

Cape-Atlantic Conservation District Minutes

December 16, 2015

MEETING CALLED TO ORDER

Vice-Chairman, Daniel Galletta called the meeting to order at 4:10 P.M. at the District office in Mays Landing, NJ.

ROLL CALL & DETERMINATION OF QUORUM

Supervisors: Daniel Galletta, Joseph Lomax, Allen Carter, Jr. and Richard Dovey (via telephone)

Staff: David Reilly, Michael Kent, and Marie Rogowski

NRCS: Nicholas Saumweber and Chad Cherefko

Supervisor not in attendance: Robert Fenton

MINUTES

A motion was made by Richard Dovey and seconded by Joseph Lomax to approve minutes from the November 18, 2015 meeting.

FINANCES

A. Treasurer's Report - November 2015

After review of the November 2015 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 \$45,342.96.

After review of the Plant Material Center monthly report for November 2015, a motion was made by Allen Carter, Jr. and seconded by Joseph Lomax to approve report.

NEW BUSINESS

A. Soil Erosion and Sediment Control Plans

1. November 2015 Certifications

A motion was made by Joseph Lomax and seconded by Allen Carter, Jr. approving all Plan Certifications listed on the November 2015 Application Report except for applications 421-15, 454-15, 463-15, 474-15, 477-15, 478-15, 481-15, 483-15, 491-15, 499-15 and 501-15.

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 Richard Dovey to approve applications 421-15, 454-15, 463-15, 474-15, 477-15, 478-15, 481-15, 483-15, 491-15, 499-15 and 501-15. Joseph Lomax recused since plans were submitted by former employer, past and current clients.

B. Farmland Program (Board Action Required)

1. Conservation Agreements

After board review and discussion a motion was made by Allen Carter Jr. and seconded by Richard Dovey to approve the following Conservation Agreement;

- a. BettyJean Yanke, Upper Township, 25 acres.

Joseph Lomax recused from motion.

A motion was made by Joseph Lomax and seconded by Allen Carter, Jr. to approve the remaining Conservation Agreements;

- b. Cape Shellfish, LLC, Middle Township, 3 acres
- c. Dias Creek Oyster, LLC, Middle Township, 1.5 acres
- d. Joseph A. Moro, Middle Township, 1.5 acres

2. Conservation Plan

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

- a. Buena Borough, 27.28 acres – CREP plan update.

C. 2016 Meeting Schedule

David Reilly distributed a copy of the Cape Atlantic Conservation District Board of Supervisors 2016 Meeting Schedule. After board review and discussion a motion was made by Allen Carter, Jr. and seconded by Joseph Lomax to approve schedule as presented. Dates will be posted on website and advertised as required.

D. Spring 2016 Stockton University Interns

As previously discussed, David Reilly recommended three Stockton University students to complete their internship with the District. A motion was made by Allen Carter, Jr. and seconded by Joseph Lomax approving three internships for the spring semester as budgeted.

CORRESPONDENCE

A. Kimberly Koch, NACD

Received a Thank You from Kimberly Koch, NACD for renewal of annual membership.

B. Jerry DelRosso, Atlantic County Administrator

Received correspondence from Jerry DelRosso, Atlantic County Administrator alerting District to a 10% grant reduction for 2016 due to budget constraints.

OLD BUSINESS

A. Education

David Reilly reported that Glenn Ward continues to work on 2016 events.

B. Update – New Jersey Conservation District Workgroups.

Training Committee

-David Reilly stated that the training committee is waiting for the adoption of the Administrative Guidance Manual.

-Daniel Galletta stated that due to the size of the manual, multiple training sessions will be scheduled to review a few chapters at a time.

Policy & Procedures Committee

-Joseph Lomax stated that the 251 Administrative Policy and Procedures Manual was adopted during Decembers State Soil Conservation Committee meeting.

-Interim Administrative Guidance Manual available for review.

-Continuing to work on Administrative Guidance Manual.

C. Update – CIG Project

David Reilly

-Reported that staff continues to organize data and photos.

-Working with Kelly Gill, Xerces on slides for Reno, NV power point presentation.

-Spoke with Jason Dorney, Filtrexx. Company continues to review proposal. Mr. Dorney will contact David Reilly to confirm representative from Filtrexx who will participate with presentation in Reno, NV.

-Continuing to work on final report preparation for March, 2016.

Joseph Lomax discussed the possibility of extending project for an additional year. Chad Cherefko, NRCS will look into options with NRCS for possible funding.

D. RCPP-NFWF

Chad Cherefko, Nicholas Saumweber, David Reilly and Board discussed revised Memorandum of Agreement and Cooperative Working Agreement between the Cape Atlantic Soil Conservation District and USDA, NRCS. Motion to enter into agreement was tabled until the NRCS Grants and Agreements Team has reviewed agreements. They will be commented shortly.

Daniel Galletta recommended advertising Agriculture Conservation Specialist position so when agreements are approved interviews may commence. A motion was made by Joseph Lomax and seconded by Allen Carter, Jr. to advertise Agriculture Conservation Specialist position.

E. Workman's Compensation

David Reilly stated that the District received seasonal employee Kristy Northrup medical release letter from eye doctor. The workman's compensation claim has been resolved and the case closed.

David Reilly stated that Joseph Lomax forwarded a Safety Training Manual and training will be scheduled for district staff in new year.

F. PMC Seasonal Employees

David Reilly stated that the 2 PMC seasonal employees have completed their employment. The program was very successful for both the District and the PMC. Final payment request has been processed and submitted for reimbursement.

COMMENTS

A. Staff

David Reilly

- State Soil Conservation Committee addressed District's letter sent November 18, 2015 regarding length of Soil Erosion and Sediment Control Plan Certifications. It was clarified that all certifications are valid for 3½ years.
- Michael Kent is working with IT consultant to add fields to current Access computer program to assist with permit extension act and to make District compliant with new financial accounting manual.
- Discussed Topsoil and Land Grading standards. They were accepted by the SSCC and will move forward in the next step for formal approval.
- Attended first Cape May County Agricultural Development Board meeting.
- Reappointed to the Atlantic County Agricultural Development Board. New term expires 12/1/2019.
- Attended meeting in Buena Borough with Nicholas Saumweber, NRCS at the request of Borough Council, to address stormwater runoff generated on farm fields. Nicholas Saumweber discussed a particular farm site where he met with the property owner to discuss programs available to address issues.
- Distributed and commented on handout from New Jersey Clean Water Council. Council was seeking on how New Jersey can make the best use of partnerships to improve water quality.
- Updated Board on tours planned for Northeast Regional Meeting. Sent out email to all districts seeking help. Received several responses. Has spoken with both Ocean and Burlington District managers regarding routing of tours.

Michael Kent

- Discussed permit extension act. Staff reviewing all projects. Any projects certified prior to 2013 will receive letter to recertify.
- Spoke with John Showler, new H&H database should be available in the spring.

B. Supervisors

Daniel Galletta

- Discussed sending out "Save the Date" notices for Northeast Regional Meeting. Also discussed finding speaker and sponsorships for the event.
- State Soil Conservation Committee adopted 2016 meeting schedule.
- NJACD State Plan needs to be updated. Will be postponed until after NE Regional meeting.

Allen Carter, Jr.

- Attended Farm Bureau Convention.
- American Farm Bureau Convention will be take place in January, 2016.
- NJ Assembly voted to fix farmers drivers license.
- Budget passed. Discussed H-2B program for migrant workers.
- 2016 NJ Department of Agricultural Convention will be February 9-11, 2016 at Harrah's Resort, Atlantic City.

C. NRCS

Nicholas Saumweber

- Distributed NRCS Monthly Report for review.
- Distributed and commented on end of year summary of conservation plans, contracts and practices planned and applied in FY-15 in the Cape Atlantic District.

D. Public

Opened meeting to public comment.
No comments from public.

Executive Session

No executive session

ADJOURNMENT

Motion was made by Allen Carter, Jr. and seconded by Joseph Lomax to adjourn meeting at 6:00 P.M. The next meeting will be held January 27, 2016 at 8:00 A.M. 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