

Cape-Atlantic Conservation District Minutes

March 24, 2021

MEETING CALLED TO ORDER AND PUBLIC NOTICE ANNOUNCEMENT

Chairman Allen Carter, Jr., called the meeting to order at 8:00 a.m. via video conference.

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, Cormac Morrissey, Joseph Lomax and Richard Dovey

Staff: Michael Kent, Glenn Ward, Chelsea Steffes and Marie Rogowski

Natural Resources Conservation Service (NRCS): Michelle Pedano

NRCS-Plant Materials Center (PMC) : Chris Miller

MINUTES

A. Minutes of February 24, 2021 Meeting

Copy of minutes were emailed to the Board prior to meeting. After Board review, a motion was made by Richard Dovey and seconded by Joseph Lomax to approve minutes from the February 24, 2021 meeting. The motion passed unanimously.

FINANCES

A. Treasurers Reports – February 2021

February 2021 District and PMC Treasurer's reports were emailed to the Board prior to meeting.

After review and discussion, a motion was made by Joseph Lomax and seconded by Robert Fenton to approve the Districts February 2021 treasurer's report, balance sheet and expenses in the amount of \$39,824.60. The motion passed unanimously.

After review of the PMC monthly expense report for February 2021, a motion was made by Joseph Lomax and seconded by Richard Dovey to approve treasurer's report, balance sheet and account balance of \$9,209.24. The motion passed unanimously.

B. *Certificate of Deposits (CD)*

1. A 12 month CD with OceanFirst Bank is due for renewal April 29, 2021. After Board discussion, a motion was made by Robert Fenton and seconded by Richard Dovey to have Michael Kent explore interest rate options and to roll over funds into a 12 month CD with a financial institution that has best rate available. The motion passed unanimously.
2. Michael Kent reported that a 12-month CD with Farm Bureau Bank has been rolled-over into a 12 month CD at a rate of .75%.

NEW BUSINESS

A. *Soil Erosion and Sediment Control Plans*

February 2021, 251 Certifications, Re-certifications and Denied application reports were emailed to the Board prior to meeting for review.

1. February 2021 Certifications

A motion was made by Joseph Lomax and seconded by Richard Dovey approving all Plan Certifications listed on the February 2021 Application Report except for applications 52-21, 57-21 and 71-21. The motion passed unanimously.

A motion was made by Richard Dovey and seconded by Robert Fenton approving applications 52-21, 57-21 and 71-21. Joseph Lomax recused having a conflict of interest. Joseph Lomax abstained from motion. The motion passed.

2. February 2021 Re-certifications

A motion was made by Joseph Lomax and seconded by Robert Fenton approving application 205-02 listed on the February 2021 Re-Certification Application Report. The motion passed unanimously.

3. February 2021 Denied Application

A motion was made by Robert Fenton and seconded by Joseph Lomax approving all denials listed on the February 2021 Denied Application Report. The motion passed unanimously.

B. *2021 Soil and Water Cost Share Table*

2021 Soil and Water Cost Share Table was emailed to the Board prior to meeting for review.

Michael Kent stated that the State Soil Conservation Committee (SSCC) requires each District Board to approve table.

After discussion, a motion was made by Joseph Lomax and seconded by Robert Fenton to approve the 2021 Soil and Water Cost Share Tables as presented. The motion passed unanimously.

C. *Regional Supervisor Meeting*

SSCC taking a poll of District Supervisors to see if the Regional Supervisor meeting should be virtual or in-person. There was board consensus that if properly organized

and safety measure in place they would support an in-person meeting. If in-person meeting is to be held, it will be May 6, 2021 at 6pm at Maplewood, Vineland, NJ.

A motion was made by Joseph Lomax and seconded by Robert Fenton to authorize expenditures totaling \$165.00 for all supervisors and 1 staff to attend meeting. The motion passed unanimously.

D. Budget Committee

Cormac Morrissey and Richard Dovey will serve on FY-22 Budget Sub-Committee. The sub-committee will meet with Michael Kent review and discuss FY-22 budget.

E. Farmland Program

NONE

CORRESPONDENCE

A. New Jersey Associates of Conservation District (NJACD) 2021 Dues

District received request for NJACD 2021 annual dues. A motion was made by Robert Fenton and seconded by Joseph Lomax to pay annual association dues in the amount of \$850.00 as budgeted. The motion passed unanimously.

OLD BUSINESS

A. Education

Glenn Ward

-Update on 2021 Envirothon. Event will be held virtual on May 22, 2021. Virtual training session for students will be held May 3, 2021.

-Envirothon Committee is requesting a donation from the District. After discussion, there was board consensus to have District's donation from last years cancelled event roll over to this year.

-Discussed offering mini-grants to schools within the District that register and participate in event. A motion was made by Joseph Lomax and seconded by Robert Fenton to award five (5) \$50.00 mini-grants to the first five schools to register and participate in Envirothon. The motion passed unanimously.

B. Grants

Michael Kent reported on the following;

-Working with Michelle Pedano, NRCS to fill NACD grant vacancy at Vineland field office.

-Additional paperwork was needed for the 2021 National Association of Conservation Districts (NACD) grant. Documents were submitted and the District should be notified in April.

-Update on Ashley Hines who has filled the Civil Engineer Technician (CET) grant position at the Woodstown field office. District vehicle that was housed in Vineland was taken to Woodstown office for Ashley Hines to utilize.

C. Fee Schedule

Michael Kent stated that the SSCC has approved District's fee schedule. After Board discussion, a motion was made by Cormac Morrissey and seconded by Joseph Lomax to have new fee schedule go into effect July 1, 2021. The motion passed unanimously.

D. State Agricultural Development Committee (SACD) Inspections

Chelsea Steffe reported that after instruction from Briana Nagengast she has begun SACD farm inspections. Intern Rachel Thornton has assisted with some of the inspections.

E. Exit Interview

Allen Carter, Jr and Cormac Morrissey updated the board on the exit interview of Briana Nagengast.

COMMENTS

A. Staff

Marie Rogowski

- Continuing to remain very busy in office.
- Processing several invoices received from Chris Miller, PMC for plant material sold.
- Thanked everyone for their support while out of the office.

Glenn Ward

- Update on number of 251 application received and activity throughout the District.
- Thanked Chelsea Steffes for her assistance in daily District operations.

Michael Kent

- Update on virtual Delaware Estuary Science and Environmental Summit attended March 1-3, 2021.
- Update on virtual State Committee meeting attended March 8, 2021.

B. Supervisors

Cormac Morrissey

- Response to Glenn Ward's comment about construction activity throughout the District.

Robert Fenton

- Commented on possible turtle habitat project at Oyster Creek.

Joseph Lomax

- Update on virtual State Committee held March 8, 2021. Sec. Fisher expressed concerns of solar field development and the impact on farmland.
- Update on appointments made by NACD Pres. Michael Crowder. New Jersey remains on Natural Resources Policy Committee.
- Reappointed to NACD By-laws Committee, Human Resources Committee and Chair of Coastal Resources Policy Group.
- NACD Employee Manual update. Currently under legal review.
- Thanked Michael Kent for his work on District Fee Schedule.

Allen Carter, Jr.

- Update on Farm Bureau Director Meeting attended on March 23, 2021. Topics of discussion were: Farm Workforce Development, Biden Initiatives, Estate Tax, NJ Budget, Dairy Milk Insurance program, Deer Initiative, Seasonal Labor and Solar.
- Update on New Jersey Farm Bureau newsletter.

C. USDA-NRCS

Michelle Pedano

- Update on facility staffing. All field offices are to maintain staffing at 25% or less.
- Monthly NRCS activity report update.
- Discussed this years Ag. Legislature Dinner that will be held virtually this evening at 7pm via Zoom.

Chris Miller, PMC

- Remaining very busy at the center
- Update on season employee Dustin Welsh that started last week.
- PMC partnered with the University of Maryland and George Washington University to do a large planting along the lower eastern shores of Maryland to study conservation plants and how they tolerate coastal flooding and saltwater intrusion.

D. 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 9:20 a.m. to discuss personnel issues. The motion passed unanimously.

A motion was made by Joseph Lomax and seconded by Robert Fenton to end executive session at 9:55 a.m. and return to the regular meeting. The motion passed unanimously.

ACTION ON ITEMS FROM EXECUTIVE SESSION

A motion was made by Robert Fenton and seconded by Cormac Morrissey to interview for the position of Level I Site Inspector/Plan Reviewer with an anticipated start date of July 1, 2021. The motion passed unanimously.

A motion was made by Richard Dovey and seconded by Joseph Lomax to add the cost of two new vehicles into the proposed FY-22 budget.

A motion was made by Cormac Morrissey and seconded by Joseph Lomax to interview for the vacant NACD TA grant position.

ADJOURNMENT

Chairman Allen Carter, Jr. adjourned the meeting at 10:02 a.m. The next meeting will be Wednesday April 28, 2021 at 8:30 a.m. at the Plant Materials Center, Cape May Court House, NJ.

Marie Rogowski,
Administrative Assistant

Executive Session
of the Cape Atlantic Conservation District
March 24, 2021

Motion to go into executive session was made by Joe Lomax and seconded by Robert Fenton at 9:20 a.m. to discuss personnel issues. The motion passed unanimously. The meeting was held via video/tele conferencing.

Attendees

District Supervisors: Allen Carter, Joseph Lomax, Richard Dovey, Robert Fenton and Cormac Morrissey

District Staff: Michael Kent

Michael Kent had discussion with the Board of Supervisors for the purpose of hiring a new person for the position of Level 1 Site Inspector/Plan Reviewer. Mr. Kent explained that the workload was increasing in the District and that there was a need for additional staff to handle the workload. Mr. Kent stated that the District has a current intern that the Board may want to consider for a possible interview.

Mr. Kent suggested to the Board that the District may need to purchase additional vehicles to accommodate anticipated staff levels.

Mr. Kent had discussion with the Board for the purpose of interviewing for the vacant NACD TA grant position.

A motion was made by Joseph Lomax and seconded by Robert Fenton to end executive session at 9:55 a.m. and return to the regular meeting. The motion passed unanimously.

Submitted by Michael Kent