

Cape-Atlantic Conservation District Minutes

February 23, 2022

MEETING CALLED TO ORDER AND PUBLIC NOTICE ANNOUNCEMENT

Vice-Chairman Robert Fenton called the meeting to order at 8:03 a.m. at the District office in Mays Landing, NJ.

Vice-Chairman Robert Fenton 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

Vice-Chairman, Robert Fenton led the salute to the flag of the United States of America.

ROLL CALL & DETERMINATION OF QUORUM

Supervisors: Robert Fenton, Joseph Lomax, Richard Dovey and Cormac Morrissey

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

NRCS: Michelle Pedano

MINUTES

A. Minutes of January 26, 2022 Meeting

After Board review, a motion was made by Richard Dovey and seconded by Joseph Lomax to approve the minutes from the January 26, 2022, meeting. The motion passed unanimously.

B. Executive Session Minutes of January 26, 2022 Meeting

After Board review, a motion was made by Richard Dovey and seconded by Cormac Morrissey to approve the executive session minutes from the January 26, 2022, meeting with edits as discussed. The motion passed unanimously.

FINANCES

A. Treasurers Reports

1. District Financials – January 2022

After Board review and discussion, a motion was made by Richard Dovey and seconded by Cormac Morrissey to approve the District's January 2022 treasurer's

report, balance sheet and expenses in the amount of \$135,294.54. The motion passed unanimously.

2. **PMC Financials – January 2022**

After review of the PMC monthly expense report for January 2022, a motion was made by Joseph Lomax and seconded by Richard Dovey to approve treasurer's report, balance sheet and account balance of \$12,417.62. The motion passed unanimously.

B. Farm Bureau Bank CD

A 12-month CD with Farm Bureau Bank is due for renewal March 27, 2022. After discussion, Michael Kent will explore interest rate options to present at next meeting for Board action.

C. FY-2021 Audit

A copy of FY-2021 Audit was distributed to the Board for review. Motion to accept audit was tabled giving Board time to review audit.

A motion was made by Cormac Morrissey and seconded by Joseph Lomax to pay the FY-2021 audit invoice in the amount of \$4,306.76. The motion passed unanimously.

NEW BUSINESS

A. Soil Erosion and Sediment Control Plans

1. January 2022 Certifications

A motion was made by Joseph Lomax and seconded by Richard Dovey approving all Plan Certifications listed on the January 2022 Application Report except for applications 554-21 and 26-22. The motion passed unanimously.

A motion was made by Richard Dovey and seconded by Cormac Morrissey approving applications 554-21 and 26-22. Joseph Lomax recused. The motion passed.

2. January 2022 Re-certifications

A motion was made by Joseph Lomax and seconded by Cormac Morrissey approving application 129-81 listed on the January 2022 Re-Certification Application Report. The motion passed unanimously.

A motion was made by Cormac Morrissey and seconded by Richard Dovey approving application 22-13 listed on the January 2022 Re-Certification Application Report. Joseph Lomax recused. The motion passed.

B. Farmland Program

None

C. Mileage Reimbursement

Discussed District's current mileage reimbursement rate. A motion was made by Cormac Morrissey and seconded by Richard Dovey to follow Federal standard mileage rate currently at 58.5 cents per mile. The motion passed unanimously.

D. NJACD Annual Partnership Meeting

Meeting scheduled to be held March 28, 2022, at the Freehold District. A motion was made by Joseph Lomax and seconded by Richard Dovey to authorize up to \$900.00 for registration for supervisors and staff to attend.

E. Farmland Assessment Tool

Michael Kent attended meeting to discuss online farmland assessment tool now available and how Soil Conservation Districts may be able to assist farmers in preparing maps.

F. Cost Share Tables

Copy of NRCS Cost Share Tables was previously emailed to the Board for review. After discussion a motion was made by Joseph Lomax and seconded by Richard Dovey to accept Cost Share Tables as presented. Cormac Morrissey abstained from motion. The motion passed.

G. NRCS Civil Rights Review

Michelle Pedano conducted annual review of NRCS Civil Rights policies.

CORRESPONDENCE

A. NJACD- Envirothon

NJACD is seeking support for the 2022 NJ Envirothon. A motion was made by Joseph Lomax and seconded by Cormac Morrissey to donate \$500.00 as budgeted. The motion passed unanimously.

OLD BUSINESS

A. Education

Chelsea Steffes

- Update on Envirothon and poster contest outreach.
- Absegami High School has applied for Envirothon mini grant.
- Working on Spring/Summer newsletter.
- Update from meeting with Linda Horner, Cape May County 4-H Coordinator.

B. Grants

Michael Kent

- Update on Civil Engineer Technician (CET) grant being filled by Ashley Hines at the NRCS Woodstown field office and NACD Technical Assistance grant being filled by Zachary Nixon at the NRCS Vineland field office.
- Attended, along with Joseph Lomax an Ocean County SCD Regional Conservation Planning Partnership (RCPP) aquaculture grant meeting. Discussed Cape Atlantic District acting as a supporting role to gain knowledge for future grants.

Joseph Lomax

- Would like to see the District build relationships and move forward with applying for own grants.

C. NACD Annual Meeting

Chelsea Steffes

- Conference was very beneficial. Gained a better understanding of NACD and their work on the National, State, and local levels.
- Interesting to learn how other districts across the county operate and how different they are from New Jersey.
- Commented on District poster that was on display all week.
- Commented on the many breakout session attended.

Robert Fenton

- Thanked Michael Kent for his work in organizing travel.
- Commented on meetings attended and outreach efforts by staff.

Michael Kent

- Did a great deal of networking.
- Was a very productive conference.

COMMENTS

A. Staff

Glenn Ward

- Gave update on 251 applications received and activity throughout the District.
- Commented on the SSCC Soil Erosion and Sediment Control Program Summary Statistics report. Will work on preparing report with District data.
- John Showler will be coming to the District office on March 28, 2022 for training. Staff from the Gloucester District will also be attending.

Chelsea Steffes

- Thanked the staff for managing office work while at conference.

Rachel Thornton

- Busy with plan review, site inspections.
- Update from meeting with Linda Horner, Cape May County 4-H Coordinator.
- Looking forward to training with John Showler.
- Preparing for upcoming earth day events.

B. Supervisors

Joseph Lomax

- Commented on making connections with other districts to participate in future cooperative training and projects.
- Thanked Board for their support in attending NACD Annual Meeting.
- Commented on upcoming NACD fly-in meetings.

Richard Dovey

- Update on ACUA staffing issues.

Cormac Morrissey

- Commented on Pinelands webinar that took place February 10, 2022 to discuss recently adopted Stormwater Rules.
- Update on future Atlantic City development.
- Commented on the SSCC Soil Erosion and Sediment Control Program Summary Statistics report.

Robert Fenton

- Thanked the Board for their support in attending NACD conference.

C. USDA-NRCS

Michelle Pedano

- Distributed and commented on NRCS Monthly Activity report.
- USDA Service Center is back to 75% in-person staffing.

-Reported on various programs and sign-up deadlines.

D. Public

Opened meeting to public comment.
No comments from public.

EXECUTIVE SESSION

A motion was made by Richard Dovey and seconded by Joseph Lomax to go into executive session at 9:57 a.m. The motion passed unanimously.

A motion was made by Joseph Lomax and seconded by Cormac Morrissey to end executive session at 10:53 a.m. and return to the regular meeting. The motion passed unanimously.

ACTION ON ITEMS FROM EXECUTIVE SESSION

A motion was made by Richard Dovey and seconded by Joseph Lomax to provide staff and supervisors full meal reimbursement for board approved travel. The motion passed unanimously.

A motion was made by Richard Dovey and seconded by Joseph Lomax to increase District's credit card limit to \$10,000. The motion passed unanimously.

A motion was made by Joseph Lomax and seconded by Richard Dovey to have District Manager research and gather information for the hiring of a new District staff member that will assist with grants and outreach opportunities. The motion passed unanimously.

ADJOURNMENT

Vicechair Robert Fenton adjourned meeting at 11 a.m. The next meeting will be held March 23, 2022 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

Executive Session Meeting Minutes
Cape Atlantic Conservation District
February 23, 2022

Motion to go into executive session was made by Richard Dovey and seconded by Joseph Lomax at 9:57a.m. The motion passed unanimously.

Attendees:

District Supervisors: Robert Fenton, Joseph Lomax, Richard Dovey and Cormac Morrissey

District Staff: Michael Kent

Meal Reimbursement:

Robert Fenton and Michael Kent suggested that the District review its policy on meal reimbursement for District related travel. It was suggested that Board members and staff members be reimbursed for meals related to District approved travel.

District Credit Card:

Michael Kent suggested that it would be a good idea to increase the current credit card limit to \$10,000.00. The increase is so the District can pay for expenses related to Board approved travel.

Grants/Outreach Personnel:

Michael Kent suggested that the District may want to look into a new position for the District that will focus on grants and outreach efforts. This is based on the direction the District would like to pursue as part of its long-term goals.

A motion was made by Joseph Lomax and seconded by Cormac Morrissey to end executive session at 10:53 a.m. and return to the regular meeting. The motion passed unanimously.

Submitted by Michael Kent