



**SOIL & WATER CONSERVATION DISTRICT**

Dr. Robert L. Yeager Health Center  
 50 Sanatorium Road, Building A- 6<sup>th</sup> Floor  
 Pomona, New York 10970  
 Phone: (845) 364-2670 Fax: (845) 364-2671  
 Email: laiblen@co.rockland.ny.us

**Board of Directors**

*James J. Dean, Chairperson*  
*Larry Brissing*  
*Fred Brinn*  
*George Wargo Jr.*  
*Bob Milone*

**District Staff**

*Allan Beers, Executive Director*  
*Nicole Laible, District Manager*  
*Brianna Rosamilia, Conservation District  
 Technician*

**Minutes**

March 24, 2022  
 Virtual Meeting

**Attendees**

**BOD Present:** Jim Dean, George Wargo, Larry Brissing

**Excused Members:** Fred Brinn, Bob Milone

**SWCD Staff:** Nicole Laible, Allan Beers, Brianna Rosamilia, Janice Regan, Charlotte Ramsey (County attorney)

**Public:** Jennifer Zunino-Smith (CCE Rockland)

Meeting opened: 9:39 am

1. Roll Call – J. Dean led roll call for BOD members, Present: Jim Dean, George Wargo, Larry Brissing. J. Dean led roll call for the rest of the meeting attendees, Present: Nicole Laible, Allan Beers, Janice Regan, Brianna Rosamilia, Charlotte Ramsey, Jennifer Zunino-Smith
2. Approval of Minutes: February minutes could not be approved at this meeting and will be moved to the agenda for the next meeting.
3. Financial Report:
  - a. Approval of Report of the Treasurer – A. Beers presented the treasurer’s report on behalf of the treasurer, Larry Brissing.

<b>Account</b>	<b>Balance</b>
SWCD checking account	\$492,150.36
Round 12 WQIP Grant (MS4 Mapping)	\$100.00
Round 15 WQIP Grant (MS4 Mapping)	\$7,897.95

<b>Total</b>	<b>\$500,148.31</b>
--------------	---------------------

J. Zunino-Smith confirmed the account balances for the WQIP grants were correct. **Motion to approve account balances made by L. Brissing, G. Wargo seconded – unanimous.**

- b. Expenses approval: On behalf of the treasurer, Larry Brissing, A. Beers read the expenses and deposits from accounts as listed below.

**SWCD Checking Account EXPENSES**

<b>Date</b>	<b>Check No.</b>	<b>Amount</b>	<b>Payable To</b>	<b>Description</b>
2/10/22	Online transfer	\$24,861.30	Transfer to account Round 15 WQIP account	
2/24/22	1203	\$143.75	Cookie Girl Bake shop	Cookies for bird walk – Wrap up events line: part C 8730460
2/25/22	1204	\$212.91	Fuery Image Group	Uniforms from 2020- General Account
3/1/22	Debit	\$157.14	Smartsheet	General office supplies- Part C 8730443
3/2/22	1206	\$1,500.00	NY Association of Conservation Districts	Dues – Part C 8730460
3/2/22	Debit	\$141.06	Verizon wireless	District cell phones – Part A 8730442
3/3/22	1207	\$75.00	NYS Association of Conservation Commissions	Dues – Part C 8730460
3/4/22	1205	\$775.00	National association of conservation districts	Dues – NACD Budget 8730460 part C
3/4/22	1208	\$400.00	LJF Accounting	Professional services Part C
3/16/22	1209	\$289.70	Commissioner of finance	8730461 Part A – Vehicle repairs/maintenance

**SWCD Checking Account DEPOSITS**

<b>Date</b>	<b>Check No.</b>	<b>Amount</b>	<b>Description</b>
2/15/22	Interest earned	\$12.15	Interest earned
3/9/22	NYS OSC ACH	\$60,000.00	Part A
3/15/22	Interest earned	\$10.24	Interest earned

## Round 12 WQIP Grant Account

No recent activity

## Round 15 WQIP Grant Account

Date	Check No.	Amount	Description
2/10/22	Online Xfer from SWCD checking account	+ \$24,861.30	Transfer from SWCD checking account
2/22/22	1012	-\$16,590.00	H2M Architects and Engineers
2/22/22	1013	-\$1,057.00	H2M Architects and Engineers

**Motion to approve the expenses and deposits as listed above made by G. Wargo, L. Brissing seconded – unanimous.**

c. Approval of Expenses

- i. Part C 2021 reimbursement memo was received: \$122,005.26 – N. Laible provided an update that there is about \$10,000 surplus in the general account after receiving our Part C reimbursement.
- ii. Budgetary adjustments: N. Laible provided details on increasing costs for the following budget items:
  1. Vehicle maintenance – budget item mostly used after repairs and maintenance.
  2. RCSC Corps (personnel costs) – Increased to \$4,400 instead of \$4,000 – the difference can come from the general account.
  3. Trout stocking – **Motion to approve that SWCD staff select the lowest bidder for trout stocking made by G. Wargo, L. Brissing seconded – unanimous.**
    - a. B. Rosamilia provided update on quotes submitted so far. Both quotes are over the original budgeted amounts. SWCD staff will also request additional reimbursement from the Harry Frei Trust due to increased cost in stocking.

N. Laible requested that the board reallocate funds from the general account to the above specified budget items to cover rising costs – vehicle maintenance, RCSC corps, trout stocking. **Motion to approve reallocation of funds from the general account to cover additional costs for vehicle maintenance, corps members, and trout stocking made by L. Brissing, G. Wargo seconded – unanimous.**

- iii. WQIP round 15 quarterly report – J. Zunino-Smith needs signatures for the self-certification and the state aid voucher. **Motion to approve the signatures of the forms made by L. Brissing, G. Wargo seconded – unanimous.** J. Dean gave approval to use signature stamp for both forms.
  1. Submit check to H2M Architects + Engineers for a partial payment of \$4,500.00 towards Invoice 226892 for General and Mapping services. **Motion to approve payment in the amount of \$4,500 to H2M made by G. Wargo, L. Brissing seconded – unanimous.**

4. New Business:

- a. Approval of policies & procedures –
  - Standard Operating Procedures/ Personnel Procedures- with amendment for new field work protocol
  - Employee Training Plan
  - BOD Training Plan
  - BOD attendance Policy
  - Finance and investment policy/ Procurement Policy
  - Vehicles use policy
  - Cell phone policy
  - Debit Card policy
  - FOIL Policy

- Workplace Violence Prevention Policy- Sexual Harassment Prevention Policy
- (Anti- Discrimination and EEO Policy)
- Social Media
- Personal Communications
- Anti-discrimination/ EEO
- Outside Travel Reimbursement

***Motion to accept all the policies and new amendment for the field work procedure made by G. Wargo, L. Brissing seconded – unanimous.***

- a. Slate of Officers: The board agreed on the following positions:
  - i. Chairperson- James Dean
  - ii. Vice Chairperson- George Wargo
  - iii. Treasurer- Larry Brissing
  - iv. Secretary- Fred Brinn

***Motion to approve the slate of officers made by L. Brissing, G. Wargo seconded – unanimous.***

- b. Environmental Education – RPLUS updates, symposiums. N. Laible provided an update on the RPLUS program numbers and showed the board the education numbers the SWCD has reached so far. 448 educated to date thanks to several RPLUS education programs with North Rockland High School, Nyack High School, and Clarkstown North High School.

5. Upcoming Events:

- a. American eel project at Minisceongo Creek – B. Rosamilia provided an update on the project. It started on March 10<sup>th</sup> and about 30 volunteers are actively involved in the project. The project will run until May.
- b. Earth Day events- N. Laible provided an update about staffing a table at Haverstraw Brick Museum event on April 23 at Emeline Park.
- c. J. Dean is working with the Town of Orangetown supervisor’s office to put together a dedication for the Homes for Hero’s bioretention site. He will keep us updated on a date so someone from the SWCD can be available to attend.
- d. Orangetown Highway Department open house is on May 14<sup>th</sup> – SWCD staff can attend or send pamphlets or fliers to be distributed.

6. Next Meeting Date: 4/28 @ 9:30am

7. Adjourn: ***Motion to adjourn made by L. Brissing, G. Wargo seconded – unanimous.***

Meeting closed at 10:15 am

*Respectfully submitted by Brianna Rosamilia*