

# Cape-Atlantic Conservation District Minutes

May 25, 2016

## **MEETING CALLED TO ORDER**

Vice-Chairman, Joseph Lomax called the meeting to order at 8:02 A.M. at the District office in Mays Landing, NJ.

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

Supervisors: Joseph Lomax, Richard Dovey and Robert Fenton

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

NRCS: Nicholas Saumweber

## **MINUTES**

A motion was made by Richard Dovey and seconded by Robert Fenton to approve minutes from the April 27, 2016 meeting.

## **FINANCES**

### **A. Treasurer's Report – April 2016**

After review of the April 2016 Treasurer's Report a motion was made by Richard Dovey and seconded by Robert Fenton to approve treasurer's report and expenses in the amount of \$42,255.81.

After review of the Plant Materials Center monthly report for April 2016, a motion was made by Richard Dovey and seconded by Robert Fenton to approve report.

## **NEW BUSINESS**

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

#### **1. April 2016 Certifications**

A motion was made by Richard Dovey and seconded by Robert Fenton approving all Plan Certifications listed on the April 2016 Application Report.

#### **2. April 2016 Re-Certifications**

A motion was made by Richard Dovey and seconded by Robert Fenton approving all Plan Re-Certifications listed on the April 2016 Application Report.

Joseph Lomax did not take part in the votes for the April 2016 certification and re-certification reports.

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

**1. Conservation Agreements**

After board review and discussion, a motion was made by Robert Fenton and seconded by Richard Dovey to approve the following Conservation Agreement:

- a. Stephan DeSario, Hamilton Township, 37 acres

**2. Conservation Plan**

After board review and discussion a motion was made by Robert Fenton and seconded by Richard Dovey to approve the following Conservation Plans:

- a. Middle Township, 37 acres – EQIP Aquaculture Initiative
- b. Hammonton, 44 acres – EQIP-RCPP
- c. Buena Vista Township, 30 acres – AMA & EQIP-RCPP application

**C. Atlantic County 4-H**

Contacted by Atlantic County 4-H to see if the District would like to place an ad in the 2016 4-H Yearbook. A motion was made by Richard Dovey and seconded by Robert Fenton to purchase half page ad for \$100.00.

**D. NACD Grant – Urban Agriculture**

David Reilly discussed grant available for urban agriculture. NACD is offering \$50,000.00 grants to 20 conservation districts nationwide. Deadline to submit application is June 30, 2016. After discussion the board was in consensus to proceed with grant application.

**CORRESPONDENCE**

**NONE**

**OLD BUSINESS**

**A. Education**

Glenn Ward reported on the following:

Envirothon took place on May 14<sup>th</sup>. 35 teams participated. West Windsor Plainsboro High School took first place. MATES team #1 took second place. Cedar Creek High School team #2 from Atlantic County took third place and was recognized at the awards ceremony in Trenton, which took place yesterday, May 24<sup>th</sup>. All poster contest winners and the top 3 winning teams from the Envirothon were recognized at the awards ceremony.

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

Policy & Procedures Committee

Joseph Lomax

-Committee continues to review comments received from districts and update Policy and Procedures Guidelines.

Training Committee

David Reilly

-Training committee waiting for all manuals to be updated before scheduling training sessions.

**C. Update – CIG Project**

David Reilly

-Project complete. Paperwork has been submitted for final payment. District should receive final payment before end of fiscal year.

**D. RCPP-NFWF**

David Reilly

-Attended meeting May 18, 2016 for all grant participants.

Nicholas Saumweber

-Update board and staff on Celia Rodrigues progress and projects she is working on.

Michael Kent

-Commented on the GIS maps District interns worked on this semester.

**E. NACD Northeast Regional Meeting**

David Reilly

-District hosting a second planning meeting at Seaview Resort on June 1, 2016 to review and discuss event itinerary.

-Distributed and discussed sponsorship for meeting. After discussion a motion was made by Robert Fenton and seconded by Richard Dovey to contribute \$2,500.00.

-Submitted paperwork to have Color Guard participate at event.

**F. Basin Inspection Sub-committee**

At the Districts request, topic was added to agenda of the May 9, 2016 SSCC meeting. After the meeting David Reilly and Joseph Lomax met with Frank Minch to discuss the Districts concerns. A letter was mailed to Frank Minch outlining concerns discussed. Frank Minch will forward to committee for further review.

**COMMENTS**

**A. Staff**

**Michael Kent**

-Interns have completed all requirements set forth by the district and Stockton University. Conducted interviews with David Reilly and selected two interns for the fall semester.

-Continuing to work on projects affected by permit extension act.

-Discussed Wal-Mart site in Egg Harbor Twp. and other 251 activity.

**David Reilly**

-Thanked board and staff for all their time and work participating with grants, programs and committees.

-Discussed National Estuary program for Delaware Bay.

-District will purchase shirts for board and staff to wear during NACD Northeast Regional Meeting.

**Celia Rodrigues**

-Commented on training she is receiving.

-Updated board and staff on projects currently working on.

**B. Supervisors**

**Joseph Lomax**

-Part of NACD Strategic Planning Team. Will be meeting in Minneapolis next week.  
-Thanked staff for all their work on the Envirothon, CIG grant and David Reilly's work on budget committee.

**C. NRCS**

**Nicholas Saumweber**

-Distributed NRCS Monthly Report for review and comments.  
-Quality Assurance Review will take place July 19-21, 2016. District board may be asked to participate.  
-Jeremy Sahl confirmed his availability as a site visit for the NE Regional Meeting. Will conduct site visit with David Reilly on May 27, 2016.  
-Civil Rights meeting will be held on June 8, 2016 at Happy Berry Farm, Cumberland County. District board and staff are welcome to attend.  
-Next State Technical Committee meeting is scheduled for June 16, 2016.

**D. 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 9:20 A.M.

The Board reconvened regular meeting at 9:40 AM.

A motion was made by Richard Dovey and seconded by Robert Fenton to approve the FY-17 budget and salary schedule.

**ADJOURNMENT**

Motion was made by Richard Dovey and seconded by Robert Fenton to adjourn meeting at 9:45 A.M. The next meeting will be held June 22, 2016 at 8:00 A.M. at the District Office on 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 25, 2016

Motion to go into executive session to review personnel issues was made by Richard Dovey and seconded by Robert Fenton at 9:20 AM

Attendance

Supervisors: Richard Dovey, Joseph Lomax, Robert Fenton

Staff: David Reilly

David Reilly reported that the Budget Subcommittee consisting of Allen Carter, Jr., Robert Fenton and himself met to review the FY-17 Budget

David Reilly reviewed proposed salary schedules and several options that were discussed by the budget subcommittee. Joseph Lomax noted that the budget committee had done a thorough job in reviewing the budget for accuracy of proposed figures. Robert Fenton stated that the salary schedule recommended by the budget subcommittee is for one (1) step increase for all staff members.

David Reilly stated that all employees had a performance review conducted and all staff received a satisfactory evaluation which would merit a step increase. David Reilly noted that an adjustment was made in the proposed salary schedule for the Site inspector III level, range 24 to the increment to bring the percentage increase to a consistent level for all ranges.

David Reilly reviewed the proposed FY – 17 budget that is being recommended by the budget committee. Robert Fenton explained the process that the committee went through in evaluating the proposed budget. Richard Dovey stated that he had reviewed the budget, and reviewed the financial considerations and how the approval of the budget and salary schedule should be based upon the financial health of the District.

Joseph Lomax talked about the need for the District to be accountable for drawing upon reserves to support the overall budget and salaries for staff to administer the 251 program. Richard Dovey recommended that the District review the reserves for the past several years.

David Reilly stated that Celia Rodrigues has declined to accept health benefits as her partner is provided benefits through the partner's employer. Richard Dovey noted that the District should have proof of coverage through her partner.

At 9:40 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