

# Cape-Atlantic Conservation District Minutes

July 24, 2019

## ***MEETING CALLED TO ORDER AND PUBLIC NOTICE ANNOUNCEMENT***

Chairman, Allen Carter, Jr. called the meeting to order at 8:05 a.m. at the District office in Mays Landing, NJ.

Chairman Allen Carter, Jr. 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***

Chairman, Allen Carter, Jr. led the salute to the flag of the United States of America.

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

Supervisors: Allen Carter, Jr., Robert Fenton, Joseph Lomax and Cormac Morrissey

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

Natural Resources Conservation Service (NRCS): Carrie Lindig, Nicholas Saumweber and Michelle Pedano

State Soil Conservation Committee (SSCC): John Showler

## ***MINUTES***

### ***A. Minutes of June 26, 2019 meeting***

After Board review, a motion was made by Joseph Lomax and seconded by Robert Fenton to approve minutes from the June 26, 2019 meeting. Cormac Morrissey abstained from motion. The motion passed.

### ***B. Executive Session Minutes of June 26, 2019 meeting***

After Board review, a motion was made by Robert Fenton and seconded by Joseph Lomax to approve executive session minutes from the June 26, 2019 meeting. Cormac Morrissey abstained from motion. The motion passed.

## ***FINANCES***

### ***A. Treasurer's Reports – June 2019***

After review of the District's June 2019 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 \$65,509.27. The motion passed unanimously.

After review of the Plant Materials Center (PMC) monthly expense report for June 2019, a motion was made by Joseph Lomax and seconded by Robert Fenton to approve report and account balance of \$26,005.53. The motion passed unanimously.

## **NEW BUSINESS**

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

#### **1. June 2019 Certifications**

A motion was made by Joseph Lomax and seconded by Robert Fenton approving all Plan Certifications listed on the June 2019 Application Report except for application 264-19. The motion passed unanimously.

A motion was made by Joseph Lomax and seconded by Robert Fenton approving application 264-19. Cormac Morrissey recused having a conflict of interest. Cormac Morrissey abstained from motion. The motion passed.

#### **2. June 2019 Re-certification**

A motion was made by Joseph Lomax and seconded by Robert Fenton approving applications listed on the June 2019 Re-Certification Application Report. The motion passed unanimously.

### **B. Farmland Program**

#### **1. Conservation Agreements**

After board review and discussion, a motion was made by Joseph Lomax and seconded by Robert Fenton approving the following Conservation Agreements;

- a. Elizabeth Einsel, Hamilton Twp., 12.5 acres.
- b. Strawberry Fields, Dennis Twp., 33 acres.

The motion passed unanimously.

#### **2. Conservation Plans**

After board review and discussion, a motion was made by Robert Fenton and seconded by Joseph Lomax approving the following Conservation Plan;

- a. Buena Vista Twp., 3.1 acres – Drip in blueberries.

The motion passed unanimously.

### **C. Templates for State Level Memorandum of Agreements (MOA)**

Template for State Level MOA's was distributed to Board for review at last meeting.

David Reilly

-Reported on the status of current agreements between NRCS and the District.

Joseph Lomax

-Commented on agreements and working relationships between the District, NJ Department of Agricultural and NRCS.

Carrie Lindig

-Reported that NRCS has a great working relationship and the most MOA's with the Cape Atlantic Conservation District.

-Requested the Board review MOA template to see if edits will be needed or if the District would accept template as is.

**D. Board Reorganization-Treasurer**

With the retirement of Daniel Galletta the position of District Treasurer is vacant. After discussion a motion was made by Joseph Lomax and seconded by Robert Fenton to nominate Cormac Morrissey for District Treasurer. The motion passed unanimously. Cormac Morrissey accepted the position.

**CORRESPONDENCE**

**A. Daniel Galletta**

Received letter from Daniel Galletta thanking the Board, staff and all in attendance for the kind words and recognition during last meeting.

**B. Jack Sworaski, Chair, South Jersey Resource Conservation and Development Council (SJRC&D)**

South Jersey RC&D Tour des Farms is scheduled to take place September 12, 2019. Mr. Sworaski contacted the District requesting financial support. After discussion, a motion was made by Robert Fenton and seconded by Cormac Morrissey to contribute \$300.00 toward the event. The motion passed unanimously.

**C. Jessica Pikolcky-Hartman, CMC 4-H Fair Manager**

Received letter from Jessica Pikolcky-Hartman, CMC 4-H Fair Manager, thanking the District for sponsorship of the 2019 4-H Fair.

**OLD BUSINESS**

**A. Education**

NONE

**B. State Agricultural Development Committee (SADC) Preserved Farm Monitoring**

David Reilly reported that an agreement with SADC to inspect preserved farms in Atlantic, Cape May and Cumberland Counties is being drafted. Once complete a copy will be forwarded to the Board for review, comments and final approval.

**C. Cyber Security Insurance**

David Reilly contacted insurance company to inquire about cyber security insurance for the District. The premium would cost the District \$1,109.12. After board discussion, Joseph Lomax recommended a Security Insurance Assessment Committee be formed to review policy. Members of committee will consist of Cormac Morrissey, Richard Dovey and David Reilly. Topic was tabled until after insurance assessment was completed.

**D. Server Replacement**

Computer consultant Joe Celona, The Computer Garage inspected all District computers and updated security software. He recommended upgrading the main server due to its age and software compatibility. A copy of quote to replace main server was distributed to Board for review. David Reilly stated that a new firewall device that will be installed in new server will have an annual update fee. After discussion a motion was made by Joseph Lomax and seconded by Robert Fenton to replace server at the cost of \$3,272.70. The motion passed unanimously. David Reilly stated that the existing server can be used as an extra workstation.

**E. Seasonal Position-CMPMC**

David Reilly commented on the vacant seasonal position at the CMPMC. Job description is posted on District website and was emailed to all partner agencies. After board discussion a motion was made by Joseph Lomax and seconded by Robert Fenton authorizing David Reilly to set up and conduct interviews along with PMC Manager and to offer position to qualified candidate. The motion passed unanimously.

**F. Stormwater Basin Inspections**

Michael Kent reported that all data entry for basin inspection reports are complete. Final review is underway, once complete reports will be printed and presented to Port Republic.

**COMMENTS**

**A. Staff**

**Marie Rogowski**

-Welcomed Cormac Morrissey to the board.

**Michael Kent**

-Distributed and commented for 251 quarterly report.

-Reported on 251 activity throughout the District.

-Commented on continued work with NRCS. Currently working on a conservation plan for a site in Cape May County.

**Glenn Ward**

-Reported on work detail at Ocean County Soil Conservation District.

**Brianna Nagengast**

-Attended Wetland Plant Training Day.

-Reported on projects currently working on.

**David Reilly**

-Field portion of District audit is scheduled for August 17-18, 2019. Noted that auditor will be changing field staff from Zach Smith to Anthony Cassetta.

-All grant quarterly payment requests and financial reporting have been submitted.

-Reached out to Frank Minch to offer support for South Jersey Supervisor Training.

**B. Supervisors**

**Robert Fenton**

-Update on clamming and farming work.

**Joseph Lomax**

-Congratulated Allen Carter, Jr. on his appointment to the Agricultural & Fishery Advisory Board.

-Commented on upcoming NACD Summer Board Meeting.

-Reported on Natural Resources Policy Committee.

-Update on Coastal Resource Policy Group.

-Reported that NACD Human Resource Committee has finished reviewing policies and will be making recommendation to update employee handbook.

-Commented on NACD Bylaws Subcommittee.

-Thanked David Reilly for his work on the Districts Strategic Plan.

**Cormac Morrissey**

-Will be attending Flood Plain Management Training next month in Burlington County.

**Allen Carter, Jr.**

- Farm Bureau continuing to work with deer issues and farm fire inspections.
- State budget passed with many agricultural line items frozen.
- Rutgers hopes to have vacant Cape May County Agricultural Agent position filled by end of year.
- IR4 program relocating to North Carolina.
- Rutgers Board of Managers, Robert Goodman and Bradley Hillman will not seek reappointment.
- Welcomed Cormac Morrissey to the Board.

**C. NRCS**

**Michelle Pedano**

- Will be hosting a tour of the PMC tomorrow.
- Working with David Reilly to fill vacant seasonal biological science aid position.
- Enjoying experience as acting manager of the PMC.

**Nicholas Saumweber**

- Dan Mull will serve as acting PMC manager after Michelle Pedano's detail.
- Presented monthly activity report for Board review and comments.
- Promoted to Assistant State Conservationist for Field Operations. Thanked the Board and Staff for the years served as District Conservationist.

**Carrie Lindig**

- Congratulated Nicholas Saumweber on his promotion. Vacancy at Vineland Field Office will be posted shortly.
- Reported on NACD activities

**D. SSCC**

**John Showler**

- Annual Conservation Partnership meeting will be held December 2, 2019 at the EcoComplex in Bordentown.
- Reported on policies for 5G3 inspections.
- Reported on DEP stormwater rules.

**E. Public**

Opened meeting to public comment.  
No comments from public.

**EXECUTIVE SESSION**

A motion was made by Joseph Lomax and seconded by Robert Fenton to go into executive session at 10:30 a.m. to discuss NRCS contracts. The motion passed unanimously.

A motion was made by Joseph Lomax and seconded by Robert Fenton to end executive session at 11:15 a.m. and return to the regular meeting. The motion passed unanimously.

***ACTION ON ITEMS FROM EXECUTIVE SESSION***

A motion was made Joseph Lomax and seconded by Cormac Morrissey to submit request to extend Seasonal PMC Agreement to 12/31/2020. The motion passed unanimously.

A motion was made Cormac Morrissey and seconded by Robert Fenton to submit request to extend Bureau of Land Management (BLM) Agreement to 6/30/2020. The motion passed unanimously.

***ADJOURNMENT***

Board consensus to cancel the August 28, 2019 Board of Supervisors meeting since it conflicts with NACD Northeast Annual Meeting.

A motion was made by Joseph Lomax and seconded by Robert Fenton to adjourn the meeting at 11:35 a.m. The next meeting will be Wednesday September 25, 2019 at 8:00 a.m. at the District Office in Mays Landing, NJ.

Marie Rogowski,  
Administrative Assistant

Executive Session  
of the Cape Atlantic Conservation District  
July 24, 2019

Motion to go into executive session was made by Joseph Lomax and seconded by Robert Fenton at 10:30 a.m. to discuss NRCS contracts. The motion passed unanimously.

Attendees

District Supervisors: Allen Carter, Jr., Joseph Lomax, Robert Fenton and Cormac Morrissey

District Staff: David Reilly

Natural Resources Conservation Service (NRCS): Carrie Lindig, Nicholas Saumweber and Michelle Pedano

Joseph Lomax reported on the Strategic Planning process and its significance of the Cape Atlantic Soil Conservation District (CASCD) geographically and how current agreements could have an importance on delivery of conservation programs.

David Reilly asked Carrie Lindig if the CASCD would be able to extend the Bureau of Land Management (BLM) agreement. Carrie Lindig replied that both the funds and the time could be extended and that the request could be made on ezFedGrants or to Dawn McGuire at NRCS State Office. Michelle Pedano noted that the agreement between NRCS and Plant Materials Center (PMC) goes until June 2020.

David Reilly asked Carrie Lindig if the CASCD would be able to extend the Seasonal PMC agreement. Carrie Lindig replied that we would be able to extend both time and funds before the current 12/31/2019 expiration, and that we would be able to process request through Nicholas Saumweber at the NRCS State Office.

Carrie Lindig reported that the current grant agreement with the CASCD for funding of the Civil Engineer Technician (CET) does not expire until April 30, 2021, so no action would be needed at this time.

David Reilly reported that the current grant agreement with National Fish and Wildlife Foundation (NFWF) is due to expire 12/31/2019. Carrie Lindig reported that NFWF is continuing a New Jersey specific Regional Conservation Planning Partnership (RCPP), and that the District could look for funds with NFWF and the CASCD could apply directly for its own RCPP project that would require matching funding.

A motion was made by Joseph Lomax and seconded by Robert Fenton to end executive session at 11:15 a.m. and return to the regular meeting. The motion passed unanimously.

Submitted by David Reilly