

Cape-Atlantic Conservation District Minutes

May 27, 2015

MEETING CALLED TO ORDER

Chairman, Richard Dovey called the meeting to order at 8:10 A.M. at the District Office in Mays Landing, NJ.

ROLL CALL & DETERMINATION OF QUORUM

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

Staff: David Reilly, Glenn Ward and Marie Rogowski

NRCS: Nicholas Saumweber

Supervisor Absent: Robert Fenton

Staff Absent: Michael Kent

MINUTES

A. Minutes of April 22, 2015

A motion was made by Joseph Lomax and seconded by Allen Carter, Jr. to approve minutes from the April 22, 2015 meeting.

B. Minutes of May 18, 2015

A motion was made by Daniel Galletta and seconded by Joseph Lomax to approve minutes from the May 18, 2015 meeting.

FINANCES

A. Treasurer's Report-February 2015

After review of the April 2015 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 \$40,311.71.

After review of the Plant Material Center account monthly report for April 2015, a motion was made by Joseph Lomax and seconded by Allen Carter, Jr. to approve report.

After review of the Drill account monthly report for April 2015, a motion was made by Daniel Galletta and seconded by Allen Carter, Jr. to approve report.

David Reilly reported that all drill account funds have been transferred to SJRC&D. When District receives final bank statement the account will be closed. A motion was

made by Daniel Galletta and seconded by Allen Carter, Jr. to close Drill bank account after final reconciliation of account.

B. *FY-15 Audit Engagement Letter*

David Reilly reported that the District received engagement letter from auditor, Nightlinger, Colavita & Volpa. After board discussion, a motion was made by Allen Carter, Jr. and seconded by Joseph Lomax to authorize payment for FY-15 audit and to return the signed engagement letter.

C. *Postage Meter Contract*

David Reilly stated that the District currently utilizes a Pitney Bowes postage meter, and that the contract has expired.

Marie Rogowski reported on the two proposed contracts from Pitney Bowes and FP Mailing Solutions.

After discussion, a motion was made by Joseph Lomax and seconded by Daniel Galletta to enter into a contract with FP Mailing Solutions and to authorize David Reilly to process agreement.

NEW BUSINESS

A. *Soil Erosion and Sediment Control Plans*

1. April 2015 Certifications

A motion was made by Joseph Lomax and seconded by Daniel Galletta approving all Plan Certifications listed on the April 2015 Application Report except for applications 134-15, 150-15 and 160-15.

Joseph Lomax stepped out of meeting so a motion could be made on recused applications.

A motion was made by Daniel Galletta and seconded by Allen Carter, Jr. approving applications 134-15, 150-15 and 160-15. Joseph Lomax recused since plans were submitted by past or current clients.

B. *Farmland Program (Board Action Required)*

A motion was made by Allen Carter, Jr. and seconded by Daniel Galletta to approve all of the following Conservation Plan:

- a. Hammonton – 44.5 acres, Blueberry Drip

C. *FY-16 Budget Subcommittee*

Allen Carter, Jr., Robert Fenton and David Reilly met on May 18, 2015 to review FY-16 budget. David Reilly distributed and commented on proposed FY-16 budget. Board will review budget information for June meeting.

Joseph Lomax suggested contacting Filtrexx to see if grants are available to assist with CIG project.

D. *Draft Ch. 251 Policies and Procedures Manual Appendices*

Draft copy of Policies and Procedures Manual Appendices were distributed to board for review. David Reilly stated that staff will review policy and any recommendations will be reviewed at the June meeting. All comments are to be submitted by July 13, 2015 to the SSCC.

CORRESPONDENCE

A. South Jersey RC&D-Tour de Farms

South Jersey RC&D 9th Annual Tour de Farms bicycle ride is scheduled for September 12, 2015. A motion was made by Allen Carter, Jr. and seconded by Joseph Lomax to donate \$200.00 to sponsor the event.

OLD BUSINESS

A. Education

Glenn Ward reported on the following:

State winners of the conservation poster contest were chosen in early April with the results being released later that month. The District had no winners at the state level competition. The grand champion was Taylor Copko of the Warren District. His poster will be entered into the national competition. An awards ceremony for all the state winners was held on May 19th at the State museum.

The District participated in the Atlantic County Earth Day celebration at the ACUA, held on April 26th. The District's walkthrough display emphasized backyard conservation. Black eyed susan and bean seeds, along with an information pamphlet, were handed out to visitors. It was very well attended. A drawing for a cutting board and set of cheese knives was done for anyone signing up for the District newsletter.

The 2015 New Jersey Envirothon was held on May 2nd at the 4-H Fairgrounds in Cape May Court House. Thirty-two teams participated with marine Academy of Technology & Environmental Science Team #1 coming in first place and will move onto the National Envirothon being held at Missouri State University July 27 – August 2nd. 2 teams from Cedar Creek high school did finish in the top 10. Cape May County Technical School, a new school to the Envirothon, took first place for highest score at the aquatics station. There were no disputes or other problems with teams or scores. Glenn thanked Joe Lomax for his participation at the team presentation station and Allen Carter for his opening remarks. A wrap up meeting should be taking place in June. No date has been set.

B. Update – New Jersey Conservation District Workgroups.

Joseph Lomax reported that the Policy and Procedures subcommittee is finishing up the Ch. 251 manual. All comments are due by July 13, 2015. Subcommittee is also continuing to streamline policy and procedure manual to make it more manageable. Draft copy should be presented at next state committee meeting.

David Reilly reported that the training subcommittee continues to search for supervisor to co-chair committee.

C. Update – CIG Project

David Reilly reported that staff has completed site documentation visits for May. It was noted that there was several species of plants that have germinated with significant new growth.

Allen Carter, Jr. suggested if a sock could be created with the top portion being made with the 6 month biodegradable material.

Joseph Lomax suggested getting staff, supervisors and representative from Filtrexx together for a field visit.

D. EEO Discrimination Policy

Copies of the District and State policies were distributed to board during the April 22, 2015 meeting for review. After discussion a motion was made by Allen Carter, Jr. and seconded by Joseph Lomax to adopt the State policy which will replace the Districts current Discrimination and Harassment Policy. A motion was made by Daniel Galletta and seconded by Joseph Lomax to appoint David Reilly EEO/Affirmative Action Officer.

COMMENTS

A. Staff

Marie Rogowski

-First Envirothon ever attended. Very impressed how the kids were engaged and focused during testing. Enjoyed the day.

David Reilly

-Thanked Glenn Ward for all his hard work in preparing for the Envirothon. He also thanked staff for their participation.

-Working with Chris Miller, PMC to hire seasonal help for the center.

-Have not heard any news about NFWF grant. Should be within the next week.

-Meeting scheduled tomorrow with a farmer in Buena Vista Twp. in reference to water runoff issues. Ranae Fehr, County Planning, Nicholas Saumweber, NRCS and District intern will also be attending meeting.

-Updated board on 251 projects. Stated that Michael Kent has recently attended meetings for the Garden State Parkway projects and AtlantiCare site in Egg Harbor Twp.

B. Supervisors

Allen Carter, Jr.

-Thanked David Reilly for his work on the FY-16 budget.

-Thanked staff for their work with the Envirothon.

Daniel Galletta

-Requested adding H&H data entry to old business of agenda. David Reilly updated board on the status of the data entry.

-Thanked budget subcommittee for their work on preparing FY-16 budget. Discussed preparing reports to justify use of reserves and how obligated reserves tie into old projects. David Reilly stated that the District's current computer program has the ability to produce such reports on an individual plan basis.

Joseph Lomax

-NACD Northeast Regional Meeting will be held August 2-4, 2015 at the Canaan Valley Resort & Conference Center, Davis, WV. A motion was made by Joseph Lomax and seconded by Allen Carter, Jr. to authorize board members and staff to attend meeting.

-Met Frank Minch and Charlie Buscaglia to review Districts annual audits.

-Thanked staff for participation with the Envirothon and thanked budget subcommittee for their work in preparing budget.

C. NRCS

Nicholas Saumweber

-Distributed NRCS Monthly Report for review. Discussed obligated and pending contracts for 2015.

-Distributed copy of a presentation that outlines what NRCS does. Would like board and staff to review. Will do presentation if needed.

-Informed board and staff about a private company contacting farmers to assist in completing online applications for a fee that the farmers can complete themselves for free.

F. Public

Opened meeting to public comment.

Marlin Hargis, Danielle Green and Lenny Polistina attended meeting to inquire about information and farmland programs available for Mr. Polistina's 22 acre property in Egg Harbor Township.

Executive Session

A motion was made by Daniele Galletta and seconded by Allen Carter, Jr. to go into Executive Session at 10:10 AM to review personnel issues for FY-16 Budget.

The Board reconvened regular meeting at 10:35 AM.

A motion was made by Joseph Lomax and seconded by Allen Carter, Jr. to approve the FY-16 salary schedule.

ADJOURNMENT

Motion was made by Daniel Galletta and seconded by Allen Carter, Jr. to adjourn meeting at 10:40 A.M. The next meeting will be held June 24, 2015 at 8:00 AM 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 27, 2015

Motion to go into executive session to review personnel issues was made by Daniel Galletta and seconded by Allen Carter at 10:10 AM

Attendance

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

Staff: David Reilly

David Reilly reported that the Budget Subcommittee consisting of Allen Carter, Jr., Robert Fenton and himself met to review the FY-16 Budget

Allen Carter reviewed proposed salary schedules and several options that were discussed by the budget subcommittee. Allen Carter stated that the salary schedule recommended by the budget subcommittee is for one (1) step increase for all staff members. Allen Carter stated that the budget subcommittee also reviewed a salary schedule increase that would provide an increase across the entire salary schedule.

Daniel Galletta asked David Reilly how the percentage increases noted on the salary comparison sheet were generated. David Reilly explained that the percentages are based upon the base salary to which the step increment is added. It is not a straight percentage across the entire schedule, but could vary depending on the title. David Reilly stated that he would verify the proposed percentages for accuracy.

Allen Carter noted that the subcommittee reviewed the work effort of the staff and felt that the step increases are well deserved. David Reilly stated that all employees had a performance review conducted and all staff received a satisfactory evaluation which would merit a step increase.

A discussion occurred regarding the existing salary schedule. Daniel Galletta asked how the schedule was developed. David Reilly explained that when the schedule was developed District management staff reviewed salary schedules from various levels of Federal, State and local government agencies that had staff performing similar types of duties. Daniel Galletta asked if there is a current statewide schedule for District salaries from which the District's schedule is derived. David Reilly responded that the Cape Atlantic Soil Conservation District's salary schedule is unique to the District, and he did not believe that a statewide district schedule exists.

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.

At 10:35 am a motion was made by Daniel Galletta and seconded by Joseph Lomax to end the executive session and return to the regular meeting. This motion passed unanimously.

Submitted by David Reilly