

Cape-Atlantic Conservation District Minutes

June 26, 2019

MEETING CALLED TO ORDER AND PUBLIC NOTICE ANNOUNCEMENT

Chairman, Allen Carter, Jr. called the meeting to order at 8:15 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, Richard Dovey and Daniel Galletta

Staff: David Reilly, Michael Kent, Glenn Ward, Marie Rogowski, Luis Almeyda, Arianna Efstatos, Briana Nagengast and Rebecca Watson

Natural Resources Conservation Service (NRCS): Nicholas Saumweber, Michelle Pedano and Chris Miller

State Soil Conservation Committee (SSCC): John Showler

MINUTES

A. Minutes of May 22, 2019 meeting

After Board review, a motion was made by Joseph Lomax and seconded by Richard Dovey to approve minutes from the May 22, 2019 meeting. Daniel Galletta abstained from motion. The motion passed.

B. Executive Session Minutes of May 22, 2019 meeting

After Board review, a motion was made by Richard Dovey and seconded by Joseph Lomax to approve executive session minutes from the May 22, 2019 meeting. Daniel Galletta abstained from motion. The motion passed.

FINANCES

A. Treasurer's Reports – May 2019

After review of the District's May 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 \$95,992.41. The motion passed unanimously.

After review of the Plant Materials Center (PMC) monthly expense report for May 2019, a motion was made by Richard Dovey and seconded by Joseph Lomax to approve report and account balance of \$25,168.32. The motion passed unanimously.

B. *FY-19 Budget Adjustments*

David Reilly reviewed FY-19 budget with the Board. After discussion a motion was made by Daniel Galletta and seconded by Richard Dovey to approve adjustments to the FY-19 budget in the following categories;

Funds totaling \$8,394.00 will be transferred from category 7007-Refund SE&SC Fees, and transferred to categories 5012-NJACD (\$100.00); 5031-Automobile (\$89.00); 5702-Repairs/Maintenance/Reg. (\$275.00); 6200-PERS-Annual Contribution (\$7,930.00).

The motion passed unanimously.

NEW BUSINESS

A. *District Supervisor Appointments*

David Reilly stated that the SSCC approved Allen Carter, Jr's. District Supervisor reappointment for an additional 3 year term. Cormac Morrissey was appointed for a 2 year term to fill the remainder of Daniel Galletta's term.

B. *Soil Erosion and Sediment Control Plans*

1. May 2019 Certifications

A motion was made by Joseph Lomax and seconded by Richard Dovey approving all Plan Certifications listed on the May 2019 Application Report except for application 204-19. The motion passed unanimously.

A motion was made by Joseph Lomax and seconded by Daniel Galletta approving application 204-19. Richard Dovey recused having a conflict of interest. Richard Dovey abstained from motion. The motion passed.

2. May 2019 Re-certification

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

C. *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 Agreement;

- a. Erin C. Levari, Weymouth Twp., 36 acres, Horse & Forestry

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. Woodbine, 25 acres – Forest Management Plan

The motion passed unanimously.

D. State Agricultural Development Committee (SADC) Preserved Farm Monitoring
SADC contacted the District looking to enter into an agreement for the purpose of providing contracted farm monitoring in Atlantic, Cape May and Cumberland Counties.

David Reilly reported that SADC had contacted Frank Minch, SSCC regarding possible Districts to approach to do a pilot program, similar to current agreement with Warren SCD. David met with Charles Roohr, SADC, Frank Minch and Ines Zimmerman, Freehold SCD on June 10, 2019. David had reached out to Sandy Myers, Warren SCD and she had stated the program has been successful for their District. David also spoke with Mike Bohman, Cumberland-Salem SCD regarding the Cape Atlantic SCD doing inspections in Cumberland County. Mike stated that Cumberland-Salem SCD would not have any issues with such inspections.

After board discussion a motion was made by Joseph Lomax and seconded by Robert Fenton to authorize David Reilly to pursue contract with SADC.

The motion passed unanimously.

E. Ethics Standards

David Reilly stated that Ethics questionnaires have been distributed to all staff to be completed. Forms will be mailed to Frank Minch once complete.

New Jersey's Executive Branch Ethics Standards guideline was distributed to Board for review, along with Personal and Business Relationship Disclosure Form to be completed.

F. Templates for State Level Memorandum of Agreements (MOA)

Templates for State Level MOA was distributed to Board for review. David Reilly stated that Carrie Lindig will be attending the District's July meeting to discuss MOA's. Topic was tabled until July's meeting.

G. Cape May County 4-H Sponsorship

Cape May County is seeking support for 2019 4-H Fair that is scheduled for July 18-20, 2019. A motion was made by Robert Fenton and seconded by Joseph Lomax to donate \$250.00 to Cape May County 4-H and to increase Atlantic County 4-H donation from \$100.00 to \$250.00. The motion passed unanimously.

H. Supervisor Performance Standards

David Reilly

-Commented on discussion of Supervisor Performance Standards at the recent Managers Liaison meeting. SSCC will review standards and options for Supervisors to meet requirements.

-Annual Conservation Partnership Meeting is scheduled for December 2, 2019 at the EcoComplex in Bordentown.

-SSCC is looking for a location to hold Supervisor Orientation for the southern districts. After discussion a motion was made by Joseph Lomax and seconded by Robert Fenton to offer to hold orientation and to authorize expenses for meeting. The motion passed unanimously.

CORRESPONDENCE

NONE

OLD BUSINESS

A. Education

Glenn Ward

-Utilized the soil tunnel on May 29, 2019 at the Alder Avenue School Environmental Festival, Egg Harbor Twp. and on June 6, 2019 at the Galloway Township Middle Schools Nature Fest. Thanked Arianna Efstatos for her assistance on both days.

B. Coastal Resources Conservancy Inc. (CRC)

David Reilly

-New Jersey Business Entity Filing was submitted along with the required fee of \$75.00.

C. Plant Materials Center (PMC) Agreement-Seasonal Employees

David Reilly

-Sean Yeats and Dana Rafter have both started work at the PMC. Program is moving forward.

-Working with Michelle Pedano, Acting PMC Manager to extend agreement.

-Visited the center to see District employees in action and to take some pictures. Was pleased to see Sean and Dana utilizing safety gear.

COMMENTS

A. Staff

David Reilly

-Thanked Daniel Galletta for his years of service and commitment to the District.

-Attended State Technical Committee Meeting on June 19th. Toured urban agricultural site in Newark.

-On Friday June 28th, will be assisting Ranae Fehr, Atlantic County Planning Dept. with the County's annual preserved farm inspections.

Michael Kent

-Continuing to work on Port Republic's basin inspection reports.

-Reported on 251 activity throughout the District.

Luis Almeyda

-Reported on duties at PMC.

Rebecca Watson

-Attended Economics of Conservation Training June 4-6, 2019. Thanked board for allowing her the opportunity to attend.

-Spending more time in the field working on projects.

Brianna Nagengast

-Reported on current projects.

-Attended Economics of Conservation Training June 4-6, 2019. Thanked board for allowing her the opportunity to attend.

Arianna Efstatos

-Enjoyed working with Glenn Ward at the Egg Harbor and Galloway Townships Nature Fest events.

-Continuing to work on engineering activities.

B. Supervisors

Daniel Galletta

-Likes the idea of the District pursuing all new ventures.

-Thanked everyone for their support over the years and well wishes.

Richard Dovey

-Thanked Daniel Galletta for years of service to the District and agricultural community.

Robert Fenton

-Thanked Daniel Galletta for his years of services to the District.
-Commented on tomato crop from Mexico.

Joseph Lomax

-Thanked Daniel Galletta for his years of service to the District.
-Congratulated Allen Carter, Jr. on his supervisor reappointment.
-As part of National Association of Conservation Districts (NACD) sponsored Fly-in this past March, NACD was asked to host New Jersey tours this August for NJ Staffers and Congressional members. Cape May PMC may be on the list of planned visits.
-Coastal Resource Policy Group is up and running.
-Sits on NACD Human Resource Committee. Committee is currently working on reviewing and updating policies.
-Attended a workshop in Rhode Island, hosted Army Corps of Engineers.
-Commented on the Office of Urban Agricultural and their funding. Office should be up and running soon.

Allen Carter, Jr.

-Congratulated Daniel Galletta on his retirement and thanked him for his years of service to the District.
-Attended Farm Bureau meeting on June 25, 2019. Reported on topics discussed during meeting.

C. *NRCS*

Nicholas Saumweber

-Presented monthly activity report.
-2019 Environmental Quality Incentives Program (EQIP) application signup announced for August 30, 2019.
-NJ Conservation Innovation Grants (CIG) announcement has been released. Deadline is July 14, 2019.

Michele Pedano

-Transitioning into new role as interim manager at the PMC.

Chris Miller

-National PMC conference will be held in August in Greensboro, NC. Third party agreements will be discussed at conference.
-Update on test plantings in dredge material at Tuckahoe Turf Farms.

D. *SSCC*

John Showler

-In the event of a State shutdown, District offices are not affected, but District Supervisors may not conduct business.
-Working with DEP on guidelines to support stormwater utility laws.
-Attended Watershed Stormwater Utility symposium.
-Read copy of a Resolution from Secretary Douglas Fisher, thanking Daniel Galletta for his years of service and commitment to the District and agricultural community.

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 10:10 a.m. to discuss FY20 budget and personnel issues. The motion passed unanimously.

A motion was made by Daniel Galletta and seconded by Robert Fenton to end executive session at 10:45 a.m. and return to the regular meeting. The motion passed unanimously.

ACTION ON ITEMS FROM EXECUTIVE SESSION

A motion was made by Daniel Galletta and seconded by Robert Fenton to approve FY-20 Budget with increase to Conservation Education category by \$150.00 for 4-H sponsorship. The motion passed unanimously.

A motion was made by Joseph Lomax and seconded by Robert Fenton to approve removal of probationary status for Luis Almeyda. The motion passed unanimously.

ADJOURNMENT

Chairman Allen Carter, Jr. adjourned the meeting at 10:55 a.m. The next meeting will be Wednesday July 24, 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
June 26, 2019

Motion to go into executive session was made by Joseph Lomax and seconded by Robert Fenton at 10:10 a.m. to discuss FY20 budget and personnel issues. The motion passed unanimously.

Attendance Supervisors: Allen Carter, Jr., Joseph Lomax, Richard Dovey, Robert Fenton and Daniel Galletta

Staff: David Reilly

David Reilly distributed draft copy of FY20 Budget developed by the Budget Subcommittee of Daniel Galletta, Richard Dovey and himself on June 18, 2019. Richard Dovey reported that the subcommittee reviewed the budget and requested that the full board consider budget as presented with the exception of increasing the Conservation and Education category to include additional funding for 4H sponsorships.

Joseph Lomax asked if the District would be utilizing reserve funds for the budget. Richard Dovey responded yes, but at a lower rate than previous budget years.

Daniel Galletta noted that the projected 251 revenue is higher than previous years, but did not include any increase in the District fee rate. Daniel Galletta recommended passing of the proposed FY20 Budget with the adjustment to the Conservation and Education category to include additional funding for 4H sponsorships.

David Reilly reported that an employee evaluation was conducted by Michelle Pedano, Scott Snell and himself for Luis Almeyda. Luis is at the six-month probationary period. He reported that Luis Almeyda had an outstanding performance review. He recommended removal of probationary status for Luis.

A motion was made by Daniel Galletta and seconded by Robert Fenton to end executive session at 10:45 a.m. and return to the regular meeting. The motion passed unanimously.

Submitted by David Reilly