



**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 2023 Organizational MEETING**

January 17 @ 5:00 p.m.

Schuyler County Human Services Complex, Room 120  
323 Owego Street, Montour Falls, NY 14865

*Board Correspondence: Email from Jim Nolan*

- Welcome, Introductions & Call to Order
- Public Comment
- Approval of Meeting Minutes – December 1, 2022
- Election of Officers: President, Vice President, Treasurer, Secretary (one-year terms)
- 2023 Board Meeting Schedule
- 2023 Staff Holiday Schedule
- Board Snapshot Orientation: Adam Hughes, State Extension Specialist
- Agreements and Authorizations
  - AR Agreement
  - Emergency Management Plan
  - Fiscal Authorization Approval
- Committee Assignment/Appointments (*see draft ORG Report*)
  - Recording Secretary
  - Assistant to the Treasurer
  - Finance Committee (President, Treasurer, and two additional members)
  - Personnel Committee (Officers of the Board, one additional member)
  - Nominating Committee (Five members, majority must be non- board)



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- Marketing Committee (Minimum 5; at least 3 board members & 3 staff members)
- 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

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

- *Finance Committee, Howard Cabezas (5 min)*
  
- *Mel Schroeder, Interim Director (5 min)*
  - Annual Report
  - Legislative Day – Albany
  - Hiring Policies
  
- *Chad Hendrickson, CCEESC Board President (5 min)*
- *Adam Hughes, State Extension Specialist (5 min)*
- *Marketing Committee, Sarah Agan (5 min)*
- *Legislative Report, Michael Lausell (5 min)*
- *PAC Reports*

### **Next Meeting**

### **Executive Session**

### **Adjourn**



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January 17 @ 5:00 p.m.

Schuyler County Human Services Complex, Room 120

323 Owego Street, Montour Falls, NY 14865

**Board Correspondence:** Email from Jim Nolan

**Present:** Chad Hendrickson, Chelsea Stamp, Howard Cabezas, Kristin Van Horn, Mark Rondinaro, Paul Bartow, Rick Reisinger, Riqui Hess, Steve Beaver

**Public:** None

**Excused:** Michael Lausell, Sara Agan

**Staff:** Adam Hughes, Melissa Schroeder, Virginia Montopoli

- Welcome, Introductions & Call to Order  
Meeting called to order by Chad Hendrickson at 5:10 p.m. Board members introduced themselves to newest board member, Steve Beaver.
- Public Comment  
None
- Approval of Meeting Minutes – December 1, 2022  
**Motion** by Paul Bartow to approve minutes from the December 1, 2022 meeting; second Rick Reisinger; all were in favor. ***Motion passes unanimously.***
- Election of Officers: President, Vice President, Treasurer, Secretary (one-year terms)  
**Motion** by Kristin Van Horn to re-elect Chad Hendrickson as President, Paul Bartow as Vice President, Michael Lausell as Secretary and Howard Cabezas as Treasurer; second Riqui Hess; all were in favor. ***Motion passes unanimously.***
- 2023 Board Meeting Schedule  
**Motion** by Riqui Hess to adopt the proposed 2023 meeting dates (3<sup>rd</sup> Tuesday of the Month); second Howard Cabezas; all were in favor. ***Motion passes unanimously.***
- 2023 Staff Holiday Schedule  
**Motion** by Mark Rondinaro to adopt the proposed 2023 staff holiday schedule; second Chelsea Stamp; all were in favor. ***Motion passes unanimously.***



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- Board Snapshot Orientation: Adam Hughes, State Extension Specialist  
Adam Hughes presented a brief orientation for Board members.

**Action Item:** Adam Hughes will forward a copy of his PPT presentation to Mel Schroeder who will share with the Board. Melissa Schroeder will schedule a meeting next week with Steve Beaver to answer any additional questions on the Board Orientation.

**Information:** Mel Schroeder created a Cornell Box folder where CCEESC documents can be shared with Board members. All Board members were provided with an invite to the Box folder.

- Agreements and Authorizations

- AR Agreement

**Motion** by Mark Rondinaro to approve the AR agreement; second Howard Cabezas; all were in favor. **Motion passes unanimously.**

- Emergency Management Plan

**Motion** by Mark Rondinaro to approve the Emergency Plan; second Paul Bartow; all were in favor. **Motion passes unanimously.**

- Fiscal Authorization Approval

There is no fixed asset amount listed and should that amount be in this document.

**Motion** by Chad Hendrickson to refer the fixed asset question to the finance committee to check in with Sue Neal as Finance Manager and review the FORM Code. All were in favor. **Motion passes unanimously.**

**Motion** by Mark Rondinaro to accept the Fiscal Authorization; second Paul Bartow; all in favor. **Motion passes unanimously.**

- Committee Assignment/Appointments (see draft ORG Report)

- Recording Secretary
- Assistant to the Treasurer
- Finance Committee (President, Treasurer, and two additional members)
- Personnel Committee (Officers of the Board, one additional member)
- Nominating Committee (Five members, majority must be non-board)
- Marketing Committee (Minimum 5; at least 3 board members & 3 staff members)
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**Motion** by Kristen Van Horn to create a Governance Committee with Sara Agan as chair, Paul Bartow and Kristin Van Horn; second Mark Rondinaro; all in favor. *Motion passes unanimously.*

**Motion** by Kristin Van Horn to approve the Organization Report with the changes noted; second Mark Rondinaro; all in favor. *Motion passes unanimously.*

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

- Finance Committee, Howard Cabezas (5 min)  
The Committee reviewed and approved the November financial report. Due to year-end closing the December report will be available for the February meeting.  
**Motion** by Mark Rondinaro to approve the November report pending independent financial review, second Riqui Hess; all in favor. *Motion passes unanimously.*

### CCE Schuyler County 2023 Budget

The 2023 budget includes use of funds from the Marketing designated fund. Mark Rondinaro pointed out that this was seed money for marketing and fundraising and the funds should be returned.

**Resolution 0123** to reflect that the funds transferred out of the Marketing fund be returned when the SBN refunds are received. **All were in favor.**

**Motion** by Mark Rondinaro to approve the 2023 budget, second by Howard Cabezas; all in favor. *Motion passes unanimously.*

- Mel Schroeder, Interim Director (5 min)
  - Annual Report  
Mel Schroeder shared a draft of the 2022 annual report, still working on it, hope to send it to printing by this Friday.
  - Legislative Day – Albany  
Mel Schroeder will attend the Executive Leadership Conference in Albany, with five other counties to share associations' information with legislators.  
**Action Item:** Mel Schroeder will add her presentation that includes her talking points to the Cornell Box.



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- Hiring Policies  
There are several policies in the CCES HR Manual that have not been approved and/or adopted by the Board.  
**Action Item #1:** For discussion at the February meeting.  
**Action Item #2:** Mel Schroeder will add the Conflict of Interest form to the Cornell Box for each Board member to acknowledge and sign off on.
- Chad Hendrickson, CCESC Board President (5 min)
  - Chad Hendrickson and Adam Hughes gave an update on the Executive Director Search.
    - The search committee is made up of Adam Hughes and Chad Hendrickson (co-chairs), Chelsea Stamp, Fonda Chronis, Kai D'Alleva and Lindsay Wickham (at-large).
    - Interview Stages: 30-minute Zoom discussion with selected candidates, 15-30 minute in-person presentation with Q&A to the Search Committee, meeting with the CCES staff; possible tour of the maple program and camp; search committee will make their recommendations to the Board; Board president will then make an offer.
- Adam Hughes, State Extension Specialist (5 min)  
No updates
- Marketing Committee, Sarah Agan (5 min)  
No updates
- Legislative Report, Michael Lausell (5 min)  
Mark Rondinaro reported that sales tax as a whole is up \$853,000 (5.7%) over last year. It would have been 8% had it not been for the August 2018 pullback.
- PAC Reports  
No updates

**Next Meeting:** 5:00 pm, February 21, 2023 @ Lakewood Vineyards, 4024 NY-14, Watkins Glen.

**Adjourned** at 6:27 p.m.

**From:** Nolan, James <[JNOLAN@omschools.org](mailto:JNOLAN@omschools.org)>

**Sent:** Saturday, December 3, 2022 7:41 AM

**To:** Melissa C. Schroeder <[mcs35@cornell.edu](mailto:mcs35@cornell.edu)>; Paula Goodrich <[pg347@cornell.edu](mailto:pg347@cornell.edu)>; Marissa Nolan <[mn623@cornell.edu](mailto:mn623@cornell.edu)>

**Subject:** Thank You

I just wanted to reach out to all of you and express my gratitude for your nomination to be a "Friend of the Extension". That was a fantastic event, and it was a pleasure to meet up with other members of your team.

When I left that evening, I attended the village meeting and expressed the importance of having C.C.E. as our neighbor here in Montour Falls. The board was all in agreeance with these remarks and passed along their appreciation. Again, thank you for keeping me in mind and I look forward to our future projects.

Enjoy the weekend,  
Jim

**James Nolan**  
Elementary Principal  
B.C. Cate Elementary School  
262 Canal Street  
Montour Falls, N.Y. 14865  
[607-535-7267](tel:607-535-7267), Extension 1980

Director of Instructional Technology  
Odessa Montour Central School District  
300 College Avenue  
Odessa, NY 14869  
[607-594-3341](tel:607-594-3341)



**2023 ORGANIZATIONAL REPORT**  
**CORNELL COOPERATIVE EXTENSION ASSOCIATION OF SCHUYLER COUNTY**

**BOARD OF DIRECTORS**

<u>Name and Address</u>	<u>Telephone/Fax/E-mail</u>	<u>Occupation</u>	<b>Term Expires at the End of</b>	<b>Years of Service at the End of 2022</b>
Sarah Agan 2696 County Road 7 Montour Falls, NY 14865	703-298-5462 (H) 703-298-5462 (W) <a href="mailto:sarahjagan@gmail.com">sarahjagan@gmail.com</a>	Independent Consultant	2023	6
Paul Bartow 3455 CR 21 Watkins Glen NY 14891	<a href="mailto:bartowp@gmail.com">bartowp@gmail.com</a>	Operations Manager, Lakeside Veterinary Services	2023	3
Steve Beaver WGCS District, 303 12th St Watkins Glen, NY 14891	607-535-3219 (O)	Teacher-Agriculture CTE		
Chelsea Stamp 4035 State Route 14 Rock Stream NY 14878	607-426-5016 (cell) <a href="mailto:chelseamstamp@gmail.com">chelseamstamp@gmail.com</a>	Administrative Supervisor, Boundary Breaks Vineyard	2024	1
Riqui Hess 2190 Ray Roberts Road Watkins Glen, NY 14891	607-210-5407 (H) 607-215-5221 (cell) <a href="mailto:mrhesshomeworks@gmail.com">mrhesshomeworks@gmail.com</a>	Exec. Director of M.R. Hess Home Works, Inc.; Office Mgr at Jaynes Used Auto Parts	2023	1
Chad Hendrickson 3896 Station Hill Spur Watkins Glen, NY 14891	(607)731-9749 (Home) <a href="mailto:chad.hendrickson.wg@gmail.com">chad.hendrickson.wg@gmail.com</a>	Brand Manager/ Production	2024	4
Adam Hughes 349 Roberts Hall, Cornell Ithaca, NY 14853	607-255-8894 (W) 607-255-0788 (F) <a href="mailto:ath66@cornell.edu">ath66@cornell.edu</a>	Cornell University State Extension Specialist	Appointed	5
Michael Lausell 5120 County Route 4 Burdett, NY 14818	<a href="mailto:mlausell@co.schuyler.ny.us">mlausell@co.schuyler.ny.us</a> 607-227-9226	Schuyler County Legislature	Appointed	10
Kristin Van Horn 108 Monroe Street Watkins Glen, NY 14891	<a href="mailto:kvanhorn@co.schuyler.ny.us">kvanhorn@co.schuyler.ny.us</a> 607-228-7088 (cell)	Director of Planning, Schuyler County	2022	1
Howard Cabezas Cabezas Engineering	<a href="mailto:howard@cabezasengineering.com">howard@cabezasengineering.com</a>	Owner of Cabezas Engineering	2022	2.5
Mark Rondinaro 3339 County Road 30 Watkins Glen, NY 14891	<a href="mailto:mrondinaro@co.schuyler.ny.us">mrondinaro@co.schuyler.ny.us</a> 607-216-8716 (cell)	Schuyler County Legislature	2023 (Appointed for 2022)	
Rick Reisinger 2826 Happy Trails Watkins Glen, NY 14891	<a href="mailto:rac2750@hotmail.com">rac2750@hotmail.com</a> 607-535 2407	Owner of Reisinger Summer Fruits	2022	4
<b>Executive Director (vacant)</b> Melissa C. Schroeder Interim Director	<a href="mailto:mcs35@cornell.edu">mcs35@cornell.edu</a>	Youth and Family Development Issue Lead Cornell Cooperative Extension	Ex-Officio	



## **2022 Board Officers**

President: Chad Hendrickson  
Vice President: Paul Bartow  
Secretary: Michael Lausell  
Treasurer: Howard Cabezas

## **2022 Board Committees**

### **Finance Committee**

Chad Hendrickson  
Chelsea Stamp  
Don Chutas  
Howard Cabezas (Chair)  
Paul Bartow

### **Personnel Committee**

Chad Hendrickson (Chair)  
Howard Cabezas  
Michael Lausell  
Paul Bartow  
Rick Reisinger

### **Marketing Committee**

Paul Bartow  
Paul Bursic  
Sarah Agan (Chair)  
Staff members: Danielle Cook, Dayna Karius

### **Nominating Committee**

Vacant (Board Liaison)  
Erin Thaete  
Karen Stewart  
Lindsay Wickham  
Liz Stamp (Chair)  
Paul Bursic

### **Recording Secretary**

Virginia Montopoli

### **Assistant to the Treasurer**

Susan Neal

## 2022 AGRICULTURAL PROGRAM COMMITTEE

Name and Address	Telephone/Fax/E-mail	Occupation	Years of Service at the End of 2022
Walter Adam 2566 Jennings Road Watkins Glen, NY 14891	607-731-1840 <a href="mailto:walter.adam@gmail.com">walter.adam@gmail.com</a>	Farmer, Shannon Brook Farm	8
Ryan Bossert (Chair) PO Box 226 Hector, NY 14841	607-346-3733 <a href="mailto:Rwb521@hotmail.com">Rwb521@hotmail.com</a>	Vineyard, winery	8
Lisa Brower 2750 Apple Lane Watkins Glen, NY 14891	607-535-7493 <a href="mailto:Lab.44@hotmail.com">Lab.44@hotmail.com</a>	Fruit, agritourism	8
Katherine Carestio NOFA-NY Inc. 1423 Hathaway Drive Farmington, NY 14425	<a href="mailto:katcarestio@gmail.com">katcarestio@gmail.com</a> (585) 271-1979	Northeastern Organic Farmers Association	5
Taylor Cartwright 5499 State Route 414 Hector NY 414	<a href="mailto:Tcartwright53@live.com">Tcartwright53@live.com</a> 607-425-7480	J and T Custom Farming	4
Lorin Hostetler 2909 Chase Road Reading Center, NY 14876	315-270-2249 <a href="mailto:shtayburnefarm@gmail.com">shtayburnefarm@gmail.com</a>	Creamery, dairy, agritourism	8
Ken Mansfield 3980 Mathews Road Burdett, NY 14818	607-546-7340 <a href="mailto:Kmansfield80@yahoo.com">Kmansfield80@yahoo.com</a>	Fruit, vineyard, cattle	8
Nicole Rawleigh 4715 Stewart Road Horseheads, NY 14845	<a href="mailto:rawlterstenfarm@gmail.com">rawlterstenfarm@gmail.com</a> 607-664-7245	Dairy	8
Sherral Richtmyer County Line Road Watkins Glen, NY 14891	607-535-6507 <a href="mailto:Srichtmyer04@aol.com">Srichtmyer04@aol.com</a>	Organic farming, fiber animals	8
Rick Reisinger (Board Liaison) 2826 Happy Trails Watkins Glen, NY 14891	<a href="mailto:rac2750@hotmail.com">rac2750@hotmail.com</a> 607-535 2407	Owner of Reisinger Summer Fruits	1
Steve Sierigk 5066 Mott Evans Road Trumansburg, NY 14886	607-387-3424 <a href="mailto:stevesierigk@gmail.com">stevesierigk@gmail.com</a>	Hawk Meadow Farm	6

## 2022 4-H Youth Development

Name and Address	Telephone/Fax/E-mail	Occupation	Years of Service at the End of 2022
Jerakah Heady Burdett, NY	<a href="mailto:info@jerakahheady.com">info@jerakahheady.com</a>	Author, Event Planner, Podcaster	5
Molly Lane 3682 Wagner Road Bradford, NY 14815	607-583-2425 <a href="mailto:wlamoka@roadrunner.com">wlamoka@roadrunner.com</a>	Retired	8
JoAnn Fratarcangelo (Chair) 323 Owego Street Montour Falls, NY 14865	607-535-8303 <a href="mailto:JFratarcangelo@schuyler.co.ny.us">JFratarcangelo@schuyler.co.ny.us</a>	DSS Commissioner and Youth Bureau Director	5
Sue Silhan	<a href="mailto:Suesill@hotmail.com">Suesill@hotmail.com</a>	R.N., Owner of Selha Yoga, Deaconess of Fresh Start Ministry	5
Paul Bartow (Board Liaison) 3455 CR 21, Watkins Glen NY 14891	<a href="mailto:bartowp@gmail.com">bartowp@gmail.com</a>	Operations Manager, Lakeside Veterinary Services	1
Public Health Representative			
School District Representative			
Erin Thaete 3651 SR 14 Watkins Glen, NY 14891	607-368-7847 (C) <a href="mailto:ethaete@gmail.com">ethaete@gmail.com</a>	Financial Advisor	7
Riqui Hess (Board Liaison) 2190 Ray Roberts Road Watkins Glen, NY 14891	<a href="mailto:Riquih07@yahoo.com">Riquih07@yahoo.com</a> 607-210-5407 (H) 607-215-5221 (cell)	Exec. Director of M.R. Hess Home Works, Inc.; Office Manager at Jaynes Used Auto Parts	1
Tricia Barry			1
Jerry Harnas	<a href="mailto:jharnas@aol.com">jharnas@aol.com</a>	Volunteer	5
Roxanne Leyes	<a href="mailto:roxanne@montourfallslibrary.org">roxanne@montourfallslibrary.org</a>	Montour Falls Library Director	5
Kathy Ector		Child Care Aware of Schuyler and Steuben County	4
Adrienne Minichello Schuyler County HSC 323 Owego St. Montour Falls, NY 14865	<a href="mailto:aminichello@aimcil.com">aminichello@aimcil.com</a>	Access Independent Mobility Coordinator	1

## 2022 STAFF LIST

Name	Program	Home Address/Phone/Email
Brett Chedzoy Sr. Resource Educator <a href="mailto:bjc226@cornell.edu">bjc226@cornell.edu</a>	Agriculture and Natural Resources Programs	3050 Station Road Watkins Glen, NY 14891 607-742-3657 (mobile) bchedzoy@yahoo.com
Bruce Condie Camp Manager <a href="mailto:bcc5@cornell.edu">bcc5@cornell.edu</a>	Hidden Valley 4-H Camp	289 McFadden Road Apalachin NY 13732 607-743-0646
Danielle Cook Communications Coordinator <a href="mailto:dlc297@cornell.edu">dlc297@cornell.edu</a>	Association	1019 College Avenue Elmira, NY 14901 607-661-0631 (mobile)
Ceridwen Dickerson-Stermer REACH After School Program Coordinator <a href="mailto:ced233@cornell.edu">ced233@cornell.edu</a>	Youth & Family / OM REACH	1298 Crans Road Millport, NY 14864 607-425-8705 (mobile)
Paula Goodrich Program Educator II <a href="mailto:pg347@cornell.edu">pg347@cornell.edu</a>	Youth & Family / Parenting Program	303 E. 2 <sup>nd</sup> St. Watkins Glen, NY 607-535-8915 (home) 607-215-3560 (mobile)
Erica Herman HeatSmart FLX South Campaign Director <a href="mailto:eh649@cornell.edu">eh649@cornell.edu</a>	Energy Program	138 Adams Road Newfield, NY 14867 585-236-9962
Dayna Karius 4H Program Assistant and Camp Registrar <a href="mailto:dk576@cornell.edu">dk576@cornell.edu</a>	Youth & Family / 4-H, Camp, Parenting	4282 Serenity Lane Burdett, NY 14818 607-546-7663 (home) 607-279-8999 (mobile)
Joan Martin (vacant as of 1/31/23) SNAP-Ed Nutritionist, Schuyler County and Yates County <a href="mailto:jdm458@cornell.edu">jdm458@cornell.edu</a>	Nutrition Program	230B W. 17 <sup>th</sup> St. Elmira Heights, NY 14903 607-345-8770 (mobile)
Ginny Montopoli Administrative Assistant <a href="mailto:vlh1@cornell.edu">vlh1@cornell.edu</a>	Association	543 Veteran Hill Road Horseheads, NY 14845 607-738-0097 (mobile)
Alec Moore Commercial Ag Educator <a href="mailto:ahm245@cornell.edu">ahm245@cornell.edu</a>	Agriculture and Natural Resources Programs	Apples & Moore Orchard 2750 Apple Lane, Watkins Glen, NY 14891 607-738-1929 (mobile)
Susan Neal Finance Manager <a href="mailto:srn25@cornell.edu">srn25@cornell.edu</a>	Finance	1312 Demunn Road Beaver Dams, NY 14812 607-279-0403 (mobile)
Marissa Nolan Composting, Horticulture, and Local Foods Educator <a href="mailto:mn623@cornell.edu">mn623@cornell.edu</a>	Agriculture and Natural Resources Programs Food Waste Program	63 Hector Street, Apt. 1 Trumansburg, NY 14886 774-688-9182 (mobile)

Melissa C Schroeder Issue Leader <a href="mailto:mcs35@cornell.edu">mcs35@cornell.edu</a>	4-H Youth Development Hidden Valley 4-H camp Parenting Program	210 Sunset Circle Horseheads, NY 14845 607-215-1046 (mobile)
Kim Seaman Program Coordinator <a href="mailto:Kns57@cornell.edu">Kns57@cornell.edu</a>	Youth & Family / Watkins Glen REACH	105 E. 8 <sup>th</sup> St. Watkins Glen, NY 14891 607-229-6120 (cell for program)
Ryan Staychock Environmental/Natural Resources Educator <a href="mailto:Ryan.staychock@cornell.edu">Ryan.staychock@cornell.edu</a>	Agriculture and Natural Resources	Cornell Cooperative Extension Cayuga, Schuyler and Seneca Counties 9 E Main St #308, Waterloo, NY 13165 585-694-0305 (cell)
Isaac Thomas 4-H Program Coordinator <a href="mailto:Iwt2@cornell.edu">Iwt2@cornell.edu</a>	4-H Program	1824 Price Road Montour Falls, NY 14865 607-425-4525 (cell)
Shawn Tubridy Parenting Educator <a href="mailto:Stt22@cornell.edu">Stt22@cornell.edu</a>	Youth & Family / Parenting Program	P.O. Box 6543 Ithaca, NY 14851 607-279-6543 (mobile)

### **2022 SPECIALISTS AND CONTRACT AGENTS**

Name/Title/Program Area	Office Address	Telephone/Fax/Email
Hans Walter-Peterson Regional Grape Spec.	CCE - Yates County 417 Liberty Street Penn Yan, NY 14527	315-536-5123 FAX 315-536-5117

### **FINGER LAKES GRAPE PROGRAM - INDUSTRY ADVISORY COMMITTEE**

Name/Title/Vineyard	Address	Telephone/Fax/Email
Tina Hazlitt Sawmill Creek Vineyard	5587 State Road 14 Hector, NY 14841	607-546-6777 <a href="mailto:sawmillcrk@htva.net">sawmillcrk@htva.net</a>
John Santos Curry Creek Vineyards	6088 Beckhorn Rd. Hector, NY 14841	607-546-7357 <a href="mailto:curryck@htva.net">curryck@htva.net</a>

### **SOUTH CENTRAL NEW YORK AGRICULTURE TEAM**

Name /Title/Program Area	Office Address	Telephone/Fax/Email
Dana Havas Ag Team Leader	County Office Building 60 Central Ave. / Rm. 105 Cortland, NY 13045	

Brett Chedzoy Ag. & Natural Resources	323 Owego Street, Unit 5 Montour Falls, NY 14865	607-535-7161 FAX 607-535-6813
Graham Savio Ag Economic Development Specialist	615 Willow Avenue Ithaca, NY 14850-3555	
Barb Neal Community Horticulture Educator	CCE Tioga 56 Main St Owego, NY 13827	<a href="tel:607-687-4020">607-687-4020 ext 319</a> <a href="mailto:ban1@cornell.edu">ban1@cornell.edu</a>
VACANT	CCE Chemung 425 Pennsylvania Avenue Elmira, New York 14904	

**FINGER LAKES GRAPE PROGRAM AMG – CCE SCHUYLER  
REPRESENTATIVE**

<b>Name / Title / Program Area</b>	<b>Office Address</b>	<b>Telephone/Fax/Email</b>
Executive Director	Human Services Complex, #5 323 Owego Street Montour Falls, NY 14865	607-535-7161

**FINGER LAKES SHARED BUSINESS NETWORK  
AMG CCE SCHUYLER REPRESENTATIVE**

<b>Name / Title / Program Area</b>	<b>Office Address</b>	<b>Telephone/Fax/Email</b>
Executive Director	Human Services Complex, #5 323 Owego Street Montour Falls, NY 14865	607-535-7161

CCE Schuyler Board of Directors

2023 Proposed Meeting Dates

3rd Tuesday of the Month

January	23
Febrarury	21
March	21
April	18
May	16
June	20
July	18
August	No meeting
September	19
October	17
November	14*
December	Annual Meeting

\*One week earlier due to the Thanksgiving Holiday

## CCE Schuyler 2023 Holidays

Monday, January 2 (observed)	New Year's Day
Monday, January 16	Martin Luther King, Jr. Day
Monday, February 20	Presidents Day
Monday, May 29	Memorial Day
Monday, June 19	Juneteenth
Tuesday, July 4	Independence Day
Monday, September 4	Labor Day
Monday, October 9	Indigenous People's Day
Friday, November 10	Veterans Day
Thursday, November 23 & Friday, November 24	Thanksgiving Break
Monday, December 25 - Monday, January 1, 2024	Winter Break (6 working days)





Cornell University  
Cooperative Extension  
Schuyler County

**CORNELL COOPERATIVE EXTENSION  
ASSOCIATION OF SCHUYLER COUNTY  
FISCAL AUTHORIZATIONS 2023**

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 year 2023, such institution to maintain the following accounts on behalf of the Association: Checking, Savings, Money Market Savings, Certificates of Deposit. The Association also maintains savings and checking accounts with Visions Credit Union, a money market account at Tompkins Trust Company, and at times Certificates of Deposit as approved by the Board. 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 Leaders, and such other staff as approved by the Executive Director, with a limit of \$1000. All other credit cards (Wal-Mart, Staples, gas cards, etc.) will be maintained by the Administrative Assistants and signed out as needed by staff. Documentation (receipt and/or authorization sheet) must accompany expenses and be signed by the supervisor.

**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 their designee must sign all other vouchers.

**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.

Sent 12/17

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

**THIS AGREEMENT**, made this 1 day of January, 2023 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 Contractor 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, 2023 and terminate on December 31, 2023. 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.** Contractor 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

BY: Carl H. Blowers  
Chairman of the Legislature

CONTRACTOR

BY: Chad Hendrickson  
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 20<sup>th</sup> day of December in the year 2022 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

Stacy Husted  
Notary Public

For the Contractor:

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

On the 30 day of Nov in the year 2022 before me, the undersigned, personally appeared Chad Hendrickson, 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.

Susan Neal  
Notary Public

Susan Neal  
Notary Public, State of New York  
No. 01NE6168293  
Qualified in Schuyler County  
Commission Expires June 11, 2023

APPROVED AS TO FORM

Dated: 12/13/22

STEVEN J. GETMAN  
COUNTY ATTORNEY

**CONSTITUTION OF THE  
CORNELL COOPERATIVE EXTENSION ASSOCIATION  
OF SCHUYLER COUNTY  
STATE OF NEW YORK**

**Effective November 28th, 2018**

**ARTICLE I - NAME**

The name of this organization shall be the Cornell Cooperative Extension Association of Schuyler County, hereafter called the Association.

**ARTICLE II - OBJECTIVES**

The objectives of this Association are:

Section 1 To provide for a subordinate governmental agency consisting of an unincorporated organization of residents of Schuyler County in cooperation with Cornell University and the United States Department of Agriculture; and in accordance with subdivision 8(b) of section 224 of the County Law as amended

Section 2 To extend the educational resources of Cornell University and the New York State Colleges of Agriculture and Life Sciences, Human Ecology and Veterinary Medicine, the Land Grant university system and other educational institutions, to the people of Schuyler County to foster economic, social and environmental improvement of its individuals, families and communities.

Section 3 To further objectives of Cornell Cooperative Extension of Schuyler County and the State Extension system in the fields of agriculture, community and economic vitality, environment and energy, nutrition and healthy families and youth development.

**ARTICLE III - AFFIRMATIVE ACTION**

All actions of this Association will be in compliance with the affirmative action plan of the Association and appropriate equal program opportunity, equal employment opportunity and Americans with Disabilities Act legislation.

## **ARTICLE IV – ENROLLMENT & VOTING RIGHTS**

Section 1 Enrollment: Enrollment is open to all persons interested in the work of the Association. Persons become enrollees by: (a) participation in programs or activities of the Association, evidenced by registration or lists generated with respect to such programs or activities, (b) requesting the Association to place their names on an Association list that will be maintained for one calendar year, or (c) serving the Association as a volunteer.

Section 2 Voting Rights: All persons, who, as of the date of a voting event, are Schuyler County residents, 18 years of age or older, and who qualify as an enrollee in accordance with Article IV, Section 1 are eligible to vote at such event.

Section 3 Participation Fees: No fees shall be established as a requirement to become a voting participant. Fees may be established for participating in specific programs or activities of the Association consistent with regulations established by the Board of Directors.

## **ARTICLE V - BOARD OF DIRECTORS**

Section 1 Governing Body: The governing body of the Association shall be the board of directors. Each director shall have voting privileges except the ex-officio representative designated by the director of Cooperative Extension at Cornell.

Section 2 Policies: The board of directors of the Association shall, with Cornell Cooperative Extension at Cornell University outline the policies and procedures of the Association consistent with this constitution and the memoranda of agreement between the Association and Cornell Cooperative Extension at Cornell University and Schuyler County.

Section 3 Composition:

- A. The board of directors of the Association shall consist of 10 persons elected as directors, plus the appointed members listed in Article V, Section 3 B, below.
- B. Appointed members:
  1. The county governing body shall be requested annually to appoint one legislator to serve as a director on the Association board of directors.
  2. The Director of Cornell Cooperative Extension at Cornell University shall designate representation from Cooperative Extension administration to serve on the Association Board of Directors as ex-officio without voting privileges.
- C. A quorum of the board of directors shall consist of a majority of the total voting membership of the.
- D. Elected Directors shall be selected through an election open to all persons who are

eligible voting enrollees of the Association.

- E. A person is not eligible to serve on the board of directors if:
  - 1. The following relationships exist with a board member or any association staff: mother, father, son, daughter, brother, sister, husband, wife, or any person residing in the same household.
  - 2. He/She is currently employed by the Association, or has been employed by the Association in the previous 18 months.
  - 3. He/She is not a county resident with the exception of the representative appointed by the Director of Cornell Cooperative Extension.
  - 4. He/She served one or more previous terms as an elected Director and the lapse since that service is less than two (2) years with exception of appointed directors as per Article V, Section 3, B.
- F. Each member of the Board of Directors shall abstain from voting on any issue in which he/she has a conflict of interest or an appearance of a conflict of interest.
- G. The Executive Director shall serve as executive officer of the Board of Directors without voting privileges.
- H. Elected directors shall serve until their successors are named or a vacancy declared as provided in Article V, Section 6.

Section 4 Duties: The Board of Directors shall:

- A. Establish the organizational structure, consistent with this constitution, to conduct the work of the Association.
- B. Support and maintain the Cooperative Extension Association in cooperation with Cornell Cooperative Extension at Cornell University.
  - 1. Execute the memoranda of agreement and other legal instruments.
  - 2. Establish policies and procedures for maintaining an effective Cooperative Extension Association including program scope and priorities.
- C. Secure resources necessary to conduct, manage and administer the Association's program.
- D. Employ staff to conduct the work of the Association.

Section 5 Term of Office: The term of office for elected directors is three years. An elected director shall serve no more than two consecutive elected terms plus the portion of an unexpired term to which he/she may have been appointed. However, an elected director may continue to serve past the end of his/her elected or appointed term,

until a successor is elected or appointed.

Any previous elected director after a lapse of two (2) years following the end of such director's service on the board will be eligible for re-election or appointment to the board of directors.

An elected director may be removed from office prior to the end of their term by a two-thirds majority vote at a regular or special meeting of the association as provided in Article X.

Section 6 Declaring a Vacancy. The President of the Association may declare a position vacant when the elected member has resigned or has an unexcused absence from three (3) regular meetings of the Board of Directors during a twelve (12) month period.

Section 7 Filling Vacancies on the Board of Directors:

- A. The president shall, after consultation with the Board of Directors (and/or executive committee) make an appointment to fill the vacancy in an elected director position on the Board of Directors. That person so appointed will serve only until a replacement is chosen by the next regular election to fill the remaining portion of the unexpired term.

Section 8 Meetings of the Board of Directors: The Board of Directors shall meet at least eight (8) times a year and more often as called by the president.

## **ARTICLE VI - OFFICERS OF THE ASSOCIATION**

Section 1 Election: After the annual Association election but prior to February 1 the board of directors shall meet to elect officers. A nominating committee appointed by the president shall prepare a slate of officers. The outgoing board and officers shall serve until the organizational meeting of the incoming board.

- A. The following shall be elected annually from among the members of the Board by a majority vote of the continuing and new members of the Board of Directors present at the organizational meeting of the Board to be held between the Annual Association meeting and February 1: president; vice-president; secretary; and treasurer.
- B. The president shall be an ex-officio member of all program and standing committees, excluding the nominating committee. (An ex-officio member is a member by virtue of his/her office and has all the privileges of membership).
- C. An assistant to the secretary may be appointed annually from the association staff by the president with approval of the board of directors. The assistant secretary shall not serve as an officer nor be eligible to vote.
- D. An assistant to the treasurer may be appointed annually from the association staff by the president with the approval of the board of directors. An assistant to the



treasurer shall not serve as an officer nor be eligible to vote.

- E. The terms of office of the president, vice-president, secretary and the treasurer of the Association Board of Directors shall be from the annual organizational meeting until the next annual organizational meeting or thereafter until their respective replacements are named. An officer shall not serve in the same office for more than three (3) consecutive years. The President Elect must be chosen from the existing executive committee.

An officer may be removed from office by a two-thirds (2/3) majority vote of the board of directors. A director so removed from their board office shall retain a seat

- F on the board of directors unless removed from the board pursuant to Article V., Section 5.

## Section 2 Duties:

- A. The president of the Association, in addition to the powers and duties conferred on the position by law, shall perform such duties as usually pertain to the office of president. The president may call meetings of the Association, the board of directors, or of any of the committees or may call special meetings of the Association (See Article X, Section 2).
- B. The vice-president of the Association shall perform the duties of the *president* in case of the president's absence or disability.
- C. The secretary of the Association shall be responsible for keeping in permanent form complete and accurate records of all meetings of the Association, receive and present to the board of directors all communications relating specifically to the Association, and prepare correspondence on behalf of the Board of Directors.
- D. The treasurer of the Association in addition to the powers and duties conferred upon the position by law shall act as custodian of all funds and property, real and personal, of the Association. The treasurer shall verify the financial situation of the Association and shall testify that the balance is current by signature on annual financial reports.
- E. The assistant to the treasurer of the Association may be responsible for disbursements of Association funds for the expenses of the Association only upon written order of the Executive Director or designee.

## Section 3. Filling Vacancies - Officers of the Association

- A. In the event a vacancy occurs in the position of the president; the vice- president will complete the unexpired term.
- B. In the event of a vacancy in the position of vice-president or other elected office, the

Board of Directors shall select a director to fill the unexpired term. Selection will be made by a majority vote of all members of the board of directors present at the meeting.

- C. In the event of a vacancy in the position of an appointed office, the president shall appoint with the approval of the Board of Directors, a qualified replacement to fill the unexpired appointment.

## **ARTICLE VII - COMMITTEES OF THE BOARD OF DIRECTORS**

Section 1 Standing and Special Committees: The Board of Directors shall establish each year at its organizational meeting those committees it deems necessary to carry out the work of the Association. The president shall appoint all members to committees annually and designate a chairperson for each. Committees shall act as set forth in the Association's operating guidelines. (See Article XII)

Section 2 Executive Committee: An executive committee of the board of directors composed of the president, vice-president, treasurer, and secretary will conduct the business of the Association in the interim between regularly scheduled board meetings. Membership may include other directors appointed annually by the president or as determined by the Association's operating guidelines.

## **ARTICLE VIII - (PROGRAM/ISSUE) AREAS AND (PROGRAM/ISSUE) ADVISORY COMMITTEES**

Section 1 Establishment of Program Areas:

The Board of Directors shall establish annually the major program areas of the Association and establish the advisory structure for each area. Details of the procedures for creating and staffing the advisory structure(s) shall be contained in the operating guidelines of the Association. (See Article XII)

## **ARTICLE IX - ASSOCIATION NOMINATION AND ELECTIONS**

Section 1. Nominating Committee: The nominating committee is a committee of the Association and its enrollees and not a standing committee of the board of directors. It is responsible to and acts in the interest of the Association, its enrollees and constituencies.

- A. Composition: The president of the Association shall annually appoint a nominating committee of at least five people, who represent the broad interests of the residents

of the county and the work of the Association, a majority of whom are not current board members. The president shall designate the chairperson of the nominating committee.

B. Duties:

1. The nominating committee shall prepare a list of nominees for all vacant or eligible elected positions. Current members of the nominating committee are not eligible as nominees.
2. In addition to nominations by the committee, nominations may be made by:
  - a. A petition, delivered to the Association in person or by certified mail no later than 45 days prior to the election. Thirty eligible voting enrollees of the Association must sign the petition.
  - b. Nominations from the floor where the nominating and election process occurs at the annual meeting of the Association.
  - c. By write-in on the election ballot where balloting is done by mail.
3. The nominating committee will supervise the conduct of the election.

Section 2. Elections and Voting: Elections for directors shall be held annually. Such elections, and/or voting for any other matter as determined by the board of directors shall be conducted in one of the following ways:

1. By ballot of all eligible voters present at the annual meeting of the Association; or
2. A mail ballot sent to all eligible voters at least twenty-one days prior to the due date of return.

In all cases, the candidate receiving a plurality of vote for each seat shall be declared elected. In the event of a tie vote, the winner shall be decided by a majority of the board of directors at its next meeting.

## **ARTICLE X - ASSOCIATION MEETINGS**

Section 1. Annual Meeting: An annual meeting of the Association shall be held during the last quarter of the calendar year for which public notice is given at least twenty-one days in advance of the meeting. The agenda shall include the following items, plus other business as appropriate:

- A. Annual financial and program report.
- B. Either the announcement of the results of the election conducted by mail or the conduct of the election by the voting of eligible voters present at the annual meeting.

Section 2. Special Meetings: A special meeting of the Association may be called by the board of directors, and shall be called by the president upon written petition by twenty-five (25) eligible voters, provided the objectives of such meetings are set forth in the petition. Only such business may be conducted as is set forth in the call of the special meeting. Public notice, which shall include business to be conducted, of special meetings shall be made at least twenty-one (21) days prior to the meeting date.

Section 3.  
Quorum: A quorum for any annual or special meetings of the Association shall consist of twenty-five (25) eligible voters of the Association.

## **ARTICLE XI - PARLIAMENTARY AUTHORITY**

Section 1. Roberts Rules of Order: The rules contained in the most current "Roberts Rules of Order" shall govern the Association in all cases to which they are applicable and where they are consistent with the Constitution or the regulations (including operating guidelines) of the Association as adopted by the board of directors. In the event that Roberts Rules of Order, the Constitution, and/or the regulations of the Association are not consistent, then the Constitution shall take priority, followed by the regulations of the Association.

## **ARTICLE XII – OPERATING GUIDELINES**

Section 1. Operating guidelines of the Association, that identify operating details of the board and committees not contained in this Constitution shall be established and reviewed annually by the board of directors.

## **ARTICLE XIII - RESTRICTIONS**

- Section 1. No part of the net earnings of the Association shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Two hereof.
- Section 2. No substantial part of the activities of the association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on (a) by an association exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by an association, contributions to which are deductible under section 170(c)(2) of the Internal Revenue

Code, or the corresponding section of any future federal tax code.

#### **ARTICLE XIV - DISSOLUTION**

Section 1. Upon the dissolution of the association, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction in Schuyler County, NY is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

#### **ARTICLE XV - AMENDMENTS**

Section 1. The Constitution of this Association shall be reviewed every three years by the board of directors.

Section 2. The Constitution of this Association may be amended, with prior approval by the board of directors of this Association and the Director of Cornell Cooperative Extension at Cornell University, by an affirmative vote of at least two-thirds of the eligible voters present at any annual or special Association meeting or by an affirmative vote of two-thirds of the eligible voters responding in a mail ballot.

#### **ARTICLE XVI - REPEAL OF PREVIOUS DOCUMENTS**

This Constitution shall take effect when approved by the eligible voters and all previous documents of the Association entitled "Constitution" are hereby repealed.

**Approved by:**

**Adopted by**

---

Director of Cornell Cooperative Extension

President of the Association

Cornell University

Date:

Date:





**Potential Disasters or Emergencies**

The following natural and man-made disasters could impact the Association's business continuity:

- Snow, Ice & Flood
- Tornado
- Fire
- Chemical
- Intruder

**Emergency Planning Team**

The following CCE staff, representing each program area, will be involved in emergency planning and assist the emergency coordinator in crisis management.

- Melissa Schroeder -Association, Youth and Families and Camp, Energy and Nutrition
- Brett Chedzoy - Ag and Natural Resources, Energy and Nutrition
- Virginia Montopoli - Association and HR
- Susan Neal - Association and Finance
- \_\_\_\_\_

**Emergency Planning Coordination**

We will coordinate our emergency planning with businesses located in our facility, County Emergency Management and Extension Administration. Contacts are listed below:

- Schuyler County Emergency Management (607) 535-8200
- Schuyler County Building and Grounds (607) 535-8111
- Adam Hughes, State Extension Specialist (607) 229-0154
- \_\_\_\_\_
- \_\_\_\_\_

**Critical Operations**

The following is a list of the Association's critical operations and the procedures that will be used to recover from a disaster. *(Operations/equipment vital to the continued functioning of the Association.)*

Critical Operation	Plan of Action or Back-up
<u>Program Delivery</u>	<u>Contact staff</u>
<u>Communications</u>	<u>Retrieve vital computers or back-up data with SBN IT Lead</u>
<u>Community Education</u>	<u>Set up new work locations and resources</u>
<u>Finances</u>	<u>Resume Operations</u>
_____	_____



# Cornell University

## Cooperative Extension

Date: 01/11/2023

Version: 1-2023

**Records Back-Up**

Scott Mantelli, SBN IT Lead for Finger Lakes is responsible for backing up critical records

Back-up records, including a copy of this plan, site maps, insurance policies, bank account records and computer files are stored in the following locations:

Off-site: All records are backed up on the Cornell server and an external hard drive

On-site: Finance Manager's office

Records back-up will be conducted every Monthly

**Cyber Security**

Computer hardware is protected in the following way:

Locked office and individual offices. Main building is locked and alarmed during off hours; sheriff checkpoint during hours of operation. Computers and programs are password protected.

Computer software is protected in the following way:

Firewalls, virus protection, passwords, encryption

If the computers are destroyed, back-up computers will be available at this location:

New computers would be purchased through Dell or other vendor. Work with CCE Shared Business Network to connect new computer through VPN to access files that are backed up to the Cornell server.

**Contacts for Essential Supplies**

**Staples**

Company

(877) 826-7755

Telephone

Fax #

712680

E-mail

Account #

Any

Contact

**Dell Computers**

Company

(800) 388-8239

Telephone

Fax #

desire-gideo@dell.com

145462775

E-mail

Account #

Desire Gideo

Contact









**Cornell University**  
**Cooperative Extension**

Date: 01/11/2023

Version: 1-2023

**SHELTER-IN-PLACE PLAN**

In the event of a severe weather-related emergency or hazardous materials release, staff may be required to remain at this facility for a period of time to ensure their safety.

**Official Warning System:** The following warning systems are used:

Yes	No	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Reverse 9-1-1
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Emergency Alert System (EAS) broadcasts
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outdoor warning sirens or horns
<input checked="" type="checkbox"/>	<input type="checkbox"/>	NOAA Weather radio alerts
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Residential route alerts (vehicles with PA systems)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	News media sources

**Storm shelter location:** Schuyler County Human Services Complex

**"Seal the Room" shelter location:** Rooms 119H and 119J

Shelter Manager: Melissa Schroeder Alternate: Brett Chedzoy, Virginia Montopoli, Sue Neal

Responsibilities:

- Order staff to lock down \_\_\_\_\_
- Choose alternate work location \_\_\_\_\_
- Initiate phone tree \_\_\_\_\_

Shut-down Manager: Melissa Schroeder Alternate: Brett Chedzoy

Responsibilities:

- Cancel work and travel for staff \_\_\_\_\_
- Initiate phone tree \_\_\_\_\_
- Choose alternate work locations \_\_\_\_\_

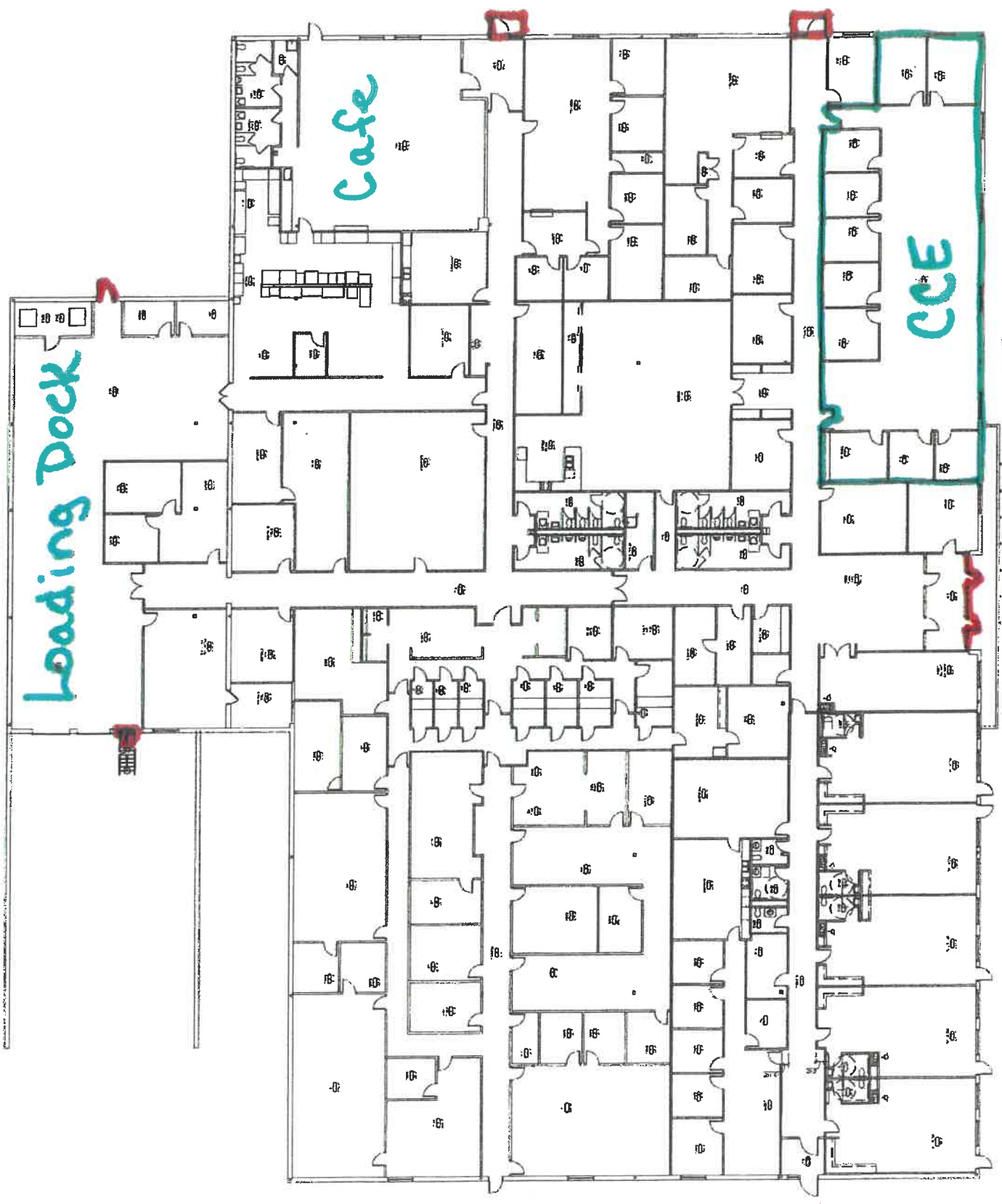
**Disaster Supply Kit location:** In CCE Office (119H and 119J)

Supply Manager: Virginia Montopoli Alternate: Susan Neal

**All Clear** will be issued by **official notification or the Incident Commander.**

**Communications** This shelter-in-place plan will be shared with employees:

Practice drill held. Renewed w/ Schuyler County Sheriff's Department.





# SCHUYLER COUNTY EMERGENCY ACTION PLAN

This emergency summary is provided as a reference for procedures to follow for emergencies that may occur.

This is not a complete guide for all situations, but rather a quick guide to actions that should be taken.

Full details are found in the Schuyler County Emergency Action Plan.



## MEDICAL EMERGENCY

1. Call 911
2. Answer the questions the dispatcher will ask
3. Do not hang up the phone until told to do so.
4. Provide first aid if trained to do so
5. Keep the person calm and comfortable until help arrives



## ABDUCTIONS / ARMED INTRUDERS / AGGRESSIVE PERSON

### **RUN - HIDE - FIGHT!**

1. Notify security / 911
2. **RUN** - Alert Coworkers; gather staff & clients from hallways and areas near your work area.
3. **HIDE** - Lock doors and have staff take a seated position on floor next to the wall out of view from window. Stay out of sight
4. Do not cover windows; leave window blinds and lights as they are.
5. **FIGHT** - Use anything as a weapon.
6. Follow instructions from police.
7. Secure witness for police.



## BOMB THREAT

1. Any bomb threat is to be treated as a sudden emergency. If you are the person taking the call, try to be aware of the caller's characteristics.  
Questions to ask if you can:  
  
- When is the bomb going to explode? - Where is it right now? - What does it look like? - Did you place the bomb? - Why? - What is your name? - Where do you live?
2. Call 911 and notify your supervisor.
3. Do **not** use the fire alarm! Do not use cell phones or other similar devices in the vicinity.
4. The decision whether or not to evacuate or shelter-in-place will be made by Emergency Responders and Department Heads.
5. Department Head will take accountability.
6. Do not re-enter building until cleared by police.



## FIRE / EXPLOSION

1. Call 911 and activate the closest fire alarm box.
2. All building occupants are to evacuate the building and go to pre-determined meeting spot. Close doors and windows as you leave if possible.
3. Department Heads need to take roll call for accountability. Anyone missing will be reported to the Incident Commander.
4. Use fire extinguishers only if the fire is small and you are trained to do so.
5. Do not re-enter the building unless cleared by the fire department.



## EVACUATION OF COUNTY OFFICES

1. SOP FOR ALL SITUATIONS
2. Stop all activities and evacuate building
3. Leave building by the closest exit
4. Employees will gather at predetermined meeting point
5. Department heads will take accountability of all employees.
6. All employees to stay out of building until declared safe to return



## SHELTER - IN - PLACE

Shelter-in-place is a short-term measure (minutes or hours – not days) designed to use facility and its indoor atmosphere to temporarily separate people from a hazardous outdoor environment.

1. Bring all employees inside and move to shelter-in-place site.
2. Shut down all heating, ventilation and air conditioning systems as needed.
3. Secure all doors and windows
4. Ultimate responsibility rests on the INCIDENT COMMAND of the emergency.





## SEVERE WEATHER

*Severe Thunderstorm /  
Lightning / Tornado / Severe  
Windstorm*

1. Do not use electrical equipment, turn off computers and do not use telephones.
2. Stay away from windows.
3. Move employees to a protected area.
4. Listen to weather warnings for updates.
5. Do not go outside until storm has passed.
6. After the storm – department heads are responsible for accountability of personnel.
7. Travel home should not be allowed until routes are declared safe.
8. If the building is evacuated no one will be allowed to return until the building is declared safe.



## WINTER STORM

*(Ice - Blizzard)*

1. Notification
2. Department heads to keep in touch with Emergency Management
3. Shutting down of County offices will be made by Legislature, Emergency Management, Sheriff and/or County Highway.
4. Employees may need to shelter in place if roads are not safe.



## ANNOUNCEMENTS

The following are emergency announcements for all Schuyler County buildings:

1. Fire Alarm - horn or bell: **Immediately evacuate the building.**
2. Public address system or phone notification of emergency event: **Stand-by for instructions.**
3. 'DROP AND COVER': **Find shelter immediately; stay away from glass and falling objects.**
4. 'ALERT': **Important message to follow – pay attention.**
5. 'LOCKDOWN': **Secure your area**
6. 'SHELTER IN PLACE': **Remain where you are.**
7. 'EVACUATE': **Evacuate to your designated evacuation point.**



## BUILDING SYSTEMS FAILURE

This will include the following:

*Water line break – Gas Leak – Structure Failure – Chemical spill – Communications – Heat – Electrical – Sewer*

1. Gas Leak – Do not use lights, electrical equipment, fire alarm and intercom. Send runner to notify 911. Evacuate the building.
2. Electrical failure – notify maintenance. Turn off all computers and electrical equipment.
3. Heat, water, and sewer problems – contact maintenance.
4. Chemical Spill – contact 911 and evacuate building.
5. Structure Failure – all employees should evacuate the building. Notify 911
6. If building is evacuated for any reason, no one is to re-enter until the situation is declared safe.
7. Legislature will decide on early release of personnel.
8. For all situations above - Maintenance should be notified



## CLOSURE OF COUNTY OFFICES

1. Decision to close will be made by Legislature, Emergency Management, Sheriff and County Highway.
2. Employees will not be allowed to leave unless roads are safe to travel.
3. Closure before working hours will be announced on local radio station WFLR FM 96.9 or AM 101.9.
4. The following driving restrictions shall be observed in bad weather:

### Travel Advisory

Caution is advised since hazardous driving conditions could be encountered

### No unnecessary travel

Hazardous driving conditions do exist and no unnecessary travel should take place- a matter of individual judgment.

### Roads closed except for essential vehicles

This is a state of emergency declared by either the Sheriff or Chief Executive of a municipality. Very hazardous driving conditions do exist and can threaten life and/or property. Limited to travel that is essential to protect or preserve life and/or property, such as travel by:

- i. Medical personnel
- ii. Fire, law enforcement and emergency services personnel.
- iii. Government officers and personnel rendering services in connection with the emergency such as highway and road personnel.
- iv. Any vehicle or person on their way to, or returning from performing an immediately essential act associated with the protection or preservation of life and/or property.

### Roads closed except for emergency travel

This is a state of emergency declared by the Chief Executive of a municipality, usually the Chairman of the Schuyler County Legislature or the acting Chairman. Extremely hazardous driving conditions do exist and are immediately threatening to life and/or property. Travel must be limited to travel that is an emergency to protect or preserve life and/or property, and is limited to the emergency vehicles or persons on their way to or returning from an emergency act associated with the protection or preservation of life and/or property.



## EMERGENCY NUMBERS

	Work	Home	Cell
<b>County Administrator</b>			
Timothy O'Hearn	535-8106	535-4021	425-3912
<b>Emergency Management</b>			
William L. Kennedy	535-8200	243-9205	481-0525
Brian Gardner	535-8200	535-4715	742-9326

### **Human Resources**

Lorry Johnson 535-8191 703-9300

### **Legislature**

Stacy Husted 535-8100

**Sheriff's Office [non-emergency]** 535-8222

### **Emergency**

Police	911
Ambulance	911
Fire	911