

Cape-Atlantic Conservation District Minutes

February 27, 2019

MEETING CALLED TO ORDER AND PUBLIC NOTICE ANNOUNCEMENT

Chairman, Allen Carter, Jr. called the meeting to order at 8:05 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., Joseph Lomax, Richard Dovey and Robert Fenton

Staff: David Reilly, Michael Kent and Marie Rogowski

Natural Resources Conservation Service (NRCS): Nicholas Saumweber

MINUTES

A. Minutes of January 23, 2019 meeting

After Board review, a motion was made by Richard Dovey and seconded by Robert Fenton to approve minutes from the January 23, 2019 meeting with edits as discussed. The motion passed unanimously.

FINANCES

A. Treasurer's Reports – January 2019

After review of the District's January 2019 Treasurer's Report, a motion was made by Richard Dovey and seconded by Robert Fenton to approve treasurer's report and expenses in the amount of \$51,739.56. The motion passed unanimously.

After review of the Plant Materials Center (PMC) monthly expense report for January 2019, a motion was made by Richard Dovey and seconded by Robert Fenton to approve report and account balance of \$20,707.71. The motion passed unanimously.

B. Farm Bureau Bank Entity CD

A 12 month CD with Farm Bureau Bank is due for renewal March 27, 2019. After discussion a motion was made by Joseph Lomax and seconded by Robert Fenton to roll over funds into a 12 month CD at a rate of 2.63% with Farm Bureau Bank. The motion passed unanimously.

David Reilly stated that he will explore investment options for funds that are currently with Parke Bank.

NEW BUSINESS

A. Soil Erosion and Sediment Control Plans

1. January 2019 Certifications

A motion was made by Joseph Lomax and seconded by Richard Dovey approving all Plan Certifications listed on the January 2019 Application Report except for applications 490-18, 539-18, 1-19, 10-19, 26-19, 28-19, 31-19 and 34-19. The motion passed unanimously.

A motion was made by Richard Dovey and seconded by Robert Fenton approving applications 490-18, 539-18, 1-19, 10-19, 26-19, 28-19, 31-19 and 34-19. Joseph Lomax recused since plans were submitted by past or current clients. Joseph Lomax abstained from motion. The motion passed.

2. January 2019 Re-certification

A motion was made by Joseph Lomax and seconded by Richard Dovey approving all applications listed on the January 2019 Re-Certification Application Report except for application 234-15. The motion passed unanimously.

A motion was made by Richard Dovey and seconded by Robert Fenton approving application 234-15. Joseph Lomax recused since plan was submitted by a past client. Joseph Lomax abstained from motion. The motion passed.

B. Farmland Program

1. Conservation Plans

After board review a motion was made by Richard Dovey and seconded by Robert Fenton to approve the following Conservation Plan:

- a. Hammonton, 1 acre, Conservation Reserve Enhancement Program (CREP) Waterway

The motion passed unanimously.

C. Esri Inc. Contract

Annual Esri contract is due for renewal. This agreement entitles the District to all ArcGIS software updates and technical support. A motion was made by Joseph Lomax and seconded by Robert Fenton to renew maintenance agreement in the amount of \$400.00 as budgeted. The motion passed unanimously.

D. 2019 Vehicle Replacement Plan

Vehicle replacement bid package was distributed to board for review. David Reilly stated that the bid package was reviewed by District accountant and solicitor with minor recommended changes. After discussion a motion was made by Robert Fenton and seconded by Joseph Lomax to authorize David Reilly to proceed with sending out bid notice. The motion passed unanimously.

E. 2019 District Supervisor Nominating Committee

A motion was made by Joseph Lomax and seconded by Robert Fenton to approve the following members as the 2019 District Supervisor Nominating Committee.

- Ranae Fehr, Chairperson
- Dominick Cassetta
- Donald Hamer
- Jerry Irick
- Carl Yunghans

The motion passed unanimously.

F. Office Equipment Disposal

A motion was made by Robert Fenton and seconded by Robert Fenton to authorize the disposal of office equipment listed on request. The motion passed unanimously.

G. Outside Employment

Michael Kent will be serving as assist coach for his son's crew team. Position comes with a stipend. A motion was made by Joseph Lomax and seconded by Robert Fenton to authorize submittal of Outside Employment Activity Request to the ethics liaison officer. The motion passed unanimously.

Joseph Lomax inquired about outside employment for supervisors.

CORRESPONDENCE

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

Dennis Dougherty, President NJACD is asking the District for support toward the 2019 NJ Envirothon. A motion was made by Richard Dovey and seconded by Joseph Lomax to donate \$500.00 toward 2019 NJ Envirothon. The motion passed unanimously.

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

District received notice for annual dues. After discussion a motion was made by Joseph Lomax 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

David Reilly reported that Glenn Ward continues to prepare for upcoming events. Joseph Lomax suggested supervisors register to be a judge at upcoming Envirothon.

B. Regional Conservation Planning Partnership—National Fish and Wildlife Foundation (RCPP-NFWF)

David Reilly

-District received last quarter financial payment.

-Will be attending a Regional RCPP meeting on March 26-27, 2019 with NFWF, NRCS and District staff to review current program and to look at strategies moving forward.

C. 2019 National Association of Conservation Districts (NACD) - Technical Assistance Grant

David Reilly

- Thanked Joseph Lomax for assistance with preparing grant proposal.
- Grant proposal was submitted to NJ Conservation Leadership for ranking.

After discussion a motion was made by Joseph Lomax and seconded by Robert Fenton to submit final grant proposal to NACD. The motion passed unanimously.

Joseph Lomax requested a letter of support from the District Chairman accompany grant proposal.

D. *Recusal Process*

A copy of the recusal process was distributed to the board for review. It states that a State Official is required to recuse himself or herself from an official matter that involves any entity that employed or did business with the State official during a one year period.

E. *Fee Schedule*

David Reilly

- Thanked Richard Dovey, Daniel Galletta and Michael Kent for their work on the fee schedule.

Michael Kent

- Distributed a cost analysis for single families for review and comments.

After board review and discussion a motion was made by Richard Dovey and seconded by Joseph Lomax to send suggested fee schedule change for single family's 1-3 lots to State Committee for approval. The motion passed unanimously.

COMMENTS

A. *Staff*

David Reilly

- Renewal for District's liability insurance is due. Richard Dovey inquired about cyber security insurance. A motion was made by Joseph Lomax and seconded by Robert Fenton to pay premium of \$2,155.36. The motion passed unanimously. David Reilly will contact agent for a quote for cyber events coverage.

Michael Kent

- Attended Partnership of the Delaware Estuary Science Summit January 27-30, 2019. Major topics discussed were sea level rise and salt water intrusion.

B. *Supervisors*

Richard Dovey

- Attended NACD National Meeting February 2-7, 2019, San Antonio, TX. Thanked the board for their support.
- Discussed the importance of cyber security insurance.

Robert Fenton

- Reported on Farm Bureau meeting attended on February 26, 2019.
- Commented on Atlantic County Legislators Night dinner that is scheduled for March 23, 2019.

-Fishermen have joined National Farm Bureau to help lobby against windmill installation on fishing grounds. Farmers along the coast are concerned of the salt mist from windmills causing crop damage.

Joseph Lomax

-Thanked Board for their support for his attendance at the NACD Annual Meeting in San Antonio, TX.

-Discussed succession planning for NACD.

-Thanked David Reilly for his work on preparing Technical Assistance Grant.

-Will meet with Michael Kent to finalize Local Workgroup report maps.

-Meetings with NJ Representatives, March 13, 2019 on Capitol Hill.

-Regional Supervisor Meeting is scheduled for April 9, 2019.

A motion was made by Joseph Lomax and seconded by Richard Dovey to pay registration fee for supervisors and staff attending Regional Supervisor meeting. The motion passed unanimously. David Reilly will register supervisors attending meeting.

Allen Carter, Jr.

-Attended Turfgrass Producers International conference in Charlotte, North Carolina last week.

-Attended Farm Bureau meeting on February 26, 2019. Reported on the following topics;

- Minimum wage
- Bee keeping rules
- Support animals
- Hemp
- Fire inspections
- Deer/wildlife issues

C. NRCS

Nicholas Saumweber

-Presented monthly activity report for review and comments.

-Quality Assurance Review will take place September 16-17, 2019. Board participation would be greatly appreciated.

-Annual Civil Rights Policy review will take place at next District meeting.

-Michael Kent and Rebecca Watson are registered to attend Economics of Conservation Training June 4-6, 2019 in Lebanon, NJ. Rebecca Watson will room with Briana Nagengast. Hotel accommodations are needed for Michael Kent. A motion was made by Joseph Lomax and seconded by Robert Fenton to pay for 2 night's hotel accommodations at the cost of \$121.00 per night for Michael Kent. The motion passed unanimously.

D. Public

Opened meeting to public comment.

No comments from public.

ADJOURNMENT

Chairman Allen Carter Jr. adjourned the meeting at 10:03 a.m. The next meeting will be Wednesday March 27, 2019 at 8:00a.m. at the District Office in Mays Landing, NJ.

Marie Rogowski,
Administrative Assistant