

# Cape-Atlantic Conservation District Minutes

February 25, 2015

## ***MEETING CALLED TO ORDER***

Chairman, Richard Dovey called the meeting to order at 8:10am at the District office in Mays Landing, NJ.

## ***ROLL CALL & DETERMINATION OF QUORUM***

Supervisors: Richard Dovey, Robert Fenton, Joseph Lomax and Allen Carter, Jr.

Staff: David Reilly, Michael Kent, and Glenn Ward

NRCS: Nicholas Saumweber and Maria Collazo

SSCC: John Showler

Other: Joanna Penman, Cape Bank

Supervisors Absent: Daniel Galletta

Staff Absent: Marie Rogowski

## ***DISTRICT CERTIFICATES OF DEPOSIT***

Joanna Penman from Cape Bank presented a handout to the Board of Supervisors outlining different options the District can look at to assure all monies are insured through FDIC.

Joanne also presented the Board with an alternate option of investing through the Government Unit Deposit Protection Act (GUDPA) which is governed by State law.

## ***NRCS STATE OFFICE REPORT***

Maria Collazo presented to the Board of Supervisors an opportunity for the District to partner with NRCS and other nonprofit organizations in an effort to apply for grants. The grant opportunities include aquifer water quality and quantity, the Delaware Estuary, farmland conservation practices and training of staff to provide technical assistance to local farmers.

There is currently a National Fish and Wildlife Foundation and William Penn Grant available. The deadline to apply is March 18, 2015.

## **MINUTES**

A motion was made by Allen Carter, Jr. and seconded by Robert Fenton to approve minutes from the December 3, 2014 meeting.

## **FINANCES**

### **A. Cape Bank Certificate of Deposit**

A 12 month Certificate of Deposit is due to mature on 3/26/15. A motion was made by Allen Carter, Jr. and seconded by Robert Fenton to renew the Certificate of Deposit at the best rate at time of renewal.

### **B. Treasurer's Report-December 2014 and January 2015**

After review of the December 2014 Treasurer's Report, a motion was made by Allen Carter, Jr. and seconded by Joseph Lomax to approve Treasurer's Report and Expenses in the amount of \$36,750.23.

After review of the January 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 \$53,026.04.

After review of the Plant Material Centers monthly report for December 2014, a motion was made by Joseph Lomax and seconded by Allen Carter, Jr. to approve reports.

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

After review of the Drill account monthly report for December 2014, a motion was made by Allen Carter, Jr. and seconded by Robert Fenton to approve reports.

After review of the Drill account monthly report for January 2015, a motion was made by Joseph Lomax and seconded by Allen Carter Jr. to approve reports.

A motion was made by Allen Carter, Jr. and seconded by Joseph Lomax to authorize payment of the Annual Employer Pension Contribution in the amount of \$36,261.00. This is a reduction of the budgeted amount.

### **C. FY-2014 Audit**

A motion was made by Joseph Lomax and seconded by Allen Carter, Jr. to accept the amended copy of the FY 2014 Annual Audit.

**NEW BUSINESS**

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

**1. December 2014 Certifications**

A motion was made by Joseph Lomax and seconded by Allen Carter, Jr. approving all Plan Certifications listed on the December 2014 Application Report except for applications 539-14, 542-14, 547-14, 548-14, 553-14, 571-14, 576-14, 579-14, 589-14, & 592-14.

A motion was made by Robert Fenton and seconded by Allen Carter, Jr. approving applications 539-14, 542-14, 547-14, 548-14, 553-14, 571-14, 576-14, 579-14, 589-14, & 592-14. Joseph Lomax recused since plans were submitted by past or current clients.

**2. January 2015 Certifications**

A motion was made by Joseph Lomax and seconded by Allen Carter, Jr. approving all Plan Certifications listed on the January 2015 Application Report except for applications 20-15, 33-15, & 38-15.

A motion was made by Allen Carter, Jr. and seconded by Robert Fenton approving applications 20-15, 33-15, & 38-15. Joseph Lomax recused since plans were submitted by past or current clients.

**B. Farmland Program (Board Action Required)**

**1. Conservation Agreements**

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

- a. Betty April, Upper Twp. - 203 acres of forestry
- b. Nicholas Berenato, Hammonton – 26.54 acres of blueberries

**2. Conservation Plan**

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

- a. Buena Borough–139.6 acres Conservation Stewardship Program Plan

**3. Draft Rules for Soil Disturbance on Preserved Farms**

A draft for discussion only copy of the proposed rules for Soil Disturbance on Preserved Farms was distributed to the Board of Supervisors for review.

**C. Supervisors Nominating Committee**

A motion was made by Joseph Lomax and seconded by Robert Fenton to approve the following members of the nominating committee for Richard Dovey and Daniel Galletta whose terms expire June 30, 2015.

Donald Hamer, Chair  
Frank Burns  
Ranae Fehr  
Anthony Melora  
Frank Schoenstein

**D. SSCC – Annual Audit Manual**

A draft copy of the Annual Audit Manual was discussed by the Board of Supervisors. It was decided by the Board to request a 30 day extension from the SSCC to further review and comment on the Audit Manual. The Board will also request the SSCC to provide a copy of the manual to firms that audit the Districts for their annual review.

**CORRESPONDENCE**

**A. Senator Christopher J. Connors - 9<sup>th</sup> Legislative District**

Sent request to the SSCC for status of Soil Restoration Measures with regards to the Standards for Soil Erosion and Sediment Control.

**B. Douglas Fisher, Secretary of the NJDA**

Douglas Fisher responded to Senator Connors' request for status of Soil Restoration Measures with regards to the Standards for Soil Erosion and Sediment Control.

**C. Robert Dobbs, Executive Director NJACD**

Robert Dobbs sent a notice that the Regional Supervisors Meeting will be held on March 26, 2015. A motion was made by Joseph Lomax and seconded by Robert Fenton to cover costs for supervisors and staff to attend.

Robert Dobbs sent a letter regarding funding from the District for the 2015 NJ Envirothon. A motion was made by Allen Carter, Jr. and seconded by Robert Fenton to donate \$500.00 towards the 2015 NJ Envirothon.

**D. Carrie Mosley, NRCS State Conservationist**

Carrie Mosley sent a letter informing the District that there was a grant opportunity available through the National Fish and Wildlife Foundation (NFWF). The deadline to apply is March 18, 2015. It is for work to be done within the Delaware River Basin watershed.

**OLD BUSINESS**

**A. Education**

Glenn Ward reported on the following items:

Two schools from the Cape-Atlantic region have registered for the 2015 Envirothon; Cedar Creek High School from Atlantic County and Cape May Technical School from Cape May County (a new entry to the Envirothon). Eighteen schools have registered for the Envirothon so far. Financial contributions to the Envirothon are slowly being received. He thanked Rick Dovey and Allen Carter, Jr. for donations from the ACUA and Tuckahoe Turf

Farms. There is an Envirothon Planning Committee meeting on March 10<sup>th</sup> at the EcoComplex in Florence.

The District has registered for both Atlantic and Cape May County's Earth Day festivities. Cape May County Earth Day is being held on April 18<sup>th</sup>. Atlantic County Earth Day will be held on April 26<sup>th</sup>.

The 2015 spring-summer version of the District's newsletter is being edited and will be ready for distribution in early March.

**B. Update – New Jersey Conservation District Workgroups.**

Joseph Lomax reported that the draft copy of the Policies and Procedures manual was 600+ pages and committee was working on condensing the manual to a more manageable size that would still meet the requirements set forth by the SSCC.

David Reilly reported that the Training Committee has not met recently. They are restructuring the committee since a few members have resigned from the committee.

**C. Update – CIG Project**

David Reilly reported on the following:

- Will be starting to organize data and enter into data worksheets
- In March, we will start preliminary inspections of sites. Actual data collection will resume in April.

**COMMENTS**

**A. Staff**

***Dave Reilly***

Attended the Delaware Estuary Summit. Thought it was a great opportunity for outreach and education.

Reported that tonight at 6:30 pm there will be a meeting at the Mays Landing public library to discuss changes in the new Farmland Assessment rules.

SJRC&D is working on new agreement with US Fish and Wildlife administering the No Till drill.

David worked on the design of the NJ Flower Show display. Staff worked on setup, breakdown and manned the display during the show. The display won multiple awards.

David has collected information on the District insurance policies. Would like to have a South Jersey managers meeting where all Districts can compare insurances to be sure we are getting the best price and coverage. Discussed scheduling this meeting with Frank Minch.

***Michael Kent***

Reported that the SSCC adopted Administrative Bulletin 2015-1. The bulletin was for single family homes and land clearing/grading activities.

Informed Board of Supervisors that the Department of Community Affairs (DCA) officially adopted Executive Order No. 152 (Demolition Program) that will aid municipalities and homeowners demolish structurally unsound buildings. The District has 44 structures that fall under the Demolition Program.

Distributed the quarterly 251 report for review and comment.

Thanked the Board of Supervisors for allowing him the opportunity to attend the NACD annual convention in New Orleans. Michael commented on how well the meeting was run and how the concurrent sessions were informative and educational.

***Glen Ward***

Glenn attended the Delaware Estuary conference. Commented on the breakout sessions and how informative they were.

**B. *Supervisors***

***Joseph Lomax***

Joseph thanked the board for allowing him the opportunity to attend the NACD annual conference in New Orleans. Joseph commented on some of the guest speakers and how there was a big focus on conservation districts and the future. Joseph felt that this conference was one of the best ones he has attended. The next NACD meeting will be held January 31, 2016 – February 3, 2016 in Reno, Nevada.

Joseph informed the Board of Supervisors that the NACD Northeast regional meeting will be held August 2-4, 2015 in West Virginia.

***Robert Fenton***

Robert attended the National Wild Turkey Federation conference in Nashville, Tenn.. He commented on how the organization is more focused on conservation.

***Allen Carter, Jr.***

Allen attended the Farm Bureau Convention in San Diego in January.

Allen reported on the status of the Farmland Preservation Program funding.

Allen attended the State Ag convention.

Allen commented on how the Recreation Use Bill in the Pinelands is at the state level. Allen spoke to state legislators in favor of passing the bill.

**C. *NRCS***

***Nicholas Saumweber***

Distributed NRCS Monthly Report for review and comments.

Conducted required Civil Rights Act review with Board of Supervisors and staff.

Discussed partnering with the District on various grant opportunities. Would also like to partner with other local Districts so we could all work together and share services on some of these grant opportunities.

**D. SSCC**

***John Showler***

John is working on having the H&H database software rewritten because the current software is no longer being supported. The new program should be a lot more user friendly.

John is working with Angelo Caruso, Chairman of the Soil Restoration Committee to make the Soil Restoration Standards more cost effective while still reaching the same objectives outlined in the proposed standards.

**F. Public**

Opened meeting to public comment.  
No comments from public.

***DISTRICT BUDGET SUB-COMMITTEE***

Richard Dovey commented on the need to form a budget sub-committee for the upcoming budget review. Allen Carter, Jr. and Robert Fenton will work with David Reilly to draft a budget for the 2016 fiscal year.

***DELAWARE RIVER FUNDING GRANT***

A motion was made by Allen Carter, Jr. and seconded by Robert Fenton to have the District apply for the March 18, 2015 NFWF grant. David Reilly will work with Joseph Lomax to facilitate the process.

***ADJOURNMENT***

Motion was made by Joseph Lomax and seconded by Robert Fenton to adjourn meeting at 11:20 AM. The next meeting will be held March 25, 2015 at 8:00 AM at the District Office in Mays Landing, NJ.

Unless otherwise indicated, all actions were taken by unanimous vote of all members present.

Michael Kent,  
Assistant Manager