



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 October 14, 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

A. MEETING WAS CALLED TO ORDER by Chair Jones – 1:00 p.m.

B. REVIEW OF MINUTES:

Motion by Elliott to approve the minutes of the regular board meeting held on September 9, 2025 as written. Seconded and carried 4-0.

C. FINANCIAL REPORTS: Including income and expenses for September. Presented for payment Abstract 09-25 for Vouchers 174-25 to 194-25.

Motion by Phelps to accept the September 2025 financial reports and approve the payment of bills presented on Abstract 09-25 in the amount of \$320,813.91. Seconded and carried 4-0.

E. REPORTS:

- 1. SWCD-** Report was presented by Barber. Copy was distributed and is appended to minutes. Barber inquired whether the Board would like to tour some of the District projects that are in-process. After discussion, Board tour of project(s) was scheduled for November 7 at 12:30 pm. Barber discussed the Upper Susquehanna Watershed Forum that she attended earlier this month.
- 2. USC –** Report was distributed.
- 3. SLWAP –** No report submitted.
- 4. NRCS-** No report submitted.
- 5. NYACD –** No report submitted.
- 6. SWCC –** October 2025 report was distributed and appended to minutes.
- 7. Board Member Reports –** Jones, Elliott, Boylan, and Barber reported on the NACD NE/NYACD annual meeting and conference that they attended last month. They spoke about the sessions they attended and resulting takeaways from each session.
- 8. Staff Reports –** Rutter reported that more than 60 volunteers, spread out over 9 teams, collected 1,120 pounds of trash during the 2025 River Clean-Up event that was held on September 20.
- 9. Other Reports –** None.

**** McGovern entered the meeting at 1:40 p.m. ****

F. CORRESPONDENCE:

1. **USC** - Report from Wendy Walsh.
2. **EFLC** – Report from new coordinator.
3. **SWCC** – State Committee meeting is scheduled for 10/21/25.
4. **SWCC** – Memo regarding staff updates, new regional boundaries, and staff contact information.
5. **DEC** – Announcement of Round 4 of the Invasive Species Grant Program.
6. **Chesapeaketrees.net** – Tree Cover Status & Change factsheet for Cortland County.

G. OLD BUSINESS:

1. **LYLPRD Update** – Barber reported that she met with the Association to review their bill to the SWCD for lake treatments completed over the summer. The SWCD is in the process of compiling billing to the Association for weed harvesting and sediment study monitoring. It is expected that these expenses will fully utilize the LYLPRD 2025 funds as budgeted.
2. **2026 Budget Update** – Jones and McGovern reported that there is no status update on the county budget. Creation of the tentative budget is still underway.

H. NEW BUSINESS:

1. **EFLC MOU** – Barber requested approval to sign the Eastern Finger Lakes Coalition contract in the amount of \$365,546. This is a capacity contract covering staff time and contractual services for a 5-year period from 9/1/24-8/31/29.

Motion by Boylan to authorize Barber to sign the Eastern Finger Lakes Coalition contract in the amount of \$365,546, effective dates 9/1/24-8/31/29. Seconded and carried 5-0.

2. **Water Chestnut Control Contract** – Barber requested approval to sign the Water Chestnut Control in the Oneida Lake Watershed and Three Rivers System contract in the amount of \$10,670.00. This contract is for a three-year period from 9/1/25-8/31/28, covering AIS spread prevention and education/outreach activities in Cortland County’s portion of the Oneida Lake watershed.

Motion by Phelps to authorize Barber to sign the Water Chestnut Control in the Oneida Lake Watershed and Three Rivers System contract in the amount of \$10,670.00, effective dates 9/1/25-8/31/28. Seconded and carried 5-0.

3. **2026 Annual Plan** – Barber distributed copies of the proposed 2026 Annual Work Plan for the Board to review and approve for subsequent submittal to the State Committee. She explained the document and fielded questions from the Board.

Motion by McGovern to approve the 2026 Annual Work Plan as presented for subsequent submittal to the State Committee. Seconded and carried 5-0.

4. **Cortland County SWCD Branded Apparel** – Jones requested that the District purchase clothing (shirts, jackets, hats) for employees and any Board members that wish to have these items. Barber is going to research clothing options and make arrangements to get items ordered.

5. **NYS Farm Bureau Membership** – Elliott advised the Board that he was approached by a Farm Bureau member inquiring as to whether the District would be interested in becoming a member of the Farm Bureau. Discussion ensued; the Board agreed that it would be beneficial for the District to become an affiliate member.

Motion by Boylan to approve the District’s purchase of an affiliate membership with the NYS Farm Bureau for \$100. Seconded and carried 5-0.

I. NEXT MEETING: November 12, 2025, 1:00 pm.

J. ADJOURNED at 2:35 pm.

Melissa Rutter, Board Secretary