



**Cortland County Ag,
Economic Development,
Planning & Environment
Committee Meeting
~ Minutes ~**

60 Central Ave.
Cortland, NY 13045
www.cortlandcountyny.gov

Thursday, June 11, 2026

11:00 AM

Room 302

Call to Order

The meeting was called to order at 11:02 a.m. by Chair McGovern.

Roll Call

PRESENT:	Legislator Reed Cleland, Legislator Beau Harbin, Legislator Paul Heider, Legislator Jason Prentice, Minority Leader Sandra Price, Legislator Mitchel Eccleston, Legislator William McGovern
ABSENT:	
EXCUSED:	
OTHERS PRESENT:	
Kevin Fitch	Chair of the Legislature
Ashley Millard	Deputy Clerk of the Legislature
Michael Ponticiello	County Administrator (left at 11:15 a.m.)
Kelly Guy	Cornell Cooperative Extension Executive Director
Melanie Vilardi	Executive Director, Cortland County Business Development Corporation
Trish Heimstra	Director of Planning and Economic Development
Melissa Potter	Mobility Manager
Amanda Barber	Executive Director, Soil & Water Conservation District
Andrea Skeels	Director of Finance and Project Development, Cortland County Business Development Corporation
Morgan Spaulding	Grants Administrator

Amy Buggs	Workforce Development Director
Christopher Newell	Legislator
Savannah Hempstead	Clerk of the Legislature
Jesica Leet	Planning Department Administrative Assistant (Remote)
Nicole Compton	Executive Assistant to the County Attorney (Remote)

Approval of Minutes

1. **May 12, 2026- Special Ag, Economic Development, Planning & Environment Committee Minutes**

RESULT:	APPROVED
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2. **May 13, 2026- Ag, Economic Development, Planning & Environment Committee Minutes**

RESULT:	APPROVED
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Resolutions

ON MOTION OF WILLIAM MCGOVERN

AGENDA ITEM NO. 1.

Establishing an Economic Development Reserve for Cortland County

WHEREAS, Cortland County recognizes that economic development is important to strengthening the local economy, encouraging investment, and supporting the long-term fiscal stability of the County; AND

WHEREAS, the County Legislature desires to establish a reserve to support future economic development purposes that serve a lawful County interest; AND

WHEREAS, the use and administration of the reserve should be governed by a formal County policy; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the establishment of a reserve to be known as the Cortland County Economic Development Reserve - A.386300.ED, to be used for lawful County purposes that support economic development and growth, business attraction or retention, and strategic investments that advance the County's economic development objectives; AND BE IT FURTHER

RESOLVED, that the Director of Finance is authorized and directed to establish the reserve in the appropriate manner consistent with applicable law, accounting requirements, and County financial practices; AND BE IT FURTHER

RESOLVED, that the initial funding of the Economic Development Reserve, together with any future expenditures, appropriations, transfers, or additional deposits to or from said Reserve, shall be subject to separate resolution of the Cortland County Legislature.

There was a motion by Mr. Harbin, seconded by Mr. Heider and approved by unanimous voice vote

of members present to amend the first Resolved Clause to read:

"RESOLVED, that the Cortland County Legislature hereby authorizes the establishment of a reserve to be known as the Cortland County Economic Development Reserve - A.386300.ED, to be used for lawful County purposes that support economic development and growth, business attraction or retention, and strategic investments that advance the County's economic development objectives; AND BE IT FURTHER"

RESULT:	APPROVED (7 TO 0)
MOVER:	Legislator Jason Prentice
SECONDER:	Minority Leader Sandra Price
AYES:	Reed Cleland, Beau Harbin, Paul Heider, Jason Prentice, Sandra Price, Mitchell Eccleston, William McGovern
NAYS:	None
EXCUSED:	
ABSENT:	

ON MOTION OF WILLIAM MCGOVERN

AGENDA ITEM NO. 2.

Directing Host Community Agreement Revenues to the Cortland County Economic Development Reserve

WHEREAS, the Cortland County Legislature has established the Cortland County Economic Development Reserve (A.386300.ED) to support lawful County purposes that support economic growth, business attraction or retention, and strategic investments that advance the County's economic development objectives; AND

WHEREAS, Cortland County received revenue throughout the current fiscal year pursuant to a Host Community Agreement(s); AND

WHEREAS, Host Community Agreement revenues may provide a source of funding for future economic development purposes that serve a lawful County interest; AND

WHEREAS, the Cortland County Legislature desires to direct such revenues to the Cortland County Economic Development Reserve; NOW THEREFORE BE IT

RESOLVED, that all revenues previously received by Cortland County throughout the current fiscal year pursuant to Host Community Agreement(s) are hereby directed to be deposited, transferred, or otherwise assigned to the Cortland County Economic Development Reserve (A.386300.ED), consistent with County financial practices; AND BE IT FURTHER

RESOLVED, that all future revenues received by Cortland County pursuant to any Host Community Agreement shall be deposited, transferred, or otherwise assigned to the Cortland County Economic Development Reserve (A.386300.ED), unless the Cortland County Legislature directs a different use or disposition by separate resolution; AND BE IT FURTHER

RESOLVED, that the Director of Finance is authorized and directed to make any necessary budgetary, accounting, or administrative entries to effectuate this resolution.

RESULT:	FAILED (2 TO 5)
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MOVER:	Legislator Paul Heider
SECONDER:	Legislator Beau Harbin
AYES:	Beau Harbin, William McGovern
NAYS:	Reed Cleland, Paul Heider, Jason Prentice, Sandra Price, Mitchel Eccleston
EXCUSED:	
ABSENT:	

ON MOTION OF WILLIAM MCGOVERN

AGENDA ITEM NO. 3.

Appoint Members to the Cortland County Planning Board

WHEREAS, due to the terms of the Municipality representatives expiring on June 30th, 2026, there will be vacancies on the Cortland County Planning Board; AND

WHEREAS, applications were received and reviewed for the upcoming vacant positions on the Cortland County Planning Board; AND

WHEREAS, Article III of the Cortland County Planning Board by-laws state vacancies shall be filled by appointment by the Legislature in accordance with Section 1 of Article III of said by-laws; NOW THEREFORE BE IT

RESOLVED, that the following be and hereby are appointed to the Cortland County Planning Board for the terms as provided below:

Name	Address	Municipality	Term Expiration
N. Qwynne Lackey	804 Lamont Circle, Cortland, NY	Town of Cortlandville	6/30/2030
Kim Cameron	7565 Old Woods Road, Tully, NY	Town of Preble	6/30/2030
Paul Slowey	2649 Clute Rd, Cortland, NY	Town of Virgil	6/30/2030

RESULT:	APPROVED (7 TO 0)
MOVER:	Minority Leader Sandra Price
SECONDER:	Legislator Reed Cleland
AYES:	Reed Cleland, Beau Harbin, Paul Heider, Jason Prentice, Sandra Price, Mitchel Eccleston, William McGovern
NAYS:	None
EXCUSED:	
ABSENT:	

ON MOTION OF WILLIAM MCGOVERN

AGENDA ITEM NO. 4.

Authorize Allocation of Scott Road Solar Host Community Agreement Revenue to the Economic Development Reserve

WHEREAS, the Cortland County Legislature established the Cortland County Economic Development Reserve Account No. A.386300.ED to support lawful County purposes that promote economic growth, business attraction or retention, and strategic investments that advance the County's economic development objectives; AND

WHEREAS, by Resolution No. 103-26, the Cortland County Legislature authorized the County Administrator, upon review and approval by the County Attorney, to execute and deliver a Host Community Agreement with Scott Road Solar, LLC, together with such other documents and actions as may be necessary or appropriate to carry out the intent of said resolution; AND

WHEREAS, the Cortland County Legislature desires to allocate the One-Hundred-Seventy-Thousand Dollars (\$170,000.00) received pursuant to the Scott Road Solar Host Community Agreement to the Cortland County Economic Development Reserve; AND

WHEREAS, the allocation of said revenue to the Cortland County Economic Development Reserve will preserve the funds for future lawful County purposes that support economic development and strategic investment within Cortland County; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the allocation of One Hundred Seventy Thousand Dollars (\$170,000.00) received pursuant to the Scott Road Solar Host Community Agreement to the Cortland County Economic Development Reserve Account No. A.386300.ED.

RESULT:	APPROVED (7 TO 0)
MOVER:	Legislator Paul Heider
SECONDER:	Legislator Reed Cleland
AYES:	Reed Cleland, Beau Harbin, Paul Heider, Jason Prentice, Sandra Price, Mitchel Eccleston, William McGovern
NAYS:	None
EXCUSED:	
ABSENT:	

Action Items

Monthly Reports

1. **Cornell Cooperative Extension Monthly Report**

RESULT:	COMPLETED
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2. **Planning and Economic Development Monthly Report**

RESULT:	COMPLETED
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3. **Soil & Water Conservation District Monthly Report**

RESULT:	COMPLETED
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Discussion Items

1. IDA/BDC Housing Breakdown

RESULT:	COMPLETED
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2. Housing Study Working Group

RESULT:	COMPLETED
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Adjournment

The meeting was adjourned at 12:48 p.m..

Cornell Cooperative Extension of Cortland County

Kelly Guy: Executive Director

Highlights:

- Executive Leadership Conference in Buffalo
- Internship Luncheon with SUNY Cortland and Cornell University
- Dairy Month Celebrations
- Leadership Cortland Graduation
- Wild Edibles Training at Camp Owahta
- CYFAR Grant Awarded \$450,000 over three years
- Monroe County CCE visit for Blocks in Bloom Training
- Partner with Virgil Farm Days

On the Horizon: Hiring for Horticulture Educator, Cortland County Jr Fair, Camp

South Central Dairy and Field Crop Program

Janice Degni: Regional Field Crops Specialist, Betsy Hicks: Regional Dairy Specialist

SPRING HAS SPRUNG – The Cropping Season is Underway. It got off to a slow start from regular precipitation that made field too wet to plant and cold temperatures. We start tracking the growth of the alfalfa hay crop in late April through May to predict the timing of harvest to capture the highest value of nutrition in the crop.

It's that time of year when we begin monitoring the growth of alfalfa to predict harvest timing for dairy quality feed. Research has shown that alfalfa height is a reliable indicator of forage quality for both alfalfa and grass hay. By tracking alfalfa heights each week, we can calculate growth rates and predict first cutting harvest dates to help farms achieve optimal forage quality. Alfalfa heights are easy to measure, and they are more accurate than other methods used to determine harvest timing.

The soil and air temperatures are below average. Alfalfa came through the winter well unless it was on heave prone soil. There are noticeable white burning symptoms on leaf edges from the below freezing temp drop in mid-April. Growth has been slow over the past two weeks with only a ½ inch to an inch of growth.

This project combines applied research and timely education to influence management decisions that drive economic performance on dairy farms. Harvesting the first hay cutting at the right moment “defines the success of the forage making year” and provides the greatest opportunity to harvest a high concentration of quality feed. Farms that do a good job with first cutting can feed more hay crops and less grain, which leads to healthier cows, more milk, and lower feed costs.

The first hay cutting is not only the most important, but also the easiest to miss the optimum timing. Weather conditions are more variable in the spring, and forage quality declines faster in the spring compared to summer and fall. Once farmers begin planting corn, it can be very difficult to park the planter and switch to cutting hay.

Farms that fail to achieve forage quality goals for the first hay cutting tend to struggle with lower milk production and higher feed costs until the next crop season.

The report will also include an update on grass maturity later in May. We take scissor cut samples from the field and send them for NIR analysis. These results help assess maturity for other classes and species of livestock. If you are interested in receiving the weekly progress reports subscribe to our [blog](#).

On the Horizon: County Fairs, Crop Management, Pasture walk: Truxton July 17th

4- H Team

Rebecca Ireland-Perry: 4-H Team Leader, Abby Thomas: 4-H/Agriculture Educator

Highlights:

- May 2nd Master Gardeners gave presentations to a group a country max kicking off the spring talking all things garden and how to have a great garden
- May 13th Master gardeners had their plant sale including different flowering plants as well as vegetables and herbs
- May 16th Livestock Rodeo was held at the fairgrounds with a focus on pigs, goat, and beef cows, what to do to get them ready for show. Kids had hands on experience as they listened to professionals that show competitively.
- June 3rd & 4th Ag-Stravaganza at the Fairgrounds, all 4th grade teachers in the county are invited and bring their class to 11 different stations focused on agriculture. This year we have 4 schools participating
- June 10th & 11th we have EZ Acers Dairy Farm tour, at EZ Acers Dairy Farm in Homer. All 5th grade teachers are welcome to bring their class and tour the dairy farm by going to station to station on the different areas on the farm.
- June 10th Market Sale Buyer Outreach Class, for the Market Sale youth. They we will be learning tools and skills to talk to potential buyers as well as writing buyer letters. These kids then go out to talk to buyers to get them to buy their animals at the Market Sale on July 10th at 6pm at the Fairgrounds. Please come support them as we have 29 kids and 54 animal lots to sell.
- Fair registrations and animal entries are up, market sale projects are significantly higher, and this year's market auction is shaping up to be a banner event. If you're looking to buy local and support local youth, the market auction is a great opportunity to do both while investing in the

next generation of agricultural leaders. The auction will be Friday, July 10th at 6 p.m. at the fairgrounds.

On the Horizon: Planning for Junior Fair!

Camp Owahta

Rachel Bortin: Outdoor Recreation

Director Highlights:

- Secured a Camp Nurse for 5 of the 6 weeks of camp! We are still in need of a counselor who can supervise a male cabin and a Waterfront Director
- Ag-Stravaganza June 3 and 4- lead a camp station
- Created a new 4-H Camp Owahta Instagram. 4hcamp_owahta
- Maleki Building Foundation Fixed, Ceiling in Mess Hall Kitchen replaced
- Dawn to Dusk lights installed throughout camp
- Currently in the process of installing new Exit signs and smoke detectors in all buildings
- Soil + Water hydroseeded and few areas of camp
- We had three "work days" in a row the week of May 25- BOCES, NYSEG and Farm Credit East
 - BOCES- built and installed four new sets of stairs on Seneca and Mohawk cabins
 - NYSEG- planted fenced and mulched 50 silky dogwood trees, planted seeds/started in the camp garden, assembled all new picnic tables (8) and finished mulching the trees throughout camp on the ropes course
 - Farm Credit East- We got approx. 38 apple sapling graphs from Matt Hollenbeck. This group planted them in the garden beds, cleaned all 6 cabins, cleaned and moved all mattresses, made the Nature building come to life by hanging everything up and sealed all picnic benches
- In the works- Pollinator Garden on the hill up to the Mess Hall
- Cub Scout group came up and helped mulch trees and did a great job. They loved the giant mulch pile!
- Ithaca Running group also came up twice and helped move old steel bunkbeds from Ribbit Room and Seneca, helped mulch the ropes course and organize the new Arts + Crafts building
- Attended training at High 5 Adventure Learning Center in Vermont- excited to bring what I have learned to camp this summer to campers and staff. Learned the safety procedures and ways to run several low ropes course elements
- Kelly and I attended the CCE Internship Luncheon and met Sophia, our intern!
- Attended Cornell AAP Final Display on campus, great turn out! We had people from campus, CCE Office, Shawn Tiede, the Board of Directors and more!

On the Horizon:

- Ensure all trails are adequately marked
- Parking lot created at the base of the hill at camp by maintenance shed- tentatively
- 4-H Wild Edibles training will be held at 4-H Camp Owahta June 8-June 10

- CPR and Wilderness and Remote First Aid Course for 4-H Camp Owahta staff, CCE Cortland staff and possibly other 4-H staff from other camps
- Camp Kitchen Manager and Camp Kitchen Assistant start on June 15. Assistant Director starts on June 22
- Staff Training starts June 29!
- Hosting King's Daughter Tea Party
- 24hr Ham Radio will be utilizing 4-H Camp Owahta again this year



DEPARTMENT OF PLANNING & ECONOMIC DEVELOPMENT

June 2026

Administration



- Housing Needs Assessment

- Working Group

- May 15th – Fuller Park Sit Visit
- May 21st – ARC Office Hours @ BRU 64: Area Development
- May 28th – ARC Workshop on Housing, Ithaca
- June 3rd – Cortland Housing & Homelessness Coalition
- June 2nd – CenterState CEO Housing Meeting



- Tracking Dashboard & Updating Website



- Housing Workgroup



- Micron Steering Committee

Snowmobile Grant



New York State
Parks, Recreation and
Historic Preservation

- 2025 – 2026: Phase 3 Due 5.31.26 – Submitted
- 2026 – 2027: Phase 1 Due 6.1.26 – Submitted

Grants & Initiatives



- Brownfield Opportunity Grant – **AWARDED!**



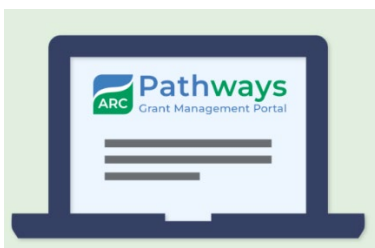
- County Infrastructure Grant Program – Submitted



- Marathon Substation Modernization Project: (\$7-8M Total project)



NYSEERDA Resilience Grant Application – **Selected**
(\$2,594,400)



ARC IJA – **Passed 1st of 3 rounds** –
(\$900,000)



ARC POWER – LOI Submitted
(\$2,000,000)

Regional Partnerships



- Clean Energy Programs
- Vacant Rental Properties (VRP)

SOUTHERN TIER 8 REGIONAL BOARD

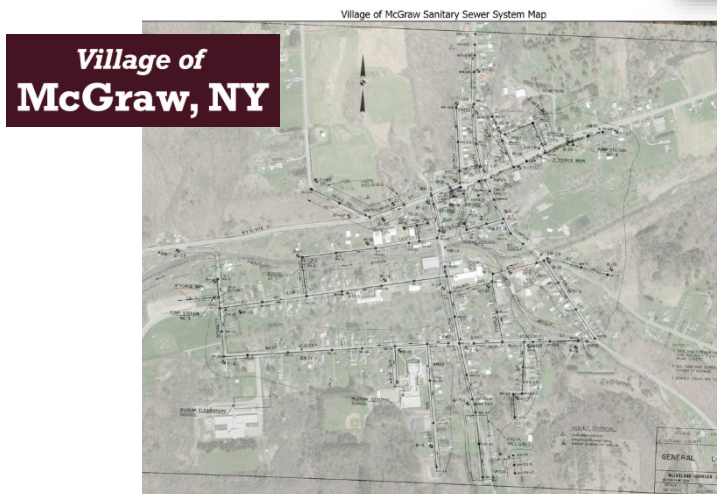
- ARC Workshop/Applications
- Sustainability Group
- Housing Initiatives

GIS

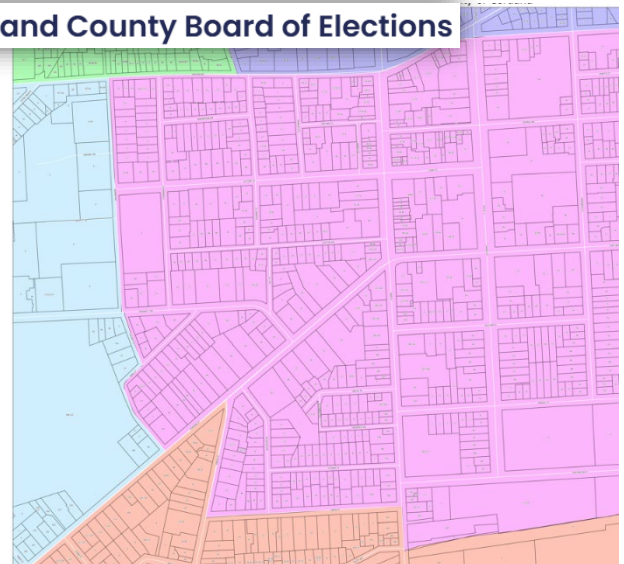
Cortland County's ArcGIS Applications	January Total Views/usage	February Total Views/usage	March Total Views/usage	April Total Views/usage	May Total Views/usage
GIS Portal (Website Hub)	8,156	6,443	7,675	7,888	11,879
Instant App (Parcel Viewer)	1,283	1,033	1,344	1,383	1,257
Workspace (Parcel Viewer)	1,294	1,125	1,211	1,414	1,423
E-911 and Postal Addressing (Website Hub)	162	186	204	194	145
Abutter Map (Parcel Viewer Tool)	45	51	35	46	49

***2026 Parcel Viewer Updates Coming Soon!*

Featured Maps:



Cortland County Board of Elections



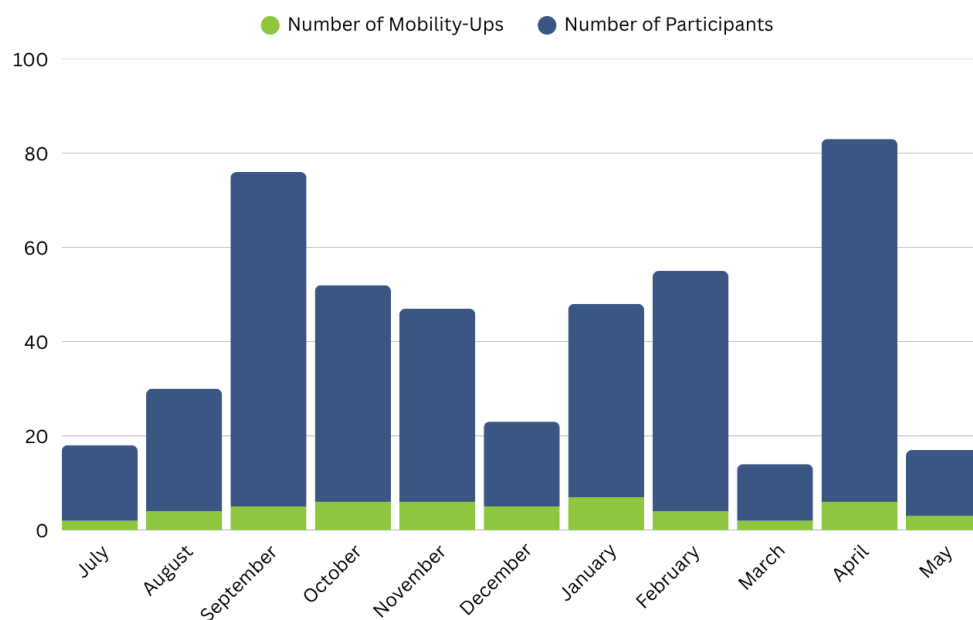
Cortland County Planning Board

- **GML 239 Reviews**
 - 17 Returned for local determination
 - 7 Staff Reports
- **Featured GML's**
 - Town of Cincinnatus
 - SK Gravel Products Inc.: Special Use Permit & Site Plan Review
 - Comprehensive Plan: "Town of Cincinnatus Comprehensive Plan"
 - City of Cortland
 - Amendment of Zoning Map
 - Town of Cortlandville
 - 138 Central LLC.: Conditional Use Permit, Site Plan Review, and Area Variance
 - Catholic Charities: Conditional Use Permit, Aquifer Special Permit, Site Plan Review, and Area Variance
 - Local Law: Battery Energy Storage Systems
 - Local Law: Solar Energy Systems

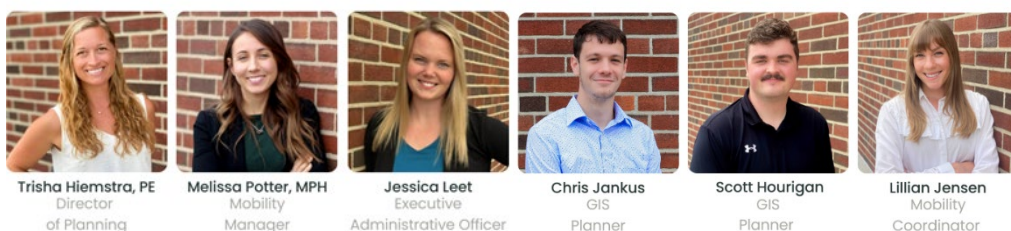
Mobility Management

- ❖ 2026 Site Review Preparation
- ❖ Centro Operations
 - Full, uninterrupted service
 - Dairy Parade
 - Open House Saturday, August 22 – *Hiring Event*
- ❖ Connectivity Subcommittee
 - Ongoing coordination with the Health Department on walk audits, sidewalk Inventory and GIS Mapping in progress
- ❖ Collaboration & Grants
 - Cornell University Design Connect Application for Route 13 Corridor – *Fall 2026*
 - Collaboration with Experience Cortland on the Ice Cream Trail
 - Collaborating with ATI on Age Friendly Grant and CAPCO on ITN America Technology
 - Working with GIS Planner to create more maps for accessibility via public transit to medical facilities, grocery and non-profit agencies
- ❖ Travel Training
 - Case Management and development of custom travel plans and paratransit service applications for individual riders
- ❖ Education & Outreach
 - Attended Walk, Bike & Roll Conference
 - Attended Job Seekers Workshops
 - Facilitated 2 On the Move Sessions
 - Mobility Meet-ups Program
- Completed 54 meet-ups, serving 394 participants (*Graph Below*)

Total Number of Mobility Meet-ups and Participants Served



OUR TEAM:





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

SOIL AND WATER CONSERVATION DISTRICT MONTHLY REPORT – June 2026

From: Amanda Barber, SWCD Manager

June 4, 2026

AGRICULTURE AND PRIVATE LAND CONSERVATION

Agricultural Nonpoint Abatement and Control Program (AGNP) – Construction is complete at Ruschmann and Randall and we are working on compiling and completing necessary paperwork and documentation to make final payments and close out the grants. Ullrich construction is ongoing. Concrete work is complete, but the roof and laneway still need to be done. The Park Round 29 manure storage site showing is scheduled. We completed a final grant closeout for the Keller project.

Agricultural Environmental Management (AEM) – The AEM Tier 4 Action Plan was submitted and we have begun work under the new contract.

Climate Resilient Farming – New Hope View silage leachate control and irrigation procurement was over budget. We have changed pump specifications and will be getting estimates for a PTO driven pump instead. We are hopeful this will get the project closer to being within budget. Evanick pond expansion/water supply construction is scheduled to begin later this summer. The Hollenbeck project is being completed as a training project through the Eastern Finger Lakes Coalition. The design is underway. We completed a final grant closeout for the Brown project.

The Ag Team is working on BMP verification. Existing practices for selected farms will be evaluated. They will be verified as meeting standards and providing the original benefit, or flagged for needing maintenance or removal from the database. Any new practices need to be entered into the BMP tracking system. All BMP verification work must be completed by June 30th.

COMMUNITY NATURAL RESOURCES MANAGEMENT AND PLANNING

Little York Lake Protection and Rehabilitation District (LYLPRD) – We are getting ready for summer vegetation removal/harvesting.

Upper Susquehanna and Chesapeake Bay Watershed – The Trees For Tribes program trees were distributed to new landowners. Staff have completed buffer replants and other plantings in the watershed. Buffer monitoring and maintenance has begun and we will be completing over 110 acres of buffer sites by the end of the summer.

Finger Lakes Watershed – Buffer and upland tree planting projects in Virgil Creek and the Grout Brook watersheds are underway. We are organizing some volunteer support with tree tube installation at one of the sites. We are working with the CNY Regional Planning board and others to develop a project at Fuller Park that will enhance the park and access to Skaneateles Lake, while also protecting the lake and access. We are coordinating a ½ day Legislative Tour of the watershed this summer to showcase some of our projects.

Aquatic Invasive Species (AIS) Spread Prevention – We have hired the SWCD steward who has been at Little York Lake over the past two weeks. We have collaborated with the Skaneateles Lake Association to hire two stewards for Fuller Park in Scott. We sent letters to all Melody Lake property owners about invasives of concern and Clean-Drain-Dry protocols. We are working on contracting with NYSDEC for the new AIS grant.

Landfill Environmental Monitoring - Monitoring for the 2nd quarter will be finished next week. All remaining monitoring reports for all facilities are drafted for final review. We are still waiting to see what the new landfill permit requires for monitoring.

Stormwater Management – there have been numerous Cortlandville projects for review the last few months. We are also working to complete the Cortlandville report on the maintenance program. We have requested a meeting with the town to review the program.

CONSERVATION EDUCATION/PROGRAMS/ADMINISTRATION

The BOCES New Vision program represented the county at the NYS Envirothon here at SUNY Cortland on May 27 and 28.

We have been interviewing to refill vacant positions. Some restructuring is also occurring and we will be asking one new person to focus on forestry related projects and the other to focus on agriculture, particularly nutrient management and conservation planning.

Cortland Water Festival will be June 6th at the City Waterworks.

We have two RFPs out. One is a Request for Qualifications for engineering for the Village of McGraw streambank stabilization project. The second is a Request for Proposals for the Town of Freetown salt storage.