

Cape-Atlantic Conservation District Minutes

May 23, 2018

MEETING CALLED TO ORDER

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

ROLL CALL & DETERMINATION OF QUORUM

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

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

NRCS: Michelle Pedano and Nicholas Saumweber

USDA-PMC: Chris Miller

SSCC: John Showler

Rutgers Coop. Ext.: Jenny Carleo-Cape May County

MINUTES

A. Minutes of April 25, 2018 meeting

After Board review, a motion was made by Daniel Galletta and seconded by Robert Fenton to approve minutes from the April 25, 2018 meeting with a correction to supervisor attendance. Joseph Lomax abstained from motion.

B. Executive Session Minutes of April 25, 2018 meeting

After Board review, a motion was made by Richard Dovey and seconded by Robert Fenton to approve executive session minutes from the April 25, 2018 meeting. Joseph Lomax abstained from motion.

FINANCES

A. Treasurer's Reports – April 2018

After review of the District's April 2018 Treasurer's Report a motion was made by Joseph Lomax and seconded by Robert Fenton to approve treasurer's report and expenses in the amount of \$41,769.10.

David Reilly reviewed FY-18 budget with the board. After discussion a motion was made by Richard Dovey and seconded by Joseph Lomax to approve adjustments to the FY-18 budget in the following categories: 5013-NJBIA (\$5.00); 5022-Copier (\$75.61); 6200-PERS-Annual Contribution (\$3,000.00). Reserves will be increased by \$3080.61 to balance budget.

After review of the Plant Material Center monthly report for April 2018, a motion was made by Richard Dovey and seconded by Robert Fenton to approve report and account balance of \$18,607.45.

B. *FY-18 Revised Budget*

David Reilly distributed to the Board a revised FY-18 budget outlining correction and new categories added. After discussion, a motion was made by Joseph Lomax and seconded by Robert Fenton to accept revised budget as presented. Copy of revised budget will be posted on District website.

NEW BUSINESS

A. *Soil Erosion and Sediment Control Plans*

1. April 2018 Certifications

A motion was made by Joseph Lomax and seconded by Robert Fenton approving all Plan Certifications listed on the April 2018 Application Report except for applications 111-18, 125-18, 143-18 and 144-18.

A motion was made by Joseph Lomax and seconded by Robert Fenton to approve application 125-18. Daniel Galletta recused have a conflict if interest. Daniel Galletta abstained from motion.

A motion was made by Daniel Galletta and seconded by Richard Dovey approving applications 111-18, 143-18 and 144-18. Joseph Lomax recused since plans were submitted by past client and current clients. Joseph Lomax abstained from motion.

2. April 2018 Re-certifications

A motion was made by Joseph Lomax and seconded by Daniel Galletta approving Plan Re-certification listed on the April 2018 Application Report.

CORRESPONDENCE

NONE

OLD BUSINESS

A. *Education*

Glenn Ward

-Thanked board and staff for assisting with Envirothon on May 5th. 29 teams participated in event. West Windsor Plainsboro High School came in first place. Cedar Creek High School teams came in 4th and 8th.

-Envirothon wrap-up meeting is scheduled for June 21st.

-On May 21, 2018 there was an awards ceremony for Envirothon and poster contest winners. The District had a 2nd place winner in the 2nd-3rd grade category on the state level.

-District will be participating in Catawba Water Fest at the Alder Avenue School on May 24, 2018. Soil tunnel will be utilized for the event.

B. *RCPP-NFWF*

David Reilly reported that the program is running extremely well. Quarterly reimbursement should be received by the end of May.

C. Basin Inspection Services

Michael Kent commented on revisions made to agreement as discussed at last district meeting. Board will review and comment on final draft before being forwarded to District Solicitor.

A motion was made by Danielle Galletta and seconded by Robert Fenton authorizing District to reach out to municipalities once agreement is approved by District Solicitor.

D. Nonprofit Organization

David Reilly reported that the request to reserve name of Coastal Resource Conservancy Inc. has been obtained. The District is now able to move forward with the filing process.

E. Strategic Plan – Conservation Local Workgroup

David Reilly

-Reported on local workgroup meetings planned for May 24th and 29th.

-Invited to attend Rutgers Cooperative Extension Blueberry Twilight Meeting at Atlantic Blueberry on May 31, 2018. District will develop a survey to distribute at meeting for individuals who were unable to attend District local workgroup.

F. Conservation Bootcamp

David Reilly reported that Michael Kent will be attending bootcamp in September.

COMMENTS

A. Staff

Michael Kent

-Working through online course work for bootcamp.

-Reported on 251 activity.

David Reilly

-Received notification that the State Association recommended Michael Kent for bootcamp.

-Held employee orientation on May 14, 2018 for three new employees and their supervisors, Michelle Pedano, Mona Peterson and Chris Miller.

-Partnership for the Delaware Estuary is seeking public comments through July 20, 2018 on the draft Comprehensive Conservation and Management Plan. A webinar is planned for June 11, 2018 to provide information.

-Seasonal employee Glenn Thompson has started at the PMC. Gerald McManus will start on May 28, 2018 and Luis Almeyda will return in early summer.

-Staff has completed annual outside work questioner.

-Discussed possible extension of Civil Technician Engineer position.

B. Supervisors

Joseph Lomax

-Traveled to Tarrytown, NY to participate in Northeast Capacity Building seminars.

-NACD Northeast Regional Meeting will be held in Lancaster, PA on July 15-18, 2018.

-NACD Summer Board meeting will be held in Williamsburg VA.

-Commented on the many diverse NACD groups within the state of New Jersey.

Robert Fenton

- Ag. Appreciation night at the Cowtown Rodeo will be on June 9, 2018.
- Attending Blueberry Twilight meeting on May 31, 2018. Meeting has always had very good attendance.
- Commended Michael Kent on his work preparing basin inspection information for municipalities. Thanked Daniel Galletta for his input.
- Attended Farm Bureau meeting. Envirothon was discussed and everyone had good things to say about the event.

Daniel Galletta

- Atlantic County announced that county taxes will be going down, but state taxes will increase.

Allen Carter, Jr.

- If attending Cowtown Rodeo June 9, 2018, look for Farm Bureau tent to purchase tickets.
- Farm Bill did not pass. Will be put back on agenda.
- Discussed issues related to \$10 million request for Ag. Experiment Station.
- Governor had unannounced visit to Department of Agriculture. Talked with Secretary of Ag. to discuss needs in department.
- Attended Farm Bureau meeting. Topics discussed were; deer survey, fire inspections, NJAES tours, and 100th anniversary.
- Thanked David Reilly for his work in preparing for budget committee meeting.

C. NRCS

Michelle Pedano

- Nicholas Saumweber will be returning to his regular duties June 8, 2018.
- Presented and commented on monthly activity report.
- Cape Atlantic partner employee Briana Nagengast started on May 14, 2018 at the Vineland office.

D. State Soil Conservation Committee

John Showler

- Sussex SCD will contract with Warren District to assist with administrative duties.
- In contact with Rutgers to create calculator webpage that can be used with engineering design calculations.

E. Rutgers Coop. Ext.

Jenny Carleo

- Research on Landseair corn and beach plumb pollination continues. Thanked Chris Miller for his assistance.
- Gardner classes being offered. Pesticide credits will be available.
- Farm to table event was very successful.
- Flyer distributed for organic lawn care workshop that will be held June 14, 2018.
- Ultra Niche program has won several awards.
- Thanked NRCS staff for irrigation information that was used during grape twilight meeting.

G. Public

- Opened meeting to public comment.
- No comments from public.

EXECUTIVE SESSION

A motion was made by Richard Dovey and seconded by Robert Fenton to go into executive session at 9:15 a.m. to discuss FY-19 budget.

A motion was made by Joseph Lomax and seconded by Richard Dovey to end executive session at 10:35 a.m. and return to the regular meeting.

ACTION ON ITEMS FROM EXECUTIVE SESSION

A motion was made by Richard Dovey and seconded by Joseph Lomax to approve FY-19 budget.

A motion was made by Richard Dovey and seconded by Robert Fenton to approve FY-19 salary schedule.

ADJOURNMENT

Motion was made by Richard Dovey and seconded by Robert Fenton to adjourn meeting at 10:45 a.m. The next meeting will be Wednesday June 27, 2018 at 8:00 a.m. at the District Office, Mays Landing, 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
May 23, 2018

Motion to go into executive session related to proposed grant applications and contract agreements was made by Richard Dovey and seconded by Robert Fenton at 9:15am

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

David Reilly reported a personnel issue. David Reilly reported that Glenn Ward has an association with a member of the Union League of Philadelphia. The Union League of Philadelphia is redeveloping a golf course in Middle Township (Application 45-18). David Reilly said that he and Michael Kent had discussed the matter, and although Glenn Ward is not a member of the Union League of Philadelphia, David Reilly and Michael Kent thought that it would be best for either David Reilly or Michael Kent to conduct inspections and reviews of the project. David Reilly noted that Michael Kent conducted the original review of the Soil Erosion and Sediment Control Plan and processed the plan certification.

David Reilly distributed the draft FY-19 Budget, and noted that the Budget Subcommittee of Richard Dovey, Allen Carter, Jr, and he met on May 21, 2018. Richard Dovey commented on the economic health of the District. Richard Dovey stated that he had reviewed the budget during the Budget Subcommittee process and that changes discussed during the process had been worked into the proposed budget. A line-by-line review of the proposed budget commenced.

David Reilly explained changes to the proposed budget based upon new employees that are being funded through the NACD grant and NRCS agreements. There are significant increases to salary, health benefits and employer related payroll taxes due to the addition of new employees. Joseph Lomax commented that notation on the budget should reflect the reasons for the increase in percentages for those particular categories.

Daniel Galletta asked if the proposed budget included a section for income generated through the proposed stormwater basin inspection service. David Reilly replied that this is reflected under the Professional Services category.

David Reilly explained changes to the salary schedule for FY-19. The proposed salary includes a step increase for all full-time staff. Each staff member has had an employee performance review and all have met the requirements for a satisfactory review and are eligible for a step increase. David Reilly explained that full-time staff did not receive step increases in FY-18.

David Reilly stated that the increase in the Capitol Acquisition category is due to the proposal to purchase a new district vehicle. One of the existing vehicles has significant miles on it, and this four-wheel drive vehicle could still be useful for larger sites, gravel pits, hands-on education events requiring a vehicle with larger cargo capacity, and farm visits. Joseph Lomax asked how many vehicles the District currently owns. David Reilly replied that currently the District owns three vehicles and that the proposal would be for the District to acquire one high fuel efficient vehicles and maintain a fleet of four vehicles.

Allen Carter, Jr stated that he had reviewed the proposed budget during the Budget Subcommittee process, and any changes noted during that process has been incorporated into proposed budget being reviewed.

David Reilly stated that the Board should also look at reserves of the District as well as long term liabilities. One category that was discussed was health benefits for retirees. Daniel Galletta recommended that we should review these with our accountant to help determine the appropriate time for which to plan for retiree health benefits. Allen Carter, Jr. noted that the Budget Subcommittee had discussed the possibility of setting up a dedicated account to ensure that long term obligations can be met. David Reilly stated that he would contact our accounting firm for recommendations for the length of time to plan for.

At 10:35 am a motion was made by Richard Dovey and seconded by Robert Fenton to end the executive session and return to the regular meeting. This motion passed unanimously.

Submitted by David Reilly