

**Cornell Cooperative Extension Lewis County
Board of Directors Meeting
February 4, 2026**

The regularly scheduled meeting of the Board of Directors was called to order on February 4, 2026, at 4:59 pm by Chairperson, Peter Ostrum, DVM at the Cornell Cooperative Extension Lewis County Office, Lowville, NY.

Members & Staff Present:

Michele Ledoux	X	Mike Hanno	X	Kevin Jordan	X	Sarah Zeger, DVM	X
Jenna Lauraine	X	Roxaina Hurlburt	X	Charlie Berrus	X	Andrew Kramer	X
Peter Ostrum, DVM	X	Kelly Kunz	Ex	Denise DeVoe	Ex	Martha Horahan	Ex
Caitlin Humphrey	Ex	Shellie Marks	Ex	Harley Snyder	X	Frans Vokey	Ex
David Nisley	X						

Absent:

Excused: Kelly Kunz, Shellie Marks, Caitlin Humphrey, Martha Horahan, Frans Vokey, Denise DeVoe

Guest(s) Present:

Correspondence: Michele Ledoux read a thank you card from the Criminal Justice class thanking CCE Lewis for hats and mittens donated to their Christmas share program. There were many Christmas toys left over from Criminal Justice class which Kelly Kunz distributed to DSS and some of the families she works with. In addition, CCE Lewis collected and donated food items which were donated to the Homeless project at DSS, we received a thank you card from them as well which Michele read aloud.

Approve Minutes: Motion made by Jenna Lauraine to approve the minutes of November 25, 2025, and seconded by Peter Ostrum, DVM. Motion carried.

Reports of the Liaison Representatives:

Legislative Representative: Mike Hanno introduced himself as our new Legislative Representative from District 6; this is his first year as a legislator. He discussed his background as a building contractor for many years and then as a bus driver and transportation supervisor for the SLCS district. He and his wife have been a participant of the Christmas sharing program for many years; he is President of the Board for the Lowville Food Pantry.

Michele welcomed him and introduced David Nisley to our Board also, he worked with us for a grant (Farm to School) in the past, and we welcomed him back as a Board member.

Cornell: Kevin Jordan commented that this time of year associations are working on year-end closeout that are due by March 31st. He says CCE Lewis has never had an issue with that deadline. He reminded the Board they have two required trainings: Civil Rights and Sexual Harassment. On March 5th there is a zoom training for the Board President from 6 p.m. to 7 p.m.; On April 21st there is a zoom training for the Board Treasurer from 6 p.m. to 7 p.m. – anyone can attend this zoom as it regards financial statements. And finally, there is a Webinar on setting up nominating committee on May 5th.

Kevin commented that there was recently a survey sent to the ED’s assessing the SBN’s the results were universally satisfactory.

He discussed the Lobby Days that were held in Albany on January 28th. Kelly and Mellissa represented CCE Lewis and they did an excellent job. This year Cornell is lobbying to increase 224 funding by 3 million dollars.

Standing Committee Reports:

Finance: Andrew Kramer motioned to present the financial report from November 2025, seconded by Sarah Zeger DVM, Charlene Berrus read the November 2025 financials as presented. Motion to accept the Financials as read by Roxaina Hurlbert, seconded by Andrew Kramer. Motion Carried.

Motion by Jenna Lauraine and seconded by Peter Ostrum, DVM to discuss the CCE of Lewis County Organizational Meeting Annual Operating Resolution dated February 4, 2026. Charlene Berrus explained the changes; only two banks associated with CCE Lewis – AmeriCu savings and Community Bank NA checking and savings. Also adding Kelly Kunz as backup in Acumatica as approver and as approver for payroll. Adding Denise DeVoe to initiate ACH payments to Cornell. #21 the authorization of Executive Director to use F.O.R.M. code 1403 as necessary was highlighted in response to the upcoming move. #25 which outlines some of the finance directors' duties, were added this year. The paragraph regarding diversity/inclusion was omitted as it is no longer required.

Discussion: Peter asked regarding #21 if we will be selling items. Michele explained it would depend on where we go and how much storage we will have. We have items from 20 plus years ago that we just don't have programs for anymore. She commented that we will be asking other associations if they could use them. Kevin added we could ask any non-for-profit organizations.

Motion carried.

Motion made by Andrew Kramer seconded by Jenna Lauraine to adjust designated fund – initial payment account, based on Cornell University Payroll for December 2025. The new balance will be \$24,907. Motion carried.

Applied for grants/funding: Michele commented that we applied for 2 interns through Pratt Northern but have not heard back. A new grant applied for is the Einhorn summer intern program. We applied for an intern to help at Camp Aldersgate; it will be for two months and is a paid position. Kevin commented that this person must be enrolled at Cornell and could come from anywhere. The hard part of the grant is they must be housed and having them at Camp Aldersgate is a great fit. Michele mentioned that the Youth Bureau Board will be visiting Camp Aldersgate this year during our day camp week.

Granted Funds/Sponsorships: Michele read the list from agenda. There was no discussion.

Personnel: Michele commented that Fans Vokey's position has been finalized as full-time permanent. The 4-H support staff position has three candidates and will be interviewed soon with the personnel committee members.

Strategic Planning: no report

Program & Staff Reports-

4-H: Handout for 4-H Day camp. Michele commented they are looking into bussing with the planning department. 4-H Dairy and horse bowl are happening in March and Tractor safety will be after that. With staffing and moving we are planning events we can do or not do.

Ag Report: Pesticide handout, and Maple weekend handout. Michele commented that Mellissa took the lead to get items together for the ELC meeting in Albany and did a great job. The Farm Bureau conference is next week, and the maple display will be used there also. The two crop congress programs went very well.

Tri-County Ag Report: Michele commented that she could not be more pleased with this team, saying they do a fantastic job. Kevin Jordan added they are all customer service oriented and understand local producers.

Energy: Handout from December. There was a discussion regarding the battery storage unit in Watson saying the Town of Watson placed a moratorium for a year to get details settled. Jenna commented that there is a new proposal for energy storage in the Town of Leyden. Further stating regarding the hydrogen storage site - the Town of Croghan has been chosen as the best site for the project. Core samples will be completed next, which could cost up to 1 million dollars.

Parenting: Kelly was unavailable as she was doing a required home visit during the Board meeting.

Administration: Michele discussed the SBN contract which was signed by her in September, it is for HR, IT and Financial services and is overseen by CCE Jefferson at a cost of \$24,126.50 for the term October 1, 2025, through September 30, 2026.

Old Business: Building update. Michele commented that in January we were asked to be out of the building in 90 days, she explained how hard that would be to do, we cannot stop programming to pack. Since then, we have met with BOCES, and they are not saying we need to leave in 90 days. We have set a timeframe for ourselves to be out by April/May due to upcoming events such as the fair and day-camp. Jenna and Peter were helpful and we visited many office spaces. We are down to two possibilities. The number one choice is the farmhouse (Sebers), leased by BOCES. However, we have no financial information on what that would look like. We asked for the entire building and a 5-year lease. There are upgrades and repairs that need to be done before moving in, we are unsure of the logistics of that either. The county will be moving us.

New Business:

- Slate of officers

Our board is down two members at large. Jenna suggested we do a call for interest for a couple of weeks on various platforms. Various members will be sharing contacts with them to find interest. Kevin asked if there were any skill sets, we would like to have, perhaps legal.

The following was a propose slate of officers:

Chairperson – Sarah Zegler DVM

Vice Chairperson – Jenna Lauraine

Treasurer – Roxaina Hurlbert

Secretary – David Nisley

4-H representative – Martha Horahan

4-H representative – Harley Snyder

Ag representative – Andrew Kramer

Ag representative - TBD

Personnel Committee – Sarah Zegler DVM, Shellie Marks, 4-H representative Molly Scoville, Ag representative Andrew Kramer

Finance Committee – Roxaina Hurlbert, At Large representative TBD, 4-H representative Holly Krager, Ag representative TBD

Strategic Committee – Jenna Lauraine, At Large representative TBD, 4-H representative TBD, Ag representative TBD

Motion made by Peter Ostrum, DVM to accept slate of officers, seconded by Jenna Lauraine, motion carried.

- Board meeting and Annual meeting (tentative date) – handout

Motion made by Roxaina Hurlbert to accept the tentative date schedule, seconded by Peter Ostrum, DVM., motion carried.

- Conferral of Title: Executive Director review. Kevin explained this is done every 4 years as part of the ED performance review. It is to include a presentation by the ED. The Board will then go into executive session to discuss performance and the length of the new term. Michele commented she has been working for Cornell for 40 plus years. Her PowerPoint presentation included highlights of upcoming challenges such as office location and staff replacements as current staff seek retirement.

Motion made by Peter Ostrum, DVM at 6:41 p.m. to move into executive session to discuss employment history of a particular individual, seconded by Mike Hanno, motion carried.

Motion made by Mike Hanno at 7:06 pm. to end executive session, seconded by Sarah Zegler DVM, motion carried.

Resolution: Motion made by Peter Ostrum DVM to reappoint Michele Ledoux as Executive Director for CCE Lewis, for up to 4-year term and further recommend Conferral of Title to the State Director of Cooperative Extension, seconded by Mike Hanno, motion carried.

Andrew Kramer made a motion to adjourn the meeting at 7:20 p.m. Seconded by Sarah Zegler, DVM, motion carried.

Next meeting is March 25, 2026, at 5:00 pm at the Cooperative Extension Office.

Respectfully submitted: David Nisley

Prepared by: Charlene Berrus