



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 9, 2024

ATTENDING:

Eugene Wright, Chair	Linda Jones, Director
James Murphy, Treasurer	Beau Harbin, Director
Tracey Evanick, Vice-Chair	William McGovern, Cortland Co. Legislator
Amanda Barber, Manager	Erin Kurtz, NRCS
Melissa Rutter, Fiscal Officer	Chad Hill, Conservation Assistant
Shawn Murphy, NRC	Jack Fox, Conservation Assistant
Russell Smith, NRC	Ian Downes, Conservation Aide
Stacy Russell, NRPS	

A. MEETING WAS CALLED TO ORDER by Chairman Wright- 12:09 p.m.

B. REVIEW OF MINUTES:

Motion by Murphy to approve the minutes of the regular board meeting held on December 12, 2023 as written. Seconded by Evanick and carried 5-0.

C. FINANCIAL REPORTS: Including income and expenses for December. Presented for payment Abstract 12-23 for Vouchers 266-23 to 293-23. There were end of year adjustments included in the abstract.

Motion by Murphy to accept the December 2023 financial reports and approve the payment of bills presented on Abstract 12-23 in the amount of \$109,176.20. Seconded by Evanick and carried 5-0.

D. REPORTS:

1. **NRCS-** Erin updated the board on staffing levels and the CSP program progress.
2. **SWCD-** Report is appended to minutes.
3. **SLWAP** – Report is appended to minutes.
4. **NYACD** - Report is appended to minutes. Legislative Days registration deadlines for the program and hotel are approaching; need to decide who is going to make reservations.
5. **USC-** None submitted.

E. CORRESPONDENCE:

1. **SWCC** – Award letter for CRF projects.
2. **CDEA** - 2024 Water Quality Symposium/Annual Training Session packet.

**** 12:19pm break for introductions, lunch and SWCD staff project presentations****

**** 1:30pm Erin Kurtz left the meeting****

F. ORGANIZATIONAL BUSINESS:

1. **Election of Officers:** Postponed until February meeting, due to anticipated appointment of a new Grange Representative.
2. **2024 Per Diem Forms Signed** – Tabled until February meeting.
3. **Designate Official Bank** – Tompkins Community Bank.

Motion by Murphy to designate Tompkins Community Bank as the official bank. Seconded and carried 5-0.

4. **Designate Signatories** – Tabled until new officers are elected.
5. **Designate Official Newspaper** – Cortland Standard.

Motion by Evanick to designate the Cortland Standard as the official newspaper. Seconded and carried 5-0.

6. **Review and Update Existing Policies** (i.e., Code of Ethics, etc.) – Board will review them separately, once per month or so, similar to the 2023 procedure.
7. **Approve 2024 Mileage Rate** - \$.67 for 2024

Motion by Murphy to set the 2024 mileage rate at \$.67. Seconded and carried 5-0.

8. **Set 2024 Meeting Schedule** – Tabled until new Board Members are present to discuss. February 2024 meeting will be held on the second Tuesday of the month (Feb. 13).
9. **Set Availability Period for Modified Accrual Basis of Accounting -**

Motion by Evanick to set 30 day availability period for Accrual Basis of Accounting. Seconded and carried 5-0.

G. OLD BUSINESS:

1. **2024 Budget** – Final modifications will be brought to the Board next month.
2. **LYLPRD** – We are preparing a mailing to the members that reviews the 2023 activities and outlines the plan for 2024. A short survey will be included. The advisory board will meet in early February to verify the work plan going forward. The terms served by Jim Reeners (Lake Association Representative) and Bob Mudge (At-Large Representative) are expiring; they have both indicated that they are willing to serve a new two-year term.

Motion by Murphy to appoint Jim Reeners and Bob Mudge to two-year terms for the LYLPRD Advisory Board in the same capacity that they currently serve. Seconded and carried 5-0.

3. **LANDFILL** – Barber has contacted Eurofins labs to inquire whether they would be willing to extend their 2023 pricing into 2024. Should she receive an affirmative answer, Barber would like to continue using Eurofins for landfill testing.

Motion by Evanick to continue utilizing Eurofins as the landfill testing vendor. Seconded and carried 5-0.

H. NEW BUSINESS:

1. **WAPRC** – Dave Perry is interested in serving another term as Representative, if the Board is agreeable.

Motion by Murphy to recommend Dave Perry as WAPRC Representative for another term. Seconded and carried 5-0.

2. **2024 County Appropriation Contract**- Barber requested approval to sign contract with Cortland County for the 2024 appropriations

Motion by Jones to authorize Barber to sign the Cortland County Appropriation contract when received. Seconded and carried 5-0.

3. **2023 Treasurers Report**- Barber would like to request a 60-day extension from the State Comptroller's Office to submit the Treasurer's Report. Murphy needs to sign as the District Treasurer.

Motion by Jones to authorize Murphy to sign a request to OSC for a 60-day extension of the Treasurer's Report deadline. Seconded and carried 5-0.

4. **Training** – Barber requested approval for staff to attend the Water Quality Symposium and Training to be held March 12-15 2024 at the Double Tree Hotel in Syracuse.

Motion by Jones to approve sending staff to the WQS. Seconded and carried 5-0.

5. **Personnel** – Barber informed the Board that Jack Fox has tendered his resignation. His last day will be 01/22/24.

Motion by Murphy to accept Jack Fox's resignation with regret. Seconded and carried 5-0.

Barber requested approval to advertise and rehire for Fox's Conservation Assistant position.

Motion by Murphy to advertise and fill the Conservation Assistant position. Seconded and carried 5-0.

Barber posted the new Engineer position on Indeed. She requests approval to continue using Indeed in 2024 to post open positions, cost NTE \$250.

Motion by Murphy to advertise open positions on Indeed at a cost NTE \$250. Seconded and carried

5-0.

- 6. Legislative Days** – NYACD is holding Legislative Days on March 5. Barber asked if one of the Board members would like to attend, Evanick volunteered.

Motion by Murphy to authorize attendance and expenses pertaining to participation in Legislative Days. Seconded and carried 5-0.

I. NEXT MEETING: February 13, 2024, 1:00 pm.

J. ADJOURNED at 1:50pm.

Melissa Rutter, Fiscal Officer