

# Cape-Atlantic Conservation District Minutes

June 27, 2018

## **MEETING CALLED TO ORDER**

Chairman, Allen Carter, Jr. called the meeting to order at 8:00am at the District office in Mays Landing, NJ.

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

Supervisors: Allen Carter, Jr., Robert Fenton, Daniel Galletta, Richard Dovey and Joseph Lomax (via telephone)

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

NRCS: Nicholas Saumweber

SSCC: John Showler

Rutgers Coop. Ext.: Jenny Carleo, Cape May County

## **MINUTES**

### **A. Minutes of May 23, 2018 meeting**

After Board review, a motion was made by Richard Dovey and seconded by Joseph Lomax to approve minutes from the May 23, 2018 meeting.

### **B. Executive Session Minutes of May 23, 2018 meeting**

After Board review, a motion was made by Richard Dovey and seconded by Robert Fenton to approve executive session minutes from the May 23, 2018 meeting.

## **FINANCES**

### **A. Treasurer's Reports – May 2018**

After review of the District's May 2018 Treasurer's Report a motion was made by Robert Fenton and seconded by Richard Dovey to approve treasurer's report and expenses in the amount of \$67,558.86.

After review of the Plant Material Center monthly report for May 2018, a motion was made by Richard Dovey and seconded by Daniel Galletta to approve report and account balance of \$22,352.62

### **B. Long Term Liabilities**

After board discussion a motion was made by Daniel Galletta and seconded by Richard Dovey to make the following adjustments in the Long Term Liabilities category; 3006-Reserve for 251, \$1,096,190.00; 3009-Reserve for future legal costs

to remain at \$150,000.00; 3011-Health Fund-Retirees, \$100,000.00 for a period of 5 years.

**C. *FY-18 Audit***

David Reilly reported that the District received engagement letter from auditor, Nightlinger, Colavita & Volpa. After board discussion, a motion was made by Richard Dovey and seconded by Robert Fenton accept charge of \$3839.00 for FY-18 audit and authorize David Reilly to sign and return engagement letter.

**NEW BUSINESS**

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

**1. *May 2018 Certifications***

A motion was made by Joseph Lomax and seconded by Richard Dovey approving all Plan Certifications listed on the May 2018 Application Report except for applications 128-18, 173-18, 189-18, 192-18, 198-18, 206-18, 207-18 and 212-18.

A motion was made by Robert Fenton and seconded by Richard Dovey approving applications 128-18, 173-18, 189-18, 192-18, 198-18, 206-18, 207-18 and 212-18. Joseph Lomax recused since plans were submitted by past and current clients. Joseph Lomax abstained from motion.

**B. *Farmland Program***

**1. *Conservation Agreements***

After board review and discussion, a motion was made by Daniel Galletta and seconded by Robert Fenton to approve the following Conservation Agreement:

- a. Hisham Zidan – Hamilton Twp., 7 acres - Livestock

**2. *Conservation Plans***

After board review and discussion a motion was made by Joseph Lomax and seconded by Daniel Galletta to approve the following Conservation Plan:

- a. Middle Twp., 12 acres – Nutrient Management Plan

**CORRESPONDENCE**

**A. *Charles Buscaglia, Chairman, FSCD***

District was copied on letter from Mr. Buscaglia to Secretary Fisher in regards to exempt municipalities. Copy of letter was distributed to board for their review.

**B. *Lorestine Pitman, Coordinator of Grants, Partnership for the Delaware Estuary***

2019 Summit is scheduled for January 27-30, 2019 at The Grand Hotel, Cape May. Theme is *Estuary 2029: Saving our System through Collaboration*.

David Reilly discussed attending summit and having a joint display with Cape May Plant Materials Center. After discussion a motion was made Richard Dovey and seconded by Joseph Lomax to register as an exhibitor at the cost of \$600.00. Registration fee will be paid from District PMC account.

**C. *Jack Sworaski, Chairman, South Jersey RC&D***

South Jersey RC&D Tour de Farms is scheduled to take place September 8, 2018. Mr. Sworaski contacted the District requesting financial support for the event. After discussion, a motion was made by Robert Fenton and seconded by Richard Dovey to contribute \$200.00 toward the event.

**D. Jessica Pikolycky, Chairperson, Ways & Means Committee for the CMC 4-H Foundation**

Cape May County is seeking support for 2018 4-H Fair that is scheduled for July 19-21, 2018. A motion was made by Richard Dovey and seconded by Robert Fenton to donate \$250.00 to CMC 4-H and to increase Atlantic County 4-H donation from \$100.00 to \$250.00.

**OLD BUSINESS**

**A. Education**

Glenn Ward

-Participated in Catawba Water Fest, May 24, 2018 at the Alder Avenue School, Egg Harbor Twp. Soil tunnel was utilized for the event and approximately 275 children participated.

**B. RCPP-NFWF**

David Reilly

-Preparing 2<sup>nd</sup> quarter payment request and bi-annual report.

-Discussed sending Celia Rodrigues to Dover, DE on July 10-12, 2018 for training on Economics of Conservation Planning. Nicholas Saumweber stated that NRCS will cover registration cost but would need assistance with additional travel expenses. After board discussion a motion was made by Robert Fenton and seconded by Daniel Galletta authorizing up to \$450.00 to cover additional travel expenses for Celia Rodrigues to attend training.

**C. Basin Inspection Services**

Michael Kent discussed MS4 Basin Inspection documents. After discussion a motion was made by Daniel Galletta and seconded by Robert Fenton to make modifications to contract. Revised contract will be sent to district solicitor for approval before being sent to municipalities.

**D. Nonprofit Organization-Resolution for Allocation of Funds.**

David Reilly distributed copy of resolution to the board for review. A motion was made by Daniel Galletta and seconded by Robert Fenton to adopt resolution with edits as discussed, and with initial funding of \$5,000.00.

A motion was made by Daniel Galletta and seconded by Robert Fenton authorizing David Reilly to file application for non-profit.

Joseph Lomax thanked David Reilly on his work on non-profit.

**E. Strategic Plan – Conservation Local Workgroup**

David Reilly

-Will compile information from survey and prepare a report.

Joseph Lomax exited meeting.

**COMMENTS**

**A. Staff**

**David Reilly**

-PMC would like to purchase signs to display at center and planting sites throughout the district. A motion was made by Robert Fenton and seconded by

Richard Dovey to authorize up to \$500.00 for signs to be paid from District PMC account.

-Chris Miller would like to purchase native plants for beautification of PMC. A motion was made by Daniel Galletta and seconded by Robert Fenton to authorize up to \$300.00 for the purchase of native plants to be paid from District PMC account.

-Louis Almeyda has returned on June 25, 2018 as a seasonal employee at the PMC. A motion was made by Richard Dovey and seconded by Daniel Galletta to ratify the hiring of Louis Almeyda.

-District looking to hiring additional person to work at PMC with the remaining funds available.

-Discussed possible government shutdown.

-Distributed stormwater utilities bill information.

### ***Michael Kent***

-Started 25% in-kind services at NRCS-USDA Vineland field office.

-Continuing to work through online course work for Conservation Bootcamp.

-Waiting for final paperwork to attend Conservation Bootcamp in September.

-Reported on 251 activity.

### ***Briana Nagengast***

-Busy with site inspections, surveying, and learning the planning process.

-Completed the majority of AgLearn courses.

### ***Celia Rodrigues***

-Thanked the board for their continued support.

-Will generate a list of courses that have been completed and remaining classes that are pending.

## **B. Supervisors**

### ***Daniel Galletta***

-Thanked David Reilly and Michael Kent for their work on non-profit and basin inspections respectively.

### ***Richard Dovey***

-Thanked Joseph Lomax, David Reilly and staff for their work with local workgroup meetings. Spoke to people who attend and received positive feedback.

### ***Robert Fenton***

-Thanked board for letter sent Governor's office supporting Rutgers Ag. Experiment Station.

-Farm Bureau meeting, discussed farms being exempt from basin inspections.

### ***Allen Carter, Jr.***

-Commented on request sent to legislators requesting funding for Rutgers Ag. Experiment Station.

-Thanked staff for their hard work.

## **C. NRCS**

### ***Nicholas Saumweber***

-Has returned to his regular duties as District Conservationist at the Vineland office.

-Presented and commented on monthly activity report.

-Rodale Field Day will be held on July 20, 2018. Discussed the possibility of sending Celia Rodrigues or Briana Nagengast.

-Discussed having Briana Nagengast acquire training at the PMC.

**D. State Soil Conservation Committee**

**John Showler**

- Commented on possible government shutdown.
- Commented on local stormwater utility bill approved in NJ Senate.
- Rich Belcher looking into accommodations for annual conference.

**E. Rutgers Coop. Ext.**

**Jenny Carleo**

- Commented on intern and the array of projects taking place.
- Educating farmer on better watering practices.
- Will be attending National Ag. Agents Association Annual Conference in Chattanooga TN.
- Discussed issues with corn crop and herbicide damage.
- Beach plum research continues.

**G. Public**

Opened meeting to public comment.  
No comments from public.

**EXECUTIVE SESSION**

A motion was made by Daniel Galletta and seconded by Richard Dovey to go into executive session at 9:45 a.m. to discuss Civil Engineer Technician agreement.

A motion was made by Daniel Galletta and seconded by Richard Dovey to end executive session at 10:10 a.m. and return to the regular meeting.

**ACTION ON ITEMS FROM EXECUTIVE SESSION**

A motion was made by Richard Dovey and seconded by Daniel Galletta to authorize 2 additional years to the Civil Engineer Technician agreement with NRCS for the new total agreement of \$234,178.02.

**ADJOURNMENT**

Allen Carter, Jr., Chairman adjourned the meeting at 10:15 am. The next meeting will be held Wednesday July 25, 2018 at 8:00 a.m. at the District Office, Mays Landing, NJ.

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

Marie Rogowski,  
Administrative Assistant

Executive Session  
Of the Cape Atlantic Conservation District  
June 27, 2018

Motion to go into executive session related to proposed agreement extension was made by Daniel Galletta and seconded by Richard Dovey at 9:45am

Attendance Supervisors: Allen Carter, Jr., Richard Dovey, Robert Fenton, Daniel Galletta; Staff: David Reilly

David Reilly reported that USDA-NRCS has proposed extending the Contribution Agreement for the Civil Engineering Technician for an additional two years. The original agreement is set to expire on March 29, 2019. The proposal is to extend the agreement to March 30, 2021. The position would continue to be housed in the NRCS Woodstown FO, with the CET providing support to both the Woodstown and Vineland Field Offices.

David Reilly reported that he had spoken with both Gloucester SCD Manager Karol Blew and Cumberland Salem Manager Mike Bonham, and that both managers told him that their Districts did not want to pursue an agreement to fund a CET position.

David Reilly explained that he has been working on detail and revised budget with NRCS Assistant State Conservationist Maria Collazo. Since the request is for an extension to a current agreement NRCS will be able to fund the position at a reimbursable rate of 100%. New agreements require a matching contribution of 50%, with the ability to request a waiver to reduce the match to 25%.

David Reilly provided information on details for the proposed budget for the extension. The extension budget includes funding for training in the second and third years. It also includes an increase for salary and fringe benefits to allow the District to be competitive in what it can offer an employee in the position.

David Reilly stated that the revised total budget for the agreement would be \$234,178.02.

At 10:05 am a motion was made by Daniel Galletta and seconded by Richard Dovey to end the executive session and return to the regular meeting. This motion passed unanimously.

Submitted by David Reilly