

# Cape-Atlantic Conservation District Minutes

Special Meeting  
May 18, 2015

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

Chairman, Richard Dovey called the meeting to order at 4:05 P.M. at the Cape Atlantic Conservation District Office in Mays Landing.

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

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

Staff: David Reilly

PMC: Chris Miller

## ***NEW BUSINESS***

### ***A. Review of District Employee Classification Policy***

David Reilly provided supervisors with a current District Employee Classification Policy dated January 1989. The District Solicitor George Botcheos recommended changes to the policy to allow for the hiring of seasonal employees. Daniel Galletta questioned the duration and definition of a seasonal employee. David Reilly responded that the employees will be hired as seasonal employees, and will not work for more than six consecutive months, as defined within the New Jersey Public Employees Retirement System Handbook. The definition of a seasonal in the proposed policy is consistent with PERS, and George Botcheos has reviewed and recommended the new seasonal employee classification.

A motion was made by Allen Carter, Jr. and seconded by Joseph Lomax approving the proposed revised policy for District Employee Classification dated May 18, 2015.

### ***B. Cooperative Agreement with NRCS***

David Reilly distributed the proposed Contribution Agreement with NRCS for the hiring of two (2) Seasonal Biological Science Aids to be detailed to work at the Cape May Plant Materials Center. David Reilly noted to the board that the Contribution Agreement allows for NRCS to provide for 100% of the cost of the project which will be \$20,832.00.

A motion was made by Allen Carter, Jr. and seconded by Daniel Galletta to enter into the Contribution Agreement.

David Reilly reviewed the Signature Authority requirements of the agreement. The agreement requires the Cape Atlantic Soil Conservation District to provide in writing the names of individuals representing the District who can sign the agreement, future modification and sign for reimbursements.

A motion was made by Joseph Lomax and seconded by Allen Carter, Jr. to authorize Richard S. Dovey as primary Signature Authority, and Daniel J. Galletta as signature authority in the absence of Richard S. Dovey.

David Reilly provided information to the board with regards to working with Cape May Plant Materials Center Manager Chris Miller to recruit candidates for the positions. Joseph Lomax noted that the contribution agreement designates David Reilly as the director of the agreement.

A motion was made by Joseph Lomax and seconded by Robert Fenton to authorize David Reilly to conduct the interview and hiring process, and to work with Chris Miller in identifying candidates for the seasonal employee positions under the terms of the agreement.

**C. *Modification of FY-15 Budget***

David Reilly provided a revised FY15 District Budget which includes a new income category for the NRCS Contribution Agreement, and a new seasonal employee expense category. Other expense categories are proposed to be revised for insurance, accounting and employer taxes.

A motion was made by Allen Carter, Jr. and seconded by Joseph Lomax to approve the proposed revised District budget dated May 18, 2015.

***ADJOURNMENT***

Motion was made by Joseph Lomax and seconded by Allen Carter, Jr. to adjourn meeting at 4:35 P.M. The next regular meeting will be held May 27, 2015 at 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.

Respectfully submitted,

David Reilly,  
District Manager