



Mission: To sustain and support our community through collaborations that put experience and research to work.

Vision: Honoring the past, preparing for the future through: life-long learning; sustainable agriculture and natural resources management; healthy adults, youth and families; engaged communities.

Minutes Approved by the Board at the March 18, 2025 Meeting
BOARD OF DIRECTORS 2025 Organizational Meeting

February 11, 2025 | 5:00 p.m.
Schuyler County Shared Services Complex
910 Decatur Street, Watkins Glen, NY 14891

Attendees: James Nolan, Jill Kasprzyk, Laurence Jaynes, Mark McCullouch, Michael Lausell, Nigar Hale, Paul Bartow, Riqui Hess, William Hayes
Excused: Kristen Van Horn
Zoom: Adam Hughes (ex-officio)
Staff: Mel Schroeder, Susan Neal, Virginia Montopoli

Call to Order

Meeting called to order by Paul Bartow at 5:02 p.m. Board members introduced themselves to new members Nigar Hale and Laurence Jaynes.

Additions to the Agenda – No additions

Public Comment -- None

Approval of Meeting Minutes – December 10, 2024

Motion to approve the December 10, 2024 meeting minutes made by Mark McCullouch; second William Hayes. **Motion unanimously approved.**

Board Orientation Training Dates via Zoom

- February 20 from 6:00 to 7:00 p.m. (Thursday)
- March 11 from 6:00 to 7:00 p.m. (Tuesday)

Training is open to all members, not just new members, it is a great refresher.

Action Item: Mel will send out Zoom invite.

Agreements and Authorizations

AR Agreement (Annual Requirement)

Approved and signed at the December 10, 2024 meeting.

BR Agreement (Business Requirement)

Motion to approve the BR agreement made by Laurence Jaynes; second Michael Lausell.

Motion unanimously approved.

Fiscal Authorization Approval

Motion to approve the fiscal authorization made by Michael Lausell; second Riqui Hess.

Motion unanimously approved.



Mission: To sustain and support our community through collaborations that put experience and research to work.

Vision: Honoring the past, preparing for the future through: life-long learning; sustainable agriculture and natural resources management; healthy adults, youth and families; engaged communities.

Minutes Approved by the Board at the March 18, 2025 Meeting

Operating Guidelines

Motion to approve operating guidelines made by Riqui Hess; second Michael Lausell.

Motion unanimously approved.

2025 Staff Holiday Approval

Motion to approve 2025 staff holidays made by Laurence Jaynes; second Jill Kasprzyk.

Motion unanimously approved.

2025 Board Meeting Schedule

Motion to approve 2025 CCESC Board meeting dates made by Mark McCullough; second William Hayes.

Motion unanimously approved.

Designation of official newspaper for announcements

Motion to approve the Watkins Review and Express as CCESC official newspaper for announcements made by Michael Lausell; second Laurence Jaynes.

Motion unanimously approved.

2025 COMMITTEE ASSIGNMENT/APPOINTMENTS

Board Roster and Administrative Support: Susan Neal (Assistant to the Treasurer), Virginia Montopoli (Recording Secretary)

Motion to approve board roster and administrative support made by William Hayes; second Mark McCullough.

Motion unanimously approved.

Election of Board Officers

Paul Bartow (President), Jill Kasprzyk (Vice-President), William Hayes (Treasurer), Michael Lausell (Secretary)

Motion to approve Paul Bartow as President made by Mark McCullough; second Laurence Jaynes.

Motion unanimously approved.

Motion to approve Jill Kasprzyk as Vice-President made by Paul Bartow; second Laurence Jaynes.

Motion unanimously approved.

Motion to approve William Hayes as Treasurer made by Paul Bartow; second Laurence Jaynes.

Motion unanimously approved.

Motion to approve Michael Lausell as Secretary made by Laurence Jaynes; second William Hayes.

Motion unanimously approved.



Mission: To sustain and support our community through collaborations that put experience and research to work.

Vision: Honoring the past, preparing for the future through: life-long learning; sustainable agriculture and natural resources management; healthy adults, youth and families; engaged communities.

Minutes Approved by the Board at the March 18, 2025 Meeting

2024 Standing Board Committees

Finance Committee

Paul Bartow (President), William Hayes (Treasurer), Jill Kasprzyk, (Vice-President), James Nolan

Motion to accept finance committee nominations made by Laurence Jaynes; second Mark McCullouch.

Motion unanimously approved.

Executive Committee

Paul Bartow, (President), Jill Kasprzyk (Vice-President), William Hayes (Treasurer), Michael Lausell (Secretary)

Motion to accept executive committee nominations made by Paul Bartow; second Mark McCullouch.

Motion unanimously approved.

Nominating Committee

Sarah Agan (Chair), Karen Stewart, Liz Stamp, Paul Bursic, Mark McCullouch (Board Liaison)

Motion to accept nominating committee nominations made by Michael Lausell; second James Nolan.

Motion unanimously approved.

Governance Committee

Paul Bartow, Jill Kasprzyk, Kristin Van Horn, Michael Lausell

Motion to accept the governance committee nominations made by Mark McCullouch; second Laurence Jaynes.

Motion unanimously approved.

*Agriculture and Natural Resources Board Liaison and Chair**

*Finger Lakes Grape Program AMG**

*Finger Lakes Shared Business Network AMG**

***Committee membership will be discussed at the next meeting.**

2025 CCESC Budget

Motion to accept CCESC 2025 budget made by William Hayes; second Mark McCullouch.

Motion unanimously approved.

Reports and Updates

Finance Committee

Susan Neal reported that there were no discrepancies in the December financials; one 6-month CD rolled over for another 6 months. Two votes are needed: 1) accept transfers from designated funds and 2) close four accounts.



Mission: To sustain and support our community through collaborations that put experience and research to work.

Vision: Honoring the past, preparing for the future through: life-long learning; sustainable agriculture and natural resources management; healthy adults, youth and families; engaged communities.

Minutes Approved by the Board at the March 18, 2025 Meeting

Motion to approve December 2024 financial reports made by William Hayes; second Paul Bartow.

Motion unanimously approved.

Motion to approve the account transfers made by Riqui Hess; second Michael Lausell.

Motion unanimously approved.

Motion to approve closing 4 accounts made by Riqui Hess; second Michael Lausell.

Motion unanimously approved

Executive Director

Mel Schroeder believes we might be informed next month on the Dolly Parton Imagination Library grant. Mel gave an update on the Farm to School grant opportunity; the board encourages and gives the go ahead. This is Camps 80th year, a variety of celebrations are in the works. Brett Chedzoy of Angus Glen Farms in Watkins Glen was recognized by the National Cattlemen's Beef Association as a regional winner of the 2024 Environmental Stewardship Award.

CCESC Board President

No report

State Extension Specialist

Adam Hughes reported that Mel Schroeder's position as Executive Director is up for conferral. Adam will start the process and give an update at the next board meeting.

Governance Committee

No report

Legislative Report

Michael Lausell and Larry Jaynes reported that 2024 sales tax did well, sales tax increased from the prior year.

Next Meeting Date

March 18, 2025 at the Schuyler County Shared Services Complex, 910 Decatur Street, Watkins Glen, NY 14891

Adjourn

Motion to adjourn made by William Hayes; second, Mark McCulloch. **Motion unanimously approved.**

Meeting Minutes

Submitted by Virginia Montopoli on February 28, 2025.



Mission: To sustain and support our community through collaborations that put experience and research to work.

Vision: Honoring the past, preparing for the future through: life-long learning; sustainable agriculture and natural resources management; healthy adults, youth and families; engaged communities.

BOARD OF DIRECTORS 2025 Organizational MEETING

February 11 @ 5:00 p.m.

Schuyler County Shared Services Complex

910 Decatur Street, Watkins Glen, NY 14891

- Welcome new Board members, Introductions & Call to Order
- Additions to the agenda
- Public Comment
- Approval of Meeting Minutes – December 10, 2024
- Reminder - Board Orientation Training Dates via Zoom – open to all
 - February 20 from 6:00 to 7:00 p.m. (Thursday)
 - March 11 from 6:00 to 7:00 p.m. (Tuesday)
 - Look for forwarded Zoom invite (Adam Hughes) – open to all Board members
- Agreements and Authorizations
 - AR Agreement
 - BR Agreement
 - Fiscal Authorization Approval
 - Operating Guidelines
 - 2025 Staff Holiday Approval
 - 2025 Board Meeting Schedule
 - Designation of official newspaper for announcements
- Committee Assignment/Appointments (*see draft ORG Report*)
 - Board member documents
 - Board Roster
 - Recording Secretary
 - Assistant to the Treasurer



Mission: To sustain and support our community through collaborations that put experience and research to work.

Vision: Honoring the past, preparing for the future through: life-long learning; sustainable agriculture and natural resources management; healthy adults, youth and families; engaged communities.

- Standing Board Committees'
 - Finance Committee (President, Treasurer, and two additional members)
 - Executive Committee (Officers of the Board, one additional member)
 - Nominating Committee (Five members, majority must be non- board)
 - Governance Committee
- Agriculture and Natural Resources Board Liaison and Chair
- Youth and Family, including Hidden Valley 4-H Camp Board Liaison and Chair
- Finger Lakes Grape Program AMG
- Finger Lakes Shared Business Network AMG
- Election of Board Officers – President, Vice President, Treasurer, and Secretary
- 2025 CCE Budget

Reports and Updates – WIGO: (What Is Going On)

- *Finance Committee, Sue Neal, Finance Manager*
- *Mel Schroeder, Executive Director*
- *Paul Bartow, CCEESC Board President*
- *Adam Hughes, State Extension Specialist*
- *Governance Committee*
- *Legislative Report, Michael Lausell & Larry Jaynes*

Next Meeting Date

Adjourn

**AGREEMENT
BETWEEN
THE COUNTY OF SCHUYLER
AND
CORNELL COOPERATIVE EXTENSION ASSOCIATION OF SCHUYLER COUNTY**

THIS AGREEMENT, made this 1 day of January, 2025 between the COUNTY OF SCHUYLER, a municipal corporation of the State of New York, with its principal office at 105 Ninth Street, Watkins Glen, New York 14891 (hereinafter referred to as "COUNTY"), and the CORNELL COOPERATIVE EXTENSION ASSOCIATION OF SCHUYLER COUNTY (hereinafter referred to as "CONTRACTOR"), a Subordinate governmental agency as authorized under Subdivision 8 of Section 224 of the County Law of the State of New York, with its principal office at 323 Owego Street, Montour Falls, NY 14865.

1. **DESCRIPTION OF GOODS/ SERVICES.** CONTRACTOR will provide the following goods and/or services to the County as follows: EXTENDED EDUCATION PROGRAMS of the New York State College of Agriculture and Life Sciences, the College of Human Ecology, and other units at Cornell University, and as described in Exhibit 1.
2. **COUNTY AGENCY.** The goods and/or services above described shall be provided to/for the COUNTY for/at the following county department(s)/agency/agencies: Legislature
3. **CONTRACT AMOUNT.** \$250,000.
4. **PAYMENT FOR GOODS/SERVICES.** The County will pay as compensation to Contactor for the good/services described above, upon proper presentation of a detailed invoice attached to a Schuyler County Voucher, or upon such other schedule as might be set forth and specified in the attachments hereto.
5. **TERM/TERMINATION.** The agreement shall take effect January 1, 2025 and terminate on December 31, 2025. This agreement may be terminated upon thirty (30) days written notice to either party, upon default or material breach by either party.
6. **COUNTY INSURANCE STANDARDS.** Contactor is a "Category II" contractor under the "County Insurance Requirements for All Contractors" and shall maintain and provide proof of insurance in accordance with said standards and the terms and conditions of this contract, including all attachments and/or appendices hereto.
7. **APPENDICES.** The following appendices are annexed hereto, incorporated by reference as if set forth more fully herein and shall govern all terms and conditions of this contract:
 - a. **APPENDIX A: Standard Clauses for All Schuyler County Contracts.**
 - b. **APPENDIX B: County Insurance Requirements For All Contractors**
8. **EXHIBITS.** The following exhibits are annexed hereto, incorporated by reference as if set forth more fully herein and shall govern all terms and conditions of this contract, except as might be contradicted by the main body of this contract and/or any appendices:
 - a. **EXHIBIT 1: Description of Goods and Services**
 - b. **EXHIBIT 2: Certificate of Insurance**
 - c. **EXHIBIT 3: Proof of Worker's Compensation and exemption from Disability**

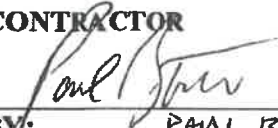
9. **SIGNATORIES.** By their signatures below, each signatory certifies and affirms that he or she has read the entire contract (including all appendices and attachments hereto) and has the authority to bind their respective party to all terms and conditions (and all appendices and attachments) of the foregoing contract.

IN WITNESS WHEREOF, the parties, intending to be legally bound, have hereunto executed this agreement the day and year first written above.

THE COUNTY OF SCHUYLER

CONTRACTOR


BY: Carl H. Blowers
Chairman of the Legislature


BY: PAUL BARTOW
President, CCE Schuyler Board of Directors

UNIFORM FORM CERTIFICATES OF ACKNOWLEDGMENT
(Within New York State)

For the County:

State of New York)
County of Schuyler) ss.:

On the 17th day of December in the year 2024 before me, the undersigned, personally appeared Carl H. Blowers, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

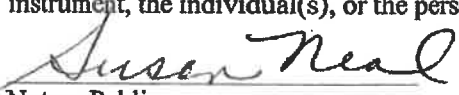
STACY B. HUSTED
Notary Public, State of New York
No. 01HU6007848
Qualified in Schuyler County
Commission Expires May 26, 2026


Notary Public

For the Contractor:

State of New York)
County of Schuyler) ss.:

On the 26 day of Nov in the year 2024 before me, the undersigned, personally appeared Paul Bartow, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.


Notary Public

SUSAN NEAL
NOTARY PUBLIC, STATE OF NEW YORK
Registration No. 01NE6168293
Qualified in Schuyler County
Commission Expires June 11, 2027

APPROVED AS TO FORM

2

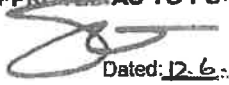

Dated: 12.6.24
STEVEN J. GETMAN
COUNTY ATTORNEY

EXHIBIT 1

1. Cornell Cooperative Extension (CCE) Association shall expend the funds in accordance with an agreement between the Association and Cornell University as agent for the state for the cooperative management of the educational work of the Cornell Cooperative Extension Association and the proper employment and supervision of the staff employed therefore, and in accordance with the attached budget of the Association submitted to Cornell University and to the Legislature of that county. The budget may be amended by formal action of the Association Board of Directors in consultation with the representative(s) of the County of Schuyler and with Cornell University. The Cornell Cooperative Extension Association shall render an annual program report to the Legislature of said county accounting for receipts, expenditures, and financial condition of said Association.
2. Funds appropriated by the County of Schuyler shall be paid to the bonded treasurer of the Association in such manner as may be agreed upon by and between the parties hereto.
3. It is understood that the aforementioned budget shall be considered to be executory only insofar as funds shall be made available therefore by the Legislature of the State of New York, the Federal Government, and the County.
4. In accordance with the provisions of Subdivision 8 of Section 224 of the County Law of the State of New York as amended, this agreement shall be non-executory until the Association has effectuated an agreement with Cornell University.

AGREEMENT BR (Cornell Agreement)

MEMORANDUM OF AGREEMENT

Between Cornell University and the
Cornell Cooperative Extension Association of _____ County
For the year 2025

THIS AGREEMENT is between Cornell University, Ithaca, New York, an educational Corporation of the State of New York, ("Cornell") and the Cornell Cooperative Extension Association of _____ County, New York, ("Association") for the calendar year 2025. The Cornell Cooperative Extension Association of _____ County is a subordinate governmental agency and not a part of Cornell University.

WHEREAS, The State of New York, pursuant to County Law Section 224 has created a means by which, in cooperation with Cornell University, the educational programs of the New York State College of Agriculture and Life Sciences and the New York State College of Human Ecology and subjects relating thereto, may be extended to the people of the State of New York;

WHEREAS, pursuant to Subdivision 8 of Section 224 of the County Law of the State of New York, Cornell has been designated agent of the State of New York for the cooperative management of Cooperative Extension work of the Association, including the support of the professional staff employed, and the certification of the expenditure of state monies provided within each county of the state to bring educational programs of its colleges thereto to the people of the state therefore;

WHEREAS, pursuant to and by virtue of Subdivision 8 of Section 224, the Association has qualified, and, therefore, exists, as the subordinate governmental agency to serve County in the aforesaid programs and

WHEREAS, pursuant to Sections 341-348 of Title 7 U.S.C. Cornell has been authorized as agent for the United States to receive and supervise the expenditure of monies of the United States in the organization and conduct of Cooperative Extension work in the State of New York.

NOW THEREFORE, in view of the above-identified authorization, the parties hereto agree as follows:

1. Cornell agrees to:

- a. establish the standards for the overall governance structure of the Association and approve the form of organization and administration of the Association;
- b. provide general oversight of program and operation consistent with Subdivision 8 of Section 224 of the County Law of New York State as amended;
- c. provide consultation in the planning, development, and conduct of the Cooperative Extension programming in the county;
- d. consult and coordinate with other Cornell units regarding university systems that are made available to the Association, including Workday HRIS, payroll, benefits administration, workers' compensation, unemployment insurance, and net ID support;
- e. establish minimum eligibility standards for the staff employed by the Association, including criteria for civil rights compliance, hiring, and performance assessment;
- f. provide guidance to the Association for recruitment and management of Association staff and volunteers;
- g. provide in-service and/or online training opportunities and staff development support for Cornell staff employed in regional positions;
- h. provide support for the development and approval of an Association plan of work;
- i. provide guidance and support for the development of policies and procedures related to Accounting/Financial, Human Resources, and Information Technology activities and provide in-service training opportunities related thereto for Executive Directors, finance staff, human resources staff, information technology staff, managers and supervisors;
- j. periodically conduct reviews of the Association's governance practices, program alignment, business systems and operating practices, and human resources practices for accreditation purposes, and render a written report on their status, including recommendations necessary to continue the Association's qualification as an accredited Association;
- k. provide state and federal funds, as available, as follows and as stated in Attachment A of this agreement:

State (County Law 224)
Smith-Lever (3b and 3c)
Smith-Lever (3d)
EFNEP
EFNEP (Regional)

- l. provide federal or college funds for special projects/programs mutually negotiated between Cornell and partnering Associations;
 - m. provide support to the Association for specific programs for which payments are provided in 2(v);
 - n. employ staff or contract service providers to provide necessary expertise to support specific programs contracted for by Cornell and for which the Association is providing payment under 2(v);
 - o. ensure the Associations are provided with CCE's wordmark, and other programmatic logos such as 4-H, within established guidelines at <https://staff.cce.cornell.edu/brand/cce-wordmark-and-cornell-seal>, so long as the Association remains a qualified Association;
 - p. set Shared Business Network (SBN) standards, determine SBN organizational structures, and collaborate on SBN funding. Provide support to SBN through participation in Administrative Management Groups (AMGs) comprised of the Executive Directors and State Extension Specialist.
2. The Association agrees to:
- a. maintain its qualification as an Association, as determined by Cornell in its capacity as Agent for the State of New York under Subdivision 8 of Section 224 of the County Law of New York State as amended;
 - b. adopt financial policies to ensure responsible use of state funds and financial accountability, consistent with Cornell's accreditation standards for financial management and SBN standards;
 - c. develop and implement a plan of work approved by Cornell that meets USDA/NIFA criteria;
 - d. submit annually an approved budget for the current fiscal year by **March 31**;
 - e. hire, employ, and supervise Extension Educator staff selected from candidates

who meet the hiring criteria and position classification standards set forth by Cornell. The parties agree that such employees are and will remain employees of the Association and subject to the exclusive supervision and control of the Association;

- f. adopt, implement and abide by appropriate personnel policies in consultation with Cornell guidance;
- g. adopt, implement and abide by Cornell IT policies when using Cornell Information Technology in consultation with Cornell guidance
<https://staff.cce.cornell.edu/units/it/policies>;
- h. financially participate in mutually agreed upon cost-share arrangement for connections to operational business systems in the areas of Finance, Human Resources and Information Technology (i.e., Shared Business Network); whereas the Executive Director or a board appointed designee represents the Association on the Administrative Management Group; work collaboratively with SBN staff to develop and implement standard operating procedures in functional business operations;
- i. at a minimum, complete an annual performance review for each staff member as well as an in-depth performance review at least once every four years for Exempt Educator employees. Develop and implement ongoing performance development processes for all staff;
- j. the Board President shall conduct annual and, at least every four years, in-depth reviews of the Executive Director's performance to ensure programs meet the program standards and definitions and organizational performance of the Association, and to assess qualification for conferral of the Executive Director title by the Director of Cornell Cooperative Extension at Cornell.
- k. provide bonds for officers and employees of the Association, expense of bonds to be borne by the Association;
- l. maintain adequate third party liability insurance covering the Association's potential liability for bodily injury and property damage resulting from the performance of its functions and maintain a current certificate of insurance. The

Association shall be named as an insured in each of said policies;

- m. submit program and administrative reports as requested;
- n. comply with all applicable local, state and federal laws and regulations, including, without limitation, all applicable civil rights and affirmative action laws, Equal Employment Opportunity and Equal Program Opportunity laws, and all related policies;
- o. adhere to financial management policies as issued in the Financial Operations Resource Manual (F.O.R.M.) or issued in special memorandums by Cornell, including invoicing monthly. <https://staff.cce.cornell.edu/units/finance/form-codes>;
- p. by **May 15th** of each year prepare and submit the Federal IRS Form 990T and the New York State Form CT13 to the appropriate agencies;
- q. submit requested financial information for each ending fiscal year to Cornell by **March 31st** of the following year (or more often if requested), and make necessary documents available for audits;
- r. by **January 31st** of each year, prepare IRS Form 1099 in accordance with F.O.R.M. Code 1207;
- s. collect sales tax in compliance with New York State's laws and regulations. Remit taxes to New York State in a timely manner and maintain detailed records to support sales tax returns;
- t. comply with the New York State escheat laws in existence;
- u. provide to Cornell payments for:

Association Services	County Appropriations and Agreements ^{2% of 2025}
Support Services for Financial System Provided by Extension Administration	to be determined (based on annual snapshot of users in May)
Unemployment Insurance Premium	as determined by insurer
Worker's Compensation	as determined by insurer
4-H Accident & General Liability	as determined by insurer

- v. provide to Cornell payments for programs included in the following agreements

per budgets mutually negotiated between Cornell and partnering Associations:

- Lake Erie Regional Grape Program (LERGP)
- Central New York Dairy, Livestock and Field Crops (CNYDLFC)
- Cornell Vegetable Program (CVP)
- Lake Ontario Fruit Program (LOFP)
- Finger Lakes Grape Program (FLGP)
- South Central New York Dairy and Field Crops (SCNYDFC)
- Harvest NY (HNY)
- Northwest NY Dairy Livestock and Field Crops (NWNLYDLFC)
- Eastern New York Commercial Horticulture Program (ENYCHP)
- South West New York Dairy, Livestock and Field Crops (SWNY)

- w. submit invoices monthly for operating expenses for programs included under 1(k), 1(l) and 2(v) as stated in Attachment A of this agreement and in accordance with F.O.R.M. Code 808.2.
 - x. Assure that only the Treasurer and President of the Association are authorized to bind the Association resources or enter into binding agreements for the Association.
 - y. Obtain approval from Cornell or its designated agent (P.W. Wood) prior to entry into third party grants, contracts, or agreements to accomplish its mission or programs,
3. Cornell and the Association each acknowledge the importance of abiding by the spirit and intent of all applicable Federal and State legislation including, but not limited to, laws pertaining to equal opportunity in employment and program and Fair Labor Standards Act regulations. Each agrees:
- a. To actively seek diversity through its mission and vision, staff, audiences, groups and organizations.
 - b. To cooperate in the development of programs (including evaluation and reporting systems).
 - c. The Association Executive Director serves at the pleasure of the Association. The title of "Association Executive Director" may only be conferred by the Director of CCE at Cornell, and may be withdrawn by the Director of CCE for

good cause.

- d. Under the umbrella of this Memorandum of Agreement, as and when necessary, to negotiate in good faith and execute additional agreements that enable multi-Association and regional programming and/or business operations, and, for each such agreement, to expend funds according to a mutually negotiated annual budget.
4. Under Subdivision 8 of Section 224, the relationship between the parties generally set forth herein is continuous until either party to this Memorandum of Agreement shall notify the other party in writing at least six months in advance preceding any action to annul this Agreement.
 - a. Inasmuch as this agreement contains provisions relating to program and financial considerations covering the calendar year 2025, it is understood that its detailed provisions will be negotiated each year.
 - b. Moreover, this agreement shall be executory to the extent that funds are made available by the County, the State of New York, and the Federal Government.
 - c. This agreement may be modified or amended at any time upon mutual written agreement of the parties.
 - d. This Agreement may be executed in one or more counterparts, each of which will constitute an original, but all of which together will constitute one instrument.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be duly signed and executed by the President of the Cornell Cooperative Extension Association and by the Director of Cornell Cooperative Extension at Cornell University. This agreement is contingent upon receipt of a fully executed agreement AR or equivalent with county government(s) by March 31, 2025.

(Print Name of Board President)

Board President Signature
Cornell Cooperative Extension of _____ County

Date

For Cornell University Andy S. Turner
Director of Cornell Cooperative Extension at Cornell University

Date



Cornell University
Cooperative Extension
Schuyler County

CORNELL COOPERATIVE EXTENSION ASSOCIATION OF SCHUYLER COUNTY FISCAL AUTHORIZATIONS 2024-2025

The term "Association" in this document refers to Cornell Cooperative Extension Association of Schuyler County.

Resolved that:

The Executive Director of the Association is hereby authorized to enter into any agreements, contracts or requests for payment on behalf of the Association, with an assigned dollar value equal to or less than \$10,000. The Executive Director may also sign contracts, agreements, or requests for payment above \$10,000 if they are renewals of existing contracts or agreements, previously approved by the Board of Directors and included in the approved budget.

The President of the Association board or his/her designee is authorized to sign contracts or agreements on behalf of the Association with a dollar value greater than \$10,000 upon Board approval.

The Board of Directors authorizes Dayna Karius and Virginia Montopoli to open and close bank accounts, make deposits and withdrawals. The Association maintains a Paypal account for the receipt of donations, registrations, program fees and other revenue. The Executive Director is "owner" of the account. Virginia Montopoli has authorization to make transfers from the Paypal account to the Association main checking account. The finance manager is authorized to view/print reports only.

The Board of Directors of the Association approves Community Bank as the primary financial institution of the Association for calendar years 2024-2025. Checking and savings accounts are held at Community Bank. The Association also maintains a savings and checking accounts and a short-term CD with Visions Credit Union. Checking, savings, and a short-term CD are held by Chemung Canal Trust Company. All accounts at Tompkins Trust Company were closed in early 2024 and deposited to Chemung Canal. In addition, one PayPal account for the Association is maintained for workshop registrations and other events.

Any single, capital equipment expenditure (see FORMS Code 901) purchase equal to or greater than \$5,000 must have approval from the Association Board of Directors.

The Association Executive Director, unless expressly prohibited by law, contract or Board approved policy or resolution, is authorized to carry-out directly or by designee, any and all other business and financial transactions on behalf of the Association.

The finance manager, or designated alternate, is authorized to perform on-line transfers of funds between the Association checking account and money market account when the checking account balance either exceeds or falls below \$100,000.00. Prior approval from the Finance Committee must be sought for all transfers above \$25,000.00. Those transfers of \$25,000 or less may be performed at the finance manager's discretion and a schedule of such transfers will be presented to the Board and Finance Committee each month.

The Association Board of Directors holds the Executive Director and/or his/her designees, accountable for insuring that all proper internal controls governing the business operations of the Association and any program or project initiatives for which the Association acts as "fiscal agent", are in writing and adhered to by staff and agents of the Association.

Internal Fiscal Controls and Procedures: General Fiscal Procedures:
Receipts and expenditures that total \$500 or more that cover two different fiscal years will be annualized to reflect correct year-end accounting.

The Board will approve all transfers made to and from reserves.

The Executive Director will approve general journal entries.

The Executive Director will authorize Line of Credit (LOC) advances.

Association credit cards will be issued to Program Managers, and such other staff as approved by the Executive Director, with a limit of \$1000. The Executive Director's primary Association credit card has a limit of \$10,000. All other credit cards (Wal-Mart, Staples, gas cards, etc.) will be maintained by Virginia Montopoli and signed out as needed by staff. Documentation (receipt and/or authorization sheet) must accompany expenses and be signed by the supervisor. Credit cards signed out by program staff must be returned within one week from

sign out date, unless an agreement is made with the Executive Director that would designate a need for the credit card to be used for a longer period of time.

Expenses:

Checks under \$5000 may be signed by the Association Treasurer or one of the following staff: Dayna Karius, Paula Goodrich, or Virginia Montopoli. Checks over \$5000 are required to be signed by two of the individuals listed above, with the exception of the monthly Cornell Bill which may be signed by one authorized check signer or which may be submitted electronically on the secure ACH payment system by the Finance Manager and at the direction of the Executive Director.

All vouchers over \$10,000 must be signed by the Association President or Secretary, with the exception of the Cornell bill, before the checks are processed and signed by one or two of the individuals named above.

All vouchers must have proper backup, payment approved by the authorized person, and have account code numbers before the check is issued. Receipts are required for all expenditures and must accompany vouchers.

Any expense of \$250 or more must have prior approval from the Executive Director, except emergency repairs, pool chemicals, and camp nutrition supplies.

Either the Association President or the Secretary will sign the vouchers for the Executive Director.

The Executive Director or his/her designee must sign all other vouchers, in hard copy form if necessary and via the Acumatica Accounts Payable module.

Income:

Receipts from events must be accompanied by supportive documentation.

Numbered receipts will be issued for all cash received and for any individual requesting one.

Personnel:

Time cards will be signed by the employee and by the immediate supervisor or designee.

Supervisors must approve all leave requests.

Adopted March 2024 BOD Meeting

OPERATING GUIDELINES OF CORNELL COOPERATIVE EXTENSION SCHUYLER COUNTY

In accordance with Article XII of the Constitution of Cornell Cooperative Extension of Schuyler County, the following Operating Guidelines shall serve to guide the work of the Board of Directors in their role as the Governing Body of the Association. These guidelines are intended to summarize general operating procedures and may be amended or adjusted at any time by consensus of the Board of Directors. These Guidelines are valid only to the extent that they do not conflict with the Constitution.

1. Meetings

- a. **Frequency:** The Board of Cornell Cooperative Extension of Schuyler County is required to meet at least 5 times a year.
- b. **Locations:** Meetings are held at The Shared Services Facility, 910 S. Decatur Street, Watkins Glen, NY 14891. Our July or August Board meeting is usually scheduled to take place at Hidden Valley 4-H Camp.
- c. **Meeting Dates and Times:** These will be posted at the Association, on the CCE Association website and sent to the newspaper of record, as determined annually at the Organizational Meeting.
- d. **Agenda:** Board Meetings shall follow an agenda, which is prepared in advance of the meeting by the Board President and Executive Director. Agenda items will typically include:
 - i. Approval/Edits to Agenda
 - ii. Review of minutes of the previous meeting
 - iii. Financial reports (*as per F.O.R.M. Code 1002*)
 - iv. Public comments*
 - v. Committee Reports
 - vi. Program Reports – staff or regional ag team members.
 - vii. Old Business
 - viii. New Business
 - ix. Informational Reports
- e. **Quorum:** A quorum is half the membership of the Board +1. Non-voting Board members shall not count towards the quorum. (i.e., State Extension Specialist).

2. Organizational Meetings

- a. The first meeting of the calendar year to be held prior to the end of February will be deemed the “annual organizational meeting.”
- b. The previous year’s Board President will open the meeting and preside until the election of officers takes place, at which time the newly elected Board President will preside.
- c. Agenda items for the Annual Organizational Meeting will include a set of annual resolutions, which may include the following:
 - i. Fiscal Authorizations
 - ii. Other Authorizations
 - iii. Approval of the Affirmative Action Diversity Inclusion Plan
 - iv. Approval of Operating Guidelines
 - v. Approval of staff holidays

- vi. Election of officers
- vii. Program Advisory appointments.
- viii. Designation of official newspaper of record

3. Annual Meeting

The Annual Meeting of the Association will be held in the last quarter of the calendar year and conducted pursuant to Article X of the Constitution. The Annual Meeting notice will be provided to the designated newspaper of record, posted on the CCE Schuyler website, shared with the current mailing list of the Association, and posted on the Association Social Media page as an event.

4. Board Committee Structure

Specific composition and duties of each Committee is detailed below. The Board President and Executive Director are ex-officio members of all committees unless otherwise stated, with attendance at their discretion. All Committee members will be appointed annually by the Board President. The terms are for the calendar year. The Board President shall designate annually a Board member to serve as liaison for each committee.

Like the Board, all committees are required to follow guidelines set forth by Open Meetings Law, to include proper public notification of meetings and documentation of meetings through minutes provided to the board for their review.

<https://www.dos.ny.gov/coag/openmeetlaw.html>

Public Comment:

Board members welcome comments and questions from the public. In order to conduct the business of the Board efficiently and orderly the Board has reserved the beginning of each Board or special meeting for public comment. During the public communications portion of the Board meeting the Board President will ask members of the public in attendance if they have suggestions, comments or questions. Those who wish to speak on any CCE related topic area may do so for up to three minutes. The Board chair will determine the length of time allotted for public comment.

Before entering Public Comment portion of the Board agenda, the Board Chair will share the following reminders with those in attendance:

- Require all speakers to address their remarks to the Board Chair.
- Review the time limit allotment, and remind all speakers to adhere to the limit provided.
- Remind the public that this is not a back and forth discussion. However, the Board Chair may provide factual information, if appropriate.
- Review the community agreements.

Treasurer

- a. In addition to duties described in the Constitution, the Treasurer, or their designee, will review, and approve bank, savings, and investment account reconciliations on a quarterly basis.

ELECTION OF BOARD OFFICERS

Qualifications: A candidate must be an active board member in good standing and willing to serve in the office for which they are nominated.

Process:

- a. The Board President will ask for nominations from the floor. If there are no nominations from the floor the president will ask for a vote on the slate as presented.
- B a. If there are nominations from the floor the President will conduct the ballot of all board members present. Votes cast will be counted by the recording Secretary and Executive Director. A candidate must receive an affirmative vote of a majority of the total voting board membership. In the case of a tie, the President will appoint a candidate to serve in the office(s).

Standing Committees

The standing committees of the Board of Directors shall be established each year at the Organizational Meeting. Typically, the standing committees and function are:

- Executive Committee: comprised of the Officers of the Board and may also include Past Board President (if still on the board); may act on behalf of the board, if necessary.
- Finance Committee
- Others for our Association include Governance

Only current board members are eligible for membership on standing committees

Executive Committee:

Purpose: To assist in personnel matters and provide general oversight and policy recommendations to the Board of Directors on personnel and human resources.

Composition: The Executive Committee shall consist of the officers of the Board, plus at least one additional member of the Board.

Quorum: The committee will meet as required and at the call of the President. A quorum vote shall consist of a simple majority of the members. A "Yes" vote of the majority of the total members of the committee is required to pass a motion.

Duties and Limitations:

- a. Make recommendations on local human resources policies.
- b. Assist the Executive Director with personnel matters and provide guidance on interpretation of existing policy.
- c. Recommend new human resource policies to the Board of Directors.

Finance Committee:

Purpose: To provide general oversight and policy recommendations to the Board of Directors related to the financial operations and integrity of Cornell Cooperative Extension in Schuyler County. The scope of the committee includes oversight of matters relating to operating budgets, financial reports, capitol planning, accounting, insurance, investment practices and internal controls.

Composition: The Finance Committee shall consist of the Board President as a voting member, the Treasurer and at least two additional members of the Board of Directors. The President may also appoint up to one additional person from the community who has experience in financial matters and who has previously served on the Board of

Directors. The *Finance Manager* is a member of the Finance Committee and prepares the monthly reports for review, attends the meeting and is available to answer questions.

Quorum: The committee will meet monthly as financial statements are available and shall report to the Board of Directors. A quorum shall consist of three members, or a simple majority of the members, whichever is greater. A “Yes” vote of the majority of the total membership of the committee is required to pass a motion.

Duties and Limitations:

- a. Oversee and monitor financial planning, such as annual budgets or any special activities that may have a significant financial impact to the organization.
- b. Monitor that adequate funds are available for both annual and long-term plans.
- c. Anticipate financial problems or significant budget variations and notify the Board of Directors.
- d. Ensure that the Board receives accurate and complete financial information.
- e. Help the Board understand financial statements and the general fiscal situation.
- f. Make sure reporting guidelines are met.
- g. Manage the financial investments of the organization.
- h. Authorize the opening and closing of bank accounts, along with naming the authorized signers for such accounts.

The Board will continue to:

- a. Incur debt for the organization.
- b. Bind the organization under contract.
- c. Approve the annual budget.
- d. Approve transfers to and from all net asset accounts.
- e. Accept monthly financial statements.

Governance Committee:

Purpose: The committee will meet as needed to review governance documents, ensure compliance, along with reviewing existing and new human resource policies and procedures to make recommendations to the full Board.

Composition: The Governance Committee shall consist of at least three board members.

Quorum: A quorum shall consist of a simple majority of the members. A “Yes” vote of the majority of the total members of the committee is required to pass a motion.

Program Advisory Committees (PAC's)

As per the Constitution, program advisory committees must be established yearly and must be inclusive of all program areas being delivered within our Association. Their purpose is to ensure that the Association's programs of research-based education are relevant and based on current community needs and issues; and that community stakeholders are engaged in determining, implementing, and evaluating the programs that are conducted by the Association.

- a. The program advisory committees will review the Association's various program areas and provide observations and recommendations to the board to help them fulfill their responsibility of setting program priorities and evaluating the program portfolio.

- b. These committees will review current programs – including content, impact, reach, and fee structure, and suggest ways to improve them and broaden their reach.
- c. Members will also consider whether there are emerging community needs that our programs can and should try to meet.

Program Advisory Committees (PAC's) for Cornell Cooperative Extension of Schuyler County for 2024 include:

- a. 4-H, Youth and Families
 - *Hidden Valley 4-H Camp*
- c. Agriculture and Natural Resources

Composition of PAC's: Each committee will consist of at least five, but not more than ten regular members plus a Board member liaison. All committee members of each committee will be appointed annually by the Board President. Youth (under the age of 18) may be appointed by the Board President for one-year terms with full voting privileges on PAC's. Program Committees shall meet at least four times annually and share meeting minutes with the Executive Director. The PAC's will establish a meeting schedule annually in advance of the Organizational Meeting of the year, or as soon thereafter as possible.

Officers: Each committee shall have a Chairperson nominated by the committee. The 4-H, Youth and Families PAC may nominate a rotating youth chairperson to serve with an adult mentor.

Quorum: Quorum shall be a simple majority of the total membership of each committee. A "yes" vote of the majority of the total membership of the committee is required to pass a motion.

5. ELECTION OF DIRECTORS

Qualifications: A candidate must reside in Schuyler County and have skills and abilities that can further the mission of the Association. In considering candidates, consideration should be given to candidates' evidence of:

- a. Proven leadership
- b. Previous board experience
- c. Knowledge and experience in CCE activities
- d. Diversity – including age, gender, ethnicity, race, disabilities & geography.
- e. Skillset including finance, legal, auditing, government affairs, public relations, community experience, and knowledge of the organizations.

6. Nominating Committee

The Nominating Committee is a committee of the Association, not a committee of the Board. Its purpose is to find, evaluate, and present to the Association a slate of Board members each year, as well as oversee the Annual Board Election during the Annual Meeting. The Board President of the Association shall annually appoint a committee of at least five people who represent the broad interests of County residents and the work of the Association. A majority of the nominating committee must be non-Board members of the Association and the President will designate the Chair of the committee.

7. Ad Hoc Committees

Ad Hoc committees may be appointed by the President of the Association when the Board of Directors determines a need. The Board of Directors will define the purpose

and scope of responsibility for committees that are formed. The President will appoint the members and the chairperson of the committee. A "Yes" vote of the majority of the total membership of the committee is required to pass a motion. All results of committee actions will be shared with the Board of Directors.

These committees may or may not be required to follow all elements of Open Meetings Law, depending on the composition and scope of decision making.

Ad hoc committees may be dissolved as outcomes are accomplished or circumstances for their creation have changed.

8. Removal from Committees

STANDARD CONDUCT - Every officer of the Board of Directors agrees to abide by the following standards of conduct: Cornell Cooperative Extension Schuyler County Board of Directors Code of Ethics.

POTENTIAL PENALTY - Any person who knowingly and intentionally violates any of the provisions within the Code of Ethics may be removed from the board and/or committee.

9. Organization of the Association

The Board of Directors shall retain an Executive Director, who shall be responsible for the leadership and management of the Association. The Board of Directors delegates the authority for the day-to-day management of the affairs of the Association to the Executive Director. The Executive Director is responsible to the Board and is expected to conduct the policies and expend the resources of the Association as directed by the Board.

The Executive Director shall recommend an organizational structure for implementing the programs of the Association.

10. General Provisions

Other general provisions will be established, as necessary.

Voted to accept at March 2024 BOD meeting.

CCE Schuyler County**2025 Staff Holiday Calendar**

Wednesday, January 1	New Year's Day
Monday, January 20	Martin Luther King Jr. Day
Monday, February 17	President's Day
Monday, May 26	Memorial Day
Thursday, June 19	Juneteenth Day
Friday, July 4	July 4th
Monday, September 1	Labor Day
Monday, October 13	Indigenous Peoples Day
Tuesday, November 11	Veterans Day
Thursday, Nov. 27 & Friday, Nov. 28	Thanksgiving
Thursday, Dec. 25 - Thursday, Jan. 1, 2026	Winter Break

Cornell Cooperative Extension Tentative Board Meeting 2025 Dates

4:00 – 5:00 pm (Finance meeting)
5:00 – 6:30 pm (Board meeting)

DATE	LOCATION
Tuesday, March 18	Shared Services Meeting Room--confirmed
Tuesday, May 20	Shared Services Meeting Room--confirmed
Tuesday, June 17	Shared Services Meeting Room--confirmed
Tuesday, August 5	Hidden Valley 4-H Camp
Tuesday, October 21	Shared Services Meeting Room--confirmed
Tuesday, November 18	Shared Services Meeting Room--confirmed
Tuesday, December 16	Human Services Complex—Conf room 120

time (5:00 p.m. or 5:30 p.m.)

STAFF Presentations

March 18	AG team
May 20	Nutrition
June 17	Parenting
August 5	Camp
October 21	4-H
November 18	Energy
December 16	Communications

Hidden Valley 4-H Camp 2025 Session Dates

Spring Camp Weekend

- May 16-18

CAMP Staff Training: June 27 to July 5

Tentative Senior Camp Staff Arrival June 20-21

Summer Sessions

- Week One
 - July 6 – July 11
- Week Two
 - July 13 – July 18
- Week Three
 - July 20 – July 25
- Week Four
 - July 27 – August 1
- Week Five
 - August 3 – August 8
- Special Week 6
 - August 9 (arrive) – August 12 (leave)
 - **Special pricing (\$80) Camp Celebration of 80 years**

Fall Camp Weekend

- October 10 - October 12

TO: Schuyler County CDNR Committee
FROM: Melissa C. Schroeder, *CCE Executive Director & Sr. Issue Leader*
RE: January Update
DATE: January 21, 2024

Operations and Governance, *Melissa C. Schroeder*

- We welcome Daniela SilvaPenagos to our SNAP-Ed role as nutritionist/educator on Thursday, January 23. Daniela has a background in nutrition and health education and has worked in community-centered nutrition programs in the U.S. and internationally. Daniela has primarily worked in the community and behavioral health area along with experience of working with young people in schools.
- We are planning for the upcoming camp season; we celebrate eighty years of overnight camping this upcoming season. We have just released our 2025 dates; we are running camp five and a half weeks this season with a date range of July 6 through August 12. We have not offered specials on our pricing in many years, and this season we will have several, limited specials for families this summer. We also have a new website to release on January 30 with new camper session choices – we hope by adding the flexibility of a half week overnight camp option and partial day camp options that we will bring in new camper families.
- Working on updating all of our camp position descriptions to get ready for the hiring of our camp seasonal staff. We anticipate beginning that process in mid-February.

Ag and Natural Resources, *Brett Chedzoy Ag and Natural Resources Issue Lead*

- Brett has recently presented at the NYS Ag Society, The American Forage and Grasslands conference, and the Kentucky Organic Farming Association conference.
- On Saturday January 11th, partners from CCE's regional South-Central New York (SCNY) Ag Team and the National Grazing Lands Coalition helped Brett host a

Building Strong and Vibrant New York Communities

Diversity and Inclusion are a part of Cornell University's heritage. We are a recognized employer and educator valuing AA/EEO, Protected Veterans, and Individuals with Disabilities.



very successful pasture walk at his family's farm where over 50 local livestock farmers learned about innovative winter management practices like "bale grazing".

Horticulture, Shawn Tubridy (*Horticulture and Garden Educator*)

- Shawn continues to meet with the Master Gardener Volunteers (MGV) throughout the winter to plan events and discuss ideas on how to move forward with the CCE Teaching Garden in the spring. They will be hosting "An Evening of Everlasting Flowers" flower drying and arranging course on Tuesday February 18th as well as a 6-week Seed to Supper Program starting in March.
- The CCE Schuyler Master Gardener Program has received an overwhelming number of seeds donated by Walmart, Lowe's, and Agway. Shawn and the MGVs are working on sorting and sharing the seeds with local libraries and schools as well as some of the CCEs in surrounding counties. The Master Gardeners will be tabling at local events including 1st Fridays on Main in Montour Falls and the upcoming Schuyler Equine Conference in Watkins Glen. At these events they will be sharing seeds and gardening information, as well as seeking donations for their Garden de-fence fund.
- The Master Gardener Volunteer Training Program ends its winter break on Saturday, January 25th. Shawn will continue to facilitate this program with the other educators in the Southern Tier Master Gardener Program through March. She is currently taking an e-course on Food Systems, a Garden-Based Learning Advanced Training and monthly CGBL Coffee Chats: Advising Local MGV Programs.
- Shawn will be back in the garden as soon as the cold-snap breaks for some winter maintenance.

Commercial Agriculture, Alec Moore (*Commercial Ag Educator*)

- As we embark on the 2025 Chickpea trials with SCOPED, we will look to implement new strategies and improve our results. This year, we will experiment with a different seed treatment to enhance the growth and yield of our chickpea crops. Additionally, we will focus on planting larger plots of the three best-performing varieties from the 2024 trials.
- We are also in the process of planning our 2025 pruning workshops, which will be held in early spring. These workshops will be designed to provide hands-on training and knowledge to participants on effective pruning techniques, ensuring healthy and productive plants. Classes will also look to cover all aspects of fruit production.

- Normal winter weather is upon us and things seem more typical this year weather wise than previous years, allowing perennial crops to transition into normal dormancy. This provides me with some hope that we are in for a typical winter with a smooth transition into spring.

Environmental Outreach and Education, Ryan Staychock (shared Environmental Sciences Educator Cayuga/Seneca/Schuyler)

In response to multiple questions and concerns in regards to solar on ag land a workshop scheduled for Thursday, January 23rd has thirty-two individuals registered. The workshop will focus on what a landowner should know about solar prior to getting involved. The workshop is being offered simultaneously in Monroe and Allegany counties with the participants in person and the speakers will be virtual. The speakers and brief bios are listed below:

Utility Scale Solar Development in NYS: Some Basics

- David Kay is a Senior Extension Associate in the Department of Global Development at Cornell University. He currently serves as Department Extension Leader. Initially trained as an economist, David provides leadership for specific programming in the areas of energy, land use, community development and regional economics. His work involves research, outreach, and training efforts that attempt to build community-based decision-making capacity and to help weave local policy into a regionally coherent fabric. He has increasingly focused on the community and economic development implications of energy transitions and of climate change, and on the relationships between the "local" and the "global".

Solar As an Ag Viability Tool

- Linda Garrett, New York Regional Director American Farmland Trust(AFT). Linda joined AFT in May 2022. She works with the New York team to develop innovative programs for both NY and NJ. Prior to joining the AFT team, the majority of Linda's career was spent as the executive director of Tug Hill Tomorrow Land Trust, a regional land trust in northern NY. She helped protect over 21,000 acres of farms and forest and partnered on many regional conservation projects. She spent five adventure-filled years in Fairbanks, AK with her husband who was stationed at Ft. Wainwright. Linda has a BS in Resource Management and a MS in Outdoor Recreation Management from SUNY College of Environmental Science and Forestry.

Solar Energy System Application Reviews and Process

- Matt Sousa, Senior Planning Associate, is an experienced community planner who has worked with Towns and Villages throughout New York State to provide planning and zoning board services, comprehensive and strategic planning, zoning code revisions and updates, grant services, NYS regulatory compliance, and local board training. Part of a team providing trusted guidance to Town and Village planning boards, zoning boards, and municipal boards including concept, preliminary, and final subdivision and site plan reviews based on technical engineering designs, and on municipal design regulations and code requirements.

What Farmers Need to Know About Solar Leases

- Simon Honig, Esq., is an Associate Attorney at Colligan Law LLP in Buffalo, NY, and practices in the areas of Natural Resources Law/Renewable Energy Law as well as Corporate Transactional Law. He has worked with farmers and landowners across New York State in reviewing and negotiating wind and solar leases, focusing on how to best benefit the landowners' individual interests. Simon has worked alongside David J. Colligan, Esq., who is an industry leader in the areas of natural resources, timber, forestry, and oil and gas legal matters.

Youth and Family Development Program Area

Parenting Education, Paula Goodrich (Parenting Educator Home Visitor, PEHV)

- We held two events in December for families with strong turnout for each, we had eleven families attend the Holiday Family Play and Resource event and fourteen individuals participate in our winter tree giveaway and outdoor scavenger hunt.
- Family numbers remain at a lower number of seven with one family recently moving out of the area and another family closed with success in accomplishing identified goals.
- January 25th is the first event of the new year at the Family Play and Resource Center with a focus on exploring winter with a focus on bird kid activities.

SNAP-Ed Nutrition Program, Daniela Silva Penagos (SNAP-Ed Nutritionist/Educator)

- *Daniela will begin working with the Odessa Montour Life Skills high school classroom beginning in February.*

Energy Programs

Smart Energy Program, Carrienne Tribe-Filhart (Smart Energy Community Educator/Advisor)

- Working with Schuyler County residents on Weatherization resources as well as sharing the incentives through NYSERDA for new heating and cooling options as some residents may qualify for funding to help offset the cost. The resources can be found here: [Heating, Cooling, & Ventilation Programs & Incentives - NYSERDA](#)

Clean Energy Communities Program, Michael Brown (Clean Energy Communities Coordinator)

- Clean Energy Communities (CEC) Coordinator Michael Brown has continued to assist Schuyler County and other Southern Tier municipalities with completing high-impact clean energy actions to help cut costs, protect the environment, and gain access to CEC grants. In exciting news, this past month Mike organized a convening session of Southern Tier municipalities that have been active in the CEC program. The meeting was held on December 12 at the Schuyler County Cornell Cooperative Extension office (there was a Zoom option too). The focus of the meeting was for folks to: 1) share with the group CEC success stories from their communities, and 2) provide feedback on the type of support their

communities need going forward within the general field of clean energy, sustainability, and climate change mitigation/resiliency. The meeting was a success: in total nine municipalities were represented, covering all four counties that Schuyler County Cornell Cooperative Extension assists with the CEC program (Chemung, Schuyler, Steuben, and Tioga), and thirty folks were in attendance. It was wonderful to hear the communities share their success stories with each other, and to receive feedback on how Extension could further assist them going forward. Folks in attendance indicated a preference to have this type of meeting recurring, so as to build on the momentum and progress already made.

Up-Coming Events and workshops

<http://cceschuyler.org/events>

- **The South-Central Agriculture Newsletter can be found here:**
<https://cceschuyler.org/agriculture/ag-news>
- **Explore our new CCESC Quarterly blog newsletter here:**
<https://conta.cc/3HDegKi>
 - Our next edition is due out March 1st, 2025.
- **Where to find CCE Schuyler?**

Facebook:

CCE Schuyler- www.facebook.com/ccesc

Hidden Valley- www.facebook.com/HV4HC

Schuyler County 4-H- www.facebook.com/Schuyler4H

Harvest Schuyler- <https://www.facebook.com/HarvestSchuyler/>

Hidden Valley Camp Alumni

Group- <https://www.facebook.com/groups/2262526130>

Instagram:

CCE Schuyler- [@cceschuyler](https://www.instagram.com/cceschuyler)

Hidden Valley- [@hiddenvalley4hcamp](https://www.instagram.com/hiddenvalley4hcamp)



Quarterly Report

4th Quarter 2024



FINGER LAKES
GRAPE
PROGRAM

RESEARCH · RELATIONSHIPS · RELEVANCE



Post harvest team outing at Keuka Springs Vineyard on Keuka Lake.

Program Highlights

The team began intensive planning for B.E.V. NY, our annual grape and wine industry conference, while still harvesting some of our field trial trials. The two-day event will be held on Tuesday, March 4 and Wednesday, March 5, 2025, at the Hotel Canandaigua.

The Finger Lakes Grape Program (FLGP) wrapped up its field season by harvesting several trials at various vineyards throughout the region. Additionally, the team supported the FLCC viticulture and wine technology program by assisting with the harvest and transport of grapes to FLCC's Geneva winemaking facility for student use.

Hans Walter-Peterson was a member of the search committee for the Grape IPM Coordinator position at Cornell AgriTech's IPM House. The committee unanimously selected Dr. Kyle Bekelja, who will start in February 2025.

Planning for B.E.V. NY 2025



While in the midst of wrapping up the growing season, the winter conference season is also on the horizon. The FLGP is once again working with Cornell's Craft Beverage Institute and Cornell AgriTech to put on this winter's B.E.V. NY conference, which will be held at the Hotel Canandaigua on March 4-5, 2025. The conference will feature a two-day program that will highlight some of the most important topics for the industry, including the Spotted Lanternfly, the economics of grape production, the current state of the wine market, low and no-alcohol beverages, and more.

The first day of the conference will focus on more "nuts and bolts" topics of interest to grape growers and winemakers such as pest management, soil health, chemical taints in wine, and much more. The program has been approved for 3.0 pesticide recertification credits and will finish the day with the always-popular wine reception.

The second day will focus on broader issues of significance to the industry, including the current status of the wine market both nationally and regionally, which has been softening for most producers lately.

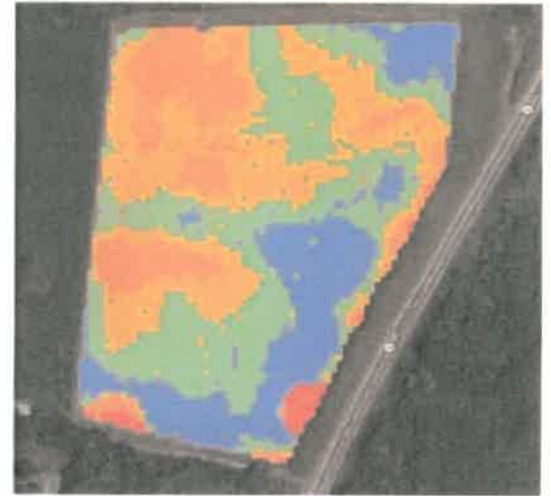
This year's trade show is being modified to an extent based on feedback from vendors after last year's meeting to give them better opportunities to interact with attendees during the meeting. Most of the space had been sold by the end of December.

Information about this year's conference is available at <http://www.bevny.org>.

Grant-funded activities

Project: Cost Effective Spatial Data Visualization and Decision Support for Small and Medium-Sized Vineyards (Funding source: USDA – NIFA)

The final field activities for this year included harvesting sample vines in each of the cooperating growers' vineyard blocks that have been used for this trial. The location for each harvest sample was based on predicted yield maps that were made from NDVI scans of each vineyard at bloom (early June). The samples were used to determine how accurate the yield predictions were in each vineyard. Our results varied widely, from almost no correlation between bloom NDVI and yield, to approximately 80% correlation at others. Although this grant is ending in early 2025, we intend to continue to work with some of these growers to try to improve these results.



Project: Veraison to Harvest Newsletter (Funding source: New York Wine & Grape Foundation)

This project has been an ongoing one for the regional grape programs since 2007. Each week during the ripening season (September – October), grape samples are collected from multiple vineyards around the state and sent to the Craft Beverage Analytical Lab at Cornell AgriTech for basic chemical analysis (sugar content, acidity, nitrogen content). These results are sent out to the industry each week in the Veraison to Harvest newsletter, which also includes brief summaries about harvest progress across the state and highlights from relevant viticulture and enology projects that year. A graduate student is currently analyzing this ripening data alongside weather conditions from each year to look for indications about how climate variation each year (or across years) might be affecting ripening. Her results will be presented at B.E.V. NY this winter.



Newsletters from this project can all be found at <https://cals.cornell.edu/viticulture-enology/research-extension/veraison-harvest>.

Interviews for Grape IPM Coordinator

Hans Walter-Peterson has been serving as a member of the search committee to fill the Grape IPM Coordinator position, which will be housed at Cornell AgriTech. The search committee held virtual interviews with 10 candidates in August, and invited four for final interviews that were held over two days each in Geneva (AgriTech) and in Portland NY (CLEREL). All four candidates demonstrated different strengths that they would bring to the position. Dr. Kyle Bekelja was ultimately chosen by the committee to be the new Grape IPM Coordinator. He will start in his new position in February, 2025.



Kyle Bekelja (Virginia Tech University)

Presentations

Ontario County Farm Bureau Annual Meeting (Canandaigua, NY). "The Finger Lakes Grape Program: Helping to Prepare Grape Growers for New Realities and How Everyone Can Help". October 18, 2025.

Surry County (North Carolina) Extension Workshop (virtual). "The Case for Hybrid Grapes." October 24, 2025.

Proposals Submitted

"Evaluation of Management Options for Sour Rot in Grapes Without Insecticides" (Co-PI: Dr. Katie Gold).

Submitted to USDA Specialty Crop Block Grant program.

Proposed project dates: 4/1/2026 – 3/31/2028.

Proposed budget: \$102,130.

Project summary: Sour rot is a complex disease of grapes that can cost growers hundreds of dollars per acre in lost revenue. Standard management practice includes using insecticides to control the fruit fly vector, but resistance to those materials has quickly become widespread. The Finger Lakes Grape Program will evaluate options for sour rot management that could reduce or eliminate the need for insecticides and would be practical for growers to implement.

Enroll In the FLGP

Enrolling in the FLGP gives growers access to research-based information that enhances productivity, profitability, and sustainability for the grape industry in the Finger Lakes region.

Benefits of enrollment in the FLGP include:

Finger Lakes Vineyard Update - our electronic newsletter sent every week during the growing season.

Verasion to Harvest - weekly updates on fruit maturity and other harvest related information leading up to and during harvest season.

Important announcements about upcoming events, meetings and workshops.

For more information visit: <https://blogs.cornell.edu/flxgrapes/>



FLGP Industry Advisory Committee Members

Ontario County

Eric Amberg, Amberg Grapevines
TJ Brahm, Randall Standish Vineyards

Schulyer County

Tina Hazlitt, Sawmill Creek Vineyards
John Santos, Hazlitt 1892 Vineyards

Seneca County

Cameron Hosmer, Hosmer Winery
Ian Wagner, Wagner Vineyards

Steuben County

Peter Weis, Weis Vineyards
Matt Doyle, Doyle Vineyard Management

Wayne County

Steve Sklenar, Sklenar Vineyard
Vacant

Yates County

Tara Farnan, Buzzard Crest Vineyards
Adam Folts, Vineyard View Winery

Other Members

Chris Gerling, Cornell AgriTech
David Orzel, Nutrien Ag Solutions
Justine Vanden Heuvel, Cornell University

Contact Us

Hans Walter - Peterson

Team Leader, Viticulture Extension Specialist
phone: 315-536-5134
cell: 315-521-8789
e-mail: hcw5@cornell.edu

Donald Caldwell

Viticulture Technician
phone: 315-536-5134
e-mail: dc88@cornell.edu

Ellen Coyne

Project Field Technician
e-mail:
ec858@cornell.edu

Brittany Griffin

Program Coordinator
phone: 315-536-5134
e-mail: bg393@cornell.edu

Cornell Cooperative Extension - Finger Lakes Grape Program

<https://blogs.cornell.edu/flxgrapes/>

