



**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, 2022**  
**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 6:00 p.m.

Board members present – Wilfred Hughson, Chairman Eugene Benson, Treasurer  
Robert Kaplan, Vice Chairman John Diehl, Farmer

Board members absent – Justin Sutherland, Farmer Nadia Rajsasz, Legislator  
George Conklin, Legislator

Agency representatives: – Brian Brustman, SWCD Lisa Schick, SWCD  
Russell Reeves, Sullivan County Clerks

**II. MINUTES:** R. Kaplan made a motion to accept the minutes from the November 8, 2021, board meeting, J. Diehl seconded, no one opposed, the motion was passed and carried.

**III. WRITTEN & VERBAL REPORTS:**

NRCS: See written report

FSA:

CCE:

NYSSWCC:

**IV. OLD BUSINESS:**

A. Neversink/Rondout Grant: See written report

- presented pictures of projects completed in 2021

B. Flood Mitigation:

- All 2021 projects have been completed, invoiced and paid.
- Looking at 2022 potential projects.

C. Tree & Shrub: The 2022 brochures are expected to go out in the mail shortly.

D. Working on Ag Assessments for March deadline.

E. The 2022 Budget increased to \$250,000 and the flood mitigation stayed at \$100,000.

**V. NEW BUSINESS:**

- A. Oath of Office: County Clerk Russell Reeves gave the Oath of Office to Directors Kaplan and Diehl.
- B. Bank Statements: The bank statements were reviewed.
- C. Director Reappointment: R Kaplan and J Diehl have been re-appointed to the Board. Legislators N. Rajsz and G Conklin have been re-appointed to the Board.
- D. Reorganization:
- The Following Board of Director Positions were discussed for reappointment:
    - Chairman – Wilfred Hughson-R Kaplan motioned, G Benson seconded,
    - Vice-Chairman – Robert Kaplan -G Benson motioned, J Diehl seconded,
    - Treasurer – Eugene Benson – J Diehl motioned, R Kaplan seconded,
    - Secretary of the Treasurer – Lisa Schick – J Diehl motioned, G.Benson seconded,Each candidate accepted the position. All motions to keep the positions the same, no one oppose, the motions were passed and carried.
  - R. Kaplan made a motion to keep the Board of Directors meeting on the second Monday of the month. The Board meetings to be held at 6:00 pm. E. Benson seconded the motion, no one opposed, and the motion was passed and carried.
  - R. Kaplan made a motion to raise the meeting per diem to \$25.00. The mileage reimbursement rate will remain being paid at the Federal rate of mileage reimbursement. E. Benson seconded the motion, no one opposed, and the motion was passed and carried.
  - Interest rates of the local banks were reviewed. J. Diehl made a motion to keep the District's bank accounts with Jeff Bank and the Catskill Hudson Bank, to move excess funds from Jeff Bank to the Catskill Hudson savings account, E. Benson seconded the motion, no one opposed, and the motion was passed and carried.
  - The 2022 Holiday schedule was tabled to the February meeting.
- E. District Policy:
- The following District Policies were presented for discussion and reviewed:
    - Directors Attendance Policy
    - Personnel Policy
    - Procurement Policy
    - Internal Review Policy
    - Investment Policy
    - Internet & E-Mail Policy
    - Capital Asset Policy
    - Sexual Harassment Policy
    - FOIL Policy
    - NYS Public Employer Emergency Plan

The Board of Directors reviewed the policies. R. Kaplan made a motion to keep the above policies as written, E. Benson seconded, no one opposed, the motion was passed and carried.

- COLA's: COLA's discussed, R Kaplan made a motion to give a 3% increase to Brustman, Kline, Schick, matching the 3% COLA in NYC DEP grant contract. J. Diehl seconded the motion, no one opposed, and the motion was passed and carried.

**VI. DISTRICT CLAIMS:** R. Kaplan made a motion to approve abstracts, bills and pre-approvals, seconded by J. Diehl, no one opposed, the motion was passed and carried.

2021 – 11B	\$ 54,884.86
2021 – 12A	\$ 126,081.14
2021 – 12B	\$ 126,143.22
2021 – 1A	\$ 57,890.68

Bills presented to the Board for pre-approval: Total - \$ 63,561.00 - See breakdown sheet

**VII. TREASURER REPORT:** The Profit and Loss and the Balance Sheet were reviewed. J. Diehl made a motion to approve the reports, W. Hughson seconded, no one opposed, the motion was passed and carried.

**VIII. NEXT MEETING:** Monday, February 14, 2022 at 6:00 p.m.

**X. ADJOURNMENT:** Adjourned at 7:12 p.m. - Motion by E. Benson

Lisa Schick,  
Program Assistant

Wilfred Hughson,  
Chairman