



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

100 Grange Place, Room 202, Cortland, NY 13045

Phone: (607) 756-5991 • Fax: (607) 756-0029

[www.cortlandswcd.org](http://www.cortlandswcd.org)

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

### **MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS**

Friday, December 20, 2024

**ATTENDING:** Linda Jones, Vice-Chair  
Tracey Evanick, Treasurer  
William McGovern, Director  
John Phelps, Director  
Amanda Barber, District Manager  
Melissa Rutter, Fiscal Officer  
Brandan Aschmutat, Conservation Assistant  
Jen Doty, FSA  
Erin Madden-Heath, FSA

**A. MEETING WAS CALLED TO ORDER by Vice-Chair Jones – 11:05 a.m.**

**B. Weed Harvester Bid Award** – Barber presented the summary of the quotes received. Barber informed the Board that all of the bids were thoroughly reviewed. Aschmutat conducted further research, gathered feedback, and made company reference calls. Upon completion of the additional research, Barber's recommendation to the Board is to award the bid to Inland Lake Harvesters for their ILH-250 model weed harvester with trailer in a total amount of \$138,000. Discussion followed regarding training, service/maintenance, parts and staff operation.

**Motion** by McGovern to authorize Barber to purchase the ILH-250 model weed harvester from Inland Lake Harvesters at a cost of \$138,000 per their bid. Seconded and carried 4-0.

**C. WQIP Septic** – Barber wanted to advise the Board that, contrary to original information she was given, reimbursement checks to the homeowners for the approved septic projects do not need to be signed by the end of December.

**D. Approval of Year-End Bill Payments –**

**Motion** by Evanick to authorize payment of all year-end bills. Seconded and carried 4-0.

**E. Disposal of Obsolete/Non-Functional Inventory** – Barber requested approval to dispose of inventory as listed.

**Motion** by Evanick to dispose of inventory as listed. Seconded and carried 4-0.

**F. USDA-FSA Contracts** – Doty and Madden-Heath explained that SWCD signatures are required for the FSA conservation plan contracts per the USDA/FSA policies and regulations. They proceeded to review and discuss the four contracts that need to be signed. The four contracts are: Twin Oaks Dairy (riparian forest buffer 10.2ac), Murraydale Farm (rotational grazing 64.03ac), Yaple (riparian forest buffer 13.2ac) and White (riparian forest buffer 3ac).

**Motion** by Evanick to sign the four contracts as presented. Seconded and carried 4-0.

- G. Legislative Days** – Barber distributed the informational flyer for the 2024 Legislative Days to be held March 4, 2025. Evanick expressed interest in attending. Barber will ask the staff if someone would like to attend as well. Further discussion and request for approval to attend will take place at the January meeting.
- H. FLLOWPA Expenditures** – Barber advised the Board that the District needs to purchase a dump trailer to use with weed harvesting operations. It will also be utilized for hydroseeding, tree and buffer materials transport, and other general purposes. Barber would like to purchase this by the end of 2024 so that it can be included on the FLLOWPA contract that is in the closeout process. The District received 3 quotes on a dump trailer, and Barber recommends that the District purchase the item from CNY Farm Supply – their quote was \$9,900 for a new PJ 14 foot trailer.

**Motion** by Jones to purchase a new PJ 14 foot dump trailer from CNY Farm Supply for a quoted price of \$9,900. Seconded and carried 4-0.

- I. Board Appointment** – Barber has submitted a letter to the Cortland County Legislature recommending Jeremy Bolan’s appointment to the Board. Although it was the Board consensus to recommend Boylan, Barber requested that the Board put forth a motion to confirm the recommendation.

**Motion** by Jones to confirm the recommendation of Jeremy Boylan for appointment to the Board as an at-large member. Seconded and carried 4-0.

- J. ADJOURNED at 11:45am.**

---

**Melissa Rutter, Board Secretary**