

Cape-Atlantic Conservation District Minutes

June 28, 2017

MEETING CALLED TO ORDER

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

ROLL CALL & DETERMINATION OF QUORUM

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

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

NRCS: Nicholas Saumweber

SSCC: John Showler

MINUTES

After Board review, a motion was made by Allen Carter, Jr. and seconded by Robert Fenton to approve minutes from the May 24, 2017 meeting.

After Board review, a motion was made by Richard Dovey and seconded by Joseph Lomax to approve executive session minutes from the May 24, 2017 meeting.

FINANCES

A. Treasurer's Report – May 2017

After review of the May 2017 Treasurer's Report a motion was made by Allen Carter, Jr. and seconded by Richard Dovey to approve treasurer's report and expenses in the amount of \$47,655.65.

After review of the Plant Materials Center monthly report for May 2017, a motion was made by Joseph Lomax and seconded by Robert Fenton to approve report.

B. FY-17 Audit

David Reilly reviewed FY-17 budget with the board. After discussion a motion was made by Joseph Lomax and seconded by Allen Carter, Jr. to approve the following line item adjustments: 5064-Communications (\$180.75); 6300-Reimbursable-SSCC (\$3,905.00).

NEW BUSINESS

A. Soil Erosion and Sediment Control Plans

1. May 2017 Certifications

A motion was made by Joseph Lomax and seconded by Allen Carter, Jr. approving all Plan Certifications listed on the May 2017 Application Report except for applications 70-17, 161-17, 163-17, 167-17, 174-17, 185-17 and 199-17.

A motion was made by Allen Carter, Jr. and seconded by Richard Dovey to approve applications 70-17, 161-17, 163-17, 167-17, 174-17 and 199-17. Joseph Lomax recused since plans were submitted by past or current clients. Joseph Lomax also recused on application 185-17 due to family member involvement with organization.

2. May 2017 Re-Certification

A motion was made by Richard Dovey and seconded by Allen Carter, Jr. approving all Plan Re-certifications listed on the May 2017 Application Report.

3. District Subpoena

David Reilly informed board that the District received a subpoena for a district file. David Reilly stated that as Custodian of Records he has electronically replied to the subpoena. The board recommended David Reilly contact district solicitor George Botcheos.

B. Farmland Program

1. Conservation Plans

After board review and discussion a motion was made by Richard Dovey and seconded by Joseph Lomax to approve the following Conservation Plans:

- a. Dennis Township, 36 acres – High Tunnel with Irrigation
- b. Galloway Township, 100 acres, Subsurface Drip Irrigation (Update to existing plan)

C. Local Workgroup

David Reilly updated board on request received from Nicholas Saumweber, NRCS, to hold local workgroup meeting at the District office on August 7, 2017. Nicholas Saumweber updated the Board on the details of an NRCS statewide effort to conduct regional workgroup meetings. After discussion the Board requested that a location in Cumberland County be located to better facilitate a workgroup that would include participants from Atlantic, Cape May, Cumberland, Gloucester, and Salem Counties. The Board offered support in planning and participating in activities.

D. Supervisor Performance Standards

David Reilly distributed and discussed updates to the Supervisor Performance Standards. All new supervisors and reappointments will be required to follow new guidelines.

CORRESPONDENCE

NONE

OLD BUSINESS

A. Education

Glenn Ward

-May 24, 2017 participated in the Catawba project's Water Festival at the Alder Ave. Middle School in Egg Harbor Twp. Utilized the soil tunnel for 1st - 3rd grade students.

-May 25, 2017 attended the Envirothon and poster contest awards ceremony in Trenton. Cedar Creek High School Team #2, winners of the Envirothon will attend the North American Envirothon representing New Jersey during the week long (July 23 – 29th 2017) event being held at Mount St. Mary's University in Emmitsburg, Maryland. A motion was made by Allen Carter, Jr. and seconded by Joseph Lomax to donate \$500.00 to Cedar Creek High School to support the winning team's attendance at the event in Maryland.

-Currently working on Spring-Summer newsletter. Should be released mid-July.

-Envirothon planning committee will soon be meeting for a wrap-up session of the 2017 event and begin planning the 2018 New Jersey Envirothon.

B. RCPP-NFWF

David Reilly

-Payment request has been submitted up to June 7, 2017.

-Celia Rodrigues will be attending Boot Camp starting August 8, 2017 in Lincoln NE. All details for reimbursement have been worked out.

-Accompanied Celia Rodrigues on farm visits covered under District NFWF program. Celia had great rapport with farmers and worked well with contractors.

C. Strategic Plan

David Reilly

-Continuing to work on narrative for goals and objectives.

D. CMPMC Seasonal Employees

David Reilly

-Luis Almeyda has returned to the PMC to fill Seasonal Biological Aide position for the summer. A motion was made by Joseph Lomax and seconded by Allen Carter, Jr. to rehire Mr. Almeyda under current agreement.

-Dawn McGuire informed the District that current agreement with the District ends December 31, 2017. Agreement can be extended for 1 year. David will contact Chris Miller to discuss his needs at the center. A motion was made by Richard Dovey and seconded by Joseph Lomax to extend agreement for 1 year.

E. 2017 NACD Northeast Meeting

-Meeting will take place August 13-15, 2017 in Burlington Vermont. Registration information is now available online.

-A motion was made by Richard Dovey and seconded by Robert Fenton to use the federal mileage reimbursement rate of \$0.535.

COMMENTS

A. Staff

Michael Kent

-Permit Extension Act will official end June 30, 2017.

-Discussed possible municipal basin inspections for DEP compliance.

-Updated board on 251 activity.

Celia Rodrigues

-Updated board and staff on high tunnel project at St. Mary's Church in Pleasantville

B. Supervisors

Robert Fenton

-Commented on Farm Bureau meeting attended on June 27th.
-Busy working on the farm.

Joseph Lomax

-Attended NACD National Leadership Symposium in Lincoln, NE. Keynote speakers Amy Hayes and Tom Osborne speeches were outstanding. Updated board and staff on meetings attended.
-NACD Summer meeting will be held July 15-18, 2017, Prairie Meadow, Altoona, IA.
-Discussed "Waters of the U.S." rule. Letters being sent to EPA outlining concerns.
-Asked to review state ethics policies.

Allen Carter, Jr.

-Attended Farm Bureau meeting on June 27th. Secretary Fisher was in attendance. Discussed strengthening the Jersey Fresh program, "Jersey Fresh – Real Local".
-Rutgers will host International Seed Producers & Sod Growers July 19, 2017. Group is planning a visit Tuckahoe Turf Farm.
-August 20, 2017 NJ Farm Bureau will visit Tuckahoe Turf Farm as part of their Northeast Farm Bureau Presidents meeting held at Stockton Seaview Hotel.
-Cape May County 4-H will take place July 20-22, 2017.
-Blueberry prices holding strong. Jersey corn is starting to hit the market.
-Distributed Farm Bureau applications for anyone who would like to join.

Richard Dovey

-NJDEP released state water master plan.
-Atlantic County ground water advisory committee will meet tomorrow.

Daniel Galletta

-Commented about the status of pier diem and mileage on state level for district supervisors.

D. NRCS

Nicholas Saumweber

-Distributed NRCS Monthly Report for review and comments.
-South Jersey Local Workgroup meeting scheduled for August 7, 2017.
-NRCS received additional EQIP funding.

E. State Soil Conservation Committee

John Showler

-Updated board and staff on municipal basin inspections for DEP compliance. Training will be scheduled to assist staff on implementation.
-Commented on top soil and land grading standards.
-DEP will update stormwater regulations.

F. Public

Opened meeting to public comment.
No comments from public.

EXECUTIVE SESSION

A motion was made by Richard Dovey and seconded by Joseph Lomax to go into executive session at 9:55 a.m.

A motion was made by Allen Carter, Jr. and seconded by Joseph Lomax to end executive session at 10:45 a.m. and return to the regular meeting.

ACTION ON ITEMS FROM EXECUTIVE SESSION

A motion was made by Joseph Lomax and seconded by Allen Carter, Jr. to approve FY-18 budget.

ADJOURNMENT

Motion was made by Allen Carter, Jr. and seconded by Robert Fenton to adjourn meeting at 10:50 a.m. The next meeting will be July 26, 2017 at 8:00 a.m. at the District office in 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 28, 2017

Motion to go into executive session related to proposed FY-18 Budget and personnel issues was made by Richard Dovey and seconded by Joseph Lomax at 9:55 am.

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

David Reilly informed the board that he had met with budget subcommittee members Allen Carter, Jr. and Robert Fenton on May 19th to review draft FY-18 budget. Allen Carter, Jr. noted that the reduction in health care cost was due to the District no longer having to pay retiree health benefits for Dominick Cassetta.

Daniel Galletta recommended adding funds to the capitol acquisitions category of the budget should the need arise to replace any equipment in FY-2018.

Daniel Galletta asked about a budget category for mileage reimbursement, and recommended that David Reilly contact other Districts with a similar budget category and to contact the auditor for recommendations.

Joseph Lomax asked about the budget category for SE&SC refunds and the status of the Permit Extension Act. David Reilly noted that the District received a memo from Frank Minch, Exec Sec. with directions for the expiration of the Act and that the memo would be distributed.

Daniel Galletta noted that in the future the Board would have to look at reserves and needs to specify categories further.

David Reilly reported that he would be undergoing shoulder surgery on July 14, 2017 and presented a plan to address personnel issues related to shifting duties and work hours during recovery time. Allen Carter, Jr. noted that the plan was balanced on addressing recovery and the interests of the District.

At 10:45 am a motion was made by Allen Carter, Jr. and seconded by Joseph Lomax to end the executive session and return to the regular meeting. This motion passed unanimously.

Submitted by David Reilly