

Cape-Atlantic Conservation District Minutes

May 22, 2019

MEETING CALLED TO ORDER AND PUBLIC NOTICE ANNOUNCEMENT

Chairman, Allen Carter, Jr. called the meeting to order at 8:00 a.m. at the District office in Mays Landing, NJ.

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., Joseph Lomax and Richard Dovey

Staff: David Reilly, Michael Kent, Marie Rogowski and Rebecca Watson

Natural Resources Conservation Service (NRCS): Nicholas Saumweber

MINUTES

A. Minutes of April 24, 2019 meeting

After Board review, a motion was made by Richard Dovey and seconded by Joseph Lomax to approve minutes from the April 24, 2019 meeting. The motion passed unanimously.

B. Executive Session Minutes of April 24, 2019 meeting

After Board review, a motion was made by Richard Dovey and seconded by Joseph Lomax to approve executive session minutes from the April 24, 2019 meeting. The motion passed unanimously.

FINANCES

A. Treasurer's Reports – April 2019

After review of the District's April 2019 Treasurer's Report, a motion was made by Richard Dovey and seconded by Joseph Lomax to approve treasurer's report and expenses in the amount of \$53,118.05. The motion passed unanimously.

After review of the Plant Materials Center (PMC) monthly expense report for February 2019, a motion was made by Richard Dovey and seconded by Joseph

Lomax to approve report and account balance of \$23,996.15. The motion passed unanimously.

B. Ocean County Soil Conservation District Shared Services Agreement

Ocean County Soil Conservation District would like to extend the current shared services agreement with the District that expires May 31, 2019. The proposed extension would run from June 1, 2019 through December 31, 2019 with no changes to the terms of the agreement. After board discussion a motion was made by Joseph Lomax and seconded by Richard Dovey to extend agreement until December 31, 2019. The motion passed unanimously.

NEW BUSINESS

A. Soil Erosion and Sediment Control Plans

1. April 2019 Certifications

A motion was made by Joseph Lomax and seconded by Richard Dovey approving all Plan Certifications listed on the April 2019 Application Report except for applications 111-19, 126-19, 144-19 and 145-19. The motion passed unanimously.

Chair passes to Joseph Lomax

A motion was made by Richard Dovey and seconded by Allen Carter, Jr. approving applications 111-19, 126-19, 144-19 and 145-19. Joseph Lomax recused having a conflict of interest. Joseph Lomax abstained from this motion. The motion passed.

Chair passes to Allen Carter, Jr.

2. April 2019 Re-certification

A motion was made by Joseph Lomax and seconded by Richard Dovey approving application listed on the April 2019 Re-Certification Application Report. The motion passed unanimously.

B. Farmland Program

1. Conservation Agreements

After board review and discussion, a motion was made by Richard Dovey and seconded by Joseph Lomax approving the following Conservation Agreement;

- a. Keith Pollock, Hamilton Township, 14 acres, grain & vegetables.

The motion passed unanimously.

2. Conservation Plans

After board review and discussion, a motion was made by Joseph Lomax and seconded by Richard Dovey approving the following Conservation Plans;

- a. Middle Township, 8.4 acres – Aquaculture activities
- b. Hamilton Township, 31.8 acres – Drip in blueberries & cover crop
- c. Folsom, 7 acres – Seasonal high tunnel

The motion passed unanimously

C. Fiscal Year 2019 (FY19) Audit Letter of Engagement

David Reilly reported that the District received the FY19 Audit Letter of Engagement from Nightlinger, Colavita & Volpa, P.A. After board discussion, a motion was made by Richard Dovey and seconded by Joseph Lomax to accept the charge of \$3,897.00 for the FY19 audit and to authorize David Reilly to sign and return engagement letter. The motion passed unanimously

CORRESPONDENCE

- A. Charles Buscaglia, Chairman, Freehold Soil Conservation District**
District was copied on letter to Frank Minch, Executive Secretary, State Soil Conservation Committee (SSCC) from Charles Buscaglia, Chairman, Freehold Soil Conservation District regarding Supervisor Performance Standards.

After review of the letter and Board discussion a motion was made by Richard Dovey and seconded by Joseph Lomax to draft a letter supporting the reevaluation of supervisor performance standards. The motion passed unanimously.

OLD BUSINESS

A. Education

David Reilly

-District's winning posters were sent to Trenton for judging on the State level. The District had no winners on State level.

-25 teams participated in this year's Envirothon. MATES team #1 came in first place. Cedar Creek High School team #1 came in 5th and team #2 finished 12th. Absegami High School, a new participant, finished in the bottom half. Winning team will go on to the National Envirothon at North Carolina State University July 28th-Aug. 2nd, 2019.

-Enjoyed participating as a judge in the Team Presentations.

-2020 Envirothon topic will be, Water Resources Management: Local Control and Local Solutions.

-Glenn Ward will be utilizing the soil tunnel at the following upcoming events;

May 29, 2019-Egg Harbor Twp. Environmental Festival

June 6, 2019-Galloway Township Nature Fest.

B. Regional Conservation Planning Partnership—National Fish and Wildlife Foundation (RCPP-NFWF)

David Reilly

-In contact with Larry Ellsworth to discuss the possibility of a grant extension.

-Spoke with Carrie Lindig. Will invite her to District's June meeting to discuss program.

C. Basin Inspection Program

Michael Kent reported that he, David Reilly and John Showler completed the field portion of the basin inspections for Port Republic. Data collected will be generated into a report and submitted to Port Republic as per agreement.

COMMENTS

A. Staff

David Reilly

-Reported that he and Glenn Ward met with Eric Husta, Atlantic County Division Director of Parks and Recreation, and Adam Witcraft, Deputy Director of Parks and Recreation at the request of Diana Rutula, Atlantic County Deputy County Administrator on May 8, 2019 to discuss partner outreach programs, and how the District can assist the County.

- Sean Yeats has started work at the Plant Materials Center (PMC) on May 13, 2019. Dana Rafter will start on May 28, 2019.
- On April 24, 2019 met with Joseph Lomax and Richard Dovey to work on District's strategic plan. Will be meeting with Joseph Lomax after today's meeting to review strategic plan. Looking at an early fall completion date.
- Staff participated in the National Association of Conservation Districts (NACD) Coastal Connections Webinar held May 16, 2019.

Michael Kent

- Reported on 251 activity throughout the District.
- Continuing with NRCS AgLearn requirements.
- Will be attending Economics of Conservation Training, June 4-6, 2019 in Lebanon, NJ along with Rebecca Watson and Briana Nagengast.

Rebecca Watson

- April 6, 2019 attend the Quail Habitat Education Day at Landis Sewerage Authority, Vineland, NJ. Many boy scouts in attendance.
- Held a presentation at Stockton University pre-school. Made seed-bombs with the children.
- Spoke with Vineland High School AP Environmental students about experiences since graduating high school. May have an opportunity to speak with Millville High School students.

B. *Supervisors*

Joseph Lomax

- Commented on the Envirothon. Students did an excellent job with their Team Presentations.
- NACD Northeast Regional meeting will be held August 25-28, 2019 at Foxwoods Resort Casino in Marchantucket, Connecticut.
- NACD Summer Board meeting is scheduled for July 31-August 7, 2019 in Santa Fe, New Mexico.
- Commented on participation in the NACD Coastal Connections Webinar held May 16, 2019.

Richard Dovey

- Commented on future capital improvement projects at the Atlantic County Utilities Authority (ACUA).
- ACUA is working towards joint service agreements with Cape May County Municipal Utilities Authority (CMC MUA).
- Recycling update. Working on public education outreach.

Allen Carter, Jr.

- Attended Envirothon, and was a judge for the Team Presentations. Impressed on how well teams did. Commented on judging difficulties.
- Commented on how sod production has been effected by excessive rain.

C. *NRCS*

Nicholas Saumweber

- Presented monthly activity report for review and comments.
- Michelle Pedano will begin detail as Acting Plant Materials Center Manager, June 3rd for a period 90 days.

D. *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 9:25 a.m. to discuss FY20 budget and FY20 salary schedule. The motion passed unanimously.

A motion was made by Richard Dovey and seconded by Joseph Lomax to end executive session at 9:50 a.m. and return to the regular meeting. The motion passed unanimously.

ACTION ON ITEMS FROM EXECUTIVE SESSION

A motion was made by Richard Dovey and seconded by Joseph Lomax to approve the FY20 salary schedule. The motion passed unanimously.

ADJOURNMENT

Chairman Allen Carter, Jr. adjourned the meeting at 10:15 a.m. The next meeting will be Wednesday June 26, 2019 at 8:00 a.m. at the District Office in Mays Landing, NJ.

Marie Rogowski,
Administrative Assistant

Executive Session
of the Cape Atlantic Conservation District
May 22, 2019

Motion to go into executive session was made by Richard Dovey and seconded by Joseph Lomax at 9:25 a.m. to discuss FY20 Budget and FY20 Salary Schedule. The motion passed unanimously.

Attendance Supervisors: Allen Carter, Jr., Joseph Lomax and Richard Dovey
Staff: David Reilly

David Reilly reported that the Budget Subcommittee of Richard Dovey and Daniel Galletta started the FY20 Budget review process. David Reilly distributed the proposed FY20 Salary Schedule. The salary schedule proposed a 2.5% cost of living increase for full time regular staff positions that are not funded by a grant or agreement. Hourly rate increases as noted within each of the various grants and agreements are proposed for partner employees with the increases ranging from 5.1% to 5.5%.

Richard Dovey reported that he and Daniel Galletta reviewed the FY20 salary schedule and recommended its approval.

A motion was made by Richard Dovey and seconded by Joseph Lomax to end executive session at 9:50 a.m. and return to the regular meeting. The motion passed unanimously.

Submitted by David Reilly