

Cape-Atlantic Conservation District Minutes

November 18, 2020

MEETING CALLED TO ORDER AND PUBLIC NOTICE ANNOUNCEMENT

Vice-Chairman Robert Fenton, called the meeting to order at 8:10 a.m. via video conference.

Vice-Chairman Robert Fenton 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

Vice-Chairman, Robert Fenton. led the salute to the flag of the United States of America.

ROLL CALL & DETERMINATION OF QUORUM

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

Staff: Michael Kent, Glenn Ward and Marie Rogowski

Natural Resources Conservation Service (NRCS): Michelle Pedano and Chris Miller

MINUTES

A. Minutes of October 28, 2020 Meeting

Copy of minutes were emailed to Board prior to meeting. After Board review, a motion was made by Joseph Lomax and seconded by Cormac Morrissey to approve minutes from the October 28, 2020 meeting. The motion passed unanimously.

FINANCES

A. Treasurers Reports – October 2020

October 2020 District and Plant Materials Center (PMC) Treasurer's reports were emailed to the Board prior to meeting.

After review and discussion, a motion was made by Joseph Lomax and seconded by Cormac Morrissey to approve the Districts October 2020 treasurer's report, balance sheet and expenses in the amount of \$69,780.75. The motion passed unanimously.

After review of the PMC monthly expense report for October 2020, a motion was made by Richard Dovey and seconded by Joseph Lomax to approve treasurer's

report, balance sheet and account balance of \$30,187.41. The motion passed unanimously.

B. Revised Budget

Copy of revised budget that was approved at the October 28, 2020 Board of Supervisors meeting was emailed to the Board for their records.

NEW BUSINESS

A. Soil Erosion and Sediment Control Plans

1. October 2020 Certifications

October 2020, 251 Certification report was emailed to the Board prior to meeting for review.

A motion was made by Joseph Lomax and seconded by Cormac Morrissey approving all Plan Certifications listed on the October 2020 Application Report except for application 479-20. The motion passed unanimously.

A motion was made by Cormac Morrissey and seconded by Richard Dovey approving application 479-20. Joseph Lomax recused having a conflict of interest. Joseph Lomax abstained from motion. The motion passed.

B. New Jersey Agricultural Society

District received NJ Agricultural Society annual membership renewal. After discussion, a motion was made by Cormac Morrissey and seconded by Joseph Lomax to renew membership at a cost of \$50.00. The motion passed unanimously.

Chairman, Allen Carter, Jr. entered meeting

C. 2021 Meeting Schedule

Draft 2021 meeting schedule was emailed to the Board prior to meeting. After review and discussion, a motion was made by Allen Carter, Jr. and seconded by Joseph Lomax to approve schedule as presented. Dates will be posted on District website. The motion passed unanimously.

Chair passes to Allen Carter, Jr.

D. District Vehicle

Michael Kent reported that previous bumper damage to a District vehicle is in need repair. After discussion there was board consensus for staff to obtain estimates for repair.

F. PMC Invoices

Michael Kent report that Chris Miller, PMC Manager has forwarded 2 invoices to the District for payment. Chris Miller updated the Board on invoices and services provided.

After discussion, the following motions were made.

1. A motion was made by Joseph Lomax and seconded by Robert Fenton to pay NJ Dept of Ag. Division of Plant Industry for annual farm inspection in the amount of \$131.00. Invoice will be paid from the District's PMC account. The motion passed unanimously.

2. A motion was made by Joseph Lomax and seconded by Cormac Morrissey to pay USDA Forest Service, National Seed Laboratory for seed inspection in the amount of \$935.00. Invoice will be paid from the District's PMC account. The motion passed unanimously.

G. National Association of Conservation Districts (NACD) Annual Meeting

2021 NACD Annual Meeting will be held virtual on February 1-10, 2021. Cost of attendance will be \$50.00 per person. After discussion, a motion was made by Joseph Lomax and seconded by Richard Dovey to pay registration fees for all Board members and District Manager. The motion passed unanimously.

CORRESPONDENCE

None

OLD BUSINESS

A. Education

Glenn Ward reported that details for the 2021 Envirothon are still being discussed. Event may be fully virtual, or part in-person and part virtual.

C. Covid-19 Update

Michael Kent reported on Executive Order 192, Administrative Bulletin 2020-3.0 and District operations. The bulletin is to provide information related to the issuance of Executive Order 192. Mr. Kent stated that all District staff are following safety protocol and that daily screenings are now taking place.

Joseph Lomax recommended adding body temperature column to daily screening check list.

Michelle Pedano noted that partner employees will need to follow USDA standard operating procedures.

D. Fee Schedule

Michael Kent reported that he continues to work with Frank Minch on District's fee schedule update.

E. Coastal Resources Conservancy, Inc. (CRCI)

Allen Carter Jr. stated that the District Board will need to form a nominating committee to fill CRCI Board of Directors vacancy. After discussion, Robert Fenton and Joseph Lomax will serve on District nominating committee. Nominee selected will be presented at the December meeting, then formally submitted to CRCI to fill vacant Director position.

F. Grants

Michael Kent stated that Arianna Efstatos has submitted her letter of resignation for the Civil Engineer Technician (CET) position effective December 31, 2020. PMC season employee, Ashley Hines' position will terminate Friday November 20, 2020 and has voiced interest in moving into the CET position.

A motion was made by Joseph Lomax and seconded by Cormac Morrissey to accept Arianna Efstatos letter of resignation. The motion passed unanimously.

A motion was made by Cormac Morrissey and seconded by Richard Dovey to hire Ashley Hines to fill CET position starting January 4, 2021.

Michael Kent reported that the National Fish and Wildlife Foundation (NFWF) grant will end March 15, 2021. Position may be vacated prior to end date. Michael Kent has recommended if position is vacated prior to March 15, 2021 that the agreement be terminated early. After Board discussion a motion was made by Robert Fenton and seconded by Cormac Morrissey to have Michael Kent terminate agreement early if needed.

F. Computers

Michael Kent reported on installation of new computers by Computer House and thanked the Board for the upgrades.

G. Personnel

Michael Kent reported that the District will be advertising for the Site Inspector I position at the end of the month with a December 15, 2020 deadline to apply. Interviews will take place at the beginning of January with an estimate start date of February 1, 2021.

COMMENTS

A. Staff

Glenn Ward

- Reported on 251 activity. District continues to remain very busy.
- Will be conducting interviews today and tomorrow along with Michael Kent for Spring 2021 internship.
- Update on creating social media page.
- Update on preparing End-of Year report.

Allen Carter Jr. thanked Glenn Ward for his presentation at the SSCC Annual Meeting.

Michael Kent

- Provided an update on shared service agreement with the Ocean County Soil Conservation District.
- Reported on virtual SSCC Annual Meeting that took place Monday November 16, 2020. Draft Supervisor Standards are complete and will be forward to the Board for review and comments.

B. Supervisors

Robert Fenton

- Attended and reported on annual NJ Farm Bureau Conference that was held November 17, 2020.

Joseph Lomax

- Suggested the District commit time to finalizing Strategic Plan.
- Commented on Ocean County SCD Shared Service agreement.
- Suggested the District recommend to the SSCC meeting dates be scheduled well in advance to avoid Supervisor scheduling conflicts.
- Will serve as the alternate NACD Board of Directors member for New Jersey.

Richard Dovey

-Attended and commented on virtual SSCC annual meeting. Meeting went very well and was a good way to connect with other districts and agencies.

Cormac Morrissey

-Thanked the staff for handling the large number of applications coming into the District.

-Congratulated Joseph Lomax for his appointment to the NACD Board of Directors.

-Inquired about the Ocean County SCD RCPP grant status.

Allen Carter, Jr.

-Attended and commented on SSCC virtual meeting. Meeting went very well for being virtual.

-Attended and reported on NJ Farm Bureau Annual Conference that was held in person on November 17, 2020. Meeting was for delegates only and was also live-streamed.

C. *USDA-NRCS*

Michelle Pedano

-Monthly activity report was previously emailed to the Board review and comments.

-FY-21 financial program signup cutoff will be November 20, 2020.

-New part-time program assistant, Misty Thomas started on November 3, 2020.

-State Technical Committee meeting will be held virtual on December 2, 2020.

Chris Miller (PMC)

-Update on the status of current seasonal employees. Discussed hiring seasonal help in the spring and funds available.

-Vehicle repair update.

D. *Public*

Opened meeting to public comment.

No comments from public.

ADJOURNMENT

Chairman Allen Carter, Jr. adjourned the meeting at 9:45 a.m. The next meeting will be held virtual on Wednesday December 16, 2020 at 8:00 a.m.

Marie Rogowski,
Administrative Assistant