

# Cape-Atlantic Conservation District Minutes

March 22, 2017

## **MEETING CALLED TO ORDER**

Vice Chairman, Joseph Lomax called the meeting to order at 8:07 AM at the District office in Mays Landing, NJ.

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

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

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

NRCS: Nicholas Saumweber

USDA-PMC: Chris Miller

## **MINUTES**

After Board review, a motion was made by Allen Carter, Jr. and seconded by Robert Fenton to approve minutes from the February 22, 2017 meeting.

## **FINANCES**

### **A. Treasurer's Report – February 2017**

After review of the February 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 \$45,678.01.

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

## **NEW BUSINESS**

### **A. Soil Erosion and Sediment Control Plans 1. February 2017 Certifications**

A motion was made by Richard Dovey and seconded by Allen Carter, Jr. approving all Plan Certifications listed on the February 2017 Application Report.

**2. February 2017 Re-Certification**

A motion was made by Allen Carter, Jr. and seconded by Robert Fenton approving the Plan Re-certification listed on the February 2017 Application Report.

**3. Project Withdrawal - #80-17 Sea Grape Quad, Margate**

Received a request from Andrew Klose, Luxuria, LLC to withdrawal application #80-17. Application submitted was a duplicate of an application previously submitted. After board review and discussion a motion was made by Allen Carter, Jr. and seconded by Robert Fenton to withdrawal application and issue a full refund of \$655.00.

**B. NJACD 2017 Dues**

District received invoice from James Hill, Treasurer NJACD for annual dues. A motion was made by Richard Dovey and seconded by Allen Carter, Jr. to pay dues in the amount of \$750.00 as budgeted.

**C. CNA Insurance-Bonding**

Districts bonding policy with CNA Insurance is up for renewal. A motion was made by Allen Carter Jr. and seconded by Robert Fenton to renew policy for a period of three years in the amount of \$900.00 as budgeted.

**D. Gloucester SCD Shared Services Proposal**

David Reilly gave a brief summary of shared services proposal. Board will go into executive session to discuss in depth.

Daniel Galletta entered meeting at 8:20am.

Joseph Lomax passed chair to Daniel Galletta

**E. 2017 Supervisor Nominating Committee**

David Reilly reported that he spoke with Joseph Lomax and Robert Fenton and they both agreed to serve another term on the District board. David Reilly thanked both for their contribution and willingness to remain on the board.

A motion was made by Allen Carter, Jr. and seconded by Richard Dovey to approve the following members as the nominating committee for Joseph Lomax and Robert Fenton whose terms expire June 30, 2017.

- Ranae Fehr, Chairperson
- Frank Burns
- Anthony Melora
- Scott Boyer
- Donald Hamer

David Reilly stated committee will meet in April to review re-nominations

**F. New Printer**

A new printer is needed at the Administrative Assistants workstation. A cost comparison was distributed to the board for review. After review a motion was made by Allen Carter, Jr. and seconded by Joseph Lomax to authorize the purchase of a HP Laser Jet Pro M203DW from Staples in the amount of \$199.00.

**G. Farmland Program**

A motion was made by Joseph Lomax and seconded by Allen Carter, Jr. to approve the following Conservation Agreement;

- a. Frederick A. Neuhaus, Hammonton, 31.37 acres

## **CORRESPONDENCE**

### **A. SSSC/NJACD-2017 Regional Supervisor Meeting**

Annual Regional Supervisor Meeting is scheduled for April 4, 2017, 6:30pm at Maplewood III, Vineland, NJ. A motion was made by Richard Dovey and seconded by Allen Carter, Jr. to authorize registration expenses for five supervisors and District Manager to attend meeting.

## **OLD BUSINESS**

### **A. Education**

Glenn Ward

-Working on Earth Day displays for both Atlantic and Cape May Counties. District interns are working on fact sheets to be handed out at both events.

-Thanked Allen Carter, Jr. for providing wildflower seed to be handed out at Earth Day events.

-Deadline for poster contest entries is March 24, 2017. Three schools have submitted posters. Judging will take place next week. Winning posters from the District will be entered into State contest.

-Envirothon registration is low. Two teams from Cedar Creek High School are the only participants from the Cape Atlantic District.

### **B. RCPP-NFWF**

David Reilly

- Attended meeting on March 2, 2017 to review and discuss program with other partners. NFWF is looking for feedback of current program and discussed future programs and future funding.

Nicholas Saumweber

-Reported on the status of future RCPP grants.

-Updated board and staff on RCPP program and how Celia Rodrigues' time may be spent to satisfy requirements.

### **C. Strategic Plan**

-David Reilly, Joseph Lomax and Richard Dovey met on March 7th to work on goals and objectives as part of the 5 year strategic planning process. Outline will be forwarded to board for review.

-Joseph Lomax and Richard Dovey both thanked David Reilly for his research and preparation for meeting.

### **D. CPMPC Seasonal Employees**

David Reilly

-Updated board on search for Seasonal Biological Science Aide. David stated he and Chris Miller have selected a candidate. A motion was made by Joseph Lomax and seconded by Allen Carter, Jr. to hire Jerry McManus as a Seasonal Biological Science Aide starting March 27, 2017 at \$14.00/hr. at 24 hours/week.

-David Reilly noted that Jerry McManus may be able to be transferred to WAE at a later date. If Mr. McManus is transferred to WAE David and Chris Miller have interviewed another candidate that may be able to fill vacant position.

## **COMMENTS**

### **A. Staff**

#### **David Reilly**

-Update on SADC state cost share for deer fencing and soil and water conservation. District mailed letters to permanently preserved farms and farmers enrolled in the 8 year program. Applications are approved on a first come first server basis. To date the District has received 1 application.

-Supervisor nomination and re-nomination process is under review. The state is looking at ways of streamlining paperwork and possibly eliminating nominating committees.

-In the process of opening accounts with Farm Bureau Bank.

-Performed annual employee evaluations of District staff. Daniel Galletta will perform David's evaluation after meeting today.

-Stormwater basin inspection procedures have been approved by the SSCC for distribution to the Districts for review and comments. Report will then be forwarded to board for review and comments. All comments collected will be sent to state.

- Michael Kent updated board on procedures and reporting process. Final draft should be complete mid-April and presented to the board at next meeting.

#### **Michael Kent**

-Reported on permit extension act. Staff is preparing to send out next round of letters informing applicants of the need to re-certify their 251 certifications.

### **B. Supervisors**

#### **Robert Fenton**

-Work continues on farm to prepare for upcoming season.

#### **Joseph Lomax**

-NACD Northeast Regional Meeting will be held August 13-15, 2017, Burlington, Vermont.

-Strategic planning process for the northeast has begun.

-Discussed NACD federal budget concerns.

-Discussed scheduling a follow-up meeting with Allen Carter, Jr. and Assemblyman Andrzejczak in regards to the Plant Materials Center lease.

-Reported on NJ Forestry Association meeting. NRCS discussed ways in which they can be of assistance.

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

-Reported local crops have not been affected by weather.

-Update on recently attended Farm Bureau meeting.

-Discussed scheduling a follow-up meeting with Assemblyman Andrzejczak and Joseph Lomax to discuss Plant Material Center lease.

-Washington DC is looking for fresh sod for upcoming demonstration.

#### **Richard Dovey**

-Attended Atlantic County Board of Agricultural Legislators Appreciation Dinner on March 15, 2017.

-District strategic planning meeting with David Reilly and Joseph Lomax was very productive.

-Commented on recent trip to Nashville to visit gas waste water facility.

**Daniel Galletta**

-Reported on recent trip to Florida and strawberry crop that was hit hard by cold temperatures.

**C. NRCS**

**Nicholas Saumweber**

-Distributed NRCS Monthly Report for review and comment.  
-Reviewed program sign-ups and cut-off dates.  
-NRCS will host Grazing Training 6/20-21-2017. District is welcome to attend. Copy of agenda will be forwarded once formalized.  
-Commented on new criteria released for Conservation Planner Certification.  
-Presenting on NRCS programs at Salem Oak Winery March, 28, 2017. Attendees from the cancelled Uncorked South Jersey event have been invited to attend.

**D. CMCPMC**

**Chris Miller**

-Reported on current status of Plant Materials Center lease. Carrie Lindig is assisting in process and suggested contacting Legislators to help rectify situation. Joseph Lomax suggested preparing memo outlining all steps taken to this point.

**David Reilly**

-Native Plant Journal subscription is up for renewal. A motion was made by Allen Carter, Jr. and seconded by Joseph Lomax to renew 3 year electronic subscription in the amount of \$395.00. Subscription will be paid from PMC account.

**E. 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 9:45 a.m.

A motion was made by Joseph Lomax and seconded by Allen Carter, Jr. to end executive session at 10:22 a.m. and return to the regular meeting.

**ACTION ON ITEMS FROM EXECUTIVE SESSION**

It was the consensus of the Board to have David Reilly contact the Gloucester Co. SCD and ask them to address the proposal as follows:

The proposal should be put in the format of an agreement by their District Solicitor, and that the Supervisors and Staff of the Cape Atlantic Soil Conservation District be added to the liability policy of the Gloucester Co. SCD.

## ***ADJOURNMENT***

Motion was made by Allen Carter, Jr. and seconded by Robert Fenton to adjourn meeting at 10:30 a.m. The next meeting will be April 26, 2017 at 8:30 a.m. at the Plant Materials Center in Cape May Court House, 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  
March 22, 2017

Motion to go into executive session for contract issues related to a proposed shared services agreement with the Gloucester County Soil Conservation District was made by Richard Dovey, and seconded by Joseph Lomax at 9:45 am.

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

David Reilly presented a shared services proposal from the Gloucester County Soil Conservation District (GCSCD). David Reilly provided information provided to him from Karol Blew GCSCD Administrator during a telephone conversation on 3/21/2017. The GCSCD is seeking to enter into a shared services agreement due to their longtime plan reviewer retiring suddenly with just 30 days notice. The proposal is for April 2016 until Fall 2017 to assist with plan review for more complex 251 projects. David Reilly presented a revised proposal that he included to have the CASCD board members consider for inclusion.

David Reilly provided the district hourly rate for the GCSCD and for other districts in South Jersey. The rate GCSCD charges for implementation of 251 is \$120.00 per hour.

Allen Carter asked about when time would begin for each instance of assistance. David Reilly responded that it would begin when CASCD staff would leave the CASCD office. Since David Reilly would most like be doing the reviews this time could be reduced since he is closer to the GCSCD office and would be able to leave from home to go directly to the GCSCD. David Reilly reported that the site visit component of the review would be conducted using GCSCD vehicles and that CASCD employees would be escorted by a GCSCD employee.

Rick Dovey asked about the rate that CASCD utilizes to administer 251. David Reilly responded that the CASCD rate is \$90.00 per hour. Rick Dovey stated that the rate that the CASCD charges the GCSCD should be consistent and be set at \$90.00 per hour.

Joseph Lomax asked if the CASCD had the time to handle the elements of the proposal. David Reilly responded that the proposal is for 2-4 days per month, depending on the types of projects that come into the GCSCD. David Reilly noted that in each of the subsequent three years staff has worked on projects that had taken more 2-4 days per month with the CIG project in 2014 and 2015, and the NACD NE Regional meeting in 2016. David Reilly stated that if he were to provide the review assistance than we may need to shift some minor duties to the Asst. Mgr. for a limited period of time.

Joseph Lomax discussed the issue of liability with this activity and noted that a hold harmless agreement may not be sufficient and that the CASCD be added to the GCSCD liability policy. Joseph Lomax also noted that there should be a legal review of the proposal and that the proposal should be put into the format of an agreement and that the agreement should have a termination date, and that the option for termination of the agreement before its set termination date should be further clarified in the proposal.

At 10:22 am a motion was made by Joseph Lomax and seconded by Allen Carter, Jr. to end the executive session and return to the regular meeting. This motion passed unanimously.

Submitted by David Reilly