

# Cape-Atlantic Conservation District Minutes

March 5, 2014

## ***MEETING CALLED TO ORDER***

Joseph Lomax called the meeting to order at 8:06 A.M. at the District office in Mays Landing, New Jersey.

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

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

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

NRCS: Michelle Pedano

NJ Dept. of Agriculture: John Showler

PMC: Chris Miller

Supervisor not in attendance: Arthur Brown

## ***MINUTES***

Chair passes to Daniel Galletta

A motion was made by Allen Carter, Jr. and seconded by Joseph Lomax to approve minutes from the January 28, 2014 meeting.

Daniel Galletta abstained from this motion.

Chair passes back to Joseph Lomax

## ***FINANCES***

### ***A. Treasurer's Report***

After review of the January 2014 Treasurer's Report a motion was made by Richard Dovey and seconded by Allen Carter, Jr. to approve Treasurer's Report and Expenses in the amount of \$47,520.67. Monthly reports for the PMC and Seed Drill accounts were also included in this motion.

After review of the February 2014 Treasurer's Report a motion was made by Allen Carter, Jr. and seconded by Daniel Galletta Jr. to approve Treasurer's Report and Expenses in the amount of \$43,520.67. Monthly reports for the PMC and Seed Drill accounts were also included in this motion.

**B. *Approved Revised FY-14 Budget***

David Reilly presented to the Board a copy of the revised FY-14 budget that was approved at the January 28, 2014 meeting.

**C. *Cape Bank – 12 Month CD***

David Reilly informed the Board that a 12 month CD with Cape Bank will reach maturity March 20, 2014. Daniel Galletta suggested keeping funds with Cape Bank in CDARS Program. A motion was made by Daniel Galletta and seconded by Allen Carter, Jr. to roll over CD with Cape Bank for an addition 12 months.

***NEW BUSINESS***

Chairs passes to Richard Dovey

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

***1. Certifications/Denial  
January 2014***

A motion was made by Joseph Lomax and seconded by Daniel Galletta approving all Plan Certifications listed on the January 2014 Application Report except for applications 497-13, 6-14, 15-14, 26-14, 29-14, 30-14, 42-14 and 46-14.

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

A motion was made by Allen Carter, Jr. and seconded by Daniel Galletta approving applications 497-13, 6-14, 15-14, 26-14, 30-14, 42-14 and 46-14. Joseph Lomax recused since plans were submitted by past or current clients.

Allen Carter, Jr. stepped out of meeting so a motion could be made on recused application.

A motion was made by Joseph Lomax and seconded by Daniel Galletta approving application 29-14. Allen Carter, Jr. recused having a conflict of interest.

***February 2014***

A motion was made by Joseph Lomax and seconded by Allen Carter, Jr. approving all Plan Certifications listed on the February 2014 Application Report except for applications 59-14, 74-14, 82-14 and 88-14.

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

A motion was made by Allen Carter, Jr. and seconded by Daniel Galletta approving applications 74-14, 82-14 and 88-14. Joseph Lomax recused since plans were submitted by past or current clients.

Daniel Galletta stepped out of meeting so a motion could be made on recused application.

A motion was made by Allen Carter, Jr. and seconded by Richard Dovey approving application 59-14. Daniel Galletta recused having a conflict of interest.

Chair passes back to Joseph Lomax

**B. *Farmland Program (Board Action Required)***

**1. *New Cooperators***

A motion was made by Richard Dovey and seconded by Daniel Galletta to approve the following cooperator agreements:

- a. John Reynolds, Folsom Borough, 45 Acres, Fruit Trees and Raspberries
- b. Maria Carozza, Upper Township, 10.56 Acres, Vegetables and Herbs

**C. *Plant Material Center MOU***

Chris Miller reviewed memo he received regarding PMC and MOU for transfer of seed and plants. Chris anticipates that a new agreement template will be available from NRCS in 4-5 months. David Reilly, Joseph Lomax and Daniel Galletta will work on changes when document is available.

**D. *2014 Supervisor Nominating Committee***

Board Supervisors Joseph Lomax and Arthur Brown terms are expiring June 30, 2014. A motion was made by Allen Carter, Jr. and seconded by Daniel Galletta approving the following nominating committee members:

1. Martin Teller, Chair
2. Frank Burns
3. Ranae Fehr
4. Donald Hamer
5. Anthony Melora

***CORRESPONDENCE***

**A. *Carl Quazza, Chairman, HEP SCD***

District was copied on letter sent to Frank Minch from Carl Quazza, Chairman, HEP SCD requesting that the topic of "Statewide Importance" be

put on the agenda of the next State Soil Conservation Committee meeting scheduled for March 10, 2014.

Daniel Galletta excused himself from remainder of meeting.

**B. *Pricilla Hayes, President NJACD, New Jersey Envirothon***

Received letter from Priscilla Hayes asking Districts to contribute to this year's Envirothon. A motion was made by Richard Dovey and seconded by Allen Carter Jr. to donate \$500.00 to the Envirothon.

**OLD BUSINESS**

**A. *SSCC Administrative Bulletins***

A copy of the following Administrative Bulletins were presented to the Board for review:

- 2013-1.0 Disposition of Excess and/or Surplus Property
- 2013-2.0 Computer and Internet Access and Use

A motion was made by Allen Carter, Jr. and seconded by Richard Dovey to approve and adopt both bulletins.

**B. *Education***

Glenn Ward reported on the following:

- Submission deadline for the poster contest is March 7<sup>th</sup>. Student participation is low.
- The Envirothon planning committee is scheduled to meet on March 6<sup>th</sup> at the Forest Resource Education Center. There will be no National Envirothon in 2014 due to reorganization.
- The Atlantic County Earth Day Celebration will be held on Sunday April 27<sup>th</sup> at the ACUA. The Cape May County earth day will be on Saturday April 26<sup>th</sup> and be held at The Cape May County Zoo. The District will also be present at the FAA earth day event on Thursday April 24<sup>th</sup>. This will be the first time the District will be attending this event.
- With the help of intern Jen Jackson, the District is reintroducing the "Resource News" newsletter. It will be produced bi-annually.

**C. *Update – New Jersey Conservation District Workgroups.***

**a. *David Reilly – Training Subcommittee***

-David & Michael Kent have attended meetings to review policy and procedures manual feedback received from other Districts.

**b. *Joseph Lomax – Policy and Procedures Subcommittee***

- Single Family Exemption policy forwarded to Attorney General's Office for review.
- Work continues on Administrative Policy & Procedure Manual. Hope to have it completed within the next few months.

**D. Update – CIG Project**

- David Reilly thanked Daniel Galletta for all his help with CIG project preparation.
- Bid packages have been assembled and announcement went out.
- Pre-bid meeting scheduled for March 3, 2014 was canceled due to inclement weather. Meeting will not be rescheduled. David Reilly may field any calls regarding bid package until 3PM on March 14, 2014.
- After discussion the Board will meet on March 24, 2014 at 8:00 AM at the District Office to award bid for Conservation Innovation Grant.

**COMMENTS**

**A. Staff  
David Reilly**

- Thanked Board for supporting him to attend NACD's annual meeting in Anaheim California.
- District was not awarded \$10,000.00 grant from NACD.
- Designed and assisted in setting up display for the New Jersey Flower Show. Michael Kent and Glenn Ward worked Flower Show on February 14, 2014.
- Regional Supervisor Meeting is scheduled for March 27, 2014, 6PM at the Italian Affair in Glassboro. David will send in registration for any Supervisors who wish to attend.
- Updated Board on evergreen transplant sale. After discussion a motion was made by Richard Dovey and seconded by Allen Carter, Jr. to advertise sale on the Press of Atlantic City's website for \$100.00.
- David would like to purchase outerwear with District logo for Supervisors and staff to wear while working the many events that are forthcoming. A motion was made by Allen Carter, Jr. and seconded by Richard Dovey to approve purchase.
- David continues to work with SJRC&D as Chair of Team Habitat. RC&D is looking to hire a part time project coordinator that may require some projects to obtain SE&SE Plan Certification. David will advise Board of any changes of level of activity with SJ RC&D.

**Michael Kent**

- Distributed second quarter Soil Erosion and Sediment Control program statistics for Board review.
- Updated Board on interns and how helpful they have been.
- New Standards in effect as of February 20, 2014. Standards have been posed on District website along with updated application forms.
- District will hold a seminar on March 13, 2014 at 9:00AM for Construction Officials, Municipal Engineers, Engineers, Architect and Builders to review changes made to the Standards.

**Glenn Ward**

-Very busy preparing for the many education events coming up in the next few months. Interns have been a very big help in preparation efforts.

**B. Supervisors**

**Allen Carter, Jr.**

- Thanked Board for supporting him to attend NACD's annual meeting in Anaheim California.
- Commented on the many workshops and resolution meetings attended.
- Commended David Reilly on a job well done on his presentation at annual meeting.
- The first and third place winners of the National Poster Contest were from New Jersey.

**Joseph Lomax**

- Thanked Board for supporting him to attend NACD annual meeting in California. Also commended David Reilly on his presentation at conference. Pricilla Hayes would like to see David's presentation done on the local level.
- Northeast Regional Meeting will be held August 24-26, 2014 in New Port, Rhode Island.
- Discussed with Board and Staff the possibility of a summer intern. Michael Kent will contact Richard Stockton College to verify availability of interns during the summer semester.

**C. NRCS**

**Michelle Pedano**

- Distributed and commented on NRCS monthly activity report.
- 2014 Farm Bill was signed February 7, 2014
- General EQIP and EQIP Soil Health Initiative signups closed February 21, 2014
- Press Release: Pre-Proposals for 2014 National Conservation Innovation Grant Program due March 7, 2014.
- EQIP CAP and EQIP Initiatives sign up deadline is March 31, 2014.

**D. New Jersey Department of Agricultural**

**John Showler**

- Standards errata sheet posted on website.
- Working with Rutgers to get basin database application working. Districts may be able to start entering data in a few weeks.
- Working with New Jersey Builders Association and DEP to do a study on infiltration basins.
- Working around the State to assist with 251 issues.

**E. Public**

Opened meeting to public comment.

No comments from public in attendance.

## ***ADJOURNMENT***

Motion was made by Allen Carter, Jr. and seconded by Richard Dovey to adjourn meeting at 9:50 A.M. The next meeting will be held April 2, 2014, 8:30 AM at the Plant Material 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