



**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, 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 – Robert Kaplan, Vice Chairman Eugene Benson, Treasurer  
Justin Sutherland, Farmer John Diehl, Farmer  
Nadia Rajs, Legislator

Board members absent – Wilfred Hughson, Chairman George Conklin, Legislator

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

- II. MINUTES:** G. Benson made a motion to accept the minutes from the December 11, 2023, board meeting, N. Rajs seconded, no one opposed, the motion was passed and carried.

**III. WRITTEN & VERBAL REPORTS:**

NRCS: No written report

FSA: No written report

CCE: See written report

NYSSWCC: See written report

Neversink/Rondout: See written report

- Received the draft of the 2025 contract and reviewed by County lawyer.
- Working on an extension to the current contract (CAT-495) to cover the time lapse between existing and new contracts.
- N. Rajs made a motion for District Manager to sign contract when completed and approved, J. Diehl seconded, no one opposed, motion was passed and carried.

**IV. OLD BUSINESS:**

**A. Program Updates:**

- The Water Quality Symposium will be held March 12-15 in Syracuse. LS and AG would like to attend. N. Rajs made a motion to approve sending LS and AG to the training, E. Benson seconded, no one opposed, motion was passed and carried.
- Tree & Shrub program will be up and running this week. The on-line store is being updated.

**V. NEW BUSINESS:**

- A. Oath of Office was conducted by County Clerk.
- B. Bank Statements: The bank statements were reviewed.
- C. Director Reappointment: W. Hughson, E. Benson and J. Sutherland director term has been re-appointed to 2026. Legislators will be appointed to the Board at end of January.
- D. Reorganization:
- The Following Board of Director Positions were discussed for reappointment:
    - Chairman – Wilfred Hughson-N. Rajsz motioned, J. Diehl seconded,
    - Vice-Chairman – Robert Kaplan - N. Rajsz motioned, J. Diehl seconded,
    - Treasurer – Eugene Benson – N. Rajsz motioned, J. Diehl seconded,
    - Secretary of the Treasurer – Lisa Schick – N. Rajsz motioned, J. Diehl seconded,
    - Each candidate accepted the position. Motion to keep the positions the same, no one opposed, the motion was passed and carried.
  - E. Benson 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, N. Rajsz seconded the motion, no one opposed, and the motion was passed and carried.
  - E. Benson made a motion to keep the meeting per diem at \$25.00. The mileage reimbursement rate will remain being paid at the Federal rate of mileage reimbursement. N. Rajsz seconded the motion, no one opposed, and the motion was passed and carried.
  - Interest rates of the local banks were reviewed. E. Benson made a motion to keep the District's bank accounts with Jeff Bank, Catskill Hudson Bank, and Wayne Bank, and to move excess funds from Jeff Bank to the Catskill Hudson savings account, N. Rajsz seconded the motion, no one opposed, and the motion was passed and carried.
  - The 2024 Holiday schedule was reviewed. R. Kaplan suggested checking CCE's Holiday schedule before approving.
- 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. N. Rajsz made a motion to keep the above policies as written; Personnel approved with appropriate changes, E. Benson seconded, no one opposed, the motion was passed and carried.

- F: R. Kaplan made a motion to keep the District official newspaper as the Sullivan County Democrat, N. Rajs, seconded, no one opposed, motion was passed and carried.
- G: COLA: COLA’s discussed, R. Kaplan made a motion to give a 3% increase to District employees, matching the 3% COLA in NYC DEP grant contract. N. Rajs seconded the motion, no one opposed, and the motion was passed and carried.
- H: Information on FMLA and PFMLA will be gathered and reviewed at a later date.
- I: District would like to replace the 2008 F350. District needs a stronger one capable of pulling to-till seeder. N. Rajs made a motion to sell the 2008 F350, J. Diehl seconded, no one opposed, motion was passed and carried. At present the minimum bid will be set at \$7,500. Will look into purchasing a new truck from State contract.

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

2023 – 12B	\$ 296,093.85
2024 – 1A	\$ 57,622.91

Bills presented to the Board for pre-approval: Total - \$ 24,628.31 - 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, N. Rajs seconded, no one opposed, the motion was passed and carried.

**VIII. NEXT MEETING:** Monday, February 12, 2024, at 6:00 p.m.

**X. ADJOURNMENT:** Adjourned at 7:15 p.m. - Motion by N. Rajs

Lisa Schick,  
Program Assistant

Robert Kaplan,  
Vice-Chairman