



## 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 July 8, 2025

**ATTENDING:** Linda Jones, Chair  
William McGovern, Vice-Chair  
John Phelps, Director  
Jeremy Boylan, Director  
Timothy Elliott, Director  
Amanda Barber, District Manager  
Melissa Rutter, Fiscal Officer  
Shawn Murphy, NRC

**A. MEETING WAS CALLED TO ORDER by Chair Jones – 1:07 p.m.**

**B. REVIEW OF MINUTES:**

**Motion** by Boylan to approve the minutes of the regular board meeting held on June 10, 2025 as written. Seconded and carried 4-0.

**C. FINANCIAL REPORTS:** Including income and expenses for June. Presented for payment Abstract 06-25 for Vouchers 101-25 to 135-25.

**Motion** by Elliott to accept the June 2025 financial reports and approve the payment of bills presented on Abstract 06-25 in the amount of \$260,372.48. Seconded and carried 4-0.

**\*\* Phelps entered the meeting at 1:11p.m. \*\***

**E. REPORTS:**

- 1. SWCD-** Report was presented by Barber. Copy was distributed and is appended to minutes.
- 2. SLWAP –** No report submitted.
- 3. NRCS-** No report submitted.
- 4. NYACD –** Report was distributed and is appended to minutes.
- 5. SWCC –** July 2025 report was distributed and appended to minutes.
- 6. Board Member Reports –** Jones relayed to the Board that there are 4 vacancies on the NYACD Division Directors Board. The NYACD meeting included information on the Federal cutbacks, the Big Beautiful Bill Act as it relates to agriculture, and the Open Water Act.
- 7. Staff Reports –** Murphy explained to the Board his role managing the AEM program, along with some of the tasks related to AEM that will be due the second half of the year. He discussed his involvement with the Farm Service Agency County Committee and the Cayuga Watershed Intermunicipal Organization. He discussed the 4 active/imminent construction projects that he is currently managing, and mentioned that there are 2 additional projects that may commence this year. He is the lead on the forestry implementation plantings at Dwyer Park as part of the Community Forest Plan. Additionally, he supports the IT functions of the District and participates in educational events such as Envirothon, Conservation Field Days, Water Festival, and the like.

**8. Other Reports – None.**

**F. CORRESPONDENCE:**

1. **SWCC**– Email regarding the State Committee meeting on July 15th at Cornell, with a tour on July 16<sup>th</sup>.
2. **SWCC** – 2024 Annual Report.
3. **NYACD** – Registration packet for the Annual Meeting being held September 21-24, 2025.

**G. OLD BUSINESS:**

1. **LYLPRD** – Barber updated the Board on the Lake District activities. Herbicide applications were completed last week. Harvesting operations continue. The sediment traps for the sediment study have been installed. Barber to coordinate with the Lake District to prepare the budget for 2026 to be submitted to the County for approval. The Board discussed options for winter storage of the harvester.

**H. NEW BUSINESS:**

1. **Certification and License Policy Revision** – Barber requested approval to edit the existing Certification/License incentive policy to incorporate language that allows for the incentive payment to be prorated based on the number of whole months an employee holds a newly issued certification and/or license. Proposed verbiage is appended to minutes.

**Motion** by Phelps to approve revising the existing Certification and License incentive payment policy as presented. Seconded and carried 5-0.

2. **Approve Longevity/Certification Payments** – Barber requested approval to make longevity and certification payments as budgeted, and to prorate Smith’s payment for his new ES&C certification as outlined in the revised policy. The addition of Smith’s payment will increase the 2025 yearly longevity/certification payout budget line to \$9063.

**Motion** by Boylan to authorize Barber to make longevity/certification payments as budgeted and to prorate Smith’s payment as per revised policy. Seconded and carried 5-0.

3. **Budget Meeting** – Barber requested that the Board set a special meeting to review and approve the District 2026 budget, as it must be submitted to the County by July 18<sup>th</sup>. Special Board meeting was scheduled for July 15<sup>th</sup> at 11:00 a.m.

4. **WQIP Grants** – Barber reported that the Virgil salt storage project grant application is anticipated to progress.

5. **SLWAP** –

**Motion** by McGovern to authorize Barber to sign the new SLWAP contract, term from 7/1/25 to 6/30/26, in the amount of \$7,000. Seconded and carried 5-0.

6. **Staff** – Barber requested approval to extend the seasonal employment of Conservation Aides Molly Gallagher and Natalie Jurgielewicz through the end of September.

**Motion** by Boylan to extend the term of the seasonal Conservation Aides Gallagher and Jurgielewicz through the end of September. Seconded and carried 5-0.

7. **Landowner Subcontracts – Buffer Mowing: Arnold, White, Weddle** -Barber presented the Board with three landowner contracts for buffer mowing for approval.

**Motion** by Elliott to approve buffer mowing contract with Kathy Arnold for an amount not to exceed \$1,134. Seconded and carried 5-0.

**Motion** by McGovern to approve buffer mowing contract with Connie White for an amount not to exceed \$212.63. Seconded and carried 5-0.

**Motion** by Boylan to approve buffer mowing contract with William Weddle for an amount not to exceed \$141.75. Seconded and carried 5-0.

8. **Landowner Subcontract Approval – Randall, Parker/Hunts Creek**

**Motion** by Elliott to approve the Randall AGNP29 silage leachate control and treatment system project contract in the amount of \$640,403. Seconded and carried 5-0.

Barber requested approval for the Parker CRF grant contract for Hunts Creek stream stabilization. The SWCD and the Town of Marathon will partner to provide the implementation. The contract is a 3-way partnership between Parker, the SWCD, and the Town of Marathon, although the landowner will not provide any funding for this project.

**Motion** by Phelps to approve the Parker CRF stream stabilization project contract in the amount of \$50,000. Seconded and carried 4-0. Elliott recused himself from voting due to his position as the Town of Marathon Supervisor.

I. **NEXT MEETING:** August 12, 2025, 1:00 pm.

J. **ADJOURNED at 2:33 pm.**

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**Melissa Rutter, Board Secretary**