

Cape-Atlantic Conservation District Minutes

February 26, 2020

MEETING CALLED TO ORDER AND PUBLIC NOTICE ANNOUNCEMENT

Chairman Allen Carter, Jr., called the meeting to order at 8:04 a.m. at the District office in Mays Landing, NJ

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, Joseph Lomax and Cormac Morrissey

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

Natural Resources Conservation Service (NRCS): Michelle Pedano

Cape May Plant Materials Center (CMPMC) : Chris Miller

MINUTES

A. Minutes of January 22, 2020 meeting

After Board review, a motion was made by Joseph Lomax and seconded by Robert Fenton to approve minutes from the January 22, 2020 meeting. The motion passed unanimously.

B. Executive Session Minutes of January 22, 2020 meeting

After Board review, a motion was made by Joseph Lomax and seconded by Robert Fenton to approve executive session minutes from the January 22, 2020 meeting. The motion passed unanimously.

C. Executive Session Minutes of November 20, 2019 meeting

After Board review, a motion was made by Robert Fenton and seconded by Cormac Morrissey to approve executive session minutes from the November 20, 2019 meeting. The motion passed unanimously.

FINANCES

A. Treasurer's Reports – January 2020

After review of the District's January 2020 Treasurer's Report, a motion was made by Joseph Lomax and seconded by Robert Fenton to approve treasurer's report and expenses in the amount of \$55,665.99. The motion passed unanimously.

After review of the Plant Materials Center (PMC) monthly expense report for January 2020, a motion was made by Robert Fenton and seconded by Joseph Lomax to approve treasurer's report and expenses in the amount \$100.00. The motion passed unanimously.

NEW BUSINESS

A. Soil Erosion and Sediment Control Plans

1. January 2020 Certifications

A motion was made by Joseph Lomax and seconded by Cormac Morrissey approving all Plan Certifications listed on the January 2020 Application Report except for application 321-19 and 32-20. The motion passed unanimously.

A motion was made by Joseph Lomax and seconded by Robert Fenton approving applications 321-19. Cormac Morrissey recused having a conflict of interest. Cormac Morrissey abstained from motion. The motion passed.

A motion was made by Cormac Morrissey and seconded by Robert Fenton approving applications 32-20. Joseph Lomax recused having a conflict of interest. Joseph Lomax abstained from motion. The motion passed.

2. January 2020 Re-certification

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

B. Regional Supervisor Meeting

Southern Regional Supervisor Meeting is scheduled for March 31, 2020, 6:30pm at the Maplewood III, Vineland, NJ. A motion was made by Robert Fenton and seconded by Cormac Morrissey to authorize registration expenses for five supervisors and two staff to attend meeting.

C. Farmland Program-NONE

D. Farm Bureau Bank-Organization CD

A 12 month Organization CD with Farm Bureau Bank is due for renewal March 27, 2020. After discussion a motion was made by Robert Fenton and seconded by Joseph Lomax to roll over funds into a 12 month Organization CD at a rate of 1.95% with Farm Bureau Bank. The motion passed unanimously.

CORRESPONDENCE

A. Dennis Dougherty, President New Jersey Association of Conservation Districts (NJACD)

Dennis Dougherty, President NJACD is asking the District for support toward the 2020 NJ Envirothon. A motion was made by Joseph Lomax and seconded by Robert

Fenton to donate \$500.00 toward 2020 NJ Envirothon as budgeted. The motion passed unanimously.

B. *Monzo Catanese Hillegass, P.C.*

David Reilly stated that the District received correspondence from Mr. Andrew D. Catanese of Monzo Catanese Hillegass, P.C. in reference to two properties in Middle Township, Cape May County. Michael Kent and Glenn Ward updated the Board on the history and condition of the properties. After discussion the Board directed staff on how to proceed with response to correspondence.

C. *Sec. Douglas Fisher/Senator Steven Oroho*

Correspondence sent to Sec. Fisher from Sen. Oroho, and Sec. Fisher's response letter were distributed to the Board for their review.

D. *Jack Sworaski, Chairman, South Jersey Resource Conservation and Development (SJRC&D)*

District received notice for annual dues. After discussion a motion was made by Cormac Morrissey and seconded by Robert Fenton to pay annual dues in the amount of \$300.00 as budgeted. The motion passed unanimously

OLD BUSINESS

A. *Education*

Glenn Ward reported on the following:

- District has registered for both Cape May and Atlantic County Earth Day events scheduled for April 18th and April 26th respectively.
- Envirothon donation letters will be mailed out by next week.
- Envirothon will be held on May 2, 2020 at Camp Topanemus in Millstone, NJ on May 2, 2020. Theme this year is, Water Resource Management: Local Control and Local Solutions.
- District intern Zachary Nixon is working on preparing Envirothon Current Issues test.
- District poster contest deadline is March 20, 2020. Theme this year is, Where would we BEE without Pollinators?
- District intern, Jacqueline Hall is working on updating activity sheet for Nature Fest events that take place in spring.

B. *Strategic Plan*

Draft copy of District's Strategic Plan was distributed to Board for review. All comments are due back to David Reilly by March 13, 2020.

C. *National Fish and Wildlife Foundation Extension (NFWF)*

- David Reilly reported that the District received extension on current agreement that will go until April 15, 2020.
- New funding opportunities may be available to the District. Deadline for new submittals is April 2, 2020.
- David Reilly and Michael Kent will be attended NFWF Round Table on March 12-13, 2020.

COMMENTS

A. *Staff*

David Reilly

- Thanked the Board for the opportunity to attend the National Association of Conservation Districts (NACD) Annual Meeting.
- On February 24, 2020 Arianna Efstatos and Briana Nagengast held a training session for District staff and interns. Arianna and Briana both did an excellent job.
- Submitted application for NACD Technical Assistance grant.

Michael Kent

- Thanked the Board for the opportunity to attend the NACD Annual Meeting.
- Reported on Stockton University interns, Jacqueline Hall, Hannah Maugeri and Zachary Nixon.
- Distributed fee schedule analysis of all Districts. After review and discussion there was Board consensus to move forward with preparing for a fee schedule increase.

Glenn Ward

- Reported on work detail at Ocean County Soil Conservation District.

Rebecca Watson

- Attended Conservation Desktop/Conservation Assessment and Ranking Tool (CART) Training.
- Attended prescribed burning training at the Eco-Complex on January 28-29, 2020.
- Attended District workshop held Monday, February 24, 2020.
- Had the opportunity to review NRCS programs with District intern Zachary Nixon. Will schedule a time to work with Jacqueline Hall and Hannah Maugeri.

B. Supervisors

Robert Fenton

- Attended Farm Bureau meeting. Discussed regulations put on farmers.

Joseph Lomax

- Thanked Board for their support for his attendance at the NACD Annual Meeting.
- Raymond Cywinski will sit on NACD Board of Directors.
- Will remain as Chairman of the Coastal Resource Policy Group and member of the Human Resources Committee.
- Reviewing NACD by-law changes.
- Participated in reviewing NACD Urban Ag. Grant submissions. 18 grants were awarded. None in New Jersey.
- Executive Committee for the State Soil Conservation Committee (SSCC) will meet to review NRCS Memorandum of Agreement (MOA) templates and to review legislation documents.

Cormac Morrissey

- Reported on NACD annual meeting. Sessions were interesting and very informative.
- Has comments on District's Strategic Plan. Will send comments to David Reilly by the March 13, 2020 deadline.

Allen Carter, Jr.

- Reported on NACD annual meeting. Enjoyed the commencement speaker and tours.
- Thanked the staff and board for attending NACD annual meeting. Enjoyed getting to know everyone on a personal level.
- Cape May County Ag. Agent position is in the process of being filled.
- Attended Farm Bureau meeting. Reported on plastics ban.

C. NRCS

Michelle Pedano

- Distributed and commented on NRCS monthly activity report.
- Carrie Lindig has relocated to Washington DC. Diane Gray is serving as Acting State Conservationist.
- Bill Northey, USDA Under Secretary will visit New Jersey, March 9th or 10th.
- South Jersey Legislators Appreciation dinner will be held March 18, 2020 at The Greenview Inn, Vineland.
- NRCS Chief Lohr to visit New Jersey May 14th or 15th.

D. CMPMC

Chris Miller

- Returned to PMC manager duties after yearlong detail assignment. Thanked Michelle Pedano and Dan Mull for filling in at the PMC in while on assignment.
- Christine Hall has been assigned to a detail in New Hampshire.
- Commented on lease agreement for the CMPMC.
- Received contracts to renovate greenhouse and install new fuel tanks at the PMC.

E. Public

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

EXECUTIVE SESSION

A motion was made by Joseph Lomax and seconded by Cormac Morrissey to go into executive session at 10:13 a.m. to discuss personnel issues. The motion passed unanimously.

A motion was made by Joseph Lomax and seconded by Robert Fenton to end executive session at 11:55 a.m. and return to the regular meeting. The motion passed unanimously.

ACTION ON ITEMS FROM EXECUTIVE SESSION

A motion was made by Joseph Lomax and seconded by Robert Fenton to offer the position of Biological Science Aid to Dustin Welch under the terms of the PMC-BLM Agreement with USDA NRCS CMPMC. The position is a seasonal employee position to end on June 5, 2020. The motion passed unanimously.

A motion was made by Joseph Lomax and seconded by Cormac Morrissey to provide one additional day per week of plan review support to the Ocean SCD under the terms of the current shared services and such time would be provided by the District in the CACD office. The motion passed unanimously.

A motion was made by Joseph Lomax and seconded by Robert Fenton to offer the position of District Manager to Mr. Kent once the position has been vacated by David Reilly and subject to the review and approval of the revised District Manager position description and FY 2021 salary schedule. The motion passed unanimously.

ADJOURNMENT

Motion was made by Robert Fenton and seconded by Cormac Morrissey to adjourn meeting at 12:12 p.m. The next meeting will be Wednesday April 15, 2020 at 8:30 a.m. at the Cape May Plant Materials Center, Cape May Court House, NJ. The motion passed unanimously.

Marie Rogowski,
Administrative Assistant

Cape Atlantic Soil Conservation District
Board of Supervisors

Executive Session

February 26, 2020

Attendees:

Supervisors: Allen Carter, Jr., Robert Fenton, Joseph Lomax and Cormac Morrissey

Staff: David Reilly, Michael Kent (Portion of this meeting)

Cape May Plant Materials Center (CMPMC) : Chris Miller (Portion of this meeting)

A motion was made by Joseph Lomax and seconded by Cormac Morrissey to go into executive session at 10:13 a.m. to discuss personnel issues. The motion passed unanimously.

David Reilly reported that he and Chris Miller had interviewed a candidate to fill the part-time vacant position of Biological Science Aid to be detailed to work at the Cape May Plant Materials Center under the PMC-BLM agreement. Chris Miller reported that he and David Reilly interviewed Dustin Welch of CMCH for the position. Mr. Miller reported that he was impressed with Mr. Welch's knowledge of native plant material. Mr. Reilly reported that Mr. Welch would be able to work the 21 hours per week that is needed to fulfill the FTE requirements until the end of the agreement on June 5, 2020. Mr. Reilly and Mr. Miller both recommended that the Board strongly consider hiring Mr. Welch for the vacant position.

Mr. Miller left the executive session.

David Reilly reported that the Ocean SCD Director Christine Raabe, had contacted him regarding the Cape Atlantic CD providing additional hours under the current shared services agreement. Mr. Kent recommended that the Board consider the request and have Glenn Ward provide one additional day per week to assist with plan review, but recommended that this additional time be spent in the CACD office. Mr. Reilly noted that the Ocean SCD was agreeable to this arrangement.

Mr. Reilly left the executive session.

Allen Carter, Jr. reported that Mr. Kent had submitted a letter of interest and a resume to be considered for the District Manager position once the position is vacated by Mr. Reilly's retirement.

The Board of Supervisors conducted an interview of Michael Kent. Each of the supervisors had asked a series of questions on Mr. Kent's perspective of the District and its current programs and procedures, in addition to visions of this District's future. This included staffing, grant opportunities, the Soil Erosion and Sediment Control program, the internship program, shared service agreements, and the potential for new opportunities that the District may utilize for growth and expansion.

Once the interview was over the Board of Supervisors thanked Mr. Kent for his time and interest in the position. The Board then asked Mr. Kent to leave so they could discuss Mr. Kent's interview.

Mr. Kent left the executive session.

Mr. Reilly and Mr. Kent returned to the Executive Session.

A motion was made by Joseph Lomax and seconded by Robert Fenton to end executive session at 11:55 a.m. and return to the regular meeting. The motion passed unanimously.

Respectfully submitted:

Joseph Lomax, Secretary,
Cape Atlantic CD Board of Supervisors