

Cape-Atlantic Conservation District Minutes

May 24, 2017

MEETING CALLED TO ORDER

Chairman, Daniel Galletta called the meeting to order at 8:30 AM at the Plant Materials Center in Cape May Court House, NJ.

ROLL CALL & DETERMINATION OF QUORUM

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

Staff: David Reilly, Michael Kent and Marie Rogowski

NRCS: Nicholas Saumweber and Carrie Lindig

USDA-PMC: Chris Miller

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

Public: Donald Hamer

MINUTES

After Board review, a motion was made by Richard Dovey and seconded by Allen Carter, Jr. to approve minutes from the March 22, 2017 meeting.

After Board review, a motion was made by Richard Dovey and seconded by Joseph Lomax to approve executive session minutes from the March 22, 2017 meeting.

FINANCES

A. Treasurer's Report – March 2017

After review of the March 2017 Treasurer's Report a motion was made by Allen Carter, Jr. and seconded by Joseph Lomax to approve treasurer's report and expenses in the amount of \$88,192.69.

After review of the Plant Materials Center monthly report for March 2017, a motion was made by Joseph Lomax and seconded by Robert Fenton to approve expenses in the amount of \$395.00.

B. *Treasurer's Report – April 2017*

After review of the April 2017 Treasurer's Report a motion was made by Joseph Lomax and seconded by Allen Carter, Jr. to approve treasurer's report and expenses in the amount of \$43,814.35.

After review of the Plant Materials Center monthly report for April 2017, a motion was made by Richard Dovey and seconded by Robert Fenton to approve report.

C. *Farm Bureau Bank*

David Reilly distributed to the Board a letter from Farm Bureau Bank and a report he prepared outlining financial transactions that took place with the transfer of funds from OceanFirst Bank to Farm Bureau Bank.

EXECUTIVE SESSION

A motion was made by Allen Carter, Jr. and seconded by Joseph Lomax to go into executive session at 8:41 a.m.

A motion was made by Richard Dovey and seconded by Joseph Lomax to end executive session at 9:03 a.m. and return to the regular meeting.

ACTION ON ITEMS FROM EXECUTIVE SESSION

Board reviewed salary schedule for FY-18. After discussion a motion was made by Richard Dovey and seconded by Joseph Lomax to approve the FY-18 salary schedule.

NEW BUSINESS

A. *Soil Erosion and Sediment Control Plans*

1. March 2017 Certifications

A motion was made by Joseph Lomax and seconded by Allen Carter, Jr. approving all Plan Certifications listed on the March 2017 Application Report except for applications 55-17, 66-17, 69-17, 74-17, 83-17, 91-17, 98-17, 111-17, 112-17 & 116-17.

Chair passes to Richard Dovey

A motion was made by Allen Carter, Jr. and seconded by Robert Fenton to approve applications 55-17, 66-17, 69-17, 74-17 83-17, 91-17, 98-17, 111-17, 112-17 & 116-17. Joseph Lomax recused on all plans except 74-17. Plans were submitted by past or current clients. Daniel Galletta recused on application 74-17. Plan was submitted by past client.

Chair passes back to Daniel Galletta

2. April 2017 Certifications

A motion was made by Joseph Lomax and seconded by Allen Carter, Jr. approving all Plan Certifications listed on the April 2017 Application Report except for applications 63-17, 128-17, 129-17, 134-17, 141-17, 146-17 & 148-17.

A motion was made by Richard Dovey and seconded by Allen Carter, Jr. approving applications 63-17, 128-17, 129-17, 134-17, 141-17, 146-17 & 148-17.

Joseph Lomax recused since plans were submitted by past or current clients.

3. April 2017 Re-Certification

A motion was made by Joseph Lomax and seconded by Robert Fenton approving the Plan Re-certification listed on the April 2017 Application Report.

B. Farmland Program

1. Conservation Agreements

After board review and discussion, a motion was made by Richard Dovey and seconded by Joseph Lomax to approve the following Conservation Agreements:

- a. Meredith Massey – Hammonton, 9.22 acres, Forestry
- b. Dunia Quezasa, Hammonton, 20 acres, Bobwhite Quail & Forestry
- c. Alisa Owen, Estell Manor, 5.5 acres, Bobwhite Quail & Forestry

2. Conservation Plans

After board review and discussion a motion was made by Joseph Lomax and seconded by Allen Carter, Jr. to approve the following Conservation Plans:

- a. Upper Twp., 8.8 acres – High Tunnel and Irrigation System
- b. Hammonton, 33 acres, Forest Management
- c. Hammonton, 9.1 acres Forest Management

C. 2017 NACD Northeast meeting

Meeting will take place August 13-15, 2017 in Burlington Vermont. Registration information was distributed to Board. After discussion a motion was made by Allen Carter, Jr. and seconded by Richard Dovey to authorize up to four board members to attend meeting.

D. SJRC&D

District received invoice for annual dues. After discussion a motion was made by Joseph Lomax and seconded by Robert Fenton to pay annual dues in the amount of \$300.00 as budgeted.

David Reilly currently serves as a council member for the SJRC&D. A motion was made by Joseph Lomax and seconded by Allen Carter, Jr. to have David Reilly continue to serve as a liaison from the District.

CORRESPONDENCE

A. Ines Zimmerman, Freehold Soil Conservation District

Letter received from Ines Zimmerman thanking the District for nominating her for the 2016 Outstanding Professional Conservation Professional Award.

OLD BUSINESS

A. Education

David Reilly

-District staff and interns participated in both Cape May and Atlantic County earth day events. Cape May County event was held April 22nd. Weather was cold and

rainy but people still came out for the event. Display emphasized soil health and children created a soil profile and planted flower seeds. During the Atlantic County earth day held on April 23rd, display emphasized backyard conservation. Turnout was great and visitors to the display were given flower seed packets.

-Envirothon was held on May 13th. 29 teams participated. Cedar Creek High School Team #2 of Egg Harbor City took first place. They will be honored at an awards ceremony on Thursday May 25, 2017 in Trenton.

-Glenn Ward is participating in the Catawba project's Water Festival at the Alder Ave. Middle School in Egg Harbor Twp. today. He is utilizing the soil tunnel for 1st - 3rd grade students.

-On May 25th Glenn Ward will be attending the Envirothon and poster contest awards ceremony in Trenton.

B. RCPP-NFWF

David Reilly

-Preparing next payment request to be submitted.

-Thanked Nicholas Saumweber for his assistance in tracking Celia Rodrigues' work.

C. Strategic Plan

David Reilly

-Continuing to work on narrative for goals and objectives.

Board discussed future meeting dates, plans to hold local workgroups and flyer/questionnaire to be mailed to farmers.

D. CPMPC Seasonal Employees

David Reilly

-Gerald McManus started working 24 hours/week on March 27, 2017 as a Seasonal Biological Science Aide.

-Luis Almeyda is interested in returning again this summer. After board discussion a motion was made by Richard Dovey and seconded by Allen Carter, Jr. to offer Seasonal Biological Aide position to Luis Almeyda.

Chris Miller

-Current agreement between the PMC and District ends September 31, 2017. Discussed extension of current agreement. Carrie Lindig commented that paperwork to extend agreement will have to be submitted by the end of July.

COMMENTS

A. Staff

David Reilly

-Busy spring with education activities and the permit extension act coming to an end. Thanked staff for all their hard work.

-Commented on surgery that is scheduled for July. Will meet with Daniel Galletta and Michael Kent prior to surgery.

Michael Kent

-Reported on permit extension act. Letters have been mailed and staff is starting to receive responses.

-Interviewed and selected interns for the fall semester.

-Former intern Brittany Moore has been offered a position at the Ocean County Soil Conservation District.

B. Supervisors

Allen Carter, Jr.

-Discussed water issues on farm with the recent rain fall.

-Commented on upcoming activities to take place on the farm.

Robert Fenton

-Commented on Farm Bureau meeting attended on May 23rd.

Daniel Galletta

-Currently working on project that has required more time than expected.

C. CMCPMC

Chris Miller

-Commented on the "Peoples Garden" and work taking place at the center. Researching future projects to enhance the Plant Materials Center. Would like to see some space turned into educational areas for schools and the public.

-Reported on the work from Jerry McManus. He is very knowledgeable and a great employee to have at the center.

-Update on silt socks that were installed on the property last year.

D. NRCS

Nicholas Saumweber

-Distributed NRCS Monthly Report for review and comments.

-Discussed plans to develop Local Working Groups.

-NRCS will host Grazing Training 6/20-21-2017. District is welcome to attend.

-Commented on new criteria released for Conservation Planner Certification.

-Celia Rodrigues will be attending Boot Camp August 8, 2017.

Carrie Lindig

-Presented Donald Hamer with the Earth Team Volunteer award.

E. Rutgers Cooperative Extension

Jenny Carleo

-Rutgers released its first beach plum called Jersey Gem. Researching pollination of beach plum.

-Researching corn genetics from a local farmer in Cape May County.

-Commented on the Dickeya Blackleg disease in potatoes in Cape May County.

-Contacted by Assemblyman Andrzejczak looking for assistance in preparing a bill supporting beginning farmers.

-Commented on Ultra Niche projects scheduled for the fall.

-Rutgers weed specialist will be in the area to visit local golf courses.

F. Public

Opened meeting to public comment.

No comments from public.

ADJOURNMENT

Motion was made by Allen Carter, Jr. and seconded by Robert Fenton to adjourn meeting at 10:30 a.m. The next meeting will be June 28, 2017 at 8:00 a.m. at the District office in 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 24, 2017

Motion to go into executive session for personnel issues related to proposed FY-18 salary schedule was made by Allen Carter, Jr. and seconded by Joseph Lomax at 8:41 am.

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

David Reilly informed the board that he had met with budget subcommittee members Allen Carter, Jr. and Robert Fenton on May 19th to review draft FY-18 budget and FY-18 salary schedule. Allen Carter, Jr. reviewed the FY-18 draft budget and FY-17 budget with regards to the use of reserve funds used to balance the budget.

David Reilly presented the results of the review of other salary schedules that was conducted by staff and presented a draft FY-18 salary schedule. David Reilly explained that the proposed salary schedule included a cost of living increase but did not include any step increases or staff promotions. David Reilly distributed a draft FY-18 budget.

David Reilly reported that all employees had an annual performance review conducted and all employees received a satisfactory review. David Reilly also presented details on the terms of the agreement with the National Fish and Wildlife Foundation with regards to funding of the Agricultural Conservation Specialist position, and the agreement with the USDA Cape May Plant Materials Center with regards to funding of Seasonal Biological Aid positions.

David Reilly noted that the proposed salary schedule will have all full time employees on schedule to have salary considerations to be implemented at the beginning of the fiscal year rather than at individual employment anniversary dates.

At 9:03 am a motion was made by Richard Dovey and seconded by Joseph Lomax to end the executive session and return to the regular meeting. This motion passed unanimously.

Submitted by David Reilly