



**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: rosamilb@co.rockland.ny.us

**Board of Directors**

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

**District Staff**

*Brianna Rosamilia, District Manager*  
*Janice Regan, Bookkeeper*

**Agenda**

Tuesday, October 3<sup>rd</sup>, 2023  
9:00 am – 11:00 am

**Attendees**

BOD Preset: James Dean, Larry Brissing, Fred Brinn, Bob Milone (arrived at 9:17 am)

BOD Excused: George Wargo

SWCD Staff: Brianna Rosamilia

Public: Jennifer Zunino-Smith (CCE Rockland), Ben Luskin via phone (NYS Ag & Markets), Laurie McDermott (Attorney), Marcus Octaviano (SWCD Consultant)

**Meeting opened at 9:02 am**

1. Approval of minutes: April 2023, May 2023, June 2023
  - a. April 2023: *Motion to approve the April 2023 minutes made by L. Brissing, F. Brinn seconded – unanimous.*
  - b. May 2023: *Motion to approve the May 2023 minutes made by L. Brissing, F. Brinn seconded – unanimous.*
  - c. June 2023: *Motion to approve the June 2023 minutes made by F. Brinn, L. Brissing seconded – unanimous.*
  
2. Financial Report:

- a. Treasurer’s report – On behalf of the treasurer, L. Brissing, the following financial report was read by B. Rosamilia.

Account Balances as of 9/14/23

<b>Account</b>	<b>Balance</b>
SWCD checking account	\$704,826.21
Round 12 WQIP Grant (MS4 Mapping)	\$100.00
Round 15 WQIP Grant (MS4 Mapping)	\$2,753.24
<b>Total</b>	<b>\$707,679.45</b>

*Motion to accept account balances made by F. Brinn, L. Brissing seconded – unanimous.*

**SWCD Checking Account EXPENSES**

<b>Date</b>	<b>Check No.</b>	<b>Amount</b>	<b>Payable To</b>	<b>Description</b>
6/20/23	1281	\$996.04	Marcus Octaviano	Part C – Consultant Services
6/26/23	1275	\$3,000.00	NYS CDEA	2024 NCF Envirothon – Part C
6/26/23	1279	\$400.00	NYSCDEA	Part A - Leadership training - BR
7/3/23	Debit	\$140.98	Verizon Wireless	Part A - District cell phones
7/7/23	1282	\$400.00	LJF Accounting	Part C – Consultant services
7/7/23	1283	\$152.81	Brianna Rosamilia	Part A 8730460 – Mileage reimbursement
7/7/23	1284	\$79.67	Commissioner of Finance	Part A – June Fuel
7/13/23	1285	\$1,413.30	Marcus Octaviano	Part C – Consultant Services
7/19/23	1286	\$1,386.38	Marcus Octaviano	Part C – Consultant Services
7/31/23	Debit	\$141.00	Verizon Wireless	Part A - District Cell phones
8/2/23	Debit	\$159.84	Rocco’s	Part C – wrap up event
8/2/23	1287	\$1,453.68	Marcus Octaviano	Part C – Consultant Services

8/7/23	1288	\$400.00	LJF Accounting	Part C – Consultant Services
8/10/23	1290	\$399.55	Brianna Rosamilia	Part A – Mileage reimbursement
8/11/23	1289	\$30.10	Commissioner of Finance	Part A - July fuel
8/17/23	1291	\$1,251.78	Marcus Octaviano	Part C – Consultant Services
8/31/23	Debit	\$141.00	Verizon Wireless	Part A - District cell phones
9/5/23	1293	\$1,292.16	Marcus Octaviano	Part C – consultant services
9/7/23	1292	\$400.00	LJF Accounting	Part C – professional services
9/13/23	1294	\$29.76	Commissioner of finance	Part A – August fuel

**SWCD Checking Account DEPOSITS**

<b>Date</b>	<b>Check No.</b>	<b>Amount</b>	<b>Description</b>
7/17/23	Analysis INT	\$1,380.14	Interest earned on account
8/15/23	Analysis INT	\$1,427.58	Interest earned on account
9/7/23	NYS OSC ACH	\$11,837.81	WQIP Round 15
9/14/23	NYS OSC	\$4,000.00	Eel project

**Round 12 WQIP Grant Account**

No recent activity

**Round 15 WQIP Grant Account**

No recent activity

***Motion to approve expenses and deposits as listed above made by L. Brissing, F. Brinn seconded – unanimous.***

- i. HRWA Conference Sponsorship – ***Motion to approve an increase level of sponsorship to “Creek Sponsor” in the amount of \$500 made by F. Brinn, L. Brissing seconded – unanimous.***
- ii. Storm drain marker order – \$2,997 – ***Motion to approve order of storm drain markers at the amount of \$2,997 made by B. Milone, L. Brissing seconded – unanimous.***

- iii. Potential fee increase to \$3 for paper statements; paperless option avoids the fee – Decision regarding paperless option postponed to October 26 board meeting. B. Rosamilia will ask Lenny and J. Regan for their opinion as both currently use paper statements.
      - iv. Directors liability insurance - \$1,657.25 – J. Dean provided his signature – ***Motion to approve directors liability insurance in the amount of \$1,657.24 made by L. Brissing, F. Brinn seconded – unanimous.***
    - b. WQIP Round 15 updates – Jennifer Zunino-Smith
      - i. Round 15 Quarter 3, 2023 Report- Request for signatures on the Self-Certification form and State-Aid Voucher – Waiting on signature of Chief Fiscal Officer field by John Lyon, Authorized Representative field signed by J. Dean.
      - ii. Request to transfer \$11,837.81 from the SWCD general account to the Round 15 bank account – ***Motion to approve transfer in the amount of \$11,837.81 from the SWCD general account to the WQIP Round 15 bank account made by L. Brissing, B. Milone seconded – unanimous.***
      - iii. Request to write 2 municipal reimbursement checks from the Round 15 account:
        - a) Village of West Haverstraw: \$7,500.00 – ***Motion to approve a check in the amount of \$7,500 to the Village of West Haverstraw from the Round 15 WQIP account made by B. Milone, F. Brinn seconded – unanimous.***
        - b) Village of Grandview on Hudson: \$ 4,214.75 – ***Motion to approve a check in the amount of \$4,214.75 to the Village of Grandview on Hudson from the Round 15 WQIP account made by B. Milone, F. Brinn seconded – unanimous.***
      - iv. Round 15- Remaining municipal balances.
    - c. Review, approve, and sign the Management Representation Letter and FS FY22 document – ***Motion to approve Management Representation Letter and FS FY22 document made by F. Brinn, B. Milone seconded – unanimous.***
3. New Business:
  - a. AEM program overview – presentation by Ben Luskin via phone. B. Luskin provided information on the AEM program for the SWCD board members. Board members are in favor of the program as long as there is staff support. Decision regarding SWCD participation in AEM program postponed awaiting the hiring of permanent coordinator and conservation district technician positions. Allows time for a strategy plan to be drafted.
  - b. Envirothon updates
    - i. NYS Envirothon: Wednesday May 22<sup>nd</sup> & Thursday May 23<sup>rd</sup> 2024 at SUNY Cortland, Cortland NY
    - ii. NCF Envirothon: Sunday July 28<sup>th</sup> – Saturday August 3<sup>rd</sup>, 2024 at Hobart and William Smith Colleges, Geneva NY.
    - iii. B. Rosamilia may be available to attend one or both events. For volunteers willing to attend either events, the board is in favor of providing mileage reimbursement if possible.
  - c. TEMBOO contract renewal - \$2,500 to extend for another year. There is currently \$13,500 in our Water Quality line item in the budget that is set aside for our Professional Stream Monitoring program, which will not be operating this year – Currently the Wi-Fi connection of the TEMBOO monitoring device is

unstable. Decision to renew contract will be made during October 26 board meeting following any updates to the device reliability. B. Rosamilia will contact TEMBOO to see if contract can be renewed after the late-October deadline.

- d. Part B project submissions due by November 1<sup>st</sup> – We will no longer need seasonal staff members for the Culvert assessment project in 2024. That frees up \$5,000 to put elsewhere. We can continue to set aside \$1,000 for the MCWA cleanup event. Board members discussed pollinator/native garden planting as an option. Board members will vote on the decision at the October 26<sup>th</sup> meeting.
4. Old business:
    - a. Reminder to complete the District Law training (Bob)
    - b. Regional meetings for performance measure 1G – 3 board members attended a regional meeting and we have met this performance measure.
    - c. Crowd Hydrology Updates – the gauges have been put together. The water level has been too high for installation and the highway department is waiting for consistent low water levels.
    - d. J. Dean provided the following information for public record. His daughter is now working for Bauer Crowley, which is the insurance broker company utilized by the SWCD.
  5. Public participation: None
  6. Upcoming events:
    - a. 4 Hour Erosion and Sediment Control training – November 2<sup>nd</sup>, registration needs to be postmarked by October 18<sup>th</sup> – Note made for B. Rosamilia to send mailing to prior years attendees.
  7. Next Meeting Date: October 26<sup>th</sup>, 2023 at 9:30 am.
  8. Meeting adjourned at 10:23 am – ***Motion to adjourn made by B. Milone, F. Brissing seconded – unanimous.***

*Respectfully submitted by Marcus Octaviano and Brianna Rosamilia*