

# Cape-Atlantic Conservation District Minutes

February 24, 2021

## ***MEETING CALLED TO ORDER AND PUBLIC NOTICE ANNOUNCEMENT***

Chairman Allen Carter, Jr., called the meeting to order at 8:00 a.m. via video conference.

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 Joseph Lomax

Staff: Michael Kent, Glenn Ward, Chelsea Steffes and Marie Rogowski

Natural Resources Conservation Service (NRCS): Michelle Pedano

State Soil Conservation Committee (SSCC) : John Showler

## ***MINUTES***

### ***A. Minutes of January 27, 2021 Meeting***

Copy of minutes were emailed to the Board prior to meeting. After Board review, a motion was made by Joseph Lomax and seconded by Robert Fenton to approve minutes from the January 27, 2021 meeting. The motion passed unanimously.

### ***B. Executive Session Minutes of January 27, 2021 meeting***

Copy of executive session minutes were emailed to the Board prior to meeting. After Board review, a motion was made by Joseph Lomax and seconded by Robert Fenton to approve executive session minutes from the January 27, 2021 meeting. The motion passed unanimously.

## ***FINANCES***

### ***A. Treasurers Reports – January 2021***

January 2021 District and Plant Materials Center (PMC) Treasurer's reports were emailed to the Board prior to meeting.

After review and discussion, a motion was made by Cormac Morrissey and seconded by Robert Fenton to approve the Districts January 2021 treasurer's report, balance sheet and expenses in the amount of \$49,155.32. The motion passed unanimously.

After review of the PMC monthly expense report for January 2021, a motion was made by Robert Fenton and seconded by Cormac Morrissey to approve treasurer's report, balance sheet and account balance of \$9,121.67. The motion passed unanimously.

## **NEW BUSINESS**

### **A. Soil Erosion and Sediment Control Plans**

January 2021, 251 Certification and Re-certification reports were emailed to the Board prior to meeting for review.

#### **1. January 2021 Certifications**

A motion was made by Joseph Lomax and seconded by Robert Fenton approving all Plan Certifications listed on the January 2021 Application Report. The motion passed unanimously.

#### **2. January 2021 Re-certifications**

A motion was made by Joseph Lomax and seconded by Cormac Morrissey approving application 58-82 listed on the January 2021 Re-Certification Application Report. The motion passed unanimously.

A motion was made by Robert Fenton and seconded by Cormac Morrissey approving application 52-06 listed on the January 2021 Re-certification Application Report. Joseph Lomax recused and abstained from motion. The motion passed.

### **B. Farmland Program**

NONE

### **C. Farm Bureau Bank CD**

A 12 month CD with Farm Bureau Bank is due for renewal March 27, 2021. After Board discussion, a motion was made by Cormac Morrissey and seconded by Robert Fenton to have Michael Kent explore interest rate options and to roll over funds into a 12 month CD with a financial institution that has best rate available. The motion passed unanimously.

## **CORRESPONDENCE**

### **A. U.S. Department of Commerce Census Bureau**

District received request to participate in the 2021 Government Units Survey. After Board discussion, Michael Kent will contact Frank Minch to see if District is required to participate.

## **OLD BUSINESS**

### **A. Education**

Glenn Ward

-Commented and displayed District's Facebook page that is now active.

-Update on 2021 Envirothon. Committee continues to work on testing delivery platform.

**B. Grants**

Michael Kent reported on the following;

-Applied for National Association of Conservation Districts (NACD) Technical Assistance (TA) 2021 grant. If funded the NACD grants will be extended through 2023.

-Final report for the National Fish and Wildlife Foundation (NFWF) grant that ended December 2020 has been submitted.

-Reported on new NFWF grant proposal. Board discussed options available. Sub-committee of Cormac Morrissey, Joseph Lomax and Michael Kent will meet to examine opportunities. A motion was made by Cormac Morrissey and seconded by Joseph Lomax to pursue grant with scope to be defined during sub-committee meeting. The motion passed unanimously.

-District's Civil Engineer Technician (CET) grant was awarded a one year no-cost extension. Document was previously emailed to Allen Carter, Jr. for approval. A motion was made by Joseph Lomax and seconded by Robert Fenton to ratify the acceptance of the one year no-cost grant extension. The motion passed unanimously.

**C. Fee Schedule**

Michael Kent reported that the District's new fee schedule proposal will be presented at the March 8, 2021 State Committee meeting for approval. After Board discussion, a motion was made by Cormac Morrissey and seconded by Joseph Lomax to have new fee schedule go into effect July 1, 2021 and to have District review fee schedule every 3 years. The motion passed unanimously.

**D. Supervisor Standards**

-Michael Kent stated that the deadline for comments is February 26, 2021.

-Joseph Lomax commented on supervisor performance standards.

**E. Strategic Plan**

-Meeting to be scheduled with Richard Dovey, Joseph Lomax and Michael Kent to finalize Strategic Plan.

-Cormac Morrissey commented on Board succession as part of Strategic Plan.

**F. PERS Contribution**

As per previous meeting, additional information was forwarded to the Board for review. After discussion, a motion was made by Joseph Lomax and seconded by Robert Fenton to pay annual PERS contribution of \$70,740.00. The motion passed unanimously.

**G. Ocean County SCD Shared Service Agreement**

As per previous discussion, a revised shared service agreement was received and forwarded to the board for review. Allen Carter, Jr. had previously reviewed and signed agreement. After Board discussion a motion was made by Joseph Lomax and seconded by Robert Fenton to ratify the adoption of the revised Ocean County SCD shared service agreement.

**COMMENTS**

**A. Staff**

**Marie Rogowski**

-Continuing to remain busy with processing large number of certifications.

**Glenn Ward**

- Welcomed Chelsea Steffes to the District. Chelsea has been doing a great job.
- Update on 251 activity. Large number of new applications submittals continue.

**Michael Kent**

- Will be attending the virtual Delaware Estuary Science and Environmental Summit March 1-3, 2021.
- Hard copy of District FY-21 Audit is available for any Supervisor who would like one.
- Thanked staff for all their hard work.

**Chelsea Steffes**

- Thanked the Board and staff for the opportunity to work at the District. Has learned a lot in the short time with the District.

**B. Supervisors**

**Robert Fenton**

- Welcomed Chelsea Steffes
- Can provide list of fisheries to assist with grant proposal.

**Joseph Lomax**

- Update on NACD National meeting.
- Comment on NACD Virtual Fly-in that will take place.
- Will also be attending the virtual Delaware Estuary Science and Environmental Summit March 1-3, 2021.

**Cormac Morrissey**

- Welcomed Chelsea Steffes.
- Commented on future grant opportunities for the District. After Board discussion a motion was made by Cormac Morrissey and seconded by Robert Fenton to authorize Michael Kent to coordinate with David Reilly, Coastal Resources Conservancy Inc. to evaluate grant opportunities. The motion passed unanimously.

**Allen Carter, Jr.**

- Update on Farm Bureau meeting attended February 23, 2021.
- Participated in Zoom call with Sen. Cory Booker.
- Commented on Governor's budget proposal.
- Commented on agricultural related solar projects.
- Reported on State Agricultural Convention.
- Pesticide license update.
- Farm Bureau drafting a letter of recommendation for Bob Andrzejczak for State FSA Director position.

**C. USDA-NRCS**

**Michelle Pedano**

- Commented on NRCS monthly activity report.
- Virtual NJ Agricultural Convention and Trade Show taking place this week.
- Classic Conservation Stewardship Program (CSP) signup to be announced.
- Reported on other new funding opportunities coming soon.

**D. SSCC**

**John Showler**

- District fee schedule update
- Upper Delaware SCD office relocating.

- Will be attending virtual meeting on February 26, 2021 to discuss infiltration in State Standards.
- Green infrastructure rules will be coming out March 2, 2021.
- Attended virtual dam safety training.
- NRCS State Conservation Engineer David Lamm has retired.
- Commented on relocation of SSCC offices.

**E. Public**

Opened meeting to public comment.  
No comments from public.

**ADJOURNMENT**

Motion was made by Robert Fenton and seconded by Joseph Lomax to adjourn meeting at 9:45 a.m. The next meeting will be held virtually on March 24, 2021.

Marie Rogowski,  
Administrative Assistant