

# Cape-Atlantic Conservation District Minutes

May 25, 2022

## **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., Robert Fenton, Richard Dovey and Cormac Morrissey

Staff: Michael Kent, Glenn Ward, Chelsea Steffes, Marie Rogowski and Joseph Girnius

USDA-NRCS: Michelle Pedano

## **MINUTES**

### **A. Minutes of April 27, 2022, Meeting**

After Board review, a motion was made by Cormac Morrissey and seconded by Robert Fenton to approve minutes from the April 27, 2022, meeting. The motion passed unanimously.

### **B. Executive Session Minutes of April 27, 2022, Meeting**

After Board review, a motion was made by Richard Dovey and seconded by Robert Fenton to approve executive session minutes from the April 27, 2022, meeting. The motion passed unanimously.

## **FINANCES**

### **A. Treasurers Reports**

#### 1. District Financials – April 2022

After Board review and discussion, a motion was made by Richard Dovey and seconded by Robert Fenton to approve the District's April 2022 treasurer's report, balance sheet and expenses in the amount of \$48,665.15. The motion passed unanimously.

2. **PMC Financials – April 2022**

After review of the PMC monthly expense report for April 2022, a motion was made by Robert Fenton and seconded by Richard Dovey to approve treasurer's report, balance sheet and account balance of \$16,837.33. The motion passed unanimously.

**NEW BUSINESS**

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

**1. April 2022 Certifications**

A motion was made by Richard Dovey and seconded by Cormac Morrissey approving all Plan Certifications listed on the April 2022 Application Report except for application 229-22. The motion passed unanimously.

A motion was made by Cormac Morrissey and seconded by Robert Fenton approving application 229-22. Allen Carter, Jr. recused. The motion passed.

**2. April 2022 Re-certifications**

A motion was made by Richard Dovey and seconded by Robert Fenton approving application 404-18 listed on the April 2022 Re-Certification Application Report. Cormac Morrissey abstained from motion. The motion passed.

**B. Farmland Program**

**1. Conservation Plans**

After board review and discussion, a motion was made by Richard Dovey and seconded by Robert Fenton approving the following Conservation Plans.

- a. Galloway Township, 6.6 acres, Conservation Cover
- b. Upper Township, 2 acres, Bivalve Aquaculture Gear and Biofouling Control
- c. Somers Point, 3.8 acres, Bivalve Aquaculture Gear and Biofouling Control

The motion passed unanimously.

**C. NRCS Civil Rights**

Michelle Pedano stated that NJ NRCS Civil Rights review is scheduled for June 20, 2022. A District Supervisor and farmer from the Cape Atlantic or Cumberland Salem District are needed for interview.

**CORRESPONDENCE**

**A. Northeast Association of Conservation District Employees (NACDE)**

NACDE is seeking donations. After discussion, a motion was made by Richard Dovey and seconded by Robert Fenton to donate \$250.00. The motion passed unanimously.

**OLD BUSINESS**

**A. Education**

Glenn Ward

-Update on three upcoming school events where the District will be utilizing soil tunnel.

-Thanked Richard Dovey for participating as a judge in the team presentation portion of the Envirothon.

Chelsea Steffes

-Update on Envirothon team presentations.

-District has paid mini grant to school that participated in Envirothon.

Richard Dovey

-Commented on participation as an Envirothon team presentation judge.

**B. Grants**

Michael Kent

-Civil Engineer Technician (CET) grant being filled by Ashley Hines at the Woodstown field office will be ending in December.

-Zachary Nixon who is filling the NACD Technical Assistance grant at the Vineland field office is assisting the Columbus office two days a week.

**COMMENTS**

**A. Staff**

**Marie Rogowski**

-Office remains very busy with large number of applications being submitted.

-Update on apparel order.

**Chelsea Steffes**

-Update on 251 activities. Splitting Rachel Thornton's duties with Glenn Ward.

-Update on SACD Farm Monitoring inspections and Cape May County preserved farm inspections.

**Glenn Ward**

-Update on 251 applications received and activity throughout the District.

-Intern has been selected for next semester. Commented on the decline of candidates.

-Commented on the splitting-up of Rachel Thornton's duties. Joseph Girnius is assisting until a replacement is hired.

**Michael Kent**

-Commented on how busy the office has been. Thanked the staff for all their hard work.

-Reported on the Nation Conservation Planning Partnership (NCP) Work Conference and Training Session attended May 9-13, 2022, in Minneapolis, MN. Thanked Board for their support in attending conference.

**Joseph Girnius**

-Gave introduction.

-Commented on Urban Ag. research being conducted.

**B. Supervisors**

**Cormac Morrissey**

-Commented on food waste article and how it may assist the District's Urban Ag. initiative.

**Robert Fenton**

-Update on farming and fishing activities. Recent high wind events have been problematic.

-Reported on areas of the bay that have been closed by the state for water quality issues.

**Richard Dovey**

-Reported on wind events the last few weeks. Commented on wind damage at the ACUA.

-Update on ACUA labor shortage and its impact on daily operations.

**Allen Carter, Jr.**

-Gave Farm Bureau update. Working on and keeping an eye on several issues.

-Reported that there are over 4,000 Assembly Bills already in this legislative session.

-Commented on concerns of possible increased jelly fish population along the Jersey shore associated with the installation of offshore wind farms.

-Update from meetings with NJ Legislators.

**C. USDA-NRCS**

**Michelle Pedano**

-Distributed and commented on NRCS Monthly Activity report.

-Service center is back to 100% in person staffing.

-Update on intern that started on May 23, 2022.

-Acting NRCS Northeast Regional Conservation to visit June 13-14, 2022.

-Attended meeting facilitated by US Fish and Wildlife Service to discuss wildlife habitat issues in Atlantic City.

**D. Public**

Opened meeting to public comment.

No comments from public.

**EXECUTIVE SESSION**

A motion was made by Robert Fenton and seconded by Richard Dovey to go into executive session at 8:55 a.m. The motion passed unanimously.

A motion was made by Cormac Morrissey and seconded by Robert Fenton to end executive session at 9:55 a.m. and return to the regular meeting. The motion passed unanimously.

**ACTION ON ITEMS FROM EXECUTIVE SESSION**

A motion was made by Cormac Morrissey and seconded by Robert Fenton to advertise for Site Inspector 1 position. The motion passed unanimously.

A motion was made by Robert Fenton and seconded by Cormac Morrissey to approve FY23 budget as presented. The motion passed unanimously.

**ADJOURNMENT**

Chairman Allen Carter, Jr. adjourned the meeting at 10:00 a.m. The next meeting will be June 22, 2022, 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 Meeting Minutes  
Cape Atlantic Conservation District  
May 25, 2022

Motion to go into executive session was made by Robert Fenton and seconded by Richard Dovey at 8:54 a.m. The motion passed unanimously.

**Attendees:**

District Supervisors: Allen Carter, Robert Fenton, Richard Dovey, and Cormac Morrissey

District Staff: Michael Kent

**Personnel:**

Michael Kent informed the Board that Rachel Thornton's last day of employment will be June 3, 2022. The Board discussed the actions needed to replace Ms. Thornton's position and a timeline for addressing her replacement.

**FY 2023 District Budget:**

The budget committee (Cormac Morrissey, Richard Dovey, and Michael Kent) presented to the Board a proposed FY 2023 financial budget. Discussion about the budget ensued and questions were answered.

A motion was made by Cormac Morrissey and seconded by Robert Fenton to end executive session at 9:55 a.m. and return to the regular meeting. The motion passed unanimously.

Submitted by Michael Kent