



## ***Cortland County Soil and Water Conservation District***

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*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, February 11, 2025

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

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

**B. REVIEW OF MINUTES:**

**Motion** by McGovern to approve the minutes of the special board meeting held on December 20, 2024 as written. Seconded and carried 5-0.

**Motion** by McGovern to approve the minutes of the regular board meeting held on January 14, 2025 as written. Seconded and carried 5-0.

**C. FINANCIAL REPORTS:** Including income and expenses for January. Presented for payment Abstract 01-25 for Vouchers 01-25 to 21-25.

**Motion** by Phelps to accept the January 2025 financial reports and approve the payment of bills presented on Abstract 01-25 in the amount of \$147,181.12. Seconded and carried 5-0.

Amended December 2024 abstract was presented for review and approval.

**Motion** by Phelps to accept the amended December 2024 Abstract 12a-24 in the amount of \$160,235.87. Seconded and carried 5-0.

**D. REPORTS:**

1. **SWCD-** Report was distributed and is appended to minutes.
2. **SLWAP** – No report submitted.
3. **NRCS-** No report submitted.
4. **NYACD** – No report submitted
5. **SWCC** – February 2025 report distributed and appended to minutes.

**E. CORRESPONDENCE:**

1. **NYACD** – Letter from Blanche explaining what the NYACD does for Districts. A second letter was received regarding NYACD and lobbying.

2. **NYSDAM** – Email regarding draft version of Rd 19 AEM Base program. Letter announcing Leopold Conservation Award nomination information and application deadline.
3. **Cornell Local Roads** – Nuggets and Nibbles newsletter.

**F. OLD BUSINESS:**

1. **Election of Officers:** McGovern nominated Jones as Chair. Phelps nominated McGovern as Vice-Chair. McGovern nominated Evanick as Treasurer.

**Motion** by Phelps to elect Jones as Chair, McGovern as Vice-Chair, and Evanick as Treasurer and to have Secretary cast one vote for the nominated officers. Seconded and carried 5-0.

2. **Policy Review** – The Board reviewed the Board Member Attendance Policy and the District’s Code of Ethics. The Board agreed that no changes were necessary at this time. Each Board member signed a copy of each policy for their District file.
3. **LYLPRD Update** – Weed harvester is under construction. Barber advised the Board that staff is working on storage solutions and security of the harvester when not in use. Barber updated the Board on the CD3 unit software costs and usage of the unit.

**G. NEW BUSINESS:**

1. **Buffer Mowing Rate** – Tabled.
2. **2024 Treasurers Report-** Rutter would like to request a 60-day extension from the State Comptroller’s Office to submit the 2024 Treasurer’s Report. As the District Treasurer, Evanick is required to sign the request.

**Motion** by Phelps to approve Evanick to sign a request for a 60-day extension from OSC for the submittal of the 2024 Treasurer’s Report. Seconded and carried 5-0.

2. **USC Buffer Steward Contract** – Russell reported to the Board that the District contracts with USC on a yearly basis to provide buffer stewardship services. She explained the program and the contract specifics.

**Motion** by Evanick to authorize Barber to sign the USC Buffer Steward agreement in the amount of \$24,000 for work from April 1, 2025 – October 31, 2025 related to 121 acres of buffer establishment activities. Seconded and carried 5-0.

3. **AGNP Grant Application Review** – Barber distributed the project list to the Board and explained each of the four projects in detail (Trinity Valley, East River, Phillips, and Van Patten). Barber then discussed the District point system process, how points are assigned, and subsequent ranking of each project. Barber further explained, and the Board discussed, the EPF and Bond Act funding tracks and which projects to apply for under each respective track.

**Motion** by Phelps to approve **Resolution 2025-01** (attached) authorizing Barber to act as the District’s representative regarding the AGNP Round 30 program, and to submit the four projects as ranked for grant funding consideration. Seconded and carried 5-0.

**\*\*Stacy Russell left the meeting at 2:31pm\*\***

- 4. Cortland County Technical Assistance Request** – Barber relayed to the Board that the City of Cortland has requested the District’s assistance in monitoring the development work in process at the Speedway station. This would only be needed for a 7-10 day period, and the District would be acting in a non-enforcement capacity, reporting any potential problems to the City of Cortland Code Enforcement. The City would be charged for time spent by the District in the performance of this activity.

**Motion** by Boylan to work with the City of Cortland to monitor activity at the Speedway station during redevelopment. Seconded and carried 4-1. Phelps dissented.

- 5. CD Renewal** – Barber advised that one of the CDs is approaching its renewal date. She advised the Board that some of the funds may have to be used in the near future for the weed harvester. Barber requests approval from the Board to act on the renewal as she deems best, considering interest rates, terms, and funds that may be needed for the weed harvester.

**Motion** by McGovern to allow Barber renew the terming CD, and use funds if needed for the harvester. Seconded and carried 5-0.

- 6. Annual Reports** – Barber distributed a draft of the Part A, B, and C reports, the Hourly Rate for Grants report, and the Performance Measures Report for Board review. Barber explained the different reports and how they are used by the State Committee for our funding.

**I. NEXT MEETING:** March 17, 2025, 1:00 pm.

**J. ADJOURNED at 2:45 pm.**

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**Melissa Rutter, Board Secretary**