



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

Allan Beers, Executive Director
Brianna Rosamilia, District Manager

Minutes

Thursday, March 16th, 2023
9:00 am

BOD Members: James J. Dean, Larry Brissing, Fred Brinn

Excused Members: Bob Milone, George Wargo

Staff: Brianna Rosamilia, Janice Regan, Marcus Octaviano (Consultant for SWCD)

Public: Jennifer Zunino-Smith (CCE Rockland), Michael Sadowski (Town of Ramapo)

Meeting opened at 9:00 am.

1. Introduce SWCD consultant – Marcus Octaviano will be working with the SWCD as an independent contractor to help facilitate the community science programs.
2. Approval of Minutes: February 2023 - ***Motion to approve the February 2023 minutes made by F. Brinn, L. Brissing seconded – unanimous.***
3. Financial Report:
 - a. Treasurer Report - On behalf of the treasurer, Larry Brissing, B Rosamilia presented the financial report:

Account Balances as of 3/9/23

Account	Balance
SWCD checking account	\$574,552.49
Round 12 WQIP Grant (MS4 Mapping)	\$100.00
Round 15 WQIP Grant (MS4 Mapping)	\$4,563.92
Total	\$579,216.41

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

SWCD Checking Account EXPENSES

Date	Check No.	Amount	Payable To	Description
2/2/23	1250	\$540.90	Furniture Pro	For 2 keyboard trays – approved at November meeting
2/2/23	1251	\$400.00	LJF Accounting	Part C - Professional services
2/21/23	1252	\$1,500.00	NY Association of Conservation Districts	Part C - Dues
3/2/23	1253	\$498.02	Marcus Octaviano	SWCD Consultant – Part C
3/2/23	Debit	\$157.14	Smartsheet Inc	Smartsheet subscription – office supplies
3/2/23	Debit	\$141.06	Verizon Wireless	District cell phones – Part A

SWCD Checking Account DEPOSITS

Date	Check No.	Amount	Description
2/15/23	Interest	\$717.49	Interest earned on the account
2/17/23	Deposit	\$35,541.93	NYS OSC ACH – WQIP money
3/2/23	Deposit	\$60,000	NYS OSC ACH - Part A funds

Round 12 WQIP Grant Account

No recent activity

Round 15 WQIP Grant Account

Date	Check No.	Amount	Description
2/15/23	1025	\$8,195.18	Town of Clarkstown
2/17/23	1020	\$19,613.78	Town of Orangetown

2/22/23	1022	\$1,593.00	Village of Airmont
2/27/23	1024	\$9,412.65	Town of Ramapo
3/3/23	1021	\$2,821.00	Village of New Hempstead

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

- b. NYSDEC MS4 Mapping Grant awards- Jen Zunino-Smith
Town of Orangetown, Town of Clarkstown, Village of New Hempstead.
Awarded \$75,000 each for continued mapping of the storm-sewer system.
Maximum award allowed per municipality.
- c. WQIP Updates- Jen Zunino-Smith
 - i. Round 15 Grant Extension- Approval from NYSDEC until 9/30/24
 - ii. Request to transfer \$35,541.93 from the SWCD general account to the WQIP Round 15 account – ***Motion to transfer \$35,541.93 from the SWCD general account to the WQIP Round 15 account made by F. Brinn, L. Brissing seconded – unanimous.***
 - iii. Request to write 5 municipal reimbursement checks from the Round 15 account.,
 - a) Village of West Haverstraw: \$7,500.00
 - b) Town of Stony Point: \$17,492.00
 - c) Village of New Hempstead: \$4,679.00
 - d) Village of Airmont: \$5,907.00
 - e) Village of Wesley Hills: \$1,252.00

Motion to write the above listed checks to the municipalities in the specified amounts made by F. Brinn, L. Brissing seconded – unanimous.

- iv. Round 15 Quarter 1 2023 report- Request for signatures on the self-certification form and state-aid voucher. J. Dean signed and John Lyon will sign on behalf of Allan Beers.
- 4. New business:
 - a. 4-Hour Erosion & Sediment Control contractor training- Jen Zunino-Smith
Stormwater Consortium of Rockland County’s request to the Rockland SWCD to resume annual hosting of the 4-Hour E&S training. Discussion between the SWCD board members and J. Zunino-Smith and M. Sadowski from the Stormwater Consortium to offer this in person training as there is a need for a Rockland based training. ***Motion to work with the Stormwater Consortium of Rockland County to host a 4 Hour Erosion and Sediment Control training in 2023 made by F. Brinn, L. Brissing – unanimous.***
 - b. Change of contract signatory on the Grants Gateway for the WQIP grant. ***Motion to add Brianna Rosamilia as a Signatory on the Grants Gateway platform for the WQIP grant made by L. Brissing, F. Brinn seconded – unanimous.***
- 5. Reschedule remaining 2023 SWCD meetings to the 4th Thursday of each month to coincide with the Highway Superintendents’ meeting; the start time will remain at 9 am:
 - a. 4/27,
 - b. 5/25,
 - c. 6/22,
 - d. 7/27,
 - e. 8/24,
 - f. 9/28,
 - g. 10/26,

- h. 11/16,
- i. 12/28

Motion to change the yearly meeting schedule to the dates listed above to coincide with the Highway Superintendents' meeting made by F. Brinn, L. Brissing seconded – unanimous.

- j. Slate of officers:
 - i. Chairperson – James Dean
 - ii. Vice chair – George Wargo
 - iii. Treasurer – Larry Brissing
 - iv. Secretary – Fred Brinn

Motion to accept the slate of directors made by F. Brinn, L. Brissing seconded – unanimous.

- k. Approval of policies and procedures: The board members received electronic copies of all policies.
 - i. Anti-discrimination and EEO policy – no changes
 - ii. Debit Card policy – no changes
 - iii. Director Attendance Policy – no changes
 - iv. Procurement/Finance & Investment Policy/Fiscal Oversight Responsibilities – no changes
 - v. FOIL policy – no changes
 - vi. Standard Operating Procedure & Personnel Policy – no changes
 - vii. Vehicle Use Policy – no changes
 - viii. Travel guidelines and procedures – no changes
 - ix. SWCD Board and employee training plan and budget – budget figures updated based on 2023 operating budget
 - x. Cell phone policy – removed Nicole's name from policy
 - xi. Social media and personal communications policy – no changes

Motion to approve the listed policies made by F. Brinn, L. Brissing seconded – unanimous.

- 6. Trout stocking quote review – SWCD has received 2 quotes for trout stocking and are waiting for 1 more quote before moving forward with a vendor. ***Motion to accept the lowest qualified bidder to supply the trout for the Trout Stocking program made by F. Brinn, L. Brissing seconded – unanimous.***
- 7. Old Business:
 - a. Crowd Hydrology pilot project – review and approve quote to place order from Forestry Suppliers. \$568.75 for 10 gauges and includes a shipping charge. ***Motion to approve the quote for the supplies from Forestry Suppliers in the amount of \$568.75 made by L. Brissing, F. Brinn seconded – unanimous.***
 - b. Dog Waste Bag order – review and approve quote to place order. There will be additional costs from Highway Traffic supply to order signs (for parks dept) and decals for dispensers. Additional signs from Highway Traffic Supply are \$15/each. Decals for dispensers are \$1.50/each. ***Motion to approve purchase of Dog Waste supplies from Dog Waste Depot in the amount of \$5,229.59 made by L. Brissing, F. Brinn seconded – unanimous. Motion not to exceed a total***

amount of \$6,000 on additional dog waste supply purchases made by L. Brissing, F. Brinn seconded – unanimous.

Vendor	Total price
Dog Waste Depot	\$5,229.59
DogiPot Pet Products	\$7,385.00 price with free shipping offer from vendor
Zero Waste USA	\$6,993.59

- c. B. Rosamilia provided an update that the Rockland SWCD met all performance measures for 2022 and received the full award of \$181,746.76.
- 8. Upcoming events: Orangetown Highway Open house is scheduled for Saturday, May 20th from 10:00 am – 12:00 pm.
- 9. Public participation: No public participation
- 10. Next meeting date: Thursday, April 27th, 2023 @ 9:00 am
- 11. Adjourn *Motion to adjourn made by F. Brinn, L. Brissing seconded – unanimous.*

Meeting closed at 10:03 am.

Respectfully submitted by Janice Regan and Brianna Rosamilia