

Cape-Atlantic Conservation District Minutes

April 2, 2014

MEETING CALLED TO ORDER

Richard Dovey called the meeting to order at 8:30 A.M. at the USDA-NRCS Plant Material Center in Cape May Court House.

ROLL CALL & DETERMINATION OF QUORUM

Supervisors: Richard Dovey, Joseph Lomax, Daniel Galletta and Allen Carter, Jr.

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

NRCS: Michelle Pedano

PMC: Chris Miller

Supervisor not in attendance: Arthur Brown

MINUTES

A motion was made by Joseph Lomax and seconded by Allen Carter, Jr. to approve minutes from the March 5, 2014 meeting.

FINANCES

A. Treasurer's Report

After review of the March 2014 Treasurer's Report a motion was made by Joseph Lomax and seconded by Allen Carter, Jr. to approve Treasurer's Report and Expenses in the amount of \$86,777.96. Monthly reports for the PMC and Seed Drill accounts were also included in this motion.

B. Cape Bank – 12 Month CDARS CD Update

David Reilly updated the Board on the 12 month CDARS CD with Cape Bank. The CD has been reinvested with Cape Bank for an additional 12 months at .30% on March 26, 2014. A report on the activity was included with the financial report distributed to the Board.

NEW BUSINESS

A. Soil Erosion and Sediment Control Plans

1. March 2014 Certifications/Denial

A motion was made by Joseph Lomax and seconded by Allen Carter, Jr. approving all Plan Certifications listed on the March 2014 Application Report except for applications 91-14, 92-14, 99-14, 101-14, 102-14, 103-14, 104-14, 106-14, 107-14, 109-14, 119-14 and 128-14.

Joseph Lomax stepped out of meeting so a motion could be made on recused applications.

A motion was made by Allen Carter, Jr. and seconded by Daniel Galletta approving applications 91-14, 92-14, 99-14, 101-14, 102-14, 103-14, 104-14, 106-14, 107-14, 109-14, 119-14 and 128-14.

Joseph Lomax recused since plans were submitted by past or current clients.

B. Farmland Program (Board Action Required) - NONE

C. FY-15 Budget Subcommittee

Richard Dovey appointed Joseph Lomax and Allen Carter, Jr. to FY-15 Budget Committee. Joseph Lomax and Allen Carter, Jr. will meet with David Reilly to review FY-15 budget.

D. Atlantic County Board of Agriculture Meeting 4/14/14

David Reilly informed Board that he will be attending Atlantic County Board of Agriculture meeting April 14, 2014. David would like to prepare a formal announcement of the forthcoming District Board vacancy. After discussion the board approved formal announcement.

CORRESPONDENCE

A. Frank Minch, SSCC – Supervisor Nominations

Supervisor nomination paperwork must be submitted by May 1, 2014.

B. Pricilla Hayes, President NJACD, Annual Dues

NJACD annual dues are due. A motion was made by Allen Carter, Jr. and seconded by Daniel Galletta to pay annual dues in the amount of \$750.00

C. Jack Sworaski, SJRC&D – 2014 Tour des Farms.

South Jersey RC&D Tour de Farms bicycle ride is scheduled for September 6, 2014. A motion was made by Allen Carter, Jr. and seconded by Joseph Lomax to donate \$200.00 toward the event.

OLD BUSINESS

A. Education

Glenn Ward reported on the following:

- Winners have been chosen for poster contest. Student participation was low. Gift cards and certificates of appreciation were sent out to the winners. First place poster winners have been forwarded to Trenton to be judged at the state level.
- Envirothon planning committee is scheduled to meet on April 15, 2014. Training for students is schedule for April 11, 2014 in Clayton at the Gloucester County Government Building. 21 students are scheduled to attend.
- Continuing to prepare for Earth Day Celebrations that will be held on Sunday April 27th at the ACUA, Saturday April 26th at The Cape May County Zoo and April 24th at the FAA.
- The District reintroduced the “Resource News” newsletter. It will be produced bi-annually. Copies have been mailed to Board of Chosen Freeholders and County Clerks in both Atlantic and Cape May Counties.
- Will be participating at the Education Round Table on April 30, 2014 in Ocean County. Will be presenting, along with Pricilla Hayes of the Mercer District, activities from the Project Soil Conservation curriculum guide.

B. Update – New Jersey Conservation District Workgroups.

David Reilly reported that the Supervisor Handbook was distributed for review. All comments are due April 7, 2014.

C. Update – CIG Project

-Board met on March 24, 2014 to review and award installation contract. Copy of minutes was mailed to all board members. A motion was made by Daniel Galletta and seconded by Allen Carter, Jr. to approve minutes from March 24, 2014 meeting. Joseph Lomax abstained from motion because he was not present at meeting.

-David Reilly informed Board that the District will need to transfer funds from Parke Bank to the main checking account with Cape Bank to pay installation contractor. NRCS will reimburse the District once installation is complete. A motion was made Joseph Lomax and seconded by Daniel Galletta to transfer \$70,000.00 from Parke Bank account to pay contractor and any additional expense incurred. When NRCS reimburses District, funds will transfer back into Parke Bank Account.

D. Evergreen Transplant Sale

Sale did not go as well as expected. State gave away 500,000 free seedlings to local municipalities for distribution to homeowners which hurt sales.

COMMENTS

A. Staff

David Reilly

-David informed Board that SJRC&D will hire a part time project manager. She will assist with preparing Team Habitat documents.

-NRCS will be offering a program to train District Staff to assist with NRCS soil and water conservation practice plan review. Training would consist of 80 hours, 40 at a NRCS office and 40 hours of online training.

Michael Kent

-Commented on seminar held March 13, 2014 for Construction Officials, Municipal Engineers, Engineers, Architect and Builders to review changes made to the Standards.

-Updated Board on 251 projects and applications received.

B. Supervisors

Joseph Lomax

-NACD updating Financial Manual and Employee Handbook

-NACD Summer Board Meeting will be held in Indianapolis. Main topic will be Soil Health.

-Northeast Regional Meeting will be August 24-27, 2014 in New Port, Rhode Island.

-Suggested District revisit 501-C3.

Allen Carter, Jr.

-Attended Atlantic County Legislators Dinners.

-Cape May County Board of Agriculture will host Annual "Beach to Bay" social May 17, 2014 at Barbers Professional Landscape Maintenance located in Cape May Court House. Contact Allen for tickets.

Daniel Galletta

-Commended District on seminar held March 13, 2014. Heard from colleagues who attended and seminar was well received.

-Commented on a couple links to State website not working on District webpage. David Reilly commented on report that was distributed by Frank Minch at the South Jersey Regional Supervisors Meeting on March 27, 2014, regarding District's compliance with Administrative Bulletin 2011-2.0. The District was compliant on all issues. One comment on report was regarding broken links. David Reilly explained that all broken links were due to changes that the Department of Agriculture made to its website. After discussion the Board directed David Reilly to send a formal letter to the State Soil Conservation Committee regarding changes to the NJ Department of Agriculture Website and to inform Districts of these changes.

Richard Dovey

-Thanked Board and Staff for all the well wishes.

C. NRCS

Michelle Pedano

- Distributed and commented on NRCS monthly activity report.
- Vineland's new DC, Nicholas Saumweber will start June 2, 2014.
- Press Release: Pre-Proposals for NJ Conservation Innovation Grants extended till April 30, 2014.
- EQIP CAP and EQIP Initiatives sign up cutoff is April 18, 2014.
- Emergency Watershed Protection Program-Floodplain Easements are due April 18, 2014.

D. USDA Plant Material Center

Chris Miller

- Thanked District for all its support to keep center open. The PMC will remain open with some procedure and staffing changes. Nine centers will be reclassified as Tier A and 15 centers as Tier B. The 2 main centers servicing the Northeast are located in Beltsville, MD and Big Flats, NY. The center was classified as a Tier B Coastal PMC.
- Updated District on MOU agreement. Chris Miller has not received any direction from NRCS for preparing new agreements.
- Joseph Lomax stated that work will need to continue to keep PMC open. He suggested Chris Miller prepare a Strategic Plan and have someone from the District sit on committee.

E. Public

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

EXECUTIVE SESSION

A motion was made by Joseph Lomax and seconded by Daniel Galletta to go into Executive Session 10:00 AM to discuss contract issues.

A motion was made by Joseph Lomax and seconded by Allen Carter, Jr. to end Executive Session at 10:30 AM.

ACTION ON ITEMS FROM EXECUTIVE SESSION

No Board action required.

ADJOURNMENT

Motion was made by Allen Carter, Jr. and seconded by Joseph Lomax to adjourn meeting at 10:31 A.M. The next meeting will be held May 7, 2014, 8:00 AM at the District Office in Mays Landing, NJ .

Unless otherwise indicated, all actions were taken by unanimous vote of all members present.

Marie Rogowski,
Administrative Assistant

Executive Session
of the Cape Atlantic Conservation District
April 2, 2014

Motion to go into executive session to review and discuss issues as related to the contract for installation of the vegetated compost filter sock under the CIG program was made by Joe Lomax and seconded by Daniel Galletta at 10.00 AM

Attendance

Supervisors: Richard Dovey, Joseph Lomax, Daniel Galletta, Allen Carter, Jr.
Staff: David Reilly, Michael Kent

Daniel Galletta referred to the March 24, 2014 District meeting that was held, and the questions that were raised by Christopher Sztenderowicz of Weaver Express. During the public comment period of the meeting Mr. Sztenderowicz commented that the District's Bid specifications required bidders to be a Filtrexx International certified installer or manufacturer to be qualified to submit a bid. Daniel Galletta reviewed the bid specifications and stated that this requirement was not contained within the Bid Specifications. The certification is the result of Filtrexx International requirements for their "green" sock, which is the preferred product in the specifications.

David Reilly reported that on March 31, 2014 he mailed correspondence to Sharleen Poppalardo of Turf Services Express. This correspondence included the contract that was reviewed by District Solicitor George Botcheos, Esq. for appropriate member of Turf Services Express to sign and return to the District.

David Reilly informed the Board members that he had been contacted by Christopher Sztenderowicz regarding the requirement of the bidder to be a Filtrexx International certified installer or manufacturer since the bid specified that a green color sock was specified. Mr. Sztenderowicz asked if Turf Services Express was either. David Reilly said that he replied to him that Turf Services Express is required to meet his bid proposal, and if Turf Services Express did not feel like they could do this they could request of the District to withdrawal their bid. The District would then have to review this request with our solicitor. If this withdrawal was approved by the District, then we would contact Weaver Express as the other bidder. David Reilly said that he told Mr. Sztenderowicz that the District has to give Turf Services Express the chance to fulfill the requirements of their bid, and cannot assume that they will not be able to fulfill their requirements, and that he could not discuss terms of negotiations or contract with Turf Services Express.

Executive Session
of the Cape Atlantic Conservation District
April 2, 2014

David Reilly informed the Board that he had been contacted by Jeff Opel of Filtrexx International. David Reilly stated that Mr. Opel described the procedure that Filtrexx International has for use of the green color filter sock. Jeff said that the green sock is for use by a Filtrexx International certified installer or manufacturer. David Reilly stated that Mr. Opel offered any technical assistance that Filtrexx International could provide. He also said that Mr. Opel was contacted by Turf Services Express regarding purchase of the green sock material.

A discussion occurred and the board directed David Reilly to proceed in the following manner; David Reilly should not have any conversations with any parties except Turf Services Express regarding terms of the contract; any discussions regarding withdraw of the bid from Turf Services Express should only take place with a representative of Turf Services Express; and any conversations with representatives of Filtrexx International should only be regarding product specifications.

David Reilly also reported that he will contact Turf Services Express to schedule a preconstruction meeting, and that Jeff Opel offered to participate in this meeting. It was agreed that it would be good to have him at the meeting in case questions arise regarding Filtrexx products and installation requirements.

The board instructed David Reilly to keep a record of any future phone conversations with representatives of Filtrexx International, Weaver Express or Turf Services Express.

At 10:30 am a motion was made by Joseph Lomax and seconded by Allen Carter, Jr. to end the executive session and return to the regular meeting. This motion passed unanimously.

Submitted by David Reilly