

Cape-Atlantic Conservation District Minutes

April 15, 2020

MEETING CALLED TO ORDER AND PUBLIC NOTICE ANNOUNCEMENT

Chairman Allen Carter, Jr., called the meeting to order at 8:10 a.m. via video conference and teleconference.

Chairman Allen Carter, Jr. stated that in review of the Sunshine Law, Chapter 231 PL 1975 adequate notice of this meeting has been provided by mail to The Press of Atlantic City and Gazettes of Atlantic and Cape May County specifying time and place this meeting is to be held.

FLAG SALUTE

Chairman, Allen Carter, Jr. led the salute to the flag of the United States of America.

ROLL CALL & DETERMINATION OF QUORUM

Supervisors: Allen Carter, Jr., Robert Fenton, Cormac Morrissey and Richard Dovey

Staff: David Reilly, Michael Kent, Glenn Ward and Marie Rogowski

Natural Resources Conservation Service (NRCS): Michelle Pedano

State Soil Conservation Committee (SSCC): Frank Minch

MINUTES

A. Minutes of February 26, 2020 meeting

After Board review, a motion was made by Richard Dovey and seconded by Cormac Morrissey to approve minutes from the February 26, 2020 meeting. The motion passed unanimously.

B. Executive Session Minutes February 26, 2020 meeting

After Board review, a motion was made by Richard Dovey and seconded by Cormac Morrissey to approve executive session minutes from the February 26, 2020 meeting. The motion passed unanimously.

Joseph Lomax joined meeting via video conference at 8:20 a.m.

FINANCES

A. Treasurer's Reports – February 2020

After review of the District's February 2020 Treasurer's Report, a motion was made by Cormac Morrissey and seconded by Richard Dovey to approve treasurer's report and expenses in the amount of \$55,452.59. The motion passed unanimously.

After review of the Plant Materials Center (PMC) monthly expense report for February 2020, a motion was made by Richard Dovey and seconded by Cormac Morrissey to approve treasurer's report and account balance of \$26,114.27. The motion passed unanimously.

B. Treasurer's Reports – March 2020

David Reilly reported that the March 2020 treasurer's report does not include interest revenue for the Farm Bureau Bank (FBB) CDARS account. The representative for FBB, Alex Pera was having technical issues accessing the proprietary CDARS platform to generate reports while working remotely. He said bank IT are working on the issue and he should be able to generate the report shortly. He assured David Reilly that the CDARS funds are safe. David Reilly reported that the Board could review the March 2020 financial report as presented, and that a revised report would be submitted at next meeting that would include CDARS interest, and that expenditures would not be affected.

After a review of the information provided in the District's March 2020 Treasurer's Report, a motion was made by Richard Dovey and seconded by Joseph Lomax to approve treasurer's report and expenses in the amount of \$113,810.40. The motion passed unanimously.

After review of the PMC monthly expense report for February 2020, a motion was made by Richard Dovey and seconded by Joseph Lomax to approve treasurer's report and account balance of \$26,114.49. The motion passed unanimously.

C. Farm Bureau Bank CDARS

David Reilly informed the Board that he spoke with Chairman Allen Carter, Jr and Treasurer Cormac Morrissey regarding renewal of the CDARS account. The account was due to renew on April 7, 2020. The best option was to renew the CDARS account with FBB for 6 months at a rate of .15%. A motion was made by Richard Dovey and seconded by Joseph Lomax to ratify the CDARS renewal. The motion passed unanimously.

D. Ocean First Bank Certificate of Deposit (CD)

A 16 month CD with Ocean First Bank is due for renewal May 29, 2020. After discussion a motion was made by Cormac Morrissey and seconded by Joseph Lomax to authorize David Reilly to research interest rates and to roll over funds into a new CD with a financial institution that is offering best interest rate. The motion passed unanimously

E. Farm Bureau Bank-Organization CD

David Reilly stated that the District's 12 month Organization CD with Farm Bureau Bank has been rolled over into a 12 month CD at a rate of 1.95%, as per Board authorization during the February meeting.

F. PERS Annual Payment

David Reilly had contacted Chairman Allen Carter, Jr. and Treasurer Cormac Morrissey to discuss District's annual PERS contribution. Allen Carter Jr. updated the Board that it was decided that David Reilly transfer funds from Parke Bank to

Ocean First Bank to cover PERS payment of \$52,981.00. After Board discussion, a motion was made by Cormac Morrissey and seconded by Richard Dovey to ratify bank transfer. The motion passed unanimously

NEW BUSINESS

A. Soil Erosion and Sediment Control Plans

1. February 2020 Certifications

A motion was made by Joseph Lomax and seconded by Cormac Morrissey approving all Plan Certifications listed on the February 2020 Application Report except for application 8-20. The motion passed unanimously.

A motion was made by Cormac Morrissey and seconded by Robert Fenton approving application 8-20. Joseph Lomax recused having a conflict of interest. Joseph Lomax abstained from motion. The motion passed.

2. February 2020 Re-certification

A motion was made by Joseph Lomax and seconded by Richard Dovey approving applications listed on the February 2020 Re-Certification Application Report. The motion passed unanimously.

3. March 2020 Certifications

Joseph Lomax noted incorrect municipality on application 90-20.

A motion was made by Joseph Lomax and seconded by Cormac Morrissey approving all Plan Certifications listed on the March 2020 Application Report except for application 91-20. The motion passed unanimously.

A motion was made by Cormac Morrissey and seconded by Richard Dovey approving application 91-20. Joseph Lomax recused having a conflict of interest. Joseph Lomax abstained from motion. The motion passed.

B. State Soil Conservation Committee, Administrative Bulletin 2020-2.0

Administrative Bulletin 2020-2.0 was distributed to Board and staff for review. Bulletin provides District operations protocol related to the issuance of Executive Order 122 by Governor Murphy.

C. Farmland Program-NONE

D. Personnel Committee

Glenn Ward was interviewed by Richard Dovey, Cormac Morrissey, David Reilly and Michael Kent for the position of District Assistant Manager. Richard Dovey updated the Board on the outcome of the interview. After discussion a motion was made by Richard Dovey and seconded by Joseph Lomax to offer Glenn Ward the position of Assistant Manager effective time of David Reilly's retirement, and pending review and approval of the FY-21 salary schedule and revised job description. The motion passed unanimously.

CORRESPONDENCE

NONE

OLD BUSINESS

A. National Association of Conservation Districts (NACD) Technical Assistant (TA) 2020 Memorandum of Agreement (MOA)

David Reilly reported that the NACD TA 2020 MOA has been signed by NACD representative and Allen Carter, Jr. and funds are in place through the TA2019 and TA2020 grants to provide technical assistance until December 31, 2021.

B. National Fish and Wildlife Foundation (NFWF) Delaware River Program Grant Application

David Reilly reported that he, Joseph Lomax and Michael Kent have prepared and submitted NFWF Delaware River Program grant application. If awarded grant, it will be for a term of three years, with implementation of wildlife habitats and farmland conservation starting early fall.

David Reilly stated that the District has requested an extension of the current agreement with NFWF to March 15, 2021 to be able to utilize funds that are remaining in our account under the original grant. Representatives of NFWF have also reached out to him regarding the possibility of adding additional funds. They are planning a teleconference to discuss details.

C. Education

Glenn Ward

-Stated that upcoming Earth Day events and Envirothon have been canceled. Waiting to hear from Galloway Twp. and Egg Harbor Twp. to see if Nature Fest events will continue or if also being canceled.

-Received email from Cape May County Earth Day Planning Committee inquiring about participating in a virtual Earth Day event that they are trying to put together.

-District did not receive any entries for poster contest.

COMMENTS

A. Staff

David Reilly

-Thanked the Board for their support in allowing staff to be able to work from home.

-Thanked the staff for the work they are doing from home.

-Commented that Budget Committee of Robert Fenton, Cormac Morrissey, Michael Kent and himself will meet later this month to work on FY-2021 budget.

-Contacted Nightlinger, Colavita & Volpa, PA to obtain information about District being able to accept electronic payment for 251 application fees. This information was forwarded to Frank Minch, SSCC.

-Commented that during this time the staff will be doing an assessment of tools the District has and to see where upgrades are needed and how to better utilize technology that is available.

Marie Rogowski

-Thanked the Board for the opportunity to be able to work from home.

Michael Kent

-Reported on how the District is handling new application submissions, and inspection requests.

Glenn Ward

- Thanked the Board for the opportunity to interview for the Assistant Manager position.
- Work detail with Ocean County Soil Conservation District is currently on hold. Hope to resume when office reopens.
- Thanked the Board for the opportunity to work from home.

B. Supervisors

Robert Fenton

- Due to State shut-down there is no clamming work.
- Working on the farm and preparing greenhouse for upcoming season.

Joseph Lomax

- Reported on property damage from recent storm.
- Inquired if the District will be participating in the NJ State Technical Committee Meeting on April 29, 2020.
- Participated in Environmental Protection Agency's New England "Soak up the Rain" webinar.
- NACD Directorship has been moved onto Raymond Cywinski.
- NACD Human Resource Committee wrapping up Employee Handbook that will be made available to Districts when complete.
- Continuing to Chair NACD Coastal Resource Policy Group.

Cormac Morrissey

- Congratulated Glenn Ward on his promotion.
- Inquired about the timeline for potential new hires.
- Suggested the District hold off in requesting fee change at this time.
- Review District's Strategic Plan to see if any changes will be needed.

Richard Dovey

- Reported on waste water facility and trash collection rates over the past month.
- Commented on report issued by The Brookings Institute, where it predicts Atlantic and Cape May Counties are 2 of the top 10 metro areas in the U.S. that will have the most difficult time rebounding from economic impact from COVID-19.
- Recommends moving forward with Strategic Plan.

Allen Carter, Jr.

- Update on activity at Tuckahoe Turf Farm.
- Commented on Payroll protection program (PPP).
- After speaking with other sod farmers throughout the state, Farm Bureau is planning a conference call with Congress Van Drew to discuss concerns.
- Fruit and vegetable farmers are continuing to plant.
- Update on the States flower producers.
- New Jersey Farm Bureau has held previous two monthly meetings via conference calls.
- Cape May County has canceled 4-H event.

C. NRCS

Michelle Pedano

- Commented on NRCS monthly activity report.
- Staff and partner employees have completed telework training and have been working remotely.
- Acting State Conservationist, Diane Gray started February 16, 2020 and has been working remotely from Michigan.

- Uncertain of NRCS Chief Lohr will visit New Jersey in May.
- No progress in filling Soil Conservationist vacancy.

D. SSCC

Frank Minch

- Staff all working remotely. Continuing to handle any issues that may arise.
- Commented on Administrative Bulletin 2020-2.0.
- Discussed the ability for Districts to accept electronic submission of 251 application fees. The State currently does not have a process or guidelines in place. Information obtained by David Reilly will be forwarded to Fiscal Sub-committee.
- April 13, 2020, State Committee meeting was canceled. Looking into holding May meeting via tele-conference or video conference if needed.
- Put in a request to obtain personal protective equipment for staff. Will keep Districts updated.
- Update on State poster contest.
- Updated the Board about Districts being eligible for PPP. Looking into a program called Main Street that districts may be eligible for.

E. Public

- Opened meeting to public comment.
- No comments from public.

ADJOURNMENT

Chairman Allen Carter, Jr. adjourned the meeting at 9:35 a.m. The next meeting will be Wednesday May 27, 2020 at 8:00 a.m. at the District Office in Mays Landing, NJ.

Marie Rogowski,
Administrative Assistant