

# Cape-Atlantic Conservation District Minutes

July 2, 2014

## **MEETING CALLED TO ORDER**

Richard Dovey called the meeting to order at 8:05 A.M. at the District Office in Mays Landing, NJ.

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

Supervisors: Richard Dovey, Daniel Galletta and Allen Carter, Jr.

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

NRCS: Nicholas Saumweber

SSCC: John Showler

Supervisor not in attendance: Joseph Lomax

## **MINUTES**

A motion was made by Allen Carter, Jr. and seconded by Daniel Galletta to approve regular meeting minutes and executive session minutes from the June 4, 2014 meeting.

## **FINANCES**

### **A. Treasurer's Report**

After review of the June 2014 Treasurer's Report a motion was made by Daniel Galletta and seconded by Allen Carter, Jr. to approve Treasurer's Report and Expenses in the amount of \$39,461.35. Monthly reports for the PMC and Seed Drill accounts were also included in this motion.

### **B. FY-14 Audit Engagement Letter**

Received engagement letter from District's auditor, Nightlinger, Colavita & Volpa. A motion was made by Allen Carter, Jr. and seconded by Daniel Galletta to authorize \$3,650.00 for FY-14 audit and to return the signed engagement letter.

**NEW BUSINESS**

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

**1. June 2014 Certifications**

A motion was made by Daniel Galletta and seconded by Allen Carter, Jr. approving all Plan Certifications listed on the June 2014 Application Report except for application 265-14.

Daniel Galletta stepped out of meeting so a motion could be made on recused application.

A motion was made by Allen Carter, Jr. and seconded by Richard Dovey approving application 265-14. Daniel Galletta recused having a conflict of interest.

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

**1. New Cooperator/Conservation Agreement**

A motion was made by Allen Carter, Jr. and seconded by Daniel Galletta to approve the following cooperator/conservation agreement:

- a. Cory Bryan, Lower Township, 40.96 Acres.

**2. Conservation Plans**

A motion was made by Daniel Galletta and seconded by Allen Carter, Jr. to approve the following Conservation Plans:

- a. Buena Borough, On-Farm Energy Audit – 21.2 Acres
- b. Port Republic, Forest Management Plan – 26.5 Acres

**C. Nomination Committee Approval for New Supervisor**

Nominating Committee will meet to review nominations for New District Supervisor.

A motion was made by Allen Carter, Jr. and seconded by Daniel Galletta approving the following nominating committee members;

1. Frank Burns
2. Ranae Fehr
3. Donald Hamer
4. Anthony Melora
5. Frank Schoenstein

and named Donald Hamer Chairperson of the Nominating Committee.

**D. Cape May County 4-H Ad**

Cape May County 4-H is selling ads that will be published in a special 4-H Fair edition of the Herald Newspaper. A motion was made by Allen Carter, Jr. and seconded by Daniel Galletta to purchase ad for \$94.00.

**CORRESPONDENCE**

NONE

**OLD BUSINESS**

**A. Education**

Glenn Ward reported on the following:

On June 10<sup>th</sup>, attended "Nature Fest" at Galloway Township Middle School utilizing the soil tunnel. He was one of a dozen or more stations that students visited during the day.

Attended the Envirothon committee wrap-up meeting for the 2014 event. A reserve of \$7,500 will be put towards the 2015 event. No grievances were reported for the 2014 event. The 2015 current issue is "Urban/Community Forestry" with the North American Envirothon being held at Missouri State University from July 27- August 2, 2015.

Had an on-site meeting/visit at the Cape May County 4-H fairgrounds to investigate the possibility of using the grounds for the 2015 Envirothon. In attendance was Rich Belcher, David Reilly, and Linda Horner (4-H Program Assistant). It was agreed upon that the fairgrounds would be a suitable place to hold the 2015 event. A motion was made by Allen Carter, Jr. and seconded by Daniel Galletta to send letter to the NJACD to endorse the Cape May 4-H site as the location of the 2015 NJ Envirothon.

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

***Single Family Administrative Bulletin***

David Reilly reported that he and Michael Kent reviewed draft copy of bulletin. A motion was made by Daniel Galletta and seconded by Allen Carter, Jr. to forward official letter to State Soil Conservation Committee with regards to flow chart clarification.

***Policy and Procedure Manual***

David Reilly stated that a draft copy of the Policy and Procedures Manual was sent out for review and comments. All comments should to be submitted by August 11, 2014. Discussion was tabled until the District's August 6, 2014 Board of Supervisors Meeting.

**C. Update – CIG Project**

David Reilly reported on the following:

Submitted first payment request. Payment was received July 1, 2014. Accountant will have to adjust QuickBooks to post payment against FY-14

budget. A motion was made by Daniel Galletta and seconded by Allen Carter, Jr. to transfer \$70,000.00 back into Parke Bank account.

Station stake installation and first monthly inspections were completed June 12-20, 2014. David Reilly thanked Daniel Galletta and Joseph Lomax for their assistance.

Kelly Gill will hold pollinator identification workshop on July 31, 2014 at Duke Farms.

## **COMMENTS**

### **A. Staff**

#### ***Marie Rogowski***

-Thanked Board for new position and salary increase.

#### ***Glenn Ward***

-Looking forward to working with Allen Carter, Jr. on the 2015 Envirothon.

#### ***Michael Kent***

-Updated Board on 251 projects. Parkway drainage projects wrapping up and widening projects should start soon.

#### ***David Reilly***

-Met with Marie Rogowski to review new job duties. Michael Kent has started working with Marie on 251 application review and she will also start looking for grants to supplement CIG grant, education, 251 program etc.

-Having issues with current website program. District needs to purchase new web design program and create new website.

-Northeast Regional Meeting registration sign-ups now available for Supervisors wishing to attend. Meeting will be August 24-26, 2014, Newport RI.

### **B. Supervisors**

#### ***Daniel Galletta***

-Enjoyed going out to CIG farm sites.

#### ***Allen Carter, Jr.***

-Commented on longer rate of germination on warm season grass and wild flower mix at the New Jersey Manufactures site in Hammonton.

#### ***Richard Dovey***

-Suggested he could look into having the District Office building renamed after Arthur Brown.

-Commented on District sign on Route 206.]

**C. NRCS**

**Nicholas Saumweber**

- Distributed and commented on Cape Atlantic Conservation District NRCS Report.
- State Technical Committee Meeting was held June 25, 2014 in Woodstown.
- CSP Rollover/Extension announced. Notice was given to Cape-Atlantic participant.
- NRCS State Agronomist Position Posted. Deadline for applications is July 13, 2014.
- Soil Health Initiative signup deadline extended until July 18, 2014.

**D. SSCC**

**John Showler**

- Conducted infiltration basin study at a few sites in Atlantic County with DEP.
- Website for H&H data entry almost complete. Will hold training refresher course. Date to be determined.
- Work throughout the state has increased.

**E. Rutgers**

**Jenny Carleo (Cape May County)**

- Jenny was unable to attend meeting but did forward monthly report for review.

**E. Public**

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

**ADJOURNMENT**

Motion was made by Allen Carter, Jr. and seconded by Daniel Galletta to adjourn meeting at 9:07 A.M. The next meeting will be held August 6, 2014, 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.

Marie Rogowski,  
Administrative Assistant