

# Cape-Atlantic Conservation District Minutes

December 13, 2017

## **MEETING CALLED TO ORDER**

Chairman, Daniel Galletta called the meeting to order at 4:00 PM at the District office in Mays Landing, NJ.

## **ROLL CALL & DETERMINATION OF QUORUM**

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

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

Cape May PMC: Chris Miller

NRCS: Chad Cherefko and Michelle Pedano

## **MINUTES**

After Board review, a motion was made by Allen Carter, Jr. and seconded by Robert Fenton to approve minutes from the November 15, 2017 meeting.

## **FINANCES**

### **A. Treasurer's Report – November 2017**

After review of the November 2017 Treasurer's Report a motion was made by Allen Carter, Jr. and seconded by Joseph Lomax to approve treasurer's report and expenses in the amount of \$61,461.16.

After review of the Plant Materials Center monthly report for November 2017, a motion was made by Joseph Lomax and seconded by Robert Fenton to approve report and expense of \$131.00.

### **B. FY-17 Audit**

Copy of FY-17 Audit was previously distributed to board for review. After discussion a motion was made by Richard Dovey and seconded by Joseph Lomax to accept audit as presented.

## **NEW BUSINESS**

### **A. Soil Erosion and Sediment Control Plans 1. November 2017 Certifications**

A motion was made by Joseph Lomax and seconded by Allen Carter, Jr. approving all Plan Certifications listed on the November 2017 Application Report except for application 489-17.

A motion was made by Richard Dovey and seconded by Robert Fenton approving application 489-17. Joseph Lomax recused since plans were submitted by past client.

**B. Farmland Program**

**1. Conservation Agreements**

After board review and discussion, a motion was made by Joseph Lomax and seconded by Allen Carter, Jr. to approve the following Conservation Agreement:

- a. Mark A. Wyman, Woodbine, 32 acres, Forestry

**C. Enhancing Agricultural Opportunities for Military Veterans**

Discussed grant opportunity for the District to assist military veterans in agricultural. After discussion a motion was made by Robert Fenton and seconded by Allen Carter, Jr. to authorize David Reilly to submit letter of intent by January 11, 2018 deadline. Full grant proposal deadline is February 8, 2018.

Allen Carter, Jr., Robert Fenton and David Reilly will form a committee to review grant.

**D. 2018 Meeting Schedule**

Copy of District Board of Supervisors 2018 Meeting Schedule was distributed for review. A motion was made by Richard Dovey and seconded by Joseph Lomax to approve schedule as presented. Dates will be posted on District website and advertised as required.

**CORRESPONDENCE**

NONE

**OLD BUSINESS**

**A. Education**

Glenn Ward

Envirothon

- Attending planning committee meeting December 14, 2017.
- South Jersey training session will be held at the District office March 29, 2018.
- Fundraising letters will be sent out at the end of January.

**B. RCPP-NFWF**

David Reilly

- Working on End-of-Year report that will be submitted to Rachel Dawson.
- Preparing paperwork to be submitted for quarterly reimbursement.

**C. CPMPC Seasonal Employees**

David Reilly reported that current agreement has been extended until December 31, 2018 with an addition \$25,630.00 in funding.

**D. Civil Engineer Technician**

To be discussed in executive session

**E. NACD Conservation Assistance**  
To be discussed in executive session

**F. CMPMC-Biological Science Technician-BLM**  
To be discussed in executive session

**G. Soil Restoration Standards**

Michael Kent

-Reported on Soil Restoration Standards that went into effect December 7, 2017.

-All information has been posted on District website.

David Reilly

-Discussed having representative from the state train staff on the implementation of new soil restoration standard. A motion was made by Joseph Lomax and seconded by Allen Carter, Jr. authorizing David Reilly to send letter to the SSCC requesting training for staff.

-Discussed holding a workshop for construction officials, engineers, builders and landscapers to review new soil restoration standards. Tentative date is set for January 19, 2018 at District office. A motion was made by Robert Fenton and seconded by Joseph Lomax to authorize up to \$500.00 for refreshments and materials needed for meeting.

**COMMENTS**

**A. Staff**  
None

**B. Supervisors**  
**Joseph Lomax**

-Working with David Reilly on Strategic Plan.

-Reviewing 501c3 information. Recommend changes will be forwarded to board for review.

-Thanked board for the opportunity to attend standards training.

-Reported on State Association meeting attended December 11, 2017.

-Reported on NACD members leaving organization, Coastal and Urban Resource Policy Groups.

**Daniel Galletta**

-Commented on financial aspects of applying for 501c3.

-Discussed review of 251 reserves at next budget meeting.

**C. NRCS**  
**Chad Cherefko**

-Available to answer any questions board may have with grants available through NRCS.

**Michelle Pedano**

-Reported on the status of current EQIP applications.

-End of year report will be distributed at next meeting.

**D. Cape May Plant Materials Center**  
**Chris Miller**

-Thanked board for their continued support in applying for grants to hire seasonal employees for the center.

-Reported on lease agreement for the center.

**E. Rutgers  
Jenny Carleo**

Was unable to attend meeting but did forward monthly report for review.

**F. Public**

Opened meeting to public comment.

No comments from public.

**EXECUTIVE SESSION**

A motion was made by Allen Carter, Jr. and seconded by Joseph Lomax to go into executive session at 5:05 p.m. to discuss items related to grant applications and contract agreements.

A motion was made by Joseph Lomax and seconded by Robert Fenton to end executive session at 6:00 p.m. and return to the regular meeting.

**ACTION ON ITEMS FROM EXECUTIVE SESSION**

-A motion was made by Richard Dovey and seconded by Robert Fenton to enter into an agreement with NRCS for CET position in the Woodstown field office and to advertise position vacancy.

-A motion was made by Joseph Lomax and seconded by Allen Carter, Jr. to submit proposal for NACD Conservation Technical Assistance Grant.

-A motion was made by Robert Fenton and seconded by Joseph Lomax to enter into an agreement with NRCS for Biological Science Technician at the Cape May Plant Materials Center.

**ADJOURNMENT**

Motion was made by Allen Carter, Jr. and seconded by Joseph Lomax to adjourn meeting at 6:10 p.m. The next meeting will be Wednesday January 24, 2017 at 8:00 a.m. at the District Office, 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  
December 13, 2017

Motion to go into executive session related to proposed grant applications and contract agreements was made by Allen Carter, Jr. and seconded by Joseph Lomax at 5:05 pm.

Attendance Supervisors: Daniel Galletta, Joseph Lomax, Richard Dovey, Allen Carter, Jr., Robert Fenton

Staff: David Reilly

NRCS: Chad Cherefko, Assistant State Conservationist,  
Chris Miller. Manager, CMPMC

Chad Cherefko attended the meeting for the first two agreement discussions.

David Reilly informed the board of an opportunity to enter into an agreement with NRCS to provide funding for a Conservation Engineering Technician position for a one year period. The District employee would work in the NRCS Woodstown Field Office and would be funded 100%. Chad Cherefko reported that all job approval authorization would be with NRCS staff, and that this cannot be granted to other than an NRCS employee. Funding would be for the amount of \$74,251.16. David Reilly presented a copy of the proposed agreement and budget. David Reilly noted that the agreement contract was reviewed and approved by George Botcheos, District Solicitor.

David Reilly reported that the District was approached NJACD regarding a NACD grant opportunity to provide funding to expand the District's capabilities to provide conservation planning assistance. The grant would fund a full time Agriculture Conservation Specialist to work in the NRCS Vineland Field Office. Chad Cherefko noted that NRCS has been working with the NJACD on the requirements of the grant, and identified needs throughout the State based on Statewide workload analysis. David Reilly informed the board that the grant had to be submitted to NACD by the NJACD and also required a 25% match. David Reilly presented the grant application and supporting budget. The budget included a 25% match requirement that would include staffing an existing District staff member 3 days per month in the NRCS Vineland Field Office to provide conservation planning assistance. The total project would be for \$85,816.68 with funding to be provided for \$63, 136.68 for a period of one year. Joseph Lomax noted that he has been in contact with the members of the NJACD regarding this proposal.

Chad Cherefko exited the meeting and Chris Miller entered the meeting for the following discussion.

David Reilly reported that the District has been approached by Chris Miller, CMPMC regarding an agreement opportunity to provide funds to the District for a Biological Science Technician. The District employee would work for a period of one year addressing the work product deliverables that the CMPMC has with the Bureau of Land Management to collect and clean seed samples. Chris Miller noted that these tasks are being addressed currently by existing CMPMC staff on a part time basis, but he need is for a full time person to be dedicated to the task for a one year period. Chris Miller reported that funding for the position would be funded at 100%. David Reilly distributed a draft agreement that included a proposed budget for \$74, 251.16. David Reilly noted that both he and Chris Miller have been working with NRCS State office staff in preparation of the agreement.

At 6:00 pm a motion was made by Joseph Lomax and seconded by Robert to end the executive session and return to the regular meeting. This motion passed unanimously.

Submitted by David Reilly