



AG/Planning/Environmental

Committee Meeting

60 Central Ave.
Cortland, NY 13045
<http://www.cortland-co.org>

~ Minutes ~

Thursday, January 11, 2024

10:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 10:02 AM by Committee Chair Beau Harbin

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Member	Present	
Beau Harbin	Cortland County, NY	Committee Chair	Present	
Paul Heider	Cortland County, NY	Committee Member	Present	
Susan Wilson	Cortland County, NY	Committee Member	Excused	
Mitchel Eccleston	Cortland County, NY	Committee Member	Present	
William McGovern	Cortland County, NY	Committee Member	Present	
Reed Cleland	Cortland County, NY	Committee Member	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	10:48 AM
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Charles Sudbrink	Cortland County, NY	Superintendent of Highways	Present	
David Rutherford	Cortland County, NY	Executive Director, Cornell Cooperative Extension	Present	
Trisha Hiemstra	Cortland County, NY	Planning Director	Present	
Melissa Potter	Cortland County, NY	Mobility Manager	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	
Alicia Stevens	Cortland County, NY	Mobility Coordinator	Present	
Jessica Leet	Cortland County, NY	Executive Administrative Assistant	Present	
Ronald J. Van Dee	Cortland County, NY	Board Member	Present	10:21 AM
Stacy Russell	Soil & Water Conservation District		Remote	
Margaret Mellott	Cortland Standard	Reporter	Remote	
Carlita Withers	Cortland County, NY	Deputy Director of Finance	Remote	
Kimberly Biglardi	Cortland County, NY	Deputy Clerk of the Legislature	Remote	

MINUTES

1. Ag/Planning/Environmental - Committee Meeting - Dec 7, 2023 10:00 AM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Sandra Price, Committee Member
SECONDER:	Reed Cleland, Committee Member
AYES:	Price, Harbin, Heider, Eccleston, McGovern, Cleland
EXCUSED:	Susan Wilson

RESOLUTIONS

MONTHLY REPORTS

1. Soil & Water Conservation District Monthly Report

RESULT:	COMPLETED
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2. Cooperative Extension Report January 2024

RESULT:	COMPLETED
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3. Planning Department - Activity Report - January 2024

RESULT:	COMPLETED
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DISCUSSION ITEMS

1. Appointments to Regional Planning Boards

RESULT:	COMPLETED
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2. Cortland County Statagic Plan Update

RESULT:	COMPLETED
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3. Goals of the APE Committee for 2024

RESULT:	COMPLETED
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EXECUTIVE SESSION

It was MOVED by Ms. Price, seconded by Mr. Cleland, and unanimously approved by voice vote of members present, to enter into an executive session to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation (current contract); MOTION CARRIED.

An executive session was held from 10:45 a.m. to 11:05 a.m., at which time on motion of Mr. McGovern, seconded by Mr. Eccleston, it was unanimously approved by voice vote to exit executive session.

ADJOURNMENT

The meeting was closed at 11:06 AM



AG/Planning/Environmental

Committee Meeting

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Cortland, NY 13045
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~ Minutes ~

Thursday, December 7, 2023

10:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 10:02 AM by Committee Chair Beau Harbin

Attendee Name	Organization	Title	Status	Arrived
Douglas Bentley	Cortland County, NY	Committee Vice Chair	Present	
Beau Harbin	Cortland County, NY	Committee Chair	Present	
Ronald J. Van Dee	Cortland County, NY	Committee Member	Present	
Paul Heider	Cortland County, NY	Committee Member	Excused	
Cathy Bischoff	Cortland County, NY	Committee Member	Present	
Susan Wilson	Cortland County, NY	Committee Member	Excused	
Mitchel Eccleston	Cortland County, NY	Committee Member	Present	
Sandra Price	Cortland County, NY	Board Member	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Melissa Potter	Cortland County, NY	Mobility Manager	Present	
David Rutherford	Cortland County, NY	Executive Director, Cornell Cooperative Extension	Present	
Kimberly Bigladeri	Cortland County, NY	Deputy Clerk of the Legislature	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Trisha Hiemstra	Cortland County, NY	Director of Planning	Present	
Margaret Mellott	Cortland Standard	Reporter	Remote	
Andrea Herzog	Cortland County, NY	Director of Finance	Remote	
Andrea Barber	Cortland County, NY	District Manager of Soil and Water	Remote	

Minutes Acceptance: Minutes of Dec 7, 2023 10:00 AM (MINUTES)

MINUTES

1. Ag/Planning/Environmental - Committee Meeting - Nov 2, 2023 10:00 AM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Mitchel Eccleston, Committee Member
SECONDER:	Cathy Bischoff, Committee Member
AYES:	Bentley, Harbin, Van Dee, Bischoff, Eccleston
EXCUSED:	Paul Heider, Susan Wilson

RESOLUTIONS

AGENDA ITEM NO. 1 – Appoint Members to the Transportation Advisory Committee

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/21/2023 6:00 PM
MOVER:	Ronald J. Van Dee, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Bentley, Harbin, Van Dee, Bischoff, Eccleston
EXCUSED:	Paul Heider, Susan Wilson

ON MOTION OF HARBIN**RESOLUTION NO.****Appoint Members to the Transportation Advisory Committee**

WHEREAS, Resolution No. 289-19 authorized the formalization of the Transportation Advisory Committee as a Citizen's Advisory Committee, AND

WHEREAS, the Transportation Advisory Committee, as a formal subcommittee of the Agriculture, Planning, and Environmental Committee, will consist of a membership from a wide variety of community service agencies and government agencies, AND

WHEREAS, the Cortland County Legislature approved changes to the Bylaws of the Transportation Advisory Committee, which include staggering terms of members, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby appoints the following community service and government agency representatives, or their designee, to the Transportation Advisory Committee for a term beginning January 1, 2024 as follows:

NAME	AGENCY/CAPACITY	TERM ENDING
Timothy Lockwood	Catholic Charities	12/31/2027
Amy Buggs	Cayuga/Cortland Workforce Development	12/31/2027
Patricia Schaap	Cortland County	12/31/2027
Chris Maroney	SUNY Cortland	12/31/2024
Shannon Coffin	JM Murray Center	12/31/2027

MONTHLY REPORTS**DISCUSSION ITEMS****ADJOURNMENT**

The meeting was closed at 10:33 AM



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 - January

From: Amanda Barber, SWCD Manager

January 8, 2024

AGRICULTURE AND PRIVATE LAND CONSERVATION

Agricultural Environmental Management (AEM) – Project closeouts and payments for the silage leachate collection and treatment system and barnyard runoff/heavy use area protection projects are complete. AEM Base 17 closeout paperwork is being compiled as Round 18 has now started. We have had a few new requests for assistance and are working through Tier 1 and 2. We are also working to advance nutrient management planning and buffer installation projects.

Agricultural Nonpoint Abatement and Control Program (AGNP) – Russ is finishing the Round 27 design for Bean's barnyard. Shawn is working with NRCS and the Engineer to finalize the designs for Round 27 Ullrich and Ruschmann projects. All three projects are planned for implementation in 2024. Round 29 projects are beginning to advance. Two of them have also been approved for NRCS funding, and the other two intend to apply, so the timeline for implementation is unknown at this point.

Climate Resilient Farming – Several staff participated in the webinar regarding Plan of Work development. POWs are due February 1st. We also participated in the NYS SWCC State Programs Advisory Committee meeting on December 15th. Most of the meeting was spent discussing Round 8 of the Climate Resilient Farming program, specifically how federal USDA Climate Smart Commodities funding will be used and how it may impact the program, funding categories, funding amounts, and priorities. Federal funding will involve a few additional requirements and will be allocated to new funding categories and priority practices. The addition of new funding categories will allow SWCDs and landowners to select which funding they want to be considered for and avoid the additional federal requirements, if they choose.

Cover crops- We have prepared payment paperwork for 18 landowners totaling nearly \$114,000. Once we receive the funding we will process payments. Altogether, our farms planted and will receive some level of compensation for 3,296 acres of cover crops.

Natural resource conservation – we continue to seek landowners and municipalities interested in tree planting and buffers. Staff continue to work with several landowners to plan projects on their property that will include wetland creation, buffer planting, and upland tree planting. We can secure free tree and shrub seedlings and saplings for qualifying projects. Interested landowners should contact SWCD for more information as soon as possible.

COMMUNITY NATURAL RESOURCES MANAGEMENT AND PLANNING

Little York Lake Protection and Rehabilitation District (LYLPRD)– A mailing is going out this week to all Lake District members. It will include a summary of 2023 activities, plans for 2024, and a survey for feedback. Advisory Board members up for reappointment are Bob Mudge, At Large and Jim Reeners, Lake Association rep. An Advisory Board Meeting is planned for February 9th to finalize the work plan for 2024.

Skaneateles Lake Watershed and Skaneateles Lake 9E Plan – I just received a preliminary draft of the 9E Plan this week from CNYRPDB. The BMP Scenario Modeling results (which are not available at this time) will be a major focus of the upcoming WAC meeting scheduled for 1/19 at 10 AM.

Stacy attended the Skaneateles Lake Watershed Agricultural Program (SLWAP) Annual Meeting last month. We need to make a recommendation for the WAPRC.

Cayuga Lake Watershed Intermunicipal Organization – At the January CWIO Board Meeting on 1/24 there will be a presentation given by Lauren Townley, NYSDEC on state watershed assessment processes, the 303d list, TMDLs, etc. as well as regular organizational business. Shawn attended the Technical Advisory Committee meeting on 1/8.

The Eastern Finger Lakes Coalition of Districts has continued to meet. A draft letter has been prepared to introduce the Coalition, explain our structure and discuss our purpose. It is being reviewed/revised and will be sent to the State Committee, NYSDEC and other partners.

We submitted our 2024-25 workplan and FY 2024-25 request to the Finger Lakes-Lake Ontario Watershed Protection Alliance. Chad attended to full board meeting a learned about changes to reporting and workplans. They have requested revisions to our workplan.

Stream Restoration and Culvert Rehabilitation – Stacy has completed as-built documentation for projects she completed this year. She is currently working on documentation for projects previously completed by Jared. Our priority is to complete documentation for the Sustain Our Great Lakes (SOGL) projects so the grant can be closed. While we did finally get permits approved for two projects this fall so they are ready for 2024 construction, we have at least two more applications that will need to be submitted for projects needing permits and planned for 2024 construction. These will be our next priority as we continue to assess our workload and develop a schedule.

Forestry – We placed our large stock tree order with additional planting targeted for the waterworks and DOT property behind Wendy's, with stock reserved for other locations once plans are finalized. We are still able to support any community with larger tree stock if they are interested in planting trees on public property, or in cooperation with private landowners.

Our Spring Planting Program is underway. The online store was open the first of the year. The link is <https://cortlandsoilandwaterconservationdistrict.myshopify.com/> It can also be accessed from Facebook or our website.

CONSERVATION EDUCATION AND PROGRAMS

Russ is working to schedule a time with PJ Emerick to hold a 4-hr Contractor Erosion and Sediment Control training.

The Ag Celebration Dinner will be March 19th on National Ag Day at Tinelli's.

ADMINISTRATION

We are beginning Annual Reporting. Melissa and I attended a meeting with other local SWCDs and new staff to discuss completing the Treasurers Report. We have the auditors scheduled to arrive February 21st. Given that, it makes sense to request an extension on the report so Melissa and I have a chance to work through the report with them and avoid adjustments, if possible.

The 2024 Water Quality Symposium and the NYS CDEA Annual Training Session will be March 12 – 15, 2024 at the Double Tree Hotel, East Syracuse. Registration is due January 26th.

We haven't had any applicants for the Engineer position yet, but I recently posted on Indeed.



Cooperative Extension Report

January 2024

Barb Henza and Jackie Hartnett both began working for Cooperative Extension 32 years ago, and they will retire this week. Thursday, January 10, 2024 will be their last day. We have been honored to have them as members of the staff and are nervously anticipating the change that inevitably comes because of the retirement of long-term staff members who take with them a lot of work that will continue and the historical perspective that we have always counted on from them. Though we will miss them a great deal, we celebrate their transition from the staff of Cooperative Extension of Cortland County into the new roles they take in our community. Congratulations on a job well-done!

This year, the board will be completing a 5-year strategic plan that looks to the future and adjusts our work to meet the current needs of the community. A formal presentation to the APE committee will be presented following the final steps in the completing the plan.

4-H Youth Development

Rebecca Ireland-Perry

- Started Jr. Fair planning: fair book revisions, scheduling, contest changes. Scheduling meetings with both dairy and livestock committees. Fair dates are July 9th- 13th, come out and see all the wonderful work the youth of Cortland County 4-H have achieved!
- Schedule set up for the Tractor Certification class to begin in March. Registration will be open soon.
- Ongoing planning for winter/spring programs and workshops to offer. Planning a series of Needle Arts workshops, beginning with finger knitting in January.
- Practices will be starting for our dairy quiz bowl, horse quiz bowl, and hippology contests that are held on a regional level.
- Scheduling for county public presentations to be held in March.

Agriculture

Chelsea Jones

Tuesday, January 2: Corresponded with Cortland County schools about 2024 Ag Literacy Week

Wednesday, January 3: Met with Buy Local Website Committee

Friday, January 5: Ag Celebration Dinner Committee Meeting

Monday, January 8: Monthly Check-In with Seven Valley Health Coalition

Monday, January 8: Phone Consultation with Maple Producer about Grant Opportunities

Upcoming –

Wednesday, January 17: Farm to School Team Meeting

Wednesday, January 17: 4-H Livestock Informational Meeting

Thursday, January 18: Cortland County Farm Bureau Meeting

Friday, January 19: Cortland Food Project Meeting

Friday, January 25: South Central 4-H Livestock Skill-a-thon Planning Meeting

Priorities –

- Ag Literacy Week
- Farm to School Grant
- Ag Celebration Dinner
- 4-H Livestock Program
- Farmers Market Promotion Program Grant
- Seeking New Grant Opportunities for Future Programming

Horticulture Report

Lisa Woodruff

- Cornell Garden Based Learning Program Development Training (through Cornell)
- Outreach to potential Master Gardener Volunteer Training participants to create a database/contact list for future programing.
- Organizing Master Gardener communications (contact lists, shared Calendars, Box file with open access)
- Creating a database of handouts and flyers for future programing
- Outreach for spring programing venues/hosts and MGv travel events.
- Planning and layout (with MGv) for County Office Building demonstration gardens – to begin in the Spring.

Cortland County Planning Department

Activity Report – January 2024

Administration

Strategic Development Plan – Branding and Logo being finalized

IRT – DOD reviewing applications

CNY Regional Planning Board

NYSERDA's proposal to US DOT – EV Charging Stations/Fleet Analysis
Continued conversation about ConnectALL opportunities

Southern Tier 8

Tech Hub designation

CEDS

Opportunity Zone Collaboration

Work on Planning Committee Regional Strategies

Snowmobile Grant

Meeting held 12/22/2023 with 7 of 8 clubs represented, planned bi-annual meetings

Energy

NYSERDA Energy Webinar Series

November 28 Clean Energy and Your Comprehensive Plan

December 5 Solar PV Permitting and Inspecting

December 19 Overview of Model Solar Energy Law

Date TBD Overview of Model Battery Energy Storage System Law

****1-Star Designation Achieved in NYSERDA Clean Energy Communities Program –**
Awarded \$5,000 Clean Energy Grant

Community Campaigns – Planning Phase

Mobility

Passenger and Visitor Standard of Conduct Policy – in review

RFP's in progress:

Rebranding

Operations & Maintenance

Transportation Facility – Engineering and Design Services

Transportation Study

Technology

Electronic Farebox

Staffing - Mobility Coordinator hired – Start date: 1/8/2024

Bi Annual NYSDOT Audit Complete

2 – Lot K (28 passenger bus) arrived – from 2021 order

1 – Lot K anticipated to arrive within the next few months – also from 2021 order

Closed out 2024 with double the anticipated revenue

Submitted application for \$10,000 inclusive transportation grant – focus on individuals with disabilities and their families/caregivers

Cortland County Planning Board Meeting – December 20th, 2023

GML 239 Review's: (10 Returns for Local Determination)

- **City of Cortland – Allied Signs for Ollie's – GML No. 86.36-01-01.100 – Site Plan Review, Area Variances** – to install two wall signs exceeding permitted parameters and replacing existing pole sign
- **City of Cortland – EJD Rentals LLC – GML No. 86.74-01-13.000 – Site Plan Review** – seeks to increase the footprint of the existing rear parking area off Frederick Avenue and increase capacity from 4.4 parking spaces to six (6) parking spaces
- **Town of Solon – Town of Solon Comprehensive Plan Update** – to adopt an updated comprehensive plan