat Knotweed over the next 5 years.
- Karen would like to hire Emily Smith as a temporary, part/time employee to complete GIS data work. The position is for 3 months at 2 days a week. A description of the job was reviewed. She will also instruct certain District personnel on how to complete this type of work in the future. The intern will be working out of the NYC DEP office in Kingston, where the special computer software is located. Robert Kaplan made a motion to hire the

intern, Beverly Martin seconded, the motion was passed and carried. The Board would like the employee to initial the job description to acknowledge the employment time frame.

- The lease agreement between the District and the Town of Neversink for the Neversink Rondout office for this year was presented for signing. The amount is for \$14,700 per year. Robert Kaplan made a motion for Brian to sign the contract, Beverly Martin seconded, the motion was passed and carried.

B. Budget:

- The District's 2014 budget was approved and restored to the \$198,535. with an additional \$100,000 for flood mitigation work.

C. County Audit Report:

- Send a letter to the Legislature requesting another Legislator be appointed to the Board of Directors.
- After reviewing the Audit report Bob Kaplan stated his disagreement with item 1(a) Financial Reporting Entity of the Summary of Significant Accounting Policies. The Board requested that a letter be sent to the auditors and a copy to the County Manager questioning the reasoning. The Board also is requesting a Management Letter.
- Robert Kaplan made a motion to accept the audit report with corrections, Wilfred Hughson seconded, the motion was passed and carried.

D. Internal Audit:

- Audit Committee, Gorzynski and Kaplan, conducted an internal audit on December 2nd, 2013. A report of all topics discussed and audited was presented to the Board and report signed.

V. **NEW BUSINESS:**

A. Bank Reconciliation: November and December bank reconciliations were reviewed.

B. 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.
- 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.
- Beverly Martin made a motion to keep the Board of Directors meeting on the second Monday of the month at 8:00 pm. Wilfred Hughson seconded, the motion was passed and carried.

- The Holiday schedule was submitted for approval. The Board approved schedule with 13 holidays, adding ½ day Christmas Eve.
- Beverly Martin made a motion to go into Executive Session at 9:06 pm to discuss personnel salaries, Harold Russell seconded, the motion was passed and carried. Beverly Martin made a motion to come out of Executive Session at 9:20 pm, Harold Russell seconded, the motion was passed and carried. Beverly Martin made a motion to approve a 3% COLA increase for all employees, Robert Kaplan seconded, the motion was passed and carried.
- The Board approved keeping the checking account with Jeff Bank.
- The Board discussed the CD at Jeff Bank. Directors approved cashing in the CD if needed to pay bills. Robert Kaplan made a motion to move the CD to Catskill Hudson Bank when the CD becomes due or repaid if needed, John Gorzynski seconded, the motion was passed and carried.

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

- Board of Directors Attendance Policy – After reviewing the policy, Robert Kaplan made a motion to keep the policy as is, Harold Russell seconded, the motion was passed and carried.
- Sexual Harassment Policy – After reviewing the policy, Robert Kaplan made a motion to keep the policy as is, Beverly Martin seconded, the motion was passed and carried.
- Procurement Policy – After reviewing the policy the Directors requested the following changes: Remove #9(A) and #9(G), add the name of the card holder and credit limit, increase Karen Rauter's credit limit to \$2,000. John Gorzynski made a motion to approve the policy with changes, Beverly Martin seconded, the motion was passed and carried.
- Investment Policy – After reviewing the policy the Directors requested changing the bank name to Jeff Bank. John Gorzynski made a motion to approve the policy as is, Beverly Martin seconded, the motion was passed and carried.
- Personnel Policy – After reviewing the policy the Directors requested the following changes: Sick-time carryover needs to be looked into. Starting January 1, 2014, the District will only pay a single policy health insurance plan for full-time employees. If a family policy is needed the employee will be responsible for the cost difference. NYS Retirement-add the appropriate % of salary will be taken out, Add Jury Duty paid at full salary. Robert Kaplan made a motion to approve the Personnel Policies with changes, Harold Russell seconded, the motion was passed and carried.
- Internet & E-Mail Policy – After reviewing the policy Beverly Martin made a motion to approve the policy as is, Wilfred Hughson seconded, the motion was passed and carried.
- The Audit Committee – John Gorzynski made a motion that the Audit Committee will consist of Robert Kaplan, Harold Russell and Eugene Benson, Beverly Martin seconded, the motion was passed and carried.

D. Item Price List: Will table changes to the charges for services to the February meeting.

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

2013 - 12B	\$ 52,746.87
2014 - 1A	\$ 41,799.89

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 10, 2014 at 8:00 p.m.

X. ADJOURNMENT: By regular motion at 10:35 p.m.

Lisa Schick,
Program Assistant

Wilfred Hughson,
Chairman