

Cornell Cooperative Extension Association of Lewis County

Board of Directors

February 4, 2026

Agenda

1. Call to Order

Correspondence

2. Review of Meeting Minutes of November 25, 2025

3. Reports of Liaison Representatives

Legislator- Mike Hanno, Lewis County Legislator
Cornell – Kevin Jordan, State Extension Specialist

4. Standing Committees

Finance:

- Financials – November 2025 – Motion needed to receive *
- 2026 Annual Organizational / Annual Operating Resolution *
- Motion to adjust Designated fund- initial payment account, based on Cornell University Payroll department for December 2025. New Balance \$24,907 *

Applied for Grants/Sponsorships:

4H

- Pratt Northam Summer Interns (applied for two positions)
- Stewarts Holiday Grant - \$500
- Cornell intern (applied for one intern- camp)

Tri-County Ag

- NYFVI \$2,000

Granted Funds/Sponsorships:

4H

- Youth Bureau \$10,000 (\$8,500 for camp; 7,500 camperships, 1,000 camp supplies and \$1,500 General 4H use)
- United Way \$5,000
- Northern NY Community Foundation \$5,000

Tri-County Ag

- NNYADP - Milk Yield \$2,000
- Hoof Clinic \$2,500

Personnel – Dairy Specialist, 4H Support Specialist

Strategic Planning - no report

5. Program Reports

4-H Youth Development – handout

Agriculture – handout

Tri-County Ag - handout

Energy - handout

Parenting

Administration

6. Old Business

Building Update

7. New Business

Proposed Slate of Officers *

Committees of the Board, 4H and Agriculture *

2026 Board meeting dates - handout

Tentative Annual Meeting date - handout

8. Adjournment

Next Meeting: March 25, 2026

**Cornell Cooperative Extension Lewis County
Board of Directors Meeting
November 25, 2025**

The regularly scheduled meeting of the Board of Directors was called to order on November 25, 2025, at 5:06 pm by Chairperson, Peter Ostrum, DVM at the Cornell Cooperative Extension Lewis County Office, Lowville, NY.

Members & Staff Present:

Michele Ledoux	X	Thomas Kalamas	X	Kevin Jordan	Ex	Sarah Zeger, DVM	X
Jenna Lauraine	X	Roxaina Hurlburt	Ex	Penny Moser	X	Martha Horahan	Ex
Peter Ostrum, DVM	X	Kelly Kunz	X	Kristin Thomas	Ex	Andrew Kramer	X
Michael Kraeger	Ex	Shellie Marks	X	Harley Snyder	X	Caitlin Humphrey	X
Charlene Berrus	X						

Absent:

Excused: Roxaina Hurlburt, Kristin Thomas, Martha Horahan, Kevin Jordan, Michael Kraeger

Guest(s) Present:

Correspondence: Michele Ledoux read a thank you note that accompanied a donation to 4H in honor of birthday wishes for \$25.

Approve Minutes:

The minutes of the August 6, 2025 date were: approved by Thomas Kalamas and seconded by Peter Ostrum, DVM
Motion Carried:

(X) Approved as read by secretary () Approved as emailed () Corrected as follows:

Reports of the Liaison Representatives:

Legislative Representative:

Thomas Kalamas described a trip to Tupper Lake and Saranac Lake to observe the rail trail with the town supervisor and mayor. The only negative observed was the high volume of people waiting to use it. There was no trash found; the rail trail utilized volunteers who acted as trail ambassadors to clean up, alongside portable toilets and trash cans. Peter Ostrum, DVM asked how ATVs were kept off the trail, and Thomas Kalamas reported that there were DEC gates in place. While snowmobiles were permitted on the trails and watched for cross-country skiers, ATVs remained prohibited. The trails also featured proximity sensors that counted how many people were using the path. Peter Ostrum, DVM shared that he visited during the second weekend it was open and described it as wonderful, confirming he saw no ATVs. Thomas Kalamas stated it was illegal to use an ATV in that area.

Jenna Lauraine asked if the consultants who worked on that trail had also worked on others around the Nation, but Thomas Kalamas did not know the answer to that question. Peter Ostrum, DVM stated he saw people in uniforms ensuring the trail was clear and asked exactly where the trail would be located. Thomas Kalamas answered that it would run from the fairgrounds all the way to Wishy's along the river, and in the other direction, all the way to Carthage. When Peter Ostrum, DVM asked for a project timeframe, Thomas Kalamas answered that there would not be any new developments for a year.

Regarding economic development, Thomas Kalamas shared that Glenfield School was working on a pre-possession agreement with Rochester's Cornerstone Group so the building could be passed off this year, rather than waiting for the February 16, 2026, NYSHCR funding closing date. Thomas Kalamas also shared that Lyons Falls School was waiting on the developer's bank appraisal, which was expected to be completed within the next week. Additionally, Thomas Kalamas noted that Kraft was attempting to secure NYS Economic funding for an expansion in Lowville.

Finally, Thomas Kalamas shared that they were still waiting on a DEC grant for a study on the Croghan Dams, with an update expected by mid-December. Details were also shared regarding the battery storage projects in Greig and Denmark. To conclude the updates, Andrew Kramer asked for a status report on Hydrostor, and Thomas Kalamas responded that Hydrostor was waiting on funding to take the core for testing.

Extension Representative:

Report read as presented.

Standing Committee Reports:

Finance:

Andrew Kramer motioned to receive the September and October 2025 financial reports, and Thomas Kalamas seconded the motion. Charlene Berrus read the financial reports as presented. Thomas Kalamas asked if there was a yearly lease for the copier; Charlene Berrus answered that it was a five-year lease paid monthly. When Thomas Kalamas asked who the lease was through, Charlene Berrus answered that it was with ABS through Wells Fargo. Peter Ostrum, DVM motioned to approve the financials, Andrew Kramer seconded, and the motion was approved. Jenna Lauraine motioned to approve the Executive Committee Minutes of October 14, 2025, as presented; Peter Ostrum, DVM seconded, and the motion passed.

Jenna Lauraine motioned to approve the following transfers of designated funds to offset expenses and balance the 2026 budget: \$1,000 from the 4-H General Designated Fund, \$5,200 from the Computer Replacement Designated Fund, and \$4,000 from the Vehicle Designated Fund (to cover fuel and Tri-County Ag). Peter Ostrum, DVM seconded the motion, and it passed. Penny Moser motioned to approve the 2026 budget as presented; Andrew Kramer seconded, and the motion passed. Following the vote, Charlene Berrus, Michele Ledoux, Peter Ostrum, DVM, Thomas Kalamas, Sarah Zeger, DVM, and Kelly Kunz discussed the budget and county appropriation.

Peter Ostrum, DVM asked if certain expenses were in reference to items being paid back from October's report. Charlene Berrus answered in the affirmative regarding Frans and Denise. Michele Ledoux provided examples of services for which the office had been paid, such as Fran's Cornell conference. Peter Ostrum, DVM then motioned to have the Board President sign the 2026 AR/BR contracts; Sarah Zeger, DVM seconded, and the motion passed.

Michele Ledoux presented the applied and awarded grants and funding. Peter Ostrum, DVM cautioned against the lack of training for large animal emergency equipment and noted that local veterinarians did not know its location. Michele Ledoux and Sarah Zeger, DVM agreed to hold a meeting with Bob MacKenzie and Jennifer Maracchion to locate the equipment. Michele Ledoux suggested hosting a large animal rescue training, and Jenna Lauraine suggested it take place every two years; Michele Ledoux, Peter Ostrum, DVM, Sarah Zeger, DVM, and Jenna Lauraine all agreed. Michele Ledoux reported that Albany provides training on barn collapses, and Kelly Kunz equated the need for regular sessions to a ski patrol refresher. Michele Ledoux and Sarah Zeger, DVM agreed to meet with the County Emergency Management to further coordinate.

Personnel:

Michele Ledoux explained that the conditions of Frans Vokey's initial hiring required the office to reopen the position, which meant he would have to re-apply. Thomas Kalamas asked if Frans Vokey was leaving. Kelly Kunz and Michele Ledoux confirmed that he was not; there was simply a requirement to renew his appointment because he had been initially hired under temporary status.

Strategic Planning:

Kelly Kunz noted Jenna Lauraine is heading the strategic planning committee.

Program & Staff Reports-

4-H – read as presented.

Ag Report – read as presented.

Tri-County Ag Report – read as presented.

Energy Report – read as presented.

Parenting – Kelly Kunz shared that the current flow of families consisted mostly of family court and lawyer referrals, allowing her to mediate discussions and facilitate settlements outside of court. Kelly Kunz noted that these families would not be able to be included in reporting numbers because they were not part of the DSS contract. She further shared that the trend of families referred to by DSS normally increased with the return of school after the holidays. Thomas Kalamas and Kelly Kunz discussed the process of families volunteering to receive Kelly Kunz's services.

Michele Ledoux and Kelly Kunz discussed the original nature of the position and how it had changed since she started. Kelly Kunz detailed the complexities of reporting program successes given the confidentiality agreement maintains with her clients. Peter Ostrum, DVM asked if families ever came to the office to meet with Kelly Kunz. Kelly Kunz and Michele Ledoux confirmed that they did, and Kelly Kunz explained the mediation process.

Executive – Michele Ledoux shared that she was meeting with the legislators every week and noted that the constitution was in the sign-off process. Peter Ostrum, DVM asked if Naturally Lewis would come to do a presentation. Shellie Marks invited Michele Ledoux to join Bridges out of Poverty.

Administration – Caitlin Humphrey shared social media report as presented.

Old Business –

Peter Ostrum, DVM asked if there was a building update. Michele Ledoux shared that our agency would no longer be permitted to remain in the current building. Michele Ledoux met with the county manager to discuss options for a new location and was concerned about the options being very limited and listed the most important points we needed for our location. Michele Ledoux confirmed BOCES will take over the whole building. Jenna Lauraine asked what the timeframe would be. Michele Ledoux explained BOCES will take over in September. Charlene Berrus stated BOCES would like us to move in June. Michele Ledoux confirmed and explained the logistical issues with moving our office in June, highlighting preparation for the fair and other programming.

Peter Ostrum, DVM asked how many square feet the old location was. Kelly Kunz and Michele Ledoux answered that the office was downsized quite a bit when we moved to the new location. Jenna Lauraine and Michele Ledoux discussed whether the new location had to be in Lowville. Thomas Kalamas noted the positive result of the BOCES expansion. The Board agreed this was good for students in Lewis County. Thomas Kalamas, Michele Ledoux, Jenna Lauraine, Kelly Kunz, and Peter Ostrum, DVM discussed the status of the farmhouse recently purchased by BOCES that was suggested. The board sought clarification on whether BOCES would desire to utilize the site in the future, along with other potential locations that would offer secure, long-term occupancy. Jenna Lauraine proposed this would be an opportunity for the strategic planning committee to come up with a five-year plan. The board discussed the necessity of being easy to access for the public, zoning, building classification, and storage for ag equipment that CCE Lewis provides for the community.

New Business –

Michele Ledoux presented the 2026 Holiday Schedule and the proposed 2026 Board Meeting dates to the Board. Peter Ostrum, DVM motioned to approve, Jenna Lauraine seconded, and the motion passed. Peter Ostrum, DVM reminded the Board that Michele Ledoux's review was coming up in January and asked Michele Ledoux to write a summary and create a PowerPoint presentation. Michele Ledoux announced that the January meeting would be Peter Ostrum, DVM's last meeting and noted that this was Penny Moser's last meeting.

Thomas Kalamas made a motion to adjourn the meeting at 6:46 pm, Andrew Kramer seconded, motion carried.

Next meeting is January 29, 2026 at the Cooperative Extension Office.

Respectfully submitted: Jenna Lauraine

Prepared by: Caitlin Humphrey

Month Presented: November 2025

ASSETS

Cash on Hand		\$ 519,093.20
Community Bank - Checking	164,657.63	
Community Bank - Savings	354,219.50	
AmeriCU - Savings:	16.07	
Petty Cash:	200.00	
Undeposited Funds:	-	
Accounts Receivable		\$ 17,741.87
CCE of Jefferson Co. NNYADP	\$ 5,397.73	
LC Dept. of Social Services	\$ 12,009.50	
LC Maple Producers	\$ 234.64	
Cornell University Harvest NY	\$ 100.00	
Prepaid Expenses:		\$ 9,909.31
Unemployment Insurance:	316.33	
Workers' Compensation:	228.28	
Property Insurance:	137.05	
General Liability Insurance:	4,316.48	
Vehicle, Insurance:	1,058.48	
Director & Officer's Insurance:	524.56	
4H Accident Insurance:	11.96	
Association Services:	701.17	
Mill Creek Car Wash cards	125.00	
Mworks Digital	40.00	
Dec rent paid in Nov	2,450.00	
Initial Payment (One month payroll, required by Cornell):		\$ 25,982.00
Right of Use Equipment - Copier Lease		\$ 14,069.63
Fixed Assets		\$ 19,566.36
Vehicle:	36,686.93	
Equipment	10,125.00	
Accumulated Depreciation:	(27,245.57)	
TOTAL ASSETS		\$ 606,362.37

LIABILITIES

Accounts Payable		\$ 28,602.06
AmeriCu	\$ 1,087.55	
CCE of St. Lawrence County	\$ 67.43	
CCE of Jefferson County	\$ 193.90	
Cornell University Payroll	\$ 25,498.90	
Kelly Kunz	\$ 324.10	
Michele Ledoux	\$ 126.04	
Mellissa Spence	\$ 68.40	
Kelly Kunz - Petty Cash	\$ 15.50	
Wells Fargo	\$ 526.54	
Denise DeVoe	\$ 74.00	
Frams Vokey	\$ 619.70	
Accrued Vacation		\$ 9,112.16
Deferred Revenues (County Appropriation)		\$ 29,487.50
Current Copier Lease Payable		\$ 3,198.10
Non-Current Copier Lease Payable		\$ 10,871.53
Current Fund Balances		\$ 446,576.10
General Fund:	\$ 241,858.53	
Designated Fund - Initial Payment:	\$ 20,866.00	
Designated Fund - Ag Grant:	\$ 500.00	
Designated Fund - Peer to Peer:	\$ 70.70	
Designated Fund - Open Farm Day:	\$ 10,241.01	
Designated Fund - Women For Profit Fund:	\$ 500.00	
Designated Fund - Dairy Manager Group:	\$ 442.77	
Designated Fund - Dairy Prospects:	\$ 3,358.42	
Designated Fund - 4H General:	\$ 14,021.98	
Designated Fund - Paper Clover:	\$ 2,752.67	
Designated Fund - Pratt Northam:	\$ 2,429.11	
Designated Fund - Welding Fund:	\$ 2,894.81	
Designated Fund - 4H Horse Fund:	\$ 2,925.65	
Designated Fund - CCE Revitalization:	\$ 48,992.74	
Designated Fund - Insurance Reserve:	\$ 13,871.65	
Designated Fund - Print Shop Equipment:	\$ 10,146.54	
Designated Fund - Computer Replacement:	\$ 25,760.44	
Designated Fund - Vehicle:	\$ 44,943.08	
Plant Fund		\$ 19,566.33
NET FROM OPERATIONS & FUND TRANSFERS		\$ 58,948.59
TOTAL LIABILITIES AND FUND BALANCE		\$ 606,362.37

REVENUES

Federal Smith Lever	\$ 10,074.30
State 224	\$ 86,485.90
State 224 NCRAT	\$ -
Benefits	\$ 236,905.66
Pratt Northam	\$ 11,680.00
County Appropriation	\$ 324,362.50
Grants & Contracts	\$ 88,988.66

Contract - DSS Parenting:	65,463.50
Contract - Ag in the Classroom:	2,800.00
Grant - FMNP:	-
Grant - Willman & Rice:	-
Contract - Dairy Industry Building Camp Aldersgate:	2,500.00
Private Contracts/Contributions LC Youth Bureau:	1,250.00
Contract - NNYADP:	7,147.72
Contract - AG:	6,747.44
Contract - Career EX:	3,080.00

Program/Operating Revenues	\$ 23,319.15
Ag Contributions:	2,788.67
4H Contributions:	3,807.63
4H County Fair Contributions:	1,541.64
Regional Food Guide Contributions:	1,765.00
4H Career Ex	400.00
Admin Contributions	854.00
4H:	1,094.00
Admin (Newsletter, Contributions, Enterprise):	2,543.46
Ag:	1,375.75
Regional Support:	642.83
Prior Period Revenue Adjustment	(66.11)
Misc. Clearing	-
Interest Income:	6,572.28
TOTAL TRANSFER FROM FUND BALANCE	\$ 10,239.62
TRANSFERS TO FUND BALANCE	
TRANSFER FROM DESIGNATED FUNDS	3,513.67
TRANSFERS FROM PLANT DEPR.	6,725.95
TOTAL REVENUES AND TRANSFERS FROM FUND BALANCES	\$ 792,055.79

EXPENSES

Salaries	\$	374,988.53
Employee Benefits	\$	241,155.29
Staff Development	\$	4,286.03
Program/Operating Expenses	\$	90,853.68
Expenses of Fixed Assets	\$	6,725.93
Depr. Vehicles	\$	6,725.93
Contracts	\$	35,097.74
General		21,884.91
Ag Grant		5,500.00
Association Services:		7,712.83
TRANSFERS TO FUND BALANCES	\$	(20,000.00)
TOTAL EXPENSES AND TRANSFERS TO FUNDS	\$	733,107.20
NET FROM TRANSFERS AND CURRENT OPERATIONS	\$	58,948.59

CCE Lewis County
Comparative Balance Sheet

	Period Ending 11/30/2025	Period Ending 11/30/2024	Last Month Closed	10/31/2025
			Percent of Inc/(Decr)	
ASSETS				
Current Assets:				
Total Cash	\$519,093.20	\$365,266.83		
Certificates of Deposit - Current	\$0.00	\$52,672.43		
Accounts/Notes Receivable	\$17,741.87	\$56,814.67		
Prepaid Expenses/Deferred Charges	\$9,909.31	\$9,446.83		
Total Current Assets	\$546,744.38	\$484,200.76		13%
Non-Current Assets:				
Deposit - Initial Payment	\$25,982.00	\$20,866.00		
Investments	\$0.00	\$31,476.16		
Total Non-Current Assets	\$25,982.00	\$62,342.16		-50%
Right of Use Assets:				
Right-of-Use Equipment	\$14,069.63	\$17,029.96		
Total Right-of-Use Assets	\$14,069.63	\$17,029.96		
Fixed Assets:				
Vehicles	\$36,686.93	\$36,686.93		
Equipment	\$10,125.00	\$10,125.00		
Accumulated Depreciation	-\$27,245.57	-\$19,908.19		
Total Fixed Assets	\$19,566.36	\$26,903.74		
TOTAL ASSETS	\$606,362.37	\$580,476.62		4%
Liabilities and Fund Balances:				
Current Liabilities				
Accounts Payable	\$28,602.06	\$36,362.61		
Accrued Vacation	\$9,112.16	\$9,742.61		
Deferred Revenues	\$29,487.50	\$35,487.50		
Agency Funds	\$0.00	\$230.00		
Leases/Notes/Mortgages/Bonds Payable	\$3,198.10	\$3,217.52		
Total Current Liabilities	\$70,399.82	\$85,040.24		-17%
Non-Current Liabilities				
Leases/Notes/Mortgages/Bonds Payable	\$10,871.53	\$13,812.44		
Total Non-Current Liabilities	\$10,871.53	\$13,812.44		-0.212917486
TOTAL LIABILITIES	\$81,271.35	\$98,852.68		-18%
Current Fund Balances				
Designated Net Assets	\$204,717.57	\$218,406.78		
Unrestricted Net Assets	\$241,858.53	\$193,710.36		
Plant	\$19,566.33	\$26,903.73		
Total Revenues	\$781,816.17	\$861,293.32		
Total Expenses	-\$753,107.20	-\$795,115.38		
Net from Operations	\$28,708.97	\$66,177.94		
Transfers from	\$10,239.62	\$11,368.21		
Transfers To	\$20,000.00	-\$34,943.08		
Net from Transfers	\$30,239.62	-\$23,574.87		
Total Fund Balances	\$525,091.02	\$481,623.94		9%
Total Liabilities and Fund Balances:	\$606,362.37	\$580,476.62		4%

Comparative Statement of Operations Summary
11/30/2025

REVENUES	Period Ending 11/30/2025	Period Ending 11/30/2024	Annual Budget	Remaining Budget
Federal Smith Lever	\$10,074.30	\$11,329.60	\$11,990.00	\$1,915.70
State 224	\$86,485.90	\$61,317.35	\$76,201.39	-\$10,284.51
Benefits	\$236,905.66	\$239,367.35	\$282,935.70	\$46,030.04
County Appropriation	\$324,362.50	\$324,362.50	\$353,850.00	\$29,487.50
Grants & Contracts	\$102,546.69	\$170,603.62	\$94,494.00	-\$8,052.69
Program/Operating Revenues	\$21,507.23	\$19,369.82	\$19,555.00	-\$1,952.23
Non-Operating Revenue	(\$66.11)	\$34,943.08	\$0.00	\$66.11
TOTAL REVENUES	\$781,816.17	\$861,293.32	\$839,026.09	\$57,209.92
Transfers From Fund Balances	\$10,239.62	\$11,368.21	\$23,513.67	\$13,274.05
TOTAL REVENUES & TRANSFERS FRO	\$792,055.79	\$872,661.53	\$862,539.76	\$70,483.97
<hr/>				
EXPENSES				
All Salaries & Benefits	\$620,429.85	\$607,708.04	\$721,997.81	\$101,567.96
Administrative Staff Salaries & Benefits	\$393,082.29	\$375,936.21	\$452,325.37	\$59,243.08
Program Staff Salaries & Benefits	\$227,347.56	\$231,771.83	\$269,672.44	\$42,324.88
Program & Operating Expenses	\$101,783.13	\$155,857.20	\$104,141.95	\$2,358.82
Building & Grounds, Equipment R&M	\$30,894.22	\$31,550.14	\$36,400.00	\$5,505.78
TOTAL EXPENSES	\$753,107.20	\$795,115.38	\$862,539.76	\$109,432.56
Transfers To Fund Balances	(\$20,000.00)	\$34,943.08	\$0.00	\$20,000.00
TOTAL EXPENSES & TRANSFERS TO F	\$733,107.20	\$830,058.46	\$862,539.76	\$129,432.56
NET FROM TRANSFERS	\$30,239.62	(\$23,574.87)	\$23,513.67	(\$6,725.95)
NET FROM CURRENT OPERATIONS	\$28,708.97	\$66,177.94	(\$23,513.67)	(\$52,222.64)
NET FROM TRANSFERS & CURRENT O	\$58,948.59	\$42,603.07	\$0.00	(\$58,948.59)

**CCE Lewis County
Balance Sheet**

Last Month Closed		
	Period Ending 11/30/2025	Period Ending 11/30/2024
Assets		
Current Assets:		
Petty Cash	\$200.00	\$200.00
Cash in Bank, Checking	\$164,657.63	\$166,267.27
Cash in Bank, Savings	\$354,235.57	\$198,713.45
Cash Equivalents	\$0.00	\$52,672.43
Undeposited Funds	\$0.00	\$86.11
Total Cash	\$519,093.20	\$417,939.26
Accounts Receivable	\$12,344.14	\$51,680.42
Accounts Receivable, Inter-Assoc	\$5,397.73	\$5,134.25
Prepaid Expenses	\$9,909.31	\$9,446.83
Total Current Assets	\$546,744.38	\$484,200.76
Non-Current Assets:		
Investments, Certificates of Deposit	\$0.00	\$31,476.16
Deposits Non-Current	\$25,982.00	\$20,866.00
Total Non-Current Assets	\$25,982.00	\$52,342.16
Right-Of-Use Assets:		
Right-Of-Use Equipment	\$14,069.63	\$17,029.96
Total Right-Of-Use Assets	\$14,069.63	\$17,029.96
Fixed Assets:		
Vehicles	\$36,686.93	\$36,686.93
Equipment	\$10,125.00	\$10,125.00
Accumulated Depreciation	-\$27,245.57	-\$19,908.19
Total Fixed Assets	\$19,566.36	\$26,903.74
Total Assets	\$606,362.37	\$580,476.62
Liabilities and Fund Balances		
Current Liabilities:		
Accounts Payable	\$2,909.26	\$13,898.46
Accounts Payable, Inter-Assoc	\$193.90	\$0.00
Accounts Payable, Cornell	\$25,498.90	\$22,464.15
Accrued Vacation	\$9,112.16	\$9,742.61
Deferred Revenues	\$29,487.50	\$35,487.50
Agency Funds	\$0.00	\$230.00
Operating Leases Current	\$3,198.10	\$3,217.52
Total Current Liabilities	\$70,399.82	\$85,040.24
Non-Current Liabilities:		
Operating Leases Non-Current	\$10,871.53	\$13,812.44
Total Non-Current Liabilities	\$10,871.53	\$13,812.44
Current Fund Balances		
Designated	\$204,717.57	\$218,406.78
General Fund	\$241,858.53	\$193,710.36
Plant Fund	\$19,566.33	\$26,903.73
'6100, 76200:76200, 82100: Total Revenues	\$781,816.17	\$861,293.32
Total Expenses	-\$753,107.20	-\$795,115.38
Net from Operations	\$28,708.97	\$66,177.94
Transfers from	\$10,239.62	\$11,368.21
Transfers To	\$20,000.00	-\$34,943.08
Net from Transfers	\$30,239.62	-\$23,574.87
Total Fund Balances	\$525,091.02	\$481,623.94
Total Liabilities and Fund Balances	\$606,362.37	\$580,476.62

CCE Lewis County
Statement of Financial Position
11/30/2025

Last Month Closed 10/31/2025

	<u>Current Year</u>	<u>Previous Year</u>
Assets		
Current Assets:		
Petty Cash	\$ 200.00	\$ 200.00
Checking	\$ 164,657.63	\$ 166,267.27
Savings	\$ 354,235.57	\$ 198,713.45
Cash Equivalents	\$ -	\$ 52,672.43
Undeposited Funds	\$ -	\$ 86.11
Total Cash	\$ 519,093.20	\$ 417,939.26
Accounts Receivable	\$ 12,344.14	\$ 51,680.42
Accounts Receivable, Inter-Assoc	\$ 5,397.73	\$ 5,134.25
Prepaid Expenses	\$ 9,909.31	\$ 9,446.83
Total Current Assets	\$ 546,744.38	\$ 484,200.76
Non-Current Assets:		
Investments, Certificates of Deposit	\$ -	\$ 31,476.16
Deposits Non-Current	<u>\$ 25,982.00</u>	<u>\$ 20,866.00</u>
Total Non-Current Assets	\$ 25,982.00	\$ 52,342.16
Right-Of-Use Assets:		
Right-Of-Use Equipment	\$ 14,069.63	\$ 17,029.96
Total Right-Of-Use Assets	\$ 14,069.63	\$ 17,029.96
Fixed Assets:		
Vehicles	\$ 36,686.93	\$ 36,686.93
Equipment	<u>\$ 10,125.00</u>	<u>\$ 10,125.00</u>
Total Fixed Assets	\$ 46,811.93	\$ 46,811.93
Less Accumulated Depreciation	\$ (27,245.57)	\$ (19,908.19)
Total Fixed Assets	\$ 19,566.36	\$ 26,903.74
Total Assets	\$ 606,362.37	\$ 580,476.62
Liabilities and Net Assets		
Current Liabilities:		
Accounts Payable	\$ 2,909.26	\$ 13,898.46
Accounts Payable, Inter-Assoc	\$ 193.90	\$ -
Accounts Payable, Cornell	\$ 25,498.90	\$ 22,464.15
Accrued Vacation	\$ 9,112.16	\$ 9,742.61
Deferred Revenues	\$ 29,487.50	\$ 35,487.50
Agency Funds	\$ -	\$ 230.00
Operating Leases Current	\$ 3,198.10	\$ 3,217.52
Total Current Liabilities	\$ 70,399.82	\$ 85,040.24
Non-Current Liabilities:		
Operating Leases Non-Current	\$ 10,871.53	\$ 13,812.44
Total Non-Current Liabilities	\$ 10,871.53	\$ 13,812.44
Total Liabilities	\$ 81,271.35	\$ 98,852.68
Net Assets:		
Net Assets Without Donor Restrictions	\$ 525,091.02	\$ 481,623.94
Net Assets With Donor Restrictions	\$ -	\$ -
Total Net Assets	\$ 525,091.02	\$ 481,623.94
Total Liabilities and Net Assets	\$ 606,362.37	\$ 580,476.62

**CCE Lewis County
Statement of Activities
11/30/2025**

Last Month Closed 10/31/2025

	CURRENT MONTH	Y.T.D. ACTUAL	ANNUAL BUDGET	UNDER/(OVER) BUDGET	% of BUDGET
UNRESTRICTED					
REVENUES, GAINS, AND OTHER SUPPORT:					
FEDERAL					
Federal Grants/Contracts	0.00	0.00	0.00	0.00	0.00%
Smith/Lever	1,340.29	10,074.30	11,990.00	(1,915.70)	84.02%
STATE					
State Grants/Contracts	1,301.54	10,147.72	9,500.00	(647.72)	106.82%
State 224	7,337.90	86,485.90	76,201.39	(10,284.51)	113.50%
Fringe Benefits	19,374.58	236,905.66	282,935.70	(46,030.04)	83.73%
OTHER GRANTS/CONTRACTS					
Other Grants/Contracts	1,949.64	26,935.47	14,350.00	(12,585.47)	187.70%
COUNTY					
County Appropriation	29,487.50	324,362.50	353,850.00	(29,487.50)	91.67%
County Agreements/Contracts Federal	0.00	0.00	0.00	0.00	0.00%
County Agreements/Contracts State	0.00	0.00	0.00	0.00	0.00%
County Agreements/Contracts County	6,004.75	65,463.50	70,644.00	(5,180.50)	92.67%
County Agreements/Contracts Other Governmental.	0.00	0.00	0.00	0.00	0.00%
County Agreements/Contracts Private to Assoc.	0.00	0.00	0.00	0.00	0.00%
County Agreements/Contracts Federal/State/County Contributions	0.00	0.00	0.00	0.00	0.00%
CONTRIBUTIONS UNRESTRICTED					
Contributions	(286.00)	5,963.31	9,230.00	(3,266.69)	64.61%
INVESTMENT EARNINGS					
Dividends	0.00	0.00	0.00	0.00	0.00%
Interest Income	1,091.43	6,572.28	3,200.00	(3,372.28)	205.38%
PROGRAM/OPERATING REVENUES					
Program Fees	45.00	4,096.35	4,150.00	(53.65)	98.71%
Regional Programs	0.00	642.83	150.00	(492.83)	428.55%
Specialist Contract Support	0.00	0.00	0.00	0.00	0.00%
Sale of Printing/Duplicating Services	0.00	0.00	150.00	(150.00)	0.00%
Reimbursement Prof. Services	0.00	1,005.80	0.00	(1,005.80)	0.00%
Miscellaneous	0.00	0.00	0.00	0.00	0.00%
Sale of Merchandise	0.00	0.00	0.00	0.00	0.00%
Cash Register Over/Under	0.00	0.00	0.00	0.00	0.00%
Enterprises	0.00	1,537.66	1,350.00	(187.66)	113.90%
Discounts	0.00	0.00	0.00	0.00	0.00%
Sales - Fund Raising	0.00	664.00	800.00	(36.00)	83.00%
Sales - Fund Raising, Livestock	0.00	0.00	0.00	0.00	0.00%
Special Events	0.00	0.00	0.00	0.00	0.00%
OTHER REVENUES					
Non-Operating Income	0.00	0.00	0.00	0.00	0.00%
Prior Period Revenue Adjustment	(66.11)	(66.11)	0.00	66.11	0.00%
Area Teams Funds From Cornell	0.00	0.00	0.00	0.00	0.00%
TOTAL	67,580.52	781,816.17	839,026.09	57,209.92	93.18%
UNRESTRICTED REVENUES					
Net assets released from restrictions	0.00	0.00	0.00	0.00	0.00%
TOTAL UNRESTRICTED REVENUES, GAINS, AND OTHER SUPPORT	67,580.52	781,816.17	839,026.09	57,209.92	93.18%
EXPENSES:					
SALARIES					
Salaries & Wages	32,166.55	374,988.53	430,362.11	55,373.58	87.13%
EMPLOYEE BENEFITS					
Employee Benefits	19,761.07	241,155.29	287,535.70	46,380.41	83.87%
Staff Development	633.00	4,286.03	4,100.00	(186.03)	104.54%
Moving Allowance	0.00	0.00	0.00	0.00	0.00%
PROGRAM/OPERATING EXPENSES					
Awards & Prizes	0.00	665.90	1,600.00	934.10	41.62%
Accounting & Auditing Fees	0.00	0.00	0.00	0.00	0.00%
Bank Service Charges	15.95	201.03	300.00	98.97	67.01%

CCE Lewis County
Statement of Activities
11/30/2025

Last Month Closed **10/31/2025**

	CURRENT MONTH	Y.T.D. ACTUAL	ANNUAL BUDGET	UNDER/(OVER) BUDGET	% of BUDGET
Computer/IT Services	0.00	0.00	0.00	0.00	0.00%
Fund Raising	0.00	1,304.80	300.00	(1,004.80)	434.93%
Special Events Assoc.	0.00	300.00	0.00	(300.00)	0.00%
Capital Campaign Expenses	0.00	0.00	0.00	0.00	0.00%
Trips & Tours	0.00	2,305.00	0.00	(2,305.00)	0.00%
Communication - Telephone	371.89	3,743.10	6,850.00	3,106.90	54.64%
Supplies	168.82	4,118.96	4,897.95	778.99	84.10%
Insurance	1,075.27	11,470.43	13,400.00	1,929.57	85.60%
Item for Resale	0.00	0.00	0.00	0.00	0.00%
Fees & Licenses	0.00	147.90	800.00	652.10	18.49%
Lease & Rental	2,450.00	26,950.00	29,400.00	2,450.00	91.67%
ROU Lease	348.04	3,828.44	7,000.00	3,171.56	54.69%
Meetings & Conferences - Food	310.81	2,083.61	3,250.00	1,166.39	64.11%
Meetings & Conferences	0.00	444.20	0.00	(444.20)	0.00%
Mileage/Travel/Fleet	1,154.18	14,252.64	27,075.00	12,822.36	52.64%
Printing	178.50	3,483.20	3,875.00	391.80	89.89%
Classified Ads/Publicity	0.00	1,135.86	2,450.00	1,314.14	46.36%
Teaching Materials	408.86	12,759.74	6,975.00	(5,784.74)	182.94%
Contract Services	0.00	5,500.00	22,319.00	16,819.00	24.64%
Specialist Contract	0.00	0.00	0.00	0.00	0.00%
Miscellaneous	0.00	0.00	0.00	0.00	0.00%
Bad Debt Expense	0.00	0.00	0.00	0.00	0.00%
Legal Fees	0.00	0.00	0.00	0.00	0.00%
Outsourced Services	2,010.54	21,884.91	0.00	(21,884.91)	0.00%
Subscriptions & Memberships	110.00	407.80	450.00	42.20	90.62%
Enterprises - Cost of Sales	64.00	1,135.29	1,600.00	464.71	70.96%
GRANTS & CONTRACTS					
Regional Support	0.00	0.00	0.00	0.00	0.00%
Association Services	701.17	7,712.83	8,000.00	287.17	96.41%
BUILDINGS & GROUNDS					
Facilities	0.00	115.78	0.00	(115.78)	0.00%
INTEREST EXPENSE					
Interest	0.00	0.00	0.00	0.00	0.00%
EXPENSE OF FIXED ASSETS					
Depreciation	611.45	6,725.93	0.00	(6,725.93)	0.00%
TOTAL EXPENSES	62,540.10	753,107.20	862,539.76	109,432.56	87.31%
 Increase (decrease) in non-donor restricted net assets	 5,040.42	 28,708.97	 (23,513.67)	 (52,222.64)	 -122.09%
 NON-OPERATING					
Non-Operating Expense	0.00	0.00	0.00	0.00	0.00%
Prior Period Expense Adjustment	0.00	0.00	0.00	0.00	0.00%
Area Teams Funds To Cornell	0.00	0.00	0.00	0.00	0.00%
TOTAL NON-OPERATING ACTIVITY	0.00	0.00	0.00	0.00	0.00%
 Total Non-Donor Restricted & Non Operating	 5,040.42	 28,708.97	 (23,513.67)	 (52,222.64)	 -122.09%
 DONOR RESTRICTED					
Contributions	0.00	0.00	0.00	0.00	0.00%
Interest Income	0.00	0.00	0.00	0.00	0.00%
Non-Operating Income	0.00	0.00	0.00	0.00	0.00%
Non-Operating Expense	0.00	0.00	0.00	0.00	0.00%
Prior Period Revenue Adjustment	0.00	0.00	0.00	0.00	0.00%
 Non-Operating Expense	 0.00	 0.00	 0.00	 0.00	 0.00%
Loss on Sale of Investments	0.00	0.00	0.00	0.00	0.00%
Prior Period Expense Adjustment	0.00	0.00	0.00	0.00	0.00%
Net assets released					

**CCE Lewis County
Statement of Activities
11/30/2025**

Last Month Closed 10/31/2025

	CURRENT MONTH	Y.T.D. ACTUAL	ANNUAL BUDGET	UNDER/(OVER) BUDGET	% of BUDGET
from restrictions	0.00	0.00	0.00	0.00	0.00%
Increase (decrease) in donor restricted net assets	0.00	0.00	0.00	0.00	0.00%
INCREASE (DECREASE) TOTAL NET ASSETS	5,040.42	28,708.97	(23,513.67)	(52,222.64)	-122.09%

NET ASSETS BEGINNING OF YEAR 496,382.05

NET ASSETS YEAR-TO-DATE 525,091.02

CCE Lewis County
Statement of Cash Flows

Last Month Closed 10/31/2025

	Period Ending	Period Ending
	11/30/2025	11/30/2024
Change in net assets	\$ 28,708.97	<u>\$ 66,177.94</u>
Adjustments to reconcile change in net assets used by operating activities		
Depreciation	\$ 9,448.21	\$ (5,872.05)
from Operating Activities:		
(Increase) Decrease in assets		
Accounts Receivable	\$ 42,636.87	\$ (45,420.89)
Prepaid Expenses	\$ (2,511.07)	\$ (2,747.24)
Increase (Decrease) in liabilities		
Accounts Payable	\$ 1,840.98	\$ 10,867.81
Accounts Payable, Inter-Assoc	\$ 193.90	\$ -
Accounts Payable, Cornell	\$ (423.92)	\$ (3,786.45)
Accrued Payroll	\$ (1,636.78)	\$ (1,061.42)
Accrued Expenses, Other	\$ -	\$ -
Deferred Revenues	\$ 29,487.50	\$ 35,487.50
Operating Leases Current	\$ 218.63	\$ (1,609.26)
Operating Leases Non-Current	\$ (2,940.91)	\$ 8,826.44
Net Cash (Used) by Operating Activities	<u>\$ 67,185.05</u>	<u>\$ 11,879.85</u>
Cash Flows from Investing Activities		
Purchase of Equipment	\$ -	\$ (5,380.81)
Cash Used for Investments	\$ (31,582.49)	\$ (49,396.92)
Net Cash (Used) by Investing Activities	<u>\$ 31,582.49</u>	<u>\$ 54,777.73</u>
NET INCREASE (DECREASE) IN ASSETS	<u>\$ 136,924.72</u>	<u>\$ 126,963.47</u>
CASH BALANCE, BEGINNING OF YEAR	<u>\$ 382,168.48</u>	<u>\$ 290,975.79</u>
CASH BALANCE, END OF FISCAL PERIOD	<u>\$ 519,093.20</u>	<u>\$ 417,939.26</u>

CCE of Lewis County Organizational Meeting

Annual Operating Resolutions

February 4, 2026

1. Authorize the Association to maintain the following charge accounts: Tops, Ace Hardware, Lowville Farmers Co-Op and Sherwin- Williams Paint Store.
2. Move to appoint Kelly Kunz, Denise DeVoe, Mellissa Spence, and the Association Treasurer be authorized to individually sign checks written to transfer funds between authorized bank accounts. The Executive Director will review and approve transfers monthly.
3. Authorization for Kelly Kunz, Denise DeVoe, Mellissa Spence, and the Association Treasurer to individually sign all checks for amounts up to and including \$5,000.00. Checks greater than \$5,000.00 require signature of Kelly Kunz, Denise DeVoe, or Mellissa Spence in addition to the Association Treasurer.
4. Authorize AmeriCU Credit Union and Community Bank, NA as the Association's main financial institutions, with the following Accounts, and authorize the following Board and Staff Members to open and close bank accounts with board approval: the Association Treasurer, Kelly Kunz, Denise DeVoe, Mellissa Spence.

5. ACCOUNT TYPE	6. BANK
Savings	AmeriCu Credit Union
Checking	Community Bank NA
Savings	Community Bank NA

7. Authorize the Executive Director and Association President to approve expense vouchers and expend funds within the limits of the 2026 budget as adopted. All expenditure for the Executive Director, including expense reports, and credit card purchases, must be approved by member of the Board of Directors.
8. Authorize the Executive Director to sign payroll authorization transactions.
9. Authorize Kelly Kunz to be the backup Acumatica Approver and Approve payroll authorizations in the event of an Executive Director absence.
10. Authorize Michele Ledoux, Kelly Kunz, and Denise DeVoe, to initiate ACH payments to Cornell.
11. Authorize the Association to maintain \$200 in petty cash funds, with no per transaction dollar limit.
12. Authorize the following staff to have access to the safe for financial materials, petty cash, credit cards and disbursement of such to other staff: Michele Ledoux, Kelly Kunz, Denise DeVoe, and Mellissa Spence.

13. Authorize the following staff to make deposits to the Banks: Michele Ledoux, Kelly Kunz, Denise DeVoe, and Mellissa Spence.
14. Submit an approved budget for the current fiscal year by March 31 (per BR Agreement) - Approve the Association's annual budget and any amendments to the annual budget (F.O.R.M. Code 104).
15. Resolved that the President of the Board and Executive Director be authorized to sign contracts and agreements, which will then be presented to the Board at the following meeting.
16. Resolved that Cornell Cooperative Extension Association of Lewis County will use the Operating Guidelines as a guide to their work in governing the Association. Move to designate the Journal & Republican as the official newspaper of Cornell Cooperative Extension Association of Lewis County for 2026.
17. Authorize Executive Director to sign IRS Form ST-119.1 NYS and Local Sales and Use Sales Tax Exempt Organization.
18. Approval of all financial or economic transactions between the Executive Director and the organization must be conducted at arms-lengths having a clear benefit to the organization's educational purpose and mission. This helps to guard against insider transactions which could result in misuse of assets, or as an instrument of private benefits to key employees. F.O.R.M. Code 104
19. Ensure that the Board of Directors has Directors' and Officers' Insurance and Employment Practices Liability Insurance coverage.
20. Authorize Executive Director to approve Scheduled MI-1 for Records Retention and Appointment of a Records Management Officer (RMO) as per F.O.R.M. Code 1705
21. Authorize Executive Director to approve sales and disposition of Fixed Assets and/or unserviceable property as needed. F.O.R.M. Code 1403. Including a record of destruction or sale, with a copy of the witness' statement, to be kept in the association's files.
22. Authorize Executive Director to approve any purchase of Fixed Assets not included in the annual budget as needed.
23. Financial Statements are to be presented at the meeting of the Board and accepted by the Board (per the Constitution, at least 5 times per year)
24. Authorize the Executive Director to sign off on any Account Receivable write-offs for \$100.00 or less.
25. The Finance Coordinator acts as the assistant to the Treasurer of the Board of Directors. The Finance Coordinator will act as the representative of any Association charge and banking accounts, adding new staff to charge accounts. The spending limits for the staff will be at the discretion of the Executive Director.

4-H Report - Board of Directors January 2026

Meetings/Calls/Zooms Attended	Attendees
Fair Board Meetings - monthly	Denise
Staff Meetings-monthly	Denise, Michele
4-H Camp Director Meetings – monthly	Denise
Tri-County Livestock Showmanship Clinic Meeting - monthly	Denise
Dairy Committee Meeting	Denise, Michele
LCEC Collaboration Meetings	Denise, Michele
PYD Academy – Keeping Teens Engaged and Beyond Ready ~ Building Financial Readiness in Teens Training ~ Nurturing Youth's Sparks for Life's Journey	Denise
4-H District Meetings	Denise
PYD Academy - Supporting Early Adolescents During a Critical Transition ~ Finding Sparks through Place-Based Education & How Connected Learning Creates Entry Points into STEM for Youth	Denise
Program Committee Meetings - Quarterly	Denise, Michele
Dairy Bowl/Horse Bowl Calls	Denise, Michele
Dairy Bowl Virtual Practice Zooms	Denise
Horse Career Zooms, Weekly	Denise
Virtual Horse Bowl Zooms, Weekly	Denise
Virtual Dairy Bowl Zooms, Weekly	Denise
Initial Horse Club Meeting	Denise
Navigating Conflict with Compassion, 3 part series	Denise
Camoin Issue Analysis Debrief	Denise
Meeting with Fair Secretary re: Fair Ribbons	Denise, Michele
Reporting Counts, monthly zooms	Denise
Boosting your Program Advisory Committees Zooms, weekly	Denise
P/C with Kelly Campbell, Volunteer Engagement Specialist	Denise

Programs/Events Completed

- Robotics Club 11/5, 12/3, 1/7
- Sparks Club 11/3, 12/1, 1/5
- Holiday Craft-a-thon, 11/22
- Dairy Prospects Lewis County Tour, 10/23
- Dairy Prospects St. Lawrence County Tour, 11/26
- Dairy Prospects Jefferson County Tour, 1/27
- NYS 4-H Spring Camp Directors Inservice, April 27-30
- Conservation Field May
- Tri-County Livestock Showmanship Clinic June
- Career Explorations June
- Lewis County 4-H Day Camp August 10-14
- ABC Trip October

Upcoming Programs, Meetings/Ongoing

- ROBOTICS Club once/month
- Regional Dairy/Horse Bowl 3/7
- Tri-State Camp Conference, March 10-12
- Public Presentations, March 23-24
- Tractor Safety April 2026

What's Happening in 4-H

- Winter Roundup February (Oswego County)
- Cornell Vet Open House
- Animal Crackers May
- Lewis County Fair, July 21-25
- NYS Fair August 26-September 7
- Shooting Sports Club, TBA
- Welding Club, TBA
- Sewing Club, TBA
- Library Club, TBA

4-H Updates

New Club! Bi-County Buckaroos (Horse Club) under the direction of Mickey Dietrich. Mickey has a number of amazing events planned including a behind the scenes tour of the Saratoga Race Track, Sleigh Rides, Cornell Vet Science, a visit to the Sunshine Rescue, attending the I Love NY Horse Show in Lake Placid, and much more! He is also working on creating a vet panel/workshop that he would like to open up to the public.

Horse Bowl and Dairy Bowl will be held together on March 7th at South Lewis. We have teams practicing for both events. We always need volunteers if anyone is interested.

Camp Flyer

Dairy Prospects is in full swing. We have toured Agribusinesses in all three counties and will be attending:
February – NYS Farm Show
March – Dairy Discovery
April – SUNY Cobleskill

Grants were applied for and received from:

Lewis County Youth Bureau - \$10,000

- \$7500 is designated exclusively for camperships. This reduces the cost of camp for each camper to from \$200 to \$50 (\$15 dollars additional for non 4-H members).
- \$1000 will be used for camp expenses including t-shirts, snacks, presentations such as a planetarium, and general supplies including worms, craft materials, etc.
- \$1500 is designated for general 4-H supplies. It is likely some of this will need to be used for camp costs. Other funds will offset costs of presentations/events at CCE such as Conservation Field Days and Birds of Prey, club supplies and any other expenses we may incur.

United Way of Northern New York - \$5,000

- Not specifically designated. Funds will go towards Camp, Fair, Club activities, 4-H events/presentations, and general funding for the 4-H program. If needed this will pay for a nurse to be present at camp.

Northern New York Community Foundation - \$5,000

- \$2900 will be used for the purchase of additional and more current Ozobots – We currently have 4 of the older models. We are looking to purchase a classroom pack of 12 Ari robots. This includes a charging station. Currently each of the Evos need to be charged individually. The kids absolutely love these and they will be used at Camp, in the Robotics Club and at Fair on STEM Day. I would like to use them as our activity at State Fair as well.
- \$1000 for CCE events/presentations as noted above.
- \$200 for scholarships for disadvantaged youth to attend camp (if needed). I am still deciding how to go about determining who would meet the need requirements and what they are.
- \$500 for STEM Materials including glue, paper, etc.
- \$400 as needed – possibly transportation for camp

I submitted an application for the Holiday Match program and I am awaiting a response from Stewart's.
I also applied for an intern from Cornell through the Einhorn Center. Determinations have not yet been made.
I once again applied for 2 interns through the Pratt Northam Foundation Workership program.

Ag Team Report - Board of Directors Nov 19, 2025– February 4, 2026

Meetings/Calls/Zooms Attended	Attendees
Individual Farm Calls & Meetings	Mellissa, Michele
Agritourism Webinar Series	Mellissa
Agritourism PWT	Mellissa
County Dairy Meetings	Michele, Frans, Colin
NNY ADP RFP's, Mailings, Exec Report	Mellissa, Michele, Caitlin
Livestock PWT	Mellissa
Swine PWT	Michele
Lewis County Maple Producers Meeting Zoom	Michele
Maple Weekend Planning	Michele
Ag Farmland Protection Plan Meeting	Michele, Mellissa
Dairy Industry Building Committee Meeting	Mellissa
NYS Agritourism Conference-Saratoga Springs, NY	Mellissa
Agritourism PWT with Ag & Markets in Albany	Mellissa, Michele
Cut Flower PWT	Mellissa
Dairy Barn to Swine Barn Transitioning Webinar	Mellissa
Boots in the Barn	Mellissa
NYBPA Conference in Syracuse	Mellissa
CCE Albany Day at Empire State Plaza	Mellissa, Kelly
Crop Congress	Mellissa, Frans, Eric

Programs/Events Completed

Classroom Greenhouse Kits – Denise

Fly Management-Mellissa

FMNP-Lowville Farmers Market, Lyons Falls Farmers Market-Mellissa

Grain Bin Safety Rescue Training for Firefighters/EMTs-Mellissa, Michele

CCE Annual Meeting-All Staff

Maple School Workshop-Michele, Mellissa

Upcoming Programs/Meetings/Ongoing Projects

Monthly Beekeeper meetings -Mellissa

Soil samples, insect ID, plant ID, -Mellissa

Monthly Ag in the Classroom Kits- Denise, Caitlin

Farm Bureau Taste of NY Reception- Mellissa, Michele

Produce Safety Alliance Training (not GAP) – Mellissa/CCE Jefferson March 2026

IPM Management & Wholesale Grading and Packaging Workshop- Mellissa March 2026

Tri-County Ag Team Update for January 2026

Crop & Soil, Eric Antrim:

- Hosted Tri-County Crop Congress events in Canton (18 participants) and Carthage (26 participants)
- Met with director of NY Soil Health Initiative and Agriculture Program Manager for the Saint Regis Mohawk Tribe to organize soil testing project this spring
- Attended Phoenix Feeds customer meeting, Sackets Harbor

Technical Assistance Provided: Provided information on weed control and seeding rates in pastures, and crop rotation, fertilizer and liming rates in field crops

Technical Focus: Promoted the Crop Congress events and Tri-County Team Services on Channel 7 Morning News & Ag Weekley and Tunes 92.5 FM interviews, and in an article for the Watertown Daily Times, identifying EPA Worker Protection Standard materials to present at pesticide safety meeting in February

Dairy Management, Frans Vokey:

- Conducted Advanced Hoof Care seminar, Watertown – 29 participants
- Attended Phoenix Feeds customer meeting, Sackets Harbor
- Attended Crop Congress, Carthage

Technical Assistance Provided: Barn design and layout, Calf barn ventilation design, basic dairy nutrition and feeding, technical support to C3 project

Program Focus: Individual farm needs; Winter/Spring program planning; Building communication lists for ag service professionals

Farm Business, Colin Hostetter:

- Attend Cornell 2026 Agriculture Outlook Conference
- GardenShare how to collaborate more meeting
- Developed presentations for the upcoming tri-county FMPP Ag & Food Producer Academy
 - Presented the first topic
- Attended Crop Congress, Canton
- Continued C3 grant project assistance

Technical Assistance Provided: Sourcing grants, start-up farm considerations and preparation, feed for organic dairies, DFBS work, accounting software, and understanding applying for a loan.

Technical Focus: Late spring programming idea decisions (small dairy recordkeeping, NOFA dairy and/or vegetable program(s), grants 201), Dairy Farm Business Summary applied research, reconnect with apprenticeship program participants, onboarding two new farms to DPM, and farm introductions.

Cornell Cooperative Extension Jefferson County



CCE Jefferson – North Country Clean Energy Hub Report

December 2025

Lewis County

By the Numbers:

The Energy Advisor reached 14 residents and connected with 5 residents in December. The Energy Advisor helped advise the residents on the EmPower+ Program and the Comfort Home Program.

Workshops & Outreach Events:

In December, the Energy Advisor went to the Lowville Senior Meal Site to share information on the EmPower+ and the Weatherization Programs. The seniors who were at the meal site were given flyers and were given instructions on how to sign up if interested.

The Energy Advisor was supposed to host an Energy Jeopardy Game on December 10th; however, the game was postponed due to hazardous weather conditions. The game will be rescheduled for January 14th.

Other Points of Interest:

The Energy Advisor is scheduled to host a Save Energy Save Money Presentation at the Martinsburg Library on January 21st. Participants who attend will learn about DIY measures and programs that can help with energy efficiency upgrades in their homes. Participants will receive energy kits that contain a variety of energy-efficient materials that can help cut costs in a home.



The Energy Advisor at the Lowville Meal Site
in December.