

Cape-Atlantic Conservation District Minutes

June 4, 2014

I. MEETING CALLED TO ORDER

Richard Dovey called the meeting to order at 10:01 A.M. at the District Office in Mays Landing, NJ.

II. ROLL CALL & DETERMINATION OF QUORUM

Supervisors: Richard Dovey, Joseph Lomax, Daniel Galletta, Allen Carter, Jr. and Arthur Brown

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

NRCS: Michelle Pedano and Nicholas Saumweber

SSCC: Frank Minch

Rutgers Coop. Ext.: Jenny Carleo, Cape May County and Rick VanVranken, Atlantic County

III. MINUTES

A motion was made by Allen Carter, Jr. and seconded by Joseph Lomax to approve minutes from the May 7, 2014 meeting.

IV. FINANCES

A. Treasurer's Report and Budget Amendments

After review of the May 2014 Treasurer's Report a motion was made by Daniel Galletta and seconded by Arthur Brown to approve Treasurer's Report and Expenses in the amount of \$97,959.82. Monthly reports for the PMC and Seed Drill accounts were also included in this motion.

Also included in motion made by Daniel Galletta and seconded by Arthur Brown was to approve adjustments to the FY-14 budget.

Adjustments made to the following categories:

Additions to 5012 NJACD \$450.00; 5021 Postage Meter \$84.67; 5023 GIS Maintenance Agreement \$400.00; 5031 Auto Insurance \$581.75; 5062 Computer Consulting \$42.24; 6200 PERS Annual Contribution \$6,262.00; 6300 Reimbursable-SSCC \$8,540.00.

Increase Reserve by \$16,360.66 to cover expenses.

B. *Renewal of 6-Month CD*

After discussion a motion was made by Allen Carter, Jr. and seconded by Joseph Lomax to roll over funds into a 10 month CD with Cape Bank.

V. *EXECUTIVE SESSION*

A motion was made by Daniel Galletta and seconded by Joseph Lomax to go into Executive Session 10:16 AM to discuss personnel.

A motion was made by Joseph Lomax and seconded by Allen Carter, Jr. to end Executive Session at 10:27 AM.

VI. *ACTION ON ITEMS FROM EXECUTIVE SESSION*

A motion was made by Allen Carter, Jr. and seconded by Joseph Lomax to edit Administrative Assistant I job description and to adopt Administrative Assistant II job title and responsibilities as presented in draft.

VII. *NEW BUSINESS*

A. *FY-15 Budget*

Budget Subcommittee of Joseph Lomax, Allen Carter Jr., and David Reilly met on May 30, 2014 to review FY-15 budget. Budget information was forwarded to all board members for review after the meeting. Daniel Galletta suggested increasing category 5062 to purchase backup data storage. After discussion a motion was made by Daniel Galletta and seconded by Joseph Lomax to adopt new FY-15 budget with \$500.00 increase to category 5062 Computer Consulting.

Joseph Lomax thanked David Reilly for his excellent work in preparing budget.

B. *Soil Erosion and Sediment Control Plans*

1. *May 2014 Certifications*

A motion was made by Joseph Lomax and seconded by Arthur Brown approving all Plan Certifications listed on the May 2014 Application Report except for applications 190-14, 202-14, 214-14, 226-14 and 227-14.

Joseph Lomax stepped out of meeting so a motion could be made on recused applications.

A motion was made by Arthur Brown and seconded by Allen Carter, Jr. approving applications 190-14, 202-14, 214-14, 226-14 and 227-14. Joseph Lomax recused since plans were submitted by past or current clients.

C. *Farmland Program (Board Action Required)*

1. *Payment Request*

A motion was made by Allen Carter, Jr. and seconded by Arthur Brown to approve the following Payment Request

a. August C. Wuillerman, \$3,765.18

D. 2015 New Jersey Envirothon

Glenn Ward reviewed the upcoming 2015 New Jersey Envirothon which will be held in the Cape Atlantic Conservation District's region. Board and Staff discussed possible locations for the event to be held. Glenn Ward will research location and update Board at a later date.

VIII. CORRESPONDENCE

NONE

IX. OLD BUSINESS

A. Education

Glenn Ward reported on the following:

- Participated in the Project WET Festival at the Alder Middle School in Egg Harbor Township utilizing the soil tunnel. Was one of numerous stations that younger students visited.
- Envirothon committee meeting is scheduled for later this month. Will be wrapping up the 2014 event and start planning the 2015 event.
- Will be participating in Nature Fest at Galloway Middle School on June 10th utilizing the soil tunnel. Students will visit the soil tunnel as one of many stations set up.

**B. Update – New Jersey Conservation District Workgroups.
Training Committee**

David Reilly reported

- Training Committee completed Supervisor Training Manual. Training committee will begin work on documents to be implemented by the Districts as a Supervisor training tool.

Policy and Procedures Committee

Joseph Lomax reported

- Deputy Attorney General released review of single family exemption policy. Documents will be forwarded to District's for review.
- Two thirds of the Policy and Procedures Manual will be sent out for review later this summer. The additional third should be completed and sent out for review in the fall.
- Commented how documents will be color coded so each section will be clearly indentified.

Adoption and Modifications of Fee Schedule

David Reilly and Michael Kent have reviewed document and have a few comments. David Reilly will prepare draft of comments and forward to board for review prior to sending to Trenton.

C. Update – CIG Project

David Reilly reported on the following:

- Installation on all farms is complete. Turf Services Express did a great job and was very easy to work with.
- Working with Kelly Gill. She will prepare a pollinator training session to assist staff and supervisors when out completing monthly inspections.
- Local Cape May County paper would like to do an article at the Littleworth/Cedar Creek Farm in Petersburg, NJ.
- In the process of completing first payment request.
- Next week will start the first of the monthly site documentation visits.

X. COMMENTS

A. Staff

Michael Kent

-Michael Kent and David Reilly will meet with potential intern June 5, 2014 for the fall semester.

-Updated Board on 251 projects.

-Thanked Glenn Ward for help with 251 plan review while working on CIG filter sock installation.

David Reilly

-Updated Board on the search for a Supervisor to replace Arthur Brown. Thanked Rick VanVranken and Arthur Brown for their suggestions for Supervisor Nominees. All documents need to be forwarded to SSCC by the end of July for approval at August meeting.

B. Supervisors

Joseph Lomax

-Northeast Regional Meeting will be held August 24-26, 2014, Newport RI. A motion was made by Arthur Brown and seconded by Daniel Galletta supporting staff and supervisors to attend meeting.

- NACD Summer Board Meeting will be held July 18-20, 2014, Indianapolis, IN. Conference will focus on Soil Health.

-NACD Financial Management Manual being revised. Also updating employee handbook.

-Part of Natural Resource Policy Group. Working on Endangered Species Act.

Daniel Galletta

-Thanked Arthur Brown for years of service on the Board.

Allen Carter, Jr.

-Thanked Arthur Brown for serving on the Board.

Richard Dovey

-Thanked Arthur Brown for his commitment and years of service to the District.

C. NRCS

Michelle Pedano

- Distributed and commented on NRCS monthly activity report.
- State Technical Committee meeting and tour scheduled for June 25, 2014.

Nicholas Saumweber

- Introduced himself to the Board and Staff. Talked about his background and work history.

D. SSSC

Frank Minch

- Report on activities happening on the State level.

E. Rutgers Cooperative Extension

Rick VanVranken (Atlantic County)

- 100th Anniversary of Cooperative Extension
- Received Conservation Innovation Grant for high tunnels and how they may extend growing season.

Jenny Carleo (Cape May County)

- Distributed and commented on monthly activity report.
- Hosting free webinar "What to Plant and How Much" Friday June 20, 2014 from 12:00-1:00 pm.

F. Public

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

XI. ADJOURNMENT

Motion was made by Allen Carter, Jr. and seconded by Joseph Lomax to adjourn meeting at 11:46 A.M. The next meeting will be held July 2, 2014, 8:00 AM 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