



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

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, June 11, 2024

ATTENDING: James Murphy, Chair
Linda Jones, Vice-Chair
Tracey Evanick, Treasurer
William McGovern, Director
John Phelps, Director
PJ Emerick, NYS SWCC
Amanda Barber, District Manager
Melissa Rutter, Fiscal Officer
Stacy Russell, Natural Resource Program Specialist
Shawn Murphy, Natural Resource Conservationist
Emily Stansfield, Conservation Aide

A. MEETING WAS CALLED TO ORDER by Chair Murphy – 2:42 p.m.

B. REVIEW OF MINUTES:

Motion by McGovern to approve the minutes of the regular board meeting held on May 14, 2024 as written. Seconded and carried 5-0.

C. FINANCIAL REPORTS: Including income and expenses for May. Presented for payment Abstract 05-24 for Vouchers 82-24 to 108-24.

Motion by Phelps to accept the May 2024 financial reports and approve the payment of bills presented on Abstract 05-24 in the amount of \$105,758.50. Seconded and carried 5-0.

D. REPORTS:

- 1. SWCD-** Report was distributed and is appended to minutes. Barber discussed final tree sale figures.
- 2. SWCC – PJ** thanked the Board members for attending and the District for hosting the SWCC Manager's meeting today. He briefly discussed the new CAFO Enhanced Nutrient Management Plan and CRF Round 8. His report will be distributed later this week.

**** Stacy Russell entered the meeting at 2:49pm ****

E. CORRESPONDENCE: None.

F. OLD BUSINESS:

- 1. Performance Measures –** Barber reviewed the 2024 Performance Measures, specifically as it relates to performance measure criteria required of the Board members.

**** Shawn Murphy entered the meeting at 3:01pm ****

- 2. Staffing –** Barber introduced Emily Stansfield, the District's new seasonal Conservation Aide. Emily will be performing boat/buffer stewarding duties throughout the summer. Additionally, the District will be partnering with the Skaneateles Lake Association to hire their existing boat stewards

on a part-time basis to help with boat stewarding at the Skaneateles Lake boat launch in Scott. Barber also reported that Chad Hill tendered his resignation effective 06/13/24.

Motion by Evanick to accept Hill's resignation with regret. Seconded and carried 5-0.

Barber has spoken with Pat Reidy, who has agreed to return on a temporary, part-time basis to help with the workload and mentor/train a new person that will be hired for the position vacated by Hill. Barber requests approval to post and fill the Conservation Assistant position and to hire Reidy part-time, 2-3 days/week, on a temporary basis to assist with the current workload and mentor the new hire.

Motion by Jones to fill the vacant Conservation Assistant position at a salary up to mid-step 2 to step 3. Seconded and carried 5-0.

Motion by Evanick to rehire Pat Reidy for 6 months, on a part-time basis for 2-3 days/week, to assist with workload and mentor/train new Conservation Assistant. Seconded and carried 5-0.

Barber reported that, in regards to the vacant Engineer position, she was able to convince Cortland County Personnel to petition NYS to make the position exempt under the NY HELPS Program. This will waive the testing requirements. The County is now awaiting a decision from NYS on the matter.

G. NEW BUSINESS:

- 1. USC Skilled Services/Capacity Contract** - Barber requested approval to sign the 2024 contract with the USC for \$85,000. This contract combines Ag Tech funding and Ag Leader funding.

Motion by Evanick to authorize Barber to sign the USC Shared Services contract – contract is for \$85,000 for the period 1/1/24-12/31/24 and funds the Ag Technician and Ag Team Leader roles. Seconded and carried 5-0.

- 2. Equipment Disposal** – Barber requests approval to dispose of a non-working computer monitor.

Motion by Jones to authorize Barber to dispose of a non-functioning HQ Compaq LA2405wg monitor. The inventory number for this item is OE226. Seconded and approved 5-0.

- 3. Landowner Subcontracts** – Barber presented two landowner contracts for Board approval – one for Twin Oaks/Kathie Arnold for brush management around their buffer planting, the other is for Brigitte Ullrich for AGNP28 for Heavy Use Area Protection and Manure Storage.

Motion by Evanick to authorize Barber to sign the agreement between the District and Kathie Arnold for Brush Management in the amount of \$500, with work to be performed between 05/15/24 and 09/15/24. Seconded and approved 5-0.

Motion by Jones to authorize Barber to sign the agreement between the District and Brigitte Ullrich in the amount of \$420,396.98 with work to be performed between 01/01/24 and 06/30/25. This is an AGNP28 farmstead project for Heavy Use Area Protection and Manure Storage. Seconded and approved 5-0.

3. **CRF Round 8 Applications** – Barber reported that there are several possible projects that are potentially eligible for this funding. There was a short discussion on several of the potential projects. Barber requested that the Board members consider scheduling a special Board meeting in the very near future to give staff time to thoroughly research and subsequently rank the projects for recommendation to the Board. At this special Board meeting, Barber would discuss the projects and ranking, then, depending on the outcome of the discussions, request that the Board consider passing Resolutions as needed for the District to participate in the CRF Round 8 program.

Special Board meeting to further discuss potential CRF Round 8 projects and funding was set for Tuesday, June 18, at 11:00am.

H. NEXT MEETING: July 9, 2024, 1:00 pm.

I. ADJOURNED at 3:57 pm.

Jim Murphy, Chairperson