

Cape-Atlantic Conservation District Minutes

July 28, 2021

MEETING CALLED TO ORDER AND PUBLIC NOTICE ANNOUNCEMENT

Chairman Allen Carter, Jr. called the meeting to order at 8:09 a.m. at the Tuckahoe Turf Farms, Hammonton, 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, Cormac Morrissey, Joseph Lomax, and Richard Dovey

Staff: Michael Kent, Chelsea Steffes, Rachel Thornton, and Marie Rogowski

United States Department of Agricultural-Natural Resources Conservation Service (USDA-NRCS) : Michelle Pedano and Chris Miller

MINUTES

A. Minutes of June 23, 2021, Meeting

After Board review, a motion was made by Cormac Morrissey and seconded by Robert Fenton to approve the minutes from the June 23, 2021, meeting. The motion passed unanimously.

FINANCES

A. Treasurers Reports – June 2021

After Board review and discussion, a motion was made by Joseph Lomax and seconded by Robert Fenton to approve the Districts June 2021 treasurer's report, balance sheet and expenses in the amount of \$48,513.03. The motion passed unanimously. It was noted that no reserve money was needed to balance FY-21 budget.

After review of the PMC monthly expense report for June 2021, a motion was made by Joseph Lomax and seconded by Robert Fenton to approve treasurer's report, balance sheet and account balance of \$12,547.88. The motion passed unanimously.

NEW BUSINESS

A. Soil Erosion and Sediment Control Plans

1. June 2021 Certifications

A motion was made by Joseph Lomax and seconded by Richard Dovey approving all Plan Certifications listed on the June 2021 Application Report except for applications 75-21, 231-21, 243-21 and 251-21. The motion passed unanimously.

A motion was made by Cormac Morrissey and seconded by Robert Fenton approving applications 75-21, 231-21, 243-21 and 251-21. Joseph Lomax recused having a conflict of interest. The motion passed.

2. June 2021 Re-certifications

A motion was made by Joseph Lomax and seconded by Richard Dovey approving all applications listed on the June 2021 Re-Certification Application Report except for applications 334-17 and 55-17. The motion passed unanimously.

A motion was made by Cormac Morrissey and seconded by Robert Fenton approving applications 334-17 and 55-17. Joseph Lomax recused having a conflict of interest. The motion passed.

B. Farmland Program

1. Conservation Plans

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

- a. Hamilton Twp., 9.72 acres, Forest Stewardship Plan CAP
- b. Lower Twp., 23 acres, Practices to improve wildlife habitat and cover crop
- c. Middle Twp., 29.5 acres, Bivalve Aquaculture Gear and Biofouling Control
- d. Hammonton, 17.05 acres, High tunnel, pollinator habitat and cover crop

The motion passed unanimously.

Richard Dovey exited meeting.

C. South Jersey Resources Conservation & Development Council (SJRC&D) Tour de Farms

SJRC&D Tour de Farms is scheduled to take place September 11, 2021. Council is seeking support for the event. After discussion a motion was made by Joseph Lomax and seconded by Robert Fenton to authorize staff to participate and to contribute \$200.00 towards event. The motion passed unanimously.

D. New Vehicles Payment

Michael Kent reported that the District has obtained vehicle identification numbers for the 2 new vehicles purchased. Delivery is expected mid-August and payment will be made as per previous authorization. Vehicles will be added to auto insurance policy when delivery date is provided.

E. FY-2021 Audit

Michael Kent reported that the in-house portion of the FY-2021 audit is scheduled to take place August 11-13, 2021.

CORRESPONDENCE

A. Partnership for Delaware Estuary

Partnership for Delaware Estuary 25th Anniversary Gala event will take place October 7, 2021 in Philadelphia. After Board discussion, a motion was made by Joseph Lomax and seconded by Robert Fenton to contribute \$1,000 as a Champion sponsor. Michael Kent and Joseph Lomax will attend event. The motion passed unanimously.

OLD BUSINESS

A. Education

Michael Kent

-Update on National Envirothon competition that took place virtually July 25-28, 2021. Results will be announced at next meeting.

B. Grants

Michael Kent reported on the following:

-PMC Seasonal Employee Dustin Welsh grant will end on August 28, 2021 with no possibility of an extension. Chris Miller stated that he has authorization to hire seasonal help later in the year.

-Zachary Nixon and Ashley Hines are doing well in their assigned positions.

-Distributed copy of proposed USDA Grant for Urban Agriculture for review and discussion. Board thanked staff for their work on preparing grant in such a short time frame. Board recommended sending Lily Mehl a Thank You letter for her assistance in preparing grant.

COMMENTS

A. Staff

Chelsea Steffes

-Received payment from Cape May County for farmland inspections. Will be working on agreements with SADC and Cape May County for next years inspections.

-Continuing to work on 251 plan review, performing site inspections and learning assigned municipalities.

Rachel Thornton

-Thanked the board of the opportunity to work for the District.

-Working on plan review and performing site inspections. Delving into plan review on larger projects with assistance from Glenn Ward.

Michael Kent

-Update of daily District operations since the hiring of Chelsea Steffes and Rachel Thornton.

-Working with Glenn Ward to review and update District policies. Will present to the Board for final approval once complete.

-Participating in a strategic planning group that the State Committee has put together. Provided update from meeting held July 27, 2021.

-John Showler will be visiting the District in September to review engineering, hydrologic and hydrology standards with staff.

B. Supervisors

Cormac Morrissey

-Thanked Michael Kent and Joseph Lomax for their work on the Urban Agricultural grant.

Joseph Lomax

-Attended and gave update on NACD Summer Board Meeting held in Chicago on July 24-27, 2021.

-Update on the NACD Natural Resource Policy Committee, By-laws and Human Resources Committee's.

Robert Fenton

-Reported on fishing issues in the bay.

Allen Carter, Jr.

-Assemblyman Eric Houghtaling visited Tuckahoe Turf Farms. Update on round table discussion that took place.

-Will be attending NJ Cultivated Sod Growers Association meeting scheduled for later today. During the meeting they will be learning about the sod check-off program that is administered by the USDA.

C. USDA-NRCS

Michelle Pedano

-Distributed and commented on NRCS activity report.

-USDA services centers remain at 50% in-person staffing.

-NJ Audubon is accepting application for their Healthy Land and Waters Grants Program.

-Reported on program sign-ups and cutoff dates.

Chris Miller

-Commented on Climate Action Plan that NRCS is putting together for PMC centers.

-Reported on long term study on native warm season grasses that started back in 1999.

-Restore Americas Estuaries Group will be hosting a Living Shoreline Workshop at the Grand Hotel in Cape May on October 19-20, 2021. USDA-NRCS will be a sponsor at the event.

D. 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 10:00 a.m. The motion passed unanimously.

A motion was made by Joseph Lomax and seconded by Robert Fenton to end executive session at 10:10 a.m. and return to the regular meeting. The motion passed unanimously.

ACTION ON ITEMS FROM EXECUTIVE SESSION

No action items from executive session.

ADJOURNMENT

Chairman Allen Carter, Jr. adjourned the meeting at 10:15 a.m. The next meeting will be held Wednesday August 25, 2021, 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 28, 2021

Motion to go into executive session was made by Joe Lomax and seconded by Robert Fenton at 10:00 a.m. The motion passed unanimously.

Attendees:

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

District Staff: Michael Kent

A discussion was held on the District having an action plan in place incase District operations have to be altered due to new Covid-19 concerns. Michael Kent will prepare an action plan that will be presented to the Board.

Michael Kent suggested that the District evaluate and update District policies and job descriptions. Joseph Lomax suggested that Richard Dovey, Michael Kent and he could work on this together.

A motion was made by Joseph Lomax and seconded by Robert Fenton to end executive session at 10:10 a.m. and return to the regular meeting. The motion passed unanimously.

Submitted by Michael Kent