



**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**  
**December 9, 2024**

**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 – Wilfred Hughson, Chairman                      Robert Kaplan, Vice Chairman  
Eugene Benson, Treasurer    Jack Diehl, Farmer  
Nadia Rajs, Legislator,    Catherine Scott, Legislator  
Justin Sutherland, Farmer

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

- II. MINUTES:** J. Diehl made a motion to accept the minutes from the October 15, 2024, board meeting, E. Benson seconded, no one opposed, the motion was passed and carried.

**III. WRITTEN & VERBAL REPORTS:**

NRCS: No Report was sent.

- W. Diehl project is wrapping up.

FSA: See written report.

- District Manager will look into possible funding available.

CCE: See written report.

NYS SWCC: BL gave verbal report.

- Make sure to meet PM requirements by end of year.
- CAFO application results should be out in January.
- AGNPS Round 30 RFP's due in February.
- An AEM meeting will be held in January.

NEVERSINK/RONDOUT: See written report.

- Civil Service Rule states maximum of six(6) working months for seasonal employment. E. Benson made a motion to terminate ER's employment, J. Diehl seconded, no one opposed, motion was passed and carried.

**IV. OLD BUSINESS:****A. Program Updates:**

- Flood Mitigation: All projects have been completed. LS presented the final invoice of \$22,336.62 for payment. N. Rajszyk made a motion to pay the final invoice for Buck Brook Rd pipe, E. Benson seconded, no one opposed, motion was passed and carried. Will send a request to County to hold the remaining funds over to next year for the Rockland project that was not completed.

**B. Bank Accounts:**

- LS presented NYCLASS info packet to Board members for their review. Wayne Bank only has a 1.5% interest account for public entities. After discussion N. Rajszyk made a motion for a resolution to transfer CHB funds over to NYCLASS account and link NYCLASS account with Jeff Bank public fund account, C. Scott seconded, no one was opposed, motion was passed and carried. Account will have dual authorization and Treasurer of the Board will have access to review account.
- Director Term – Two letters of interest in being a Director, (P. Carey and J. Diehl), were received from the Sullivan County Legislature office. After discussion, R. Kaplan made a motion for a resolution to accept the re-appointment of J. Diehl and to appoint P. Carey as a new Director, and to submit a request for approval to the Sullivan County Legislature. J. Sutherland seconded the motion, E. Benson and W. Hughson approved; N. Rajszyk and C. Scott recused themselves, J. Diehl abstained. Motion was approved, passed and carried.

- C. Annual Audit Report: Annual Audit Report was reviewed. E. Benson made a motion to approve the 2023 Annual Audit Report, N. Rajszyk seconded, no one opposed, motion was passed and carried.

**V. NEW BUSINESS:**

- A. Bank Statements: The bank statements were reviewed.

B. Director Training: Module 1 – Conservation Districts in New York

- Directors reviewed and discussed Training Module 1. All Directors were present and all received the training.

C. 2024 New Policies:

- Workplace Violence Prevention Policy – Policy was reviewed by the Board. E. Benson made a motion to approve the Policy, J. Sutherland seconded, no one opposed, motion was passed and carried.
- Code of Ethics Policy – Policy was reviewed by the Board. It was discussed that the District will use the County Board of Ethics committee in place of having a District committee. N. Rajszyk made a motion to approve the Policy, E. Benson seconded, no one opposed, motion was passed and carried.

- Breach Notification Policy - Policy was reviewed by the Board. C. Scott made a motion to approve the Policy, J. Diehl seconded, no one opposed, motion was passed and carried.
- D. Accounting package Quickbooks has increased their yearly fee to approximately \$2,203, which includes Quickbooks Pro, Payroll fee, and monthly payroll fees. There is an option to upgrade to Quickbooks Enterprise for \$1,922 per year. Board discussed staying where we are for this coming year, look into a payroll service, and to see what other Districts are going to do.
- E. Building closing: Directors discussed what District office should do if CCE closes the building. Directors stated that if CCE closes the building, then the District office should also close.
- F. Christmas Eve Holiday: CCE is closing building to public week of Christmas. BB proposed increasing the Christmas Eve half-day holiday to a full-day holiday. C. Scott made a motion to increase the Christmas Eve half-day holiday to a full-day holiday, E. Benson seconded, no one opposed, motion was passed and carried.
- G. Christmas Lunch: Staff would like to have a small Christmas lunch for the District to purchase food and drinks for a staff lunch. Board approved the lunch.
- H. CRISP: AG proposed holding an Invasive Species Mapping Contest, which will meet a requirement of our membership with CRISP. Contest will run from April 1 – December 31, 2025. Winner of contest will receive a prize of a \$100 Tree & Shrub voucher towards the 2026 Tree & Shrub program. C. Scott made a motion to approve the contest and prize, J. Diehl seconded, no one opposed, motion was passed and carried.

VI. **DISTRICT CLAIMS:** W. Hughson made a motion to approve abstracts, bills and pre-approvals, seconded by E. Benson, no one opposed, the motion was passed and carried.

2024 – 10B	\$ 212,453.89
2024 – 11A	\$ 20,995.67
2024 – 11B	\$ 47,485.45
2024 – 12A	\$ 543.48

Bills presented to the Board for pre-approval: Total - \$ 135,862.56 - See breakdown sheet.

VII. **TREASURER REPORT:** The Profit and Loss and the Balance Sheet were reviewed. C. Scott 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, January 13, 2025, at 6:00 p.m.

X. **ADJOURNMENT:** Adjourned at 7:10 p.m. - Motion by E. Benson

Lisa Schick,  
Secretary to Treasurer

Wilfred Hughson,  
Chairman