

# Cape-Atlantic Conservation District Minutes

January 27, 2016

## **MEETING CALLED TO ORDER**

Chairman, Richard Dovey called the meeting to order at 8:00 A.M. at the District office in Mays Landing, NJ.

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

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

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

NRCS: Nicholas Saumweber

SSCC: John Showler

## **MINUTES**

A motion was made by Joseph Lomax and seconded by Robert Fenton to approve minutes from the December 16, 2015 meeting.

## **FINANCES**

### **A. Treasurer's Report - December 2015**

After review of the December 2015 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 \$52,147.06.

After review of the Plant Material Center monthly report for December 2015, a motion was made by Joseph Lomax and seconded by Robert Fenton to approve report.

### **B. Alternative Methods of Internal Controls**

To be consistent with the Financial Accounting Manual for New Jersey Soil Conservation Districts, a change was made to Section 2. Internal Control Structure, Cash Receipt Controls, item 3 to read that the District will deposit checks within 5 business days. A draft copy of the Alternative Methods for Internal Controls was distributed to the Board. After review and discussion a motion was made by Joseph Lomax and seconded by Daniel Galletta to accept change as presented.

**NEW BUSINESS**

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

**1. December 2015 Certifications**

A motion was made by Joseph Lomax and seconded by Robert Fenton approving all Plan Certifications listed on the December 2015 Application Report except for applications 543-15 and 544-15.

Joseph Lomax stepped out of meeting so a motion could be made on recused applications.

A motion was made by Daniel Galletta and seconded by Robert Fenton to approve applications 543-15 and 544-15. Joseph Lomax recused since plans were submitted by past clients.

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

**1. Conservation Agreements**

After board review and discussion a motion was made by Daniel Galletta and seconded by Joseph Lomax to approve the following Conservation Agreements;

- a. John Surran, Surran's Nurseries, Corbin City, 101 acres.
- b. Elizabeth Haskins, Middle Township, 40 acres.

A motion was made by Daniel Galletta and seconded by Joseph Lomax to approve the remaining Conservation Agreement;

- c. Robert Fenton, Galloway Township, 40 acres.

Robert Fenton recused from motion.

**C. Board Reorganization**

Richard Dovey would like to step down as Chairman but would like to remain on the board.

Joseph Lomax nominated Daniel Galletta to serve as District Chairman.

After discussion a motion was made by Joseph Lomax and seconded by Robert Fenton to nominate and appoint Daniel Galletta as Chairman, Joseph Lomax, Vice-Chairman, Robert Fenton, Secretary and Allen Carter, Jr., Treasurer.

It was also discussed that the Treasurer be authorized to sign District checks in the absence of the Chairman. A motion was made by Joseph Lomax and seconded by Richard Dovey to add Allen Carter, Jr. as an authorized signatory to main checking account.

After board discussion the following motions were made:

A motion was made by Joseph Lomax and seconded by Richard Dovey to reappoint Davie Reilly as District EEO

A motion was made by Richard Dovey and seconded by Joseph Lomax to reappoint David Reilly as District Custodian of Record.

A motion was made by Richard Dovey and seconded by Joseph Lomax to reappoint David Reilly as District representative to the Atlantic County Agricultural Development Board.

A motion was made by Richard Dovey and seconded by Joseph Lomax to reappoint David Reilly as District representative to the Cape May County Agricultural Development Board.

Chair passes to Daniel Galletta

**D. District Solicitor**

Received invoice from District Solicitor George J. Botcheos to retain services for 2016. A motion was made by Joseph Lomax and seconded by Richard Dovey to authorized payment of \$1,800.00 as budgeted.

**CORRESPONDENCE**

**A. Frank Minch**

Received response to the District's correspondence mailed November 19, 2015 in regards to the length of a Soil Erosion and Sediment Control Plan Certification. N.J.A.C. 2:20-1.9 states that all certifications are valid for three and one half years at which time resubmission and certification will be required.

**B. Chad Cherefko, Assistant Field Conservationist, NRCS**

Thanked board and staff for invitation to December's meeting. Enjoyed meeting everyone and is looking forward to working with the District.

Allen Carter, Jr. joined meeting.

**OLD BUSINESS**

**A. Education**

Glenn Ward reported on the following:

- Letters went out to all Atlantic and Cape May County schools informing them about the 2016 poster contest and Envirothon.
- The southern New Jersey training date for the Envirothon will be Tuesday April 19<sup>th</sup> at the Gloucester Municipality Complex in Clayton.
- Gathering articles and news events for the upcoming 2016 spring/summer newsletter which will be issued in March.
- The Atlantic County earth day celebration will be Sunday April 24<sup>th</sup>. Cape May County has not announced the date for their earth day celebration.

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

Training Committee

-Daniel Galletta stated that the new manual training will be scheduled after annual meeting.

Policy & Procedures Committee

-Joseph Lomax stated that the Administrative Guidance Manual is completed in draft form and was sent out to Districts for review. All comments are due February 14, 2016.

-Joseph Lomax noted that work from the Districts has been exceptional with minimal cost to the State.

-David Reilly asked Board to have all comments by February 7, 2016 so he can forward to committee by the February 14, 2016 deadline.

-Joseph Lomax stated the SSCC will act on comments at the March meeting.

**C. Update – CIG Project**

David Reilly

- Working with Joseph Lomax on presentation that will take place in Reno, NV. One of the CIG grant requirements is to provide a presentation at a national event. This presentation meets the contract requirements.
- New interns will assist with preparing final reports.
- Will be able to apply for final payment in March.

**D. RCPP-NFWF**

A motion was made by Allen Carter, Jr. and seconded by Joseph Lomax to hold discussion in executive session.

**E. NACD Northeast Regional Meeting**

Daniel Galletta

- Participated in conference call on January 11, 2016. Topics discussed were: save the date notices, agenda, sponsors and speakers.
- Complimented David Reilly on his work on preparing tours for meeting.

David Reilly

- Working on finalizing tours.

**COMMENTS**

**A. Staff**

**David Reilly**

- Completed employee evaluation for staff.
- Will meet with Richard Dovey and Joseph Lomax to work on District's 5 year strategic plan.
- South Jersey Regional Supervisor Meeting scheduled for April 5, 2016.
- Assisting Richard Belcher and Freehold Soil Conservation District in preparing for New Jersey Flower Show. Thanked Allen Carter, Jr. and Tuckahoe Turf for donating sod for the display. Flower Show will take place February 11-14, 2016 at the New Jersey Convention Center, Edison, NJ. Michael Kent and Glenn Ward will also be assisting at flower show.
- Stated that Allen Carter, Jr. is up for re-appointment as District Supervisor June 2016.
- Received information regarding NJ DEP Grants for Nonpoint Source Pollution Control. Will review information to see if any grants are applicable for the District.

**Michael Kent**

- Distributed and commented on 251 quarterly report.
- Updated board on 251 activity in the District.
- Discussed permit extension act. Staff continues to review all projects.
- Looking forward to working with new group of interns that started last week.

**B. Supervisors**

**Joseph Lomax**

- Looking forward to attending NACD Annual Meeting. Will be very busy involved in the following:
  - NJ Representative to National Board of Directors
  - National Resource Policy Committee
  - Conservation Planning Focus Group

- Human Resources Committee
- CIG Presentation with David Reilly

**Robert Fenton**

- Chosen by the Atlantic County Board of Agricultural to serve as the Atlantic County representative on the New Jersey Farm Bureau.
- Continuing to work on the farm.

**Richard Dovey**

- ACUA budget update.
- Treasurer of Atlantic County Economic Development Corporation.
- ACUA asked to submit proposal for trash and recycle collection in Atlantic City.
- ACUA may purchase or manage Atlantic City MUA.

**Allen Carter, Jr.**

- Attended American Farm Bureau Convention in Orlando, Florida. Enjoyed speakers and agricultural tours.
- Vincent “Zippy” Duvall of Georgia, elected Farm Bureau president.
- New Jersey Pinelands recreation bill passed.
- Farmland Preservation bill in Trenton waiting for Governor.
- NJ State Agricultural Convention will be held February 9-11, 2016 at Harrah’s Resort and Waterfront Conference Center in Atlantic City, NJ.
- Commented on the passing of former Secretary of Agricultural, Charles Kuperus.

**Daniel Galletta**

- Thanked board for chairman nomination.

**C. NRCS**

**Nicholas Saumweber**

- Distributed NRCS Monthly Report for review and comment.
- Vineland office will have Quality Assurance Review July 19-21, 2016. District Board may be asked to participate.
- NRCS would like to be involved in the selection of tour sites for the upcoming NE Regional meeting. NRCS has several program participants that would make good field visits.

**D. SSCC**

**John Showler**

- Meeting with Rutgers next week to discuss new H&H database. Test portal will be available to Districts for comments.
- At the last SSCC meeting, Soil Restoration Standard was adopted.

**E. Public**

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

**Executive Session**

A motion was made by Allen Carter, Jr. and seconded by Joseph Lomax to go into executive session at 9:50 a.m.

A motion was made by Joseph Lomax and seconded by Allen Carter, Jr. to reopen public meeting at 10:55 a.m.

A motion was made by Joseph Lomax and seconded by Allen Carter, Jr. to approve MOA and Working Agreement with USDA NRCS based upon review and approval of District solicitor.

A motion was made by Joseph Lomax and seconded by Robert Fenton to have David Reilly proceed with acceptance agreement with National Fish and Wildlife Foundation.

***ADJOURNMENT***

Motion was made by Joseph Lomax and seconded by Robert Fenton to adjourn meeting at 11:05 a.m. The next meeting will be held February 24, 2016 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  
of the Cape Atlantic Conservation District  
January 27, 2016

Motion to go into executive session to review personnel issues related to National Fish and Wildlife Foundation (NFWF) was made by Allen Carter and seconded by Joseph Lomax at 9:50 AM

Attendance

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

Staff: David Reilly

NRCS: Nicholas Saumweber

David Reilly reported that he had a conversation with George Botcheos, District Solicitor regarding the indemnification clause that was proposed by the District for inclusion into the agreement with National Fish and Wildlife Foundation (NFWF). David Reilly explained that NFWF could not include the clause and that George recommended that our new MOA with USDA NRCS and the Working Agreement include language that clearly spells out the role that the District staff person would have in the planning and approval process of conservation plans and practices.

Joseph Lomax asked what were the risks to the District in having a district employee handle conservation planning duties. Nicholas Saumweber explained the NRCS job approval authority process in that the District employee will not have the authority to approve practices or plans. Currently, Nicholas Saumweber or Michelle Pedano have the approval authority for agronomic practices and Hilary Trotman, the regional engineer has it for all engineering practices. He also noted that NRCS can not give a district employee job approval authority.

Dan Galletta mentioned that there is always a risk if employees do not follow established protocol. This is a risk with any employee, and not just one being hired through the NFWF agreement.

Joseph Lomax said that there has to be a level of supervision and acknowledgement of adherence to District policies. Daniel Galletta recommended that section I.C. be revised to include language for level of adherence. Language was recommended to present to District Solicitor for the working agreement. Joseph Lomax said that the job description should be given to the Solicitor. Joseph Lomax also noted that the district may have to review its liability policy to see that it meets the needs of revised operations.

At 10:55 am a motion was made by Joseph Lomax and seconded by Allen Carter to end the executive session and return to the regular meeting. This motion passed unanimously.

Submitted by David Reilly