



**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**  
**August 12, 2024**

**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                      Robert Kaplan, Vice Chairman  
   Eugene Benson, Treasurer                      Jack Diehl, Farmer

Board members absent – Nadia Rajszyk, Legislator                      Catherine Scott, Legislator  
   Justin Sutherland, Farmer

Agency representatives: – Brian Brustman, SWCD                      Lisa Schick, SWCD  
   Amber Gray, SWCD

- II. MINUTES:** R. Kaplan made a motion to accept the minutes from the June 10, July 8, 2024, board meeting, E. Benson seconded, no one opposed, the motion was passed and carried.

**III. WRITTEN & VERBAL REPORTS:**

NRCS: No report was sent.

FSA: No report was sent.

CCE: See written report.

NYS SWCC: See written report.

NEVERSINK/RONDOUT: See written report.

- Sending out an RFP for a construction manager to assist with planting sites and installing water system at plant center.
- Neversink/Rondout Watershed Planning Coordinator GM will receive the COLA retroactive.
- Kayaking event was cancelled due to water issues.
- Seasonal employee ER returning to college. Neversink Rondout staff would like to retain ER to work remotely on a computer project during free time. The Board discussed and decided to retain as an employee during the time needed. CSBI Coordinator will monitor the time spent on project.

**IV. OLD BUSINESS:**

## A. Program Updates:

- Fall Fish stocking program is up and running, receiving orders.
- Flood Mitigation-
  - Town of Fremont-Flood damage from hurricane DIBBIE was discussed with several sites needed to be addressed. District Manager recused himself from discussion. District Technician will be responsible for projects, and work with Town of Fremont Deputy Supervisor. NYS DEC rep is coming to review sites for permits.
  - Town of Liberty- Ferndale-Loomis Road project complete and waiting for receipts.
  - Town of Rockland project-Brown Settlement Road -Purchasing pipes and rocks, project may be postponed until next year.
  - The Midlang site was completed, then hurricane Debbie washed out part of project. Contractor will go in and repair project.

B. District Technician signed up for the Conservation Skills Workshop and an Ag BMP workshop.

C. Employee Salary Increase: Directors reviewed county salaries for comparable positions and civil service entry level salary. R. Kaplan made a motion to increase District's Full-Charge Bookkeeper LS salary to the civil service entry level salary of \$64,298.00, E. Benson seconded, no one opposed, motion was passed and carried.

**V. NEW BUSINESS:**

A. Bank Statements: The bank statements were reviewed.

B. Obsolete Equipment: The following equipment was presented to the Board.

- 2014 HP Pavillion All-in-One computer.
- 2015 ASUS All-in-One computer
- 2007 Brothers fax machine
- 2006 HP Laser Jet 1600 Printer
- 2007 Gateway Computer
- 2010 Latitude E-5400 computer.

R. Kaplan made a motion to declare the above equipment obsolete and discard, W. Hughson seconded, no one opposed, motion was passed and carried.

C. Bank Accounts:

- Wayne Bank CD renewed for 9 months at 4.7%.
- Requested changing Jeff Bank income savings account to a checking account in order to work with District website. Directors requested check to see if there would be a deposit/transfer limit.
- Neversink Rondout Capital checking account received fraudulent checks against it. Bank caught it, and no funds were lost. No police report needed. New account was opened.

- D. 2025 District Budget: Proposed budget was reviewed. R. Kaplan made a motion to submit the Budget with a 5% increase, E. Benson seconded, no one opposed, motion was passed and carried.
- E. CRISP Program: Discussed the District entering into an MOU with the Catskill Regional Invasive Species Partnership (CRISP). J. Diehl made a motion to join program, E. Benson seconded, no one opposed, motion was passed and carried. District will submit the agreement application.
- F. Right to Farm Signs: Will check with CCE as to getting replacements for fading signs.
- G. ARC GIS: District using a free trial, software with mapping program. E. Benson made a motion to purchase the program for a year to see if it is beneficial, J. Diehl seconded, no one opposed, 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.

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|-----------|--------------|
| 2024 – 7B | \$ 79,267.31 |
| 2024 – 8A | \$ 18,271.57 |

Bills presented to the Board for pre-approval: Total - \$ 109,499.40 - See breakdown sheet.

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

**VIII. NEXT MEETING:** The next meeting will be held on Monday, September 9, 2024, at 6:00 p.m.

**X. ADJOURNMENT:** Adjourned at 7:15 p.m. - Motion by E. Benson

Lisa Schick,  
Secretary to Treasurer

Wilfred Hughson,  
Chairman