

# Cape-Atlantic Conservation District Minutes

January 25, 2017

## **MEETING CALLED TO ORDER**

Chairman, Daniel Galletta called the meeting to order at 8:05 AM at the District office in Mays Landing, NJ.

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

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

Staff: David Reilly, Michael Kent, Marie Rogowski and Celia Rodrigues

NRCS: Nicholas Saumweber

## **MINUTES**

After Board review, a motion was made by Richard Dovey and seconded by Joseph Lomax to approve minutes from the December 14, 2016 meeting.

## **FINANCES**

### **A. Treasurer's Report – December 2016**

After review of the December 14, 2016 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 \$58,489.37.

After review of the Plant Materials Center monthly report for December 2016, a motion was made by Richard Dovey and seconded by Robert Fenton to approve report and expenses in the amount of \$840.00.

## **NEW BUSINESS**

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

#### **1. December 2016 Certifications**

A motion was made by Joseph Lomax and seconded by Allen Carter, Jr. approving all Plan Certifications listed on the December 2016 Application Report except for applications 487-16 and 503-16.

A motion was made by Allen Carter, Jr. and seconded by Richard Dovey to approve applications 487-16 and 503-16. Joseph Lomax recused since plans were submitted by past or current clients.

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

A motion was made by Joseph Lomax and seconded by Richard Dovey to approve the following Conservation Agreement and Conservation Plan;

Conservation Agreement

a. Dalponte Farms Inc. Buena Vista Twp., 52 acres

Conservation Plan

a. Estell Manor - 26 acres, EQIP Forestry

**C. District Solicitor**

Received invoice from District Solicitor George J. Botcheos to retain services for 2017. A motion was made by Robert Fenton and seconded by Allen Carter, Jr. to authorized payment of \$1,800.00 as budgeted.

**D. Disposal of District Computers**

Joseph Celona of Computer Garage, inspected District computers to be removed from inventory. Eight computers were declared to have a value of \$15.00. A motion was made by Allen Carter, Jr. and seconded by Robert Fenton to remove and destroy hard drives and dispose of computers as scrap and waste.

**E. USDA-NRCS Civil Rights Review**

Nicholas Saumweber distributed and reviewed Civil Rights Policy to district board and staff.

**F. 2017 NJ CIG**

David Reilly discussed applying for 2017 NJ Conservation Innovation Grant. Grant focuses on Urban Conservation. After discussion a motion was made by Richard Dovey and seconded by Robert Fenton to submit pre-proposal by the February 24, 2017 deadline contingent upon review of Board.

**G. Lenovo Computer**

District needed to make an emergency purchase of a new computer for District Manager workstation. A motion was made by Allen Carter, Jr. and seconded by Richard Dovey to authorize payment and installation of new computer totaling \$965.00.

**CORRESPONDENCE**

**NONE**

**OLD BUSINESS**

**A. Education**

David Reilly

-District is registered for both the Cape May County and Atlantic County Earth Day events. Cape May County will be held on April 22<sup>nd</sup> and Atlantic County on April 23<sup>rd</sup>, 2017.

-Continuing to work on tests for this year's Envirothon with assistance from District interns.

**B. RCPP-NFWF**

David Reilly

-Submitted 4<sup>th</sup> quarter reimbursement request.

-Preparing second mailing to go out to all farmers as part of the outreach program.

-District was presented with an opportunity to co-sponsor an event with the New Jersey Audubon Society to promote conservation programs. After discussion a motion was made by Richard Dovey and seconded by Allen Carter, Jr. to co-sponsor event with a maximum payment of \$200.00 and to include event flyer with Districts mailing to farmers.

**C. Strategic Plan**

David Reilly

-Met with Joseph Lomax and Richard Dovey on January 13, 2017 to do a SWOT analysis as part of the 5 year strategic planning process. Outline was emailed to board for review and comments.

-Discussed funding for 501(c)(3).

Richard Dovey

-Suggested group meeting after February District meeting to discuss 501(c)(3).

Joseph Lomax

-Discussed creating a local workgroup.

The strategic planning sub-committee will move forward with next meeting to focus on goals and objectives. A final draft should be completed by late spring.

**D. CMPMC Seasonal Employees**

David Reilly

-Continuing to work with Chris Miller on finding candidates for next two phases. Phase one will have one employee working 24 hours per week March through May, 2017 and phase 2 will have 2 employees working May through August, 2017. Former District intern, Luis Almeyda is a candidate for phase 2.

**COMMENTS**

**A. Staff**

**David Reilly**

-Attended Managers Liaison meeting with Michael Kent on January 19, 2017. There was discussion of SADC cost share funds becoming available. Also discussed implementation of the new soil restoration standards starting around July 2017. Training will available to staff.

-Two new interns have started this week. Reviewed all District policies with them. Would like to have interns more involved with agricultural programs.

-Attended Delaware Estuary Summit in Cape May for the past two days. District had co-display with PMC. Will be returning this afternoon for final day of summit.

**Michael Kent**

-Distributed and commented on 251 quarterly report.

-Permit extension act is due to expire June 30, 2017. Staff will contact owners prior to expiration date for recertification.

***Celia Rodrigues***

-Suggested preparing a How-to-Guide on creating a GIS database to be used as a tool to target possible participants in conservation programs.

**B. *Supervisors***

***Joseph Lomax***

-Thanked Richard Dovey, David Reilly and Marie Rogowski for their help with preparing Strategic Plan outline.

-Attended Delaware Estuary Summit on Monday January 23, 2017. Commented on meetings attended. Would like to see the District become a member of the Delaware Estuary Partnership and explore opportunities available.

-Discussed sea level rise and concerns for future generations.

-Met with Assemblyman Andrzejczak to discuss PMC lease and per diem for District Supervisors. Assemblyman Andrzejczak was very receptive and suggested contacting Senator Sweeney for additional assistance.

-Completed business plan for National Conservation Foundation. Business plan will be presented at National Meeting.

-Reported that he has communicated with NACD representative regarding boot camp registration process for Celia Rodrigues.

-Nominated Innes Zimmerman for Outstanding Professional Conservationist. A motion was made by Joseph Lomax and seconded by Robert Fenton to submit nomination.

***Allen Carter, Jr.***

-Looking forward to attending National Convention in Denver, CO on Friday.

-Attended American Farm Bureau convention in Phoenix, AZ. The five day event was very informative and ran extremely well. Next convention will be held January 2018 in Nashville, TN.

-SADC continues to accept applications for vacant seats.

-Asked if the District could send a letter of support for Paul Hlubik in consideration for FSA NJ Executive Director. A motion was made by Joseph Lomax and seconded by Robert Fenton to draft letter of support.

***Robert Fenton***

-Attended Farm Bureau meeting on January 24, 2017. Discussed social media policies.

***Richard Dovey***

-Environmental Stewardship Program starts today and runs for eight weeks. District had been a presenter in the past.

-Would like to get a resolution to have District office building named after Arthur Brown. A motion was made by Richard Dovey and seconded by Robert Fenton to contact Atlantic County Freeholders, Atlantic County Board of Agricultural, Atlantic County Agricultural Development Board and Rutgers Cooperative Extension for letters of support.

***Daniel Galletta***

-Discussed allocation of District reserves.

**C. *NRCS***

***Nicholas Saumweber***

-Distributed NRCS Monthly Report for review and comment.

-Reviewed program sign-ups and cut-off dates.

-Discussed having Celia Rodrigues attend irrigation training. A motion was made by Allen Carter, Jr. and seconded by Joseph Lomax to authorize payment in the amount of \$20.00 for Celia to attend training.

**D. Public**

Opened meeting to public comment.  
No comments from public.

**ADJOURNMENT**

Motion was made by Joseph Lomax and seconded by Robert Fenton to adjourn meeting at 10:30 a.m. The next meeting will be February 22, 2017 at 8:00 a.m. at the District Office, Mays Landing, NJ.

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

Marie Rogowski,  
Administrative Assistant