

# Cape-Atlantic Conservation District Minutes

May 27, 2020

## **MEETING CALLED TO ORDER AND PUBLIC NOTICE ANNOUNCEMENT**

Chairman Allen Carter, Jr., called the meeting to order at 8:15 a.m. via video conference and teleconference.

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, Joseph Lomax, Cormac Morrissey and Richard Dovey

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

Natural Resources Conservation Service (NRCS): Michelle Pedano

USDA-NRCS Plant Materials Center : Chris Miller

State Soil Conservation Committee (SSCC): John Showler

## **MINUTES**

### **A. Minutes of April 15, 2020 meeting**

After Board review, a motion was made by Cormac Morrissey and seconded by Richard Dovey to approve minutes from the April 15, 2020 meeting. Joseph Lomax abstained from motion. The motion passed.

## **FINANCES**

### **A. Treasurers Reports – April 2020**

April 2020 Treasurer's report was emailed to the Board for review.

David Reilly reviewed FY-20 budget with the Board. Adjustments are needed in the following categories; 5002-Capital Acquisitions (\$324.00); 5011-NACD (\$225.00);

5032-Bonding (\$189.00); 5013-NJBIA (\$50.00). Funds totaling \$788.00 will be transferred from category 5003-Conservation Education.

After review and discussion a motion was made by Richard Dovey and seconded by Cormac Morrissey to approve adjustments to FY-20 budget and to approve April 2020 treasurer's report and expenses in the amount of \$72,887.06. The motion passed unanimously.

After review of the Plant Materials Center (PMC) monthly expense report for April 2020, a motion was made by Joseph Lomax and seconded by Cormac Morrissey to approve treasurer's report and account balance of \$29,724.71. The motion passed unanimously.

**B. *Revised Treasurers Reports – March 2020***

March 2020 Treasurer's report was revised to show interest earned from Farm Bureau Bank CDARS account. A motion was made by Richard Dovey and seconded by Joseph Lomax to accept revised March 2020 Treasurers report. The motion passed unanimously.

**C. *Ocean First Bank Certificate of Deposit (CD)***

CD with Ocean First Bank is up for renewal May 29, 2020. David Reilly discussed options available to the District. After discussion a motion was made by Joseph Lomax and seconded by Robert Fenton to authorize David Reilly to roll over funds into an eleven month CD at a rate of 1% with Ocean First Bank. The motion passed unanimously

**D. *FY-21 Budget Committee***

Budget committee of David Reilly, Michael Kent, Cormac Morrissey and Robert Fenton had video/teleconference on May 15, 2020 to review and discuss proposed FY-21 budget.

***NEW BUSINESS***

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

***1. April 2020 Certifications***

A motion was made by Joseph Lomax and seconded by Cormac Morrissey approving all Plan Certifications listed on the April 2020 Application Report except for applications 140-20, 157-20 and 164-20. The motion passed unanimously.

A motion was made by Cormac Morrissey and seconded by Robert Fenton approving applications 140-20, 157-20 and 164-20. Joseph Lomax recused having a conflict of interest. Joseph Lomax abstained from motion. The motion passed.

***2. April 2020 Re-certifications***

A motion was made by Joseph Lomax and seconded by Richard Dovey approving application 140-07 listed on the April 2020 Re-Certification Application Report. The motion passed unanimously.

A motion was made by Cormac Morrissey and seconded by Robert Fenton approving application 157-16 listed on the April 2020 Re-Certification Application Report. Joseph Lomax recused having a conflict of interest. Joseph Lomax abstained from motion. The motion passed.

**B. *Farmland Program-NONE***

## **CORRESPONDENCE**

### **A. Atlantic County Annual 4-H Advertisement**

Atlantic County 4-H Association has notified the District that even though the fair has been canceled this year, they will be producing their annual 4-H Yearbook and using the same ad as last year at no cost to the District as a thank you for previous years of support.

## **OLD BUSINESS**

### **A. Education**

Glenn Ward

-Districts contribution made to the 2020 Envirothon will be rolled over to the 2021 event.

### **B. Ocean County SCD Shared Services Agreement**

Ocean County Soil Conservation District would like to extend the current shared services agreement with the District that expires June 30, 2020. The proposed extension would run from July 1, 2020 through December 31, 2020 with no changes to the terms of the agreement as previously approved. After board discussion a motion was made by Joseph Lomax and seconded by Richard Dovey to extend agreement. The motion passed unanimously.

### **C. Ocean County SCD Memo of Understanding (MOU) Aquaculture Initiative**

Ocean County SCD is applying for a NACD Technical Assistant Grant that involves shellfish aquaculture. Operations may reach down into Atlantic and Cape May Counties.

David Reilly thanked Joseph Lomax, Robert Fenton and Michael Kent for their assistance in working through MOU.

Copy of MOU was forward to the board for review. After discussion, a motion was made by Joseph Lomax and seconded by Richard Dovey to approve the Cooperative Aquaculture Initiative MOU with the Ocean County SCD. The motion passed unanimously.

### **D. National Fish and Wildlife Foundation (NFWF) Regional Conservation Planning Partnership (RCPP) update**

David Reilly reported that the District has submitted grant application regarding wildlife habitat related conservation work. Applications are still under the review process.

David Reilly stated that the District has received an extension of the current agreement with NFWF to March 15, 2021 to utilize funds that are remaining in our account under the original grant. District is waiting for final paperwork to authorize additional funds.

## **COMMENTS**

### **A. Staff**

#### **Marie Rogowski**

-Commented on the processing of 251 applications, instruction manual and other work related duties being completed while working from home.

**Glenn Ward**

- Reported on work detail with Ocean County SCD that resumed at the beginning of the May. Reported on safety measures that have been put in place.
- Commented on tasks being completed while working from home.

**Michael Kent**

- Thanked the staff for a job well done keeping the office up and running while working from home.
- Commented on 251 quarterly report that was emailed to the Board.
- Attending webinar on May 27<sup>th</sup>, along with Glenn Ward and David Reilly hosted by New Jersey Future and Builders Association to discuss new Department of Environmental Protection (DEP) Best Management Practices (BMP) manual.

**David Reilly**

- Commented and thanked Frank Minch for Personal Protective Equipment (PPE) items sent to the District.
- Reported that Frank Minch is sent a weekly report of District operations.
- In contact Rick VanVranken and Diana Rutala, Deputy County Administrator in regards to the reopening of county buildings. Updated the Board on plans County has for building prior to reopening.
- Discussed purchasing PPE for staff and office. A motion was made by Cormac Morrissey and seconded by Joseph Lomax to authorize up to \$500.00 for PPE. The motion passed unanimously.
- Filed 990N form with the IRS for the Coastal Resources Conservancy Inc. This form is required to be filed annually.
- Stated that SACD preserved farm inspections are still on hold. There is no time frame as to when the District may resume inspections.

**B. Supervisors**

**Richard Dovey**

- Update on Atlantic County Utilities Authority (ACUA) activity and the new procedures that have been put in place.
- ACUA has offered Covid testing to all its employees.

**Cormac Morrissey**

- Commented on Aquaculture Initiative MOU. Suggested preparing a bullet list outlining start up ideas and next steps for the District.
- Commented on project that Army Corps of Engineers are working on in Maurice River Twp. in regards to flood risk management improvements.
- Inquired about information on the possibility of a permit extension act.

**Joseph Lomax**

- Commented on Aquaculture Initiative MOU. Thanked David Reilly and Michael Kent for their work on MOU and Robert Fenton for his research with fellow baymen.
- Commented on District fee schedule update. Suggested the District start working through the process now to send to SSCC at a later date.
- State Association had to postpone and review how to organize an outreach to Congress as an alternative to their Washington visits.
- NACD continues to be active. Reported on Coastal Resources Policy Group initiatives.

## ***EXECUTIVE SESSION***

A motion was made by Joseph Lomax and seconded by Richard Dovey to go into executive session at 9:00 a.m. to discuss FY-21 budget. The motion passed unanimously.

A motion was made by Joseph Lomax and seconded by Richard Dovey to end executive session at 9:50 a.m. and return to the regular meeting. The motion passed unanimously.

Chris Miller exited meeting at 9:30am

## ***COMMENTS CONTINUED***

### ***Robert Fenton***

-Reported on farming and fishing activity.

### ***Allen Carter, Jr.***

-Attended and reported on Farm Bureau meeting held May 26<sup>th</sup>.

-Commented on deer education campaign that is in full swing.

-Reported that vegetable and fruit farmers that have markets are doing well.

-Reported on farm labor help.

-Serving on Cape May County Re-opening Task Force. Reported on re-opening plan that was drafted and sent to Governor's office.

-Commented on activity at Tuckahoe Turf Farm.

## ***C. NRCS***

### ***Michelle Pedano***

-Commented on NRCS monthly activity report.

-Reporting to service center daily. Staff and partner employees continue to work remotely.

-Selected candidate for the Soil Conservationist vacancy. No formal notification has been received.

## ***D. SSCC***

### ***John Showler***

-Reported that all staff continue to work remotely.

-Attending webinar on May 27<sup>th</sup>, to discuss new DEP BMP manual.

-Exploring the idea of holding a workshop for Districts on new DEP rules.

## ***E. Rutgers***

Allen Carter Jr.

-Reported that Rutgers is currently on a hiring freeze.

-Commented on Board of Managers meeting held via teleconference.

## ***F. Public***

Opened meeting to public comment.

No comments from public.

***ACTION ON ITEMS FROM EXECUTIVE SESSION***

A motion was made by Joseph Lomax and seconded by Cormac Morrissey to accept the Draft Cape Atlantic Conservation District position description subject to continued review and with the change to salary range for Inspector 3 from range 24 to range 21. The motion passed unanimously.

A motion was made by Cormac Morrissey and seconded by Joseph Lomax to adopt draft FY-2021 salary schedule dated May 5, 2020. The motion passed unanimously.

A motion was made by Cormac Morrissey and seconded by Robert Fenton to adopt draft FY-2021 budget dated May 5, 2020. The motion passed unanimously.

Joseph Lomax stated that all worksheets and documentation be retained with budget for any future adjustments.

***ADJOURNMENT***

Chairman Allen Carter, Jr. adjourned the meeting at 10:15 a.m. The next meeting will be Wednesday June 24, 2020 at 8:00 a.m. at the District Office in Mays Landing, NJ.

Marie Rogowski,  
Administrative Assistant

Executive Session  
of the Cape Atlantic Conservation District  
May 27, 2020

Motion to go into executive session was made by Joseph Lomax and seconded by Richard Dovey at 9:00 a.m. to discuss FY21 Budget. The motion passed unanimously. The meeting was held via video/tele conferencing.

Attendees

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

District Staff: David Reilly, Michael Kent

District Treasurer Cormac Morrissey reported on the budget committee meeting of May 15, 2020 that he, Robert Fenton, David Reilly and Michael Kent attended.

Cormac Morrissey thanked David Reilly and Michael Kent for the preparation that went into the draft FY 21 Budget. He also noted that the subcommittee reviewed changes to the salary schedule and classification for Site Inspector levels. Joseph Lomax noted that the classification be dealt with as a separate action than the budget.

David Reilly reported on the breakdown of each budget category. Cormac Morrissey commented on his review of the draft budget materials. Robert Fenton commented on his review of the draft budget materials.

Michael Kent explained the process regarding the evaluation of the current job descriptions for Site Inspector I, II & III. David Reilly noted that he and Michael Ken had reviewed the descriptions with Glenn Ward to compare with Mr. Ward's recent CPESC certification process and his experience with current shared services agreements.

Cormac Morrissey reported on the FY21 draft salary schedule.

A motion was made by Joseph Lomax and seconded by Richard Dovey to end executive session at 9:50 a.m. and return to the regular meeting. The motion passed unanimously.

Submitted by David Reilly