



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 8, 2018
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 – Robert Kaplan, Vice Chairman Eugene Benson, Treasurer
Harold Russell, Member John Gorzynski, Member

Board members absent – Wilfred Hughson, Chairman, Mark, McCarthy, Legislator
Nadia Rajs, Legislator

Agency representatives: – Brian Brustman, SWCD Les Kirby, SWCD
Lisa Schick, SWCD John Kline-SWCD

II. MINUTES: E. Benson made a motion to accept the minutes from the December 11, 2017 board meeting, H. Russell 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

B. Director Positions:

- W. Hughson, J. Gorzynski, E. Benson, N. Rajs, and M. McCarthy have been re-appointed as Directors by the Legislature. Waiting for a copy of the resolution from the county.
- Will look into the Director term of E. Benson as it was only approved for a one-year instead of a three-year term.

C. Program Updates:

- Tree and Shrub program brochure will go out in the mail by end of week.
- Contractor Training and Bass and Minnow Programs dates need to be set.

V. NEW BUSINESS:

A. Bank Reconciliation: The December bank reconciliations were reviewed.

B. Reorganization:

- The following Board of Director positions were discussed for reappointment:
 - Chairman – Wilfred Hughson
 - Vice-Chairman – Robert Kaplan
 - Treasurer – Eugene Benson
 - Clerk – Lisa Schick

E. Benson made a motion to keep the positions the same, J. Gorzynski seconded, the motion was passed and carried.

- H. Russell made a motion to keep the meeting per diem at \$20.00. The mileage reimbursement rate will remain being paid at the Federal rate of mileage reimbursement.
- J. Gorzynski 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. E. Benson seconded the motion and the motion was passed and carried.
- E. Benson made a motion to keep the Districts' banks with Jeff Bank and the Catskill Hudson Bank. R. Kaplan seconded the motion and the motion was passed and carried.
- The 2018 Holiday schedule was submitted for approval. The Board approved the schedule with 12 ½ holidays.
- E. Benson made a motion to go into Executive Session to discuss Employee COLA, H. Russell seconded, motion was passed and carried. Directors went into Executive Session at 6:45 pm. J. Gorzynski made a motion to come out of Executive Session, at 7:15 pm, H. Russell seconded, motion was passed and carried.
 - E. Benson made a motion that the Full-Charge Bookkeeper will receive a \$2.00/hour salary increase, H. Russell seconded, motion was passed and carried.
 - E. Benson made a motion that the District Manager, District Technicians and Full-Charge Bookkeeper will receive a 2% COLA increase, retroactive, H. Russell seconded, motion was passed and carried.
 - NYC DEP Neversink/Rondout District Employees COLA will follow contract budget.

C. District Policies:

- The following District Policies were presented for discussion:
 - Directors Attendance Policy
 - Procurement Policy
 - Internal Review Policy
 - Investment Policy
 - Internet & E-mail Policy
 - Capital Asset Policy
 - Sexual Harassment Policy

- Board of Directors reviewed the policies. J. Gorzynski made a motion to keep the above policies as written, H. Russell seconded, the motion was passed and carried.
- The Personnel Policy will add an Internship section and be resubmitted for approval.

D. Grants:

- The Round 23 NYS Non-Point Source Grant was presented for Signature. H. Russell made a motion for R. Kaplan to sign, E. Benson seconded, motion was passed and carried, Vice-Chairman Kaplan signed contract.
- E. Benson made a motion for the District Manager to submit a grant for the Round 24 NYS Non-Point Source Grant and/or the next round of CAFO and/or any other grant that fits the needs of the landowner, Harold Russell seconded, the motion was passed and carried.

E. Paid FMLA:

- The Board of Directors discussed the NYS Paid Family Leave Act. All NYS governmental agencies have to opt into this program. J. Gorzynski made a motion to opt out of joining the NYS Paid Family Leave Act, H. Russell seconded, the motion was passed and carried.

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

2017 – 12B	\$ 60,405.60
2018 – 1A	\$ 22,857.16

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

VII. TREASURER REPORT: The Profit and Loss and the Balance Sheet were reviewed. H. Russell made a motion to approve the reports, E. Benson seconded, the motion was passed and carried.

VIII. NEXT MEETING: Monday, February 12, 2018 at 6:00 p.m.

X. ADJOURNMENT: Adjourned at 7:30 p.m. - Motion by E. Benson

Lisa Schick,
Program Assistant

Robert Kaplan,
Vice Chairman