



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
March 12, 2012
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
Harold Russell, Member
Gene Benson, Legislator
Robert Kaplan, Co-Chairman
John Gorzynski, Member
Kitty Vetter, Legislator

Board members absent – Beverly Martin, Treasurer

Agency representatives: – Brian Brustman, SWCD
John Kline, SWCD
Daniel Briggs, Sull. Cty Clerk
Lisa Schick, SWCD
Leslie Kirby, SWCD
Patricia Westenbroek, CCE

II. MINUTES: John Gorzynski made a motion to approve the minutes from the February 13, 2012 meeting, Harold Russell seconded, the motion was passed and carried.

III. WRITTEN & VERBAL REPORTS: See attached written reports

Trish (CCE): See Written Report

- The IDA is only considering the District for a proposal for two no-till seeders that Cornell submitted with the District, but Cornell will continue to support the District with the program.

IV. OLD BUSINESS:

A. Neversink/Rondout Grant: See written report.

- Should get funds from Catskill Watershed Corp. for debris removal. Permit process has been done and now need to do site viewings for contractors. Hoping to start in May.
- Ulster County received Emergency Watershed Protection funds. The Neversink/Rondout program might help with the projects.

B. Flood Mitigation Work:

- Brian and NRCS representatives looked at two sites for EWP funding and two for FEMA.
- Brian will meet with Ed Sykes for Town of Delaware, who is interested in doing work in and around Kohlertown.

V. NEW BUSINESS:

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

B. Oath of Office:

- Dan Briggs, Sullivan County Clerk, administered the Oath of Office to the reappointed Board Directors and the new County Legislators.

C. District Policy:

1. Personnel Policy: Board tabled to next meeting. Wants information on bereavement days.
 - A bereavement leave should be added to policy that includes a list of immediate family and day limit. The county's bereavement section will be looked at and will be brought to the next board meeting for approval.
2. Sexual Harassment Policy: Board approved as is.
3. Board of Director Policy: Board approved as is.
4. Internet and E-mail Policy: Board approved as is.
5. Procurement Policy: Board approved as is.
6. Internal Review Policy: Board approved as is.
7. Investment Policy: Board approved with additions.
 - First National Bank of Jeffersonville and Catskill Hudson Bank will remain as the District's Banks.
 - Add bank policy transfer control to policy, where the banks must speak to Brian to confirm transfer of funds outside of bank and to non-District accounts. Brian reviews all transfer requests of funds within the same bank.
8. Credit Card Policy: Lisa will create and bring to next Board meeting.

Gene Benson made a motion to approve all of the Policies except the Personnel Policy and the Credit Card Policy, Harold Russell seconded, the motion was passed and carried.

D. District Dinner:

- Dinner set for May 5th at the Rockland House.
- Robert Kaplan suggested the Conservationist Award go to Robert Hayes and his students of the Tri-Valley School for all the work they have done for the Neversink/Rondout program. Robert Kaplan made a motion to give the Award to Robert Hayes and his students, Gene Benson seconded, the motion was passed and carried.
- Dinner will be provided to R. Hayes as the group leader.
- No guest speaker but will have a presentation/slide show.

E. Filing Cabinet:

- The District needed another fire-proof file cabinet. Brian has a used one that we could get from him.
- The Board said to get three price quotes. Could not find used file cabinets, prices are new.

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

2012 - 2B	\$ 43,887.04
2012 - 3A	\$ 14,126.74

Bills presented to the Board for pre-approval:

Steingart Printing (Nev/Rond)	\$ 1,367.00
NYSCDEA (State Envirothon)	\$ 450.00

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

VIII. NEXT MEETING: Monday, April 9, 2012 at 8:00 p.m.

X. ADJOURNMENT: By regular motion at 9:30 p.m.

Lisa Schick,
Program Assistant

Wilfred Hughson,
Chairman