



SOIL & WATER CONSERVATION DISTRICT

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Board of Directors

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

District Staff

Kevin McGuinness, Executive Director
Brianna Rosamilia, District Manager
Adam Bradford, Conservation District Technician

Minutes

Thursday, March 21st, 2024
9:30 am

Attendees

BOD Present: James Dean, Larry Brissing, Bob Milone

Excused: George Wargo, Fred Brinn

SWCD Staff: Kevin McGuinness, Brianna Rosamilia, Adam Bradford

Public: Jennifer Zunino-Smith (CCE Rockland)

Meeting opened at 9:32 am.

1. Introductions – new conservation district technician, Adam Bradford. A. Bradford introduced himself to the board and board members introduced themselves to him.
2. Approval of minutes: January 18th, February 8th – ***Motion to approve the minutes from January 18th and February 8th made by B. Milone, L. Brissing seconded – unanimous.***
3. Financial Report:
 - a. Treasurer’s report – B. Rosamilia provided the financial report on behalf of the treasurer, L. Brissing.

Account Balances as of 03/13/2024

Account	Balance
SWCD checking account	\$857,102.03
Round 12 WQIP Grant (MS4 Mapping)	\$100.00
Round 15 WQIP Grant (MS4 Mapping)	\$2,665.50
Total	\$859,867.53

Motion to accept the account balances made by B. Milone, L. Brissing seconded – unanimous.

SWCD Checking Account EXPENSES

Date	Check No.	Amount	Payable To	Description
2/2/2024	1317	\$1,500.00	NY Association of Conservation Districts	Part C - Dues
2/6/2024	1320	\$475.00	LJF Accounting	Part C – professional services
2/13/2024	1321	\$253.94	Forestry Suppliers	Part C – Crowd hydrology
3/1/2024	Debit	\$157.14	Smartsheet	Part C – office supplies
3/4/2024	Debit	\$141.12	Verizon Wireless	Part A – cell phones
3/4/2024	Debit	\$138.55	REI	Part C - Uniforms
3/4/2024	Debit	\$34.98	Home Depot	Part C – Eel project supplies
3/5/2024	1322	\$475.00	LJF Accounting	Part C – professional services
3/8/2024	Debit	\$73.98	Amazon	Part C – eel project supplies
3/8/2024	Debit	\$43.98	Amazon	Part A – Cell phones
3/8/2024	1323	\$27.93	Commissioner of Finance	Part A – February fuel
3/11/2024	Debit	\$15.95	Home Depot	Part C – eel project supplies

SWCD Checking Account DEPOSITS

Date	Check No.	Amount	Description
2/15/2024	Analysis Int	\$1,164.38	Interest earned on the account
2/21/2024	NYS OSC ACH	\$36,338.21	WQIP Round 15
2/27/2024	NYS OSC ACH	\$60,000.00	Part A
3/13/2024	NYS OSC	\$207,832.85	Part C

Round 12 WQIP Grant Account

No recent activity

Round 15 WQIP Grant Account

Date	Check No.	Amount	Description
02/09/2024	1037	\$527.50	Village of Chestnut Ridge

Motion to approve the expenses and deposits as listed above made by B. Milone, seconded by L. Brissing – unanimous.

- i. Vehicle insurance renewal - \$5,395.00 – ***Motion to approve the vehicle insurance renewal in the amount of \$5,395.00 made by L. Brissing, B. Milone seconded – unanimous.***
- ii. Fuery invoice – ***Motion to approve the Fuery invoice for uniform purchases in the amount of \$93.92 made by B. Milone, L. Brissing seconded – unanimous.***
- iii. Approval from board for DM to write checks for the SWCD accounts – SWCD bookkeeper, Janice Regan, retired in February. B. Rosamilia requests board approval to write checks for received invoices. ***Motion to approve the District Manager, Brianna Rosamilia, to write checks for SWCD invoices made by B. Milone, L. Brissing seconded – unanimous.***
- b. WQIP Updates - Jen Zunino-Smith
 - i. Request to transfer \$36,338.21 from the SWCD general account to the WQIP Round 15 account. ***Motion to approve the transfer of \$36,338.21 from the SWCD general account to the WQIP Round 15 account made by L. Brissing, B. Milone seconded – unanimous.***
 - ii. Request to write 6 municipal reimbursement checks from the Round 15 account.
 - a) Town of Ramapo: \$8,079.35
 - b) Town of Orangetown: \$4,825.00
 - c) Village of Chestnut Ridge: \$6,972.50
 - d) Village of Nyack: \$5,756.91
 - e) Village of Piermont: \$5,527.50
 - f) Village of Hillburn: \$4,998.89

Motion to approve the above listed payments by check from the WQIP Round 15 account made by B. Milone, L. Brissing seconded – unanimous.

4. New Business:

- a. Approval of policies and procedures, no changes made from 2023 - ***Motion to approve the below listed policies and procedures made by B. Milone, seconded L. Brissing – unanimous.***
 - i. Anti-discrimination and EEO policy
 - ii. Cell phone policy

- iii. County procurement policy
 - iv. Debit card policy
 - v. Director attendance policy
 - vi. Fiscal oversight responsibilities
 - vii. FOIL policy
 - viii. Social media and personal communications
 - ix. SOP and Personnel Policy
 - x. Travel guidelines and procedures
 - xi. Vehicle Use policy
 - xii. Code of ethics - approved at the January meeting
 - xiii. Security Breach policy – approved at the January meeting
- b. Organizational (effective date: May 1st): ***Motion to approve the following board officers effective May 1st, 2024, made by B. Milone, L. Brissing seconded – unanimous.***
- i. James Dean – Chairperson
 - ii. Bob Milone – Vice chairperson
 - iii. Fred Brinn – Treasurer
 - iv. Larry Brissing – Secretary
 - v. George Wargo – member
- c. Payment to the NAACC database – for use of the NAACC database, \$2,500 annual contribution. See attached letter for details. B. Rosamilia presented the letter from the NAACC team asking for annual contributions from partner agencies. Board members requested more information from the NAACC team on the figure they are requesting and how that number was determined. B. Rosamilia will follow up and present at another board meeting.
- d. Part B – Pollinator Garden \$5,000 – B. Rosamilia asked the board members to think about sites we could install a pollinator garden.
- e. Trout stocking quotes – current budget line is \$4,000, we will need to increase that budget line. A. Bradford has received two quotes, waiting on one more. ***Motion to accept the lowest qualified bidder to supply the trout for the Trout Stocking Program, not to exceed \$4,500, made by B. Milone, L. Brissing seconded – unanimous.***
- f. Dog Waste Order - current budget line is \$5,600. B. Rosamilia will circulate a notice to board members after meeting to put together an order.
5. Upcoming events: April 8th: Rockland County Eclipse Viewing Event at Haverstraw Bay County Park from 2:30 pm – 4:00 pm.
- May 18th: Orangetown Highway Open House in Orangeburg from 10:00 am – 12:00 pm.
6. Next Meeting Date: April 18th @ 9:30 am
7. Adjourn – ***Motion to adjourn made by B. Milone, L. Brissing seconded – unanimous.***

Meeting closed at 10:22 am.