

# Cape-Atlantic Conservation District Minutes

June 22, 2016

## **MEETING CALLED TO ORDER**

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

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

Supervisors: Daniel Galletta, Allen Carter, Jr. and Robert Fenton

Staff: David Reilly and Marie Rogowski

NRCS: Michelle Pedano

## **MINUTES**

A motion was made by Allen Carter, Jr. and seconded by Robert Fenton to table motion to approve minutes of the May 26, 2016 meeting until July 27, 2016 meeting.

A motion was made by Allen Carter, Jr. and seconded by Robert Fenton to table motion to approve executive minutes of the May 26, 2016 meeting until July 27, 2016 meeting.

## **FINANCES**

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

After review of the May 2016 Treasurer's Report a motion was made by Allen Carter, Jr. and seconded by Robert Fenton to approve treasurer's report and expenses in the amount of \$49,996.20.

After review of the Plant Materials Center monthly report for May 2016, a motion was made by Allen Carter, Jr. and seconded by Robert Fenton to approve report.

David Reilly reviewed FY-16 budget with the board. After discussion a motion was made by Allen Carter, Jr. and seconded by Robert Fenton to approve adjustments to the FY-16 budget in the following categories:

5022-Copier (\$20.00); 5038-Property (\$2.00); 5040-Workman's Compensation (\$1,422.00); 5054-Communications (\$77.00); 5702-Repairs/Maintenance/Reg. (\$981.00); 6200-PERS (\$901.00); 6300-Reimburseable-SSCC (\$10,835.00)

Reserves will be increased by \$14,238.00 to balance budget.

**B. Revised FY-17 Budget**

David Reilly distributed to the Board a revised FY-17 budget to include additional \$900.00 to cover cost of bonding insurance. After board review and discussion a motion was made by Allen Carter, Jr. and seconded by Robert Fenton to adopt revised FY-17 budget.

**C. Reclassification of Liability & Equity Categories**

David Reilly discussed recommendation made by District Auditor to reclassify all items listed under Long Term Liabilities category to Equity category. After board review and discussion, a motion was made by Allen Carter, Jr. and seconded by Robert Fenton to reclassify 3007-Reserve for Land and Bldg. Acq.; 3008-Reserve for Equipment Acq.; 3010-Investment in fixed assets. All others items will remain listed under Long Term Liabilities.

**NEW BUSINESS**

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

**1. May 2016 Certifications**

A motion was made by Allen Carter, Jr. and seconded by Robert Fenton approving all Plan Certifications listed on the May 2016 Application Report except for application 120-16.

Chair passes to Allen Carter, Jr.

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

A motion was made by Robert Fenton and seconded by Allen Carter, Jr. to approve application 120-16.

Daniel Galletta recused having a conflict if interest.

Chairs passes to Daniel Galletta

**2. May 2016 Re-Certifications**

A motion was made by Robert Fenton and seconded by Allen Carter, Jr. approving all Plan Re-Certifications listed on the May 2016 Application Report.

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

**1. Conservation Agreements**

After board review and discussion, a motion was made by Allen Carter, Jr. and seconded by Robert Fenton to approve the following Conservation Agreement:

- a. Jonathan Kleinman, Dennis Township, 12 acres
- b. Edward Gaine, Middle Township, 142 acres
- c. Ralph Stoklosa, Galloway Township, 10 acres

**2. Conservation Plans**

After board review and discussion a motion was made by Allen Carter, Jr. and seconded by Robert Fenton to approve the following Conservation Plans:

- a. Middle Township, 142 acres, Aquaculture Initiative
- b. Middle Township, 3.4 acres, Aquaculture Initiative
- c. Hamilton Township, 40.6 acres, Forest Management CAP

d. Hamilton Township, 4.2 acres, Irrigation and Cover Crops

## **CORRESPONDENCE**

### **A. Ray Cywinsky, President, NJACD**

Received email from Mr. Cywinsky asking District Managers to contact supervisors and ask on behalf of the NJACD board if they are interested in serving as an officer for NJACD in 2017.

Daniel Galletta stated NJACD will hold its annual meeting during the Northeast Regional meeting in August. Association would like more participation from North Jersey.

## **OLD BUSINESS**

### **A. Education**

No Report

### **B. Update – CIG Project**

David Reilly

-All paperwork for final payment had been submitted. District should receive final payment by June 28, 2016.

-Final report is now on District's website. Farm names and location have been redacted from report for website.

-District will create a poster for Soil & Water Conservation Society about the CIG program.

Daniel Galletta requested a report showing board and staff time spent on grant for review at next meeting.

### **C. RCPP-NFWF**

David Reilly

-Commented on Celia Rodrigues' progress.

-First payment reimbursement has been submitted to NFWF. District should receive payment by end of fiscal year.

Michelle Pedano

-Celia Rodrigues has been working with engineering staff receiving design training.

### **D. NACD Northeast Regional Meeting**

David Reilly

-Ocean Soil Conservation District is hosting website for online registrations.

-Itinerary and tours have been finalized.

Daniel Galletta

-Commented on the amount of work Ocean and Cape Atlantic Districts are doing to prepare for meeting.

-Ray Cywinsky penned letter for Districts to send out seeking sponsors.

-Commented on agenda and facilities.

-Discussed having the District obtain a hospitality suite. A motion was made by Allen Carter, Jr. and seconded by Robert Fenton for the District to reserve a room for three nights.

**E. PMC Contribution Agreement**

David Reilly

-Working with Chris Miller, paperwork has been completed to hire two seasonal employees for July, August and September 2016.

-Contacted Judy Turk, Stockton University, for students who may want to apply for position.

After discussion a motion was made by Allen Carter, Jr. and seconded by Robert Fenton to enter into an agreement with the Plant Materials Center in concept, to hire two seasonal employees not to exceed \$25,000.00 and authorized David Reilly to proceed with the agreement process.

**F. NACD Urban Agricultural Grant**

David Reilly

-Moving forward with grant submittal. Only 10% of grant can be used for materials. District will be looking for donations of time and materials.

-Received letters of support from ACUA, CRDA, Filtrexx, Lowe's Home Improvement, NRCS, Rutgers Cooperative Extension and Stockton University.

-Deadline for submission is June 30, 2016

-Looking at installing compost filter socks at locations in Atlantic City and Pleasantville.

**COMMENTS**

**A. Staff**

**Marie Rogowski**

-Thanked board for salary increase.

**B. Supervisors**

**Allen Carter, Jr.**

-Visited the Netherlands along with Rutgers students on a weeklong agricultural tour.

-Agricultural Leadership Program toured Atlantic and Cape May Counties. Attended dinner held in Wildwood, NJ.

-Discussed fuel tax.

**Robert Fenton**

-Attended meeting with US Fish & Game where they discussed changing pheasant program to make it safer for hunters.

**Daniel Galletta**

-Continuing to work on preparations for Northeast Regional Meeting.

**C. Rutgers Coop Ext.**

**Jenny Carleo**

-Jenny Carleo was unable to attend meeting but did forward a flyer that was distributed at meeting about small fruit and beach plum tour that will take place July 13, 2016 at Stile Farm & Nursery.

**D. Public**

Opened meeting to public comment.

No comments from public.

***ADJOURNMENT***

Motion was made by Allen Carter, Jr. and seconded by Robert Fenton to adjourn meeting at 9:15 A.M. The next meeting will be held July 27, 2016 at 8:00 A.M. at the District Office on Mays Landing, NJ.

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

Marie Rogowski,  
Administrative Assistant