



Cortland County Soil and Water Conservation District

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www.cortlandswcd.org

SWCD...established to promote the conservation and wise use of our county's natural resources

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, January 14, 2025

ATTENDING: Linda Jones, Vice-Chair
Tracey Evanick, Treasurer
William McGovern, Director
John Phelps, Director
Amanda Barber, District Manager
Melissa Rutter, Fiscal Officer

A. MEETING WAS CALLED TO ORDER by Vice-Chair Jones – 1:02 p.m.

B. REVIEW OF MINUTES:

Motion by McGovern to approve the minutes of the regular board meeting held on December 10, 2024 as written. Seconded and carried 4-0.

C. FINANCIAL REPORTS: Including income and expenses for December. Presented for payment Abstract 12 -24 for Vouchers 236-24 to 261-24.

Motion by Evanick to accept the December 2024 financial reports and approve the payment of bills presented on Abstract 12-24 in the amount of \$151,590.37. Seconded and carried 4-0.

D. REPORTS:

1. **SWCD-** Report was distributed and is appended to minutes. Barber discussed changes announced during the recent State Program Advisory Committee meeting regarding AgNP Program RFP revisions. Barber also discussed some points from the morning's AEM Strategic Planning meeting.
2. **SLWAP** – Report was distributed and is appended to minutes.
3. **NRCS-** No report submitted.
4. **NYACD** – No report submitted
5. **SWCC** – December 2024 and January 2025 reports distributed and appended to minutes.

E. CORRESPONDENCE:

1. **NYACD** – Email from Blanche regarding her new email address, and a second email regarding Legislative Days.
2. **NYSDAM** – Grant closeout notification for CRF Rd 5 – Deer Slope
3. **SWCC** – Notification of annual State Aid reporting – due February 15.
4. **Onondaga Co. Cooperative Extension** – Information on their Water Soldier program, HABs.
5. **NYS DEC** – Info on Floodplain Code Enforcement class offering.
6. **NYS Homeland Security**– Info on Citizen Preparedness training class.
7. **NYS CDEA** – Announcement for 2025 Water Quality Symposium.

F. ORGANIZATIONAL BUSINESS:

1. **Election of Officers:** Postponed until February meeting, at which time a full Board will be seated.
2. **2025 Per Diem Forms Signed** – Completed by Phelps and Evanick.
3. **Designate Official Bank** – Tompkins Community Bank.

Motion by McGovern to designate Tompkins Community Bank as the official bank. Seconded and carried 4-0.

4. **Designate Signatories** –

Motion by McGovern to designate Evanick and Barber as signatories. Seconded and carried 4-0.

5. **Designate Official Newspaper** – Cortland Standard.

Motion by McGovern to designate the Cortland Standard as the official newspaper. Seconded and carried 4-0.

6. **Review and Update Existing Policies** (i.e., Code of Ethics, etc.) – Tabled. Board will review them separately, approximately once per month or so, similar to the 2024 procedure.

7. **Approve 2025 Mileage Rate** - \$.70 for 2025

Motion by Phelps to set the 2025 mileage rate at \$.70. Seconded and carried 4-0.

8. **Set 2025 Meeting Schedule** –

Motion by Phelps to set the 2025 meeting schedule for the second Tuesday of each month at 1 pm. Seconded and carried 4-0.

9. **Set Availability Period for Modified Accrual Basis of Accounting** -

Motion by Evanick to set 60 day availability period for Accrual Basis of Accounting. Seconded and carried 4-0.

G. OLD BUSINESS:

1. **2025 Modified Budget** – Barber distributed the expense and revenue budget spreadsheets. Barber proposed a \$50,000 increase in the expense budget for the purchase of a new vehicle. She also requested approval to decrease the Field Equipment line by \$1,000 and increase the Vehicle Gas/Maintenance line by \$1,000, due to anticipated 2025 expenses for current vehicles. Barber advised the Board that computer upgrades will be necessary in 2025, as some of the District's current software will become obsolete by years' end. Barber also discussed field equipment upgrades and preliminary discussions with other SWCD Districts for possible shared use of some items. Barber then reviewed the revenue sheet with the Board.

Motion by McGovern to approve the 2025 modified budget as presented. Seconded and carried 4-0.

2. **Employment Extension Authorization** – Barber requested approval to extend Patrick Reidy’s employment through 2025 on a part-time temporary basis.

Motion by Evanick to approve extending Patrick Reidy’s employment through 2025 on a part-time temporary basis. Seconded and carried 4-0.

3. **LYLPRD Board Member Appointment** – Barber received a verbal recommendation from Mike Parks for Gary Lawrence to be reappointed to serve another two-year term on the LYLPRD Advisory Committee. Barber also received a recommendation from Jim Doring for Kim Butino to be reappointed for another two-year term as the Preble member of the Advisory Committee.

Motion by Evanick to appoint Gary Lawrence and Kim Butino to serve on the LYLPRD Advisory Committee for two-year terms each. Seconded and carried 4-0.

4. **Legislative Days** – Barber requested approval for Evanick and Shawn Murphy to attend Legislative Days on March 3-4, 2025.

Motion by Phelps to approve Evanick and Shawn Murphy to attend Legislative Days on March 3-4, 2025. Seconded and carried 4-0.

H. NEW BUSINESS:

1. **Recommend WAPRC Representative-** Barber requested approval from the board to recommend appointing Mike McMahon to serve as a member on the WAPRC Board for another two-year term.

Motion by McGovern to recommend appointing Mike McMahon as a member on the WAPRC board for a two-year term. Seconded and carried 4-0.

2. **2025 Cortland County Appropriation Contract** –

Motion by Phelps to authorize Barber to sign the contract when it is received. Seconded and carried 4-0.

3. **WQS Approval to Attend** – Barber requested approval for staff to attend the Water Quality Symposium being held March 11-14 at the Hyatt in Rochester. The NYS CDEA is providing a \$2500 stipend towards the total registration fee for the District’s employees. This will keep the District cost to a minimum and within budget.

Motion by McGovern to authorize all interested District staff to attend the WQS (within budget limits). Seconded and carried 4-0.

4. **Box Culvert Bid Award** – Barber reported that three bids were received for the box culvert for Grout Brook: Fort Miller Precast (Schuylerville, NY) \$199,990; Binghamton Precast (Binghamton, NY) \$173,966; Lakelands Concrete Products (Lima, NY) \$230,730.46. Barber recommends the award be given to Binghamton Precast. Barber reported that the County Highway Dept. has

committed to completing this project and will be utilizing CHIPS funds to pay for wing walls, crane work, etc.

Motion by Evanick to authorize Barber to purchase the Grout Brook box culvert from Binghamton Precast at a cost of \$179,966, per their bid. Seconded and carried 4-0.

- 5. Spring Seedling Purchase** – Barber requests approval to utilize Meadowview as the supplier for the 2025 spring seedling sale in the estimated amount of \$19,230.00.

Motion by Evanick to utilize Meadowview as the spring seedling program supplier for 2025. Seconded and carried 4-0.

- 6. AGNP Grant Extension Request** – Barber requests approval to request a no-cost, one-year contract extension request for the AGNP 27 Bean grant. The grant extension amendment will allow for rebidding of the project.

Motion by Phelps to allow Barber to request a no-cost, one-year contract extension amendment for the AGNP 27 Bean grant. Seconded and carried 4-0.

- 7. NRCS/SWCD MOA** – Barber expressed her concerns to the Board regarding verbiage in the document that pertains to the District's specific obligations and responsibilities. Barber recommends tabling the contract approval until clarification can be received from NRCS regarding the items in question. The Board concurs with Barber and the matter has been tabled pending more information/clarification from NRCS.

I. NEXT MEETING: February 11, 2024, 1:00 pm.

J. ADJOURNED at 2:24 pm.

Melissa Rutter, Board Secretary