

Cape-Atlantic Conservation District Minutes

June 23, 2021

MEETING CALLED TO ORDER AND PUBLIC NOTICE ANNOUNCEMENT

Chairman Allen Carter, Jr., called the meeting to order at 8:05 a.m. via video conference.

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, Glenn Ward, Chelsea Steffes and Marie Rogowski

Natural Resources Conservation Service (NRCS) : Michelle Pedano

MINUTES

A. Minutes of May 26, 2021, Meeting

After Board review, a motion was made by Richard Dovey and seconded by Cormac Morrissey to approve the minutes from the May 26, 2021, meeting. The motion passed unanimously.

B. Executive Session Minutes of May 26, 2021, Meeting

After Board review, a motion was made by Richard Dovey and seconded by Robert Fenton to approve executive session minutes from the May 26, 2021, meeting. The motion passed unanimously.

FINANCES

A. Treasurers Reports – May 2021

After Board review and discussion, a motion was made by Robert Fenton and seconded by Cormac Morrissey to approve the Districts May 2021 treasurer's report, balance sheet and expenses in the amount of \$43,976.82. The motion passed unanimously.

After review of the PMC monthly expense report for May 2021, a motion was made by Robert Fenton and seconded by Richard Dovey to approve treasurer's report, balance sheet and account balance of \$12,968.14. The motion passed unanimously.

B. District Vehicle Bids

Michael Kent stated that 1 dealership submitted a bid for the 2 new district vehicles. Bid came in at \$2,000.00 more per vehicle than budgeted. After Board discussion a motion was made by Richard Dovey and seconded by Joseph Lomax to accept bid price and to increase budget by \$4,000.00 to cover additional cost.

C. FY-2021 Budget Adjustments

Michael Kent reviewed FY-2021 budget. After discussion, a motion was made by Cormac Morrissey and seconded by Joseph Lomax to approve adjustments to the FY-2021 end of year budget in the following categories.

Funds totaling \$17,200.00 will be transferred out of category 7007-Refund SE&SC Fees, and transferred to categories 5013-NJBIA (\$30.00); 5702-Repairs/Maintenance (\$1,570.00); 6200-PERS-Annual Contribution (\$15,600.00).

The motion passed unanimously.

FY-2022 Budget Amendments

Michael Kent stated that with the purchase of the two (2) new vehicles the Districts FY-2022 budget needed to be amended to cover vehicle price increase and auto insurance. After Board discussion a motion was made by Richard Dovey and seconded by Cormac Morrissey to increase category 5002-Capital Acquisitions by \$4,000.00 and category 5031-Automobile Insurance by \$3,100.00. The motion passed unanimously.

NEW BUSINESS

A. Soil Erosion and Sediment Control Plans

1. May 2021 Certifications

A motion was made by Joseph Lomax and seconded by Richard Dovey approving all Plan Certifications listed on the May 2021 Application Report except for applications 105-21 and 180-21. The motion passed unanimously.

A motion was made by Cormac Morrissey and seconded by Robert Fenton approving applications 105-21 and 180-21. Joseph Lomax recused having a conflict of interest. The motion passed.

2. May 2021 Re-certifications

A motion was made by Cormac Morrissey and seconded by Joseph Lomax approving all applications listed on the May 2021 Re-Certification Application Report except for applications 137-06, 162-15, 321-17 and 386-06. The motion passed unanimously.

A motion was made by Joseph Lomax and seconded by Robert Fenton approving applications 137-06, 162-15, 321-17 and 386-06. Cormac Morrissey 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. Egg Harbor City, 17.6 acres, Subsurface drip irrigation & pollinator habitat
- b. Egg Harbor City, 81.7 acres, FSP, Practices to improve wildlife habitat
- c. Buena Vista Twp., 2.5 acres, High tunnel, cover crop & pollinator habitat
- d. Lower Twp., 1.2 acres, High tunnel, cover crop & pollinator habitat
- e. Woodbine, 11 acres, High tunnel

The motion passed unanimously.

C. USDA Grant for Urban Agriculture

Joseph Lomax commented on grant and the option of having the District apply for the grant in partnership with the Morris and Ocean Soil Conservation Districts, with New Jersey Association of Conservation Districts (NJACD) applying for and managing grant. After Board discussion there was consensus to pursue partnership grant. Subcommittee of Michal Kent, Joseph Lomax and Richard Dovey will meet to discuss grant.

D. District Insurances

Michael Kent reported that he has reviewed all District policies and met with an insurance agent to receive new quotes. At this time, the District will remain with current policy holders.

E. District Workstation

Michael Kent stated that a new computer workstation will be needed for new employee starting in July. After discussion, a motion was made by Robert Fenton and seconded by Joseph Lomax to purchase new workstation from Computer House of South Jersey, LLC. The motion passed unanimously.

F. Office Equipment Disposal Request

A motion was made by Joseph Lomax and seconded by Robert Fenton to authorize the disposal of all office equipment listed on request dated June 23, 2021. The motion passed unanimously.

G. PMC Seed Testing

Received invoice in the amount of \$420.37 for PMC seed purity testing. A motion was made by Joseph Lomax and seconded by Robert Fenton to pay invoice from PMC account. The motion passed unanimously.

CORRESPONDENCE

A. Cape May County 4-H

Cape May County 4-H is seeking support for their 2021 event. A motion was made by Richard Dovey and seconded by Joseph Lomax to donate \$250.00 as budgeted. The motion passed unanimously.

OLD BUSINESS

A. Education

Glenn Ward

-Update on 2021 Envirothon Team Presentation that took place virtually on June 5, 2021. National competition will be hosted by State of Nebraska and held virtually July 25-28, 2021.

-\$50.00 Mini-grant will be paid out to Cedar Creek High School as budgeted.

C. Grants

Michael Kent reported that Zachary Nixon and Ashley Hines are doing well in assigned positions.

D. Farm Inspections

Chelsea Steffes reported all Cape May County farm inspections have been completed and invoice sent out.

Michael Kent stated that Cape May County would like to continue having the District complete annual farm inspections on their behalf.

E. Coastal Resources Conservancy Inc. (CRCI)

CRCI's annual business filing is due. Cost is \$33.00 and can only be paid by credit card.

After discussion, a motion was made by Joseph Lomax and seconded by Robert Fenton to have the District pay for filing and cost will be reimbursed by CRCI. The motion passed unanimously.

COMMENTS

A. Staff

Michael Kent

-Looking forward to Rachel Thornton starting July 6, 2021.
-Thanked the Board for all their support.

Glenn Ward

-Excited to have Rachel Thornton start next month.
-Reported on larger projects coming into the District and 251 activity.
-Thanked the Board for their support.

Chelsea Steffes

-Wrapped up all farm inspections.
-Staying busy with 251 plan review and site inspections.

B. Supervisors

Robert Fenton

-Busy farming, fishing, and attending many meetings.

Richard Dovey

-Update on 2 large Atlantic County Utilities Authority (ACUA) projects taking place.
-Commented on labor shortage issues.

Joseph Lomax

-Gave New Jersey Association of Conservation Districts (NJACD) update.
-Will be attending NACD Summer Board Meeting in Chicago on July 24-27, 2021.
-Update on NACD Employee Handbook. After adopted it will be forwarded to Districts to use as a model.
-In talks with Chris Miller, Cape May PMC to organize a Pine Barrens field trip.

Cormac Morrissey

- Discussed options for the Urban Agricultural Grant.
- Commented on Stormwater Point System and having the District reach out to municipalities.

Allen Carter, Jr.

- Attended Farm Bureau Meeting on June 22, 2021. Board was in full attendance. Reported on major topics of discussion.

C. *USDA-NRCS*

Michelle Pedano

- USDA services centers have increased person staffing to 50%.
- Local Working Group Questionnaire open until July 6, 2021.
- Update on NRCS activity throughout the district.

D. *Public*

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

ADJOURNMENT

Chairman Allen Carter, Jr. adjourned the meeting at 10:00 a.m. The next meeting will be held Wednesday July 28, 2021, at 8:00 a.m. at the District office in Mays Landing, NJ.

Marie Rogowski,
Administrative Assistant