

# Cape-Atlantic Conservation District Minutes

November 20, 2019

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

Chairman, Allen Carter, Jr. called the meeting to order at 3:02 p.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, Joseph Lomax, Richard Dovey and Cormac Morrissey

Staff: David Reilly, Michael Kent and Marie Rogowski

## ***EXECUTIVE SESSION***

A motion was made by Cormac Morrissey and seconded by Joseph Lomax to go into executive session at 3:05 p.m. to discuss personnel issues. The motion passed unanimously.

A motion was made by Richard Dovey and seconded by Joseph Lomax to end executive session at 3:25 p.m. and return to the regular meeting. The motion passed unanimously.

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

None

## ***MINUTES***

### ***A. Minutes of October 23, 2019 meeting***

After Board review, a motion was made by Cormac Morrissey and seconded by Robert Fenton to approve minutes from the October 23, 2019 meeting. Joseph Lomax abstained from motion. The motion passed.

**FINANCES**

**A. Treasurer's Reports – October 2019**

After review of the District's October 2019 Treasurer's Report, a motion was made by Richard Dovey and seconded by Joseph Lomax to approve treasurer's report and expenses in the amount of \$75,642.11. The motion passed unanimously.

After review of the Plant Materials Center (PMC) monthly expense report for October 2019, a motion was made by Joseph Lomax and seconded by Richard Dovey to approve report and account balance of \$26,154.41. The motion passed unanimously.

**B. Fiscal Year 2019 Audit**

Copy of FY-19 Audit was distributed to board. Motion to accept audit was tabled giving board time to review audit.

A motion was made by Joseph Lomax and seconded by Cormac Morrissey to pay auditor fee of \$3,987.00 for FY-19 audit. The motion passed unanimously.

Recommendation was made by Allen Carter, Jr. to include name of person conducting field portion of audit in report.

**NEW BUSINESS**

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

**1. October 2019 Certifications**

A motion was made by Joseph Lomax and seconded by Robert Fenton approving all Plan Certifications listed on the October 2019 Application Report. The motion passed unanimously.

**2. October 2019 Re-certification**

A motion was made by Joseph Lomax and seconded by Cormac Morrissey approving applications listed on the October 2019 Re-Certification Application Report. The motion passed unanimously.

**B. National Association of Conservation Districts (NACD) Urban Agricultural Grant**

David Reilly discussed the opportunity for the District to apply for FY-20 NACD Urban Agriculture Conservation Grant. Deadline to apply is January 10, 2020. Initiative is for one year running from March 2020 through February 2021. Board suggested David Reilly prepare and forward a concept proposal to review prior to the December meeting.

**C. NACD Conservation Investment**

District received request for annual NACD Conservation Investment. A motion was made by Joseph Lomax and seconded by Robert Fenton to invest \$1,000.00. The motion passed unanimously.

**CORRESPONDENCE**

**A. Glen Van Olden, District Manager, HEP**

Received request from Glen Van Olden to purchase District's application and time tracking program. After discussion a motion was made by Richard Dovey and

seconded by Joseph Lomax to authorize David Reilly to negotiate terms of the sale of tracking program for a cost of \$1,500.00 and to prepare disclaimer to accompany possible sale.

**B. *Frank Minch, Executive Secretary, NJ Dept. of Ag.***

Received memo from Frank Minch listing terms of State Soil Conservation Committee members.

**OLD BUSINESS**

**A. *Education***

David Reilly reported on 2020 Envirothon and poster contest. A motion was made by Joseph Lomax and seconded by Robert Fenton to offer five (5) \$100.00 mini grants to first 5 schools that register and participate in Envirothon and to authorize the purchase of \$300.00 in gift cards for poster contest winners. The motion passed unanimously.

**B. *Seasonal Position-Cape May Plant Materials Center (CMPMC)***

David Reilly discussed terms of grant extension for seasonal staff at the PMC. The following motions were made:

-Motion made by Joseph Lomax and seconded by Richard Dovey to authorize David Reilly to extend current grant until August 2021. The motion passed unanimously.

-Motion made by Richard Dovey and seconded by Joseph Lomax authorizing David Reilly to advertise, interview and hire staff for seasonal positions at the PMC. The motion passed unanimously.

**C. *National Fish and Wildlife Foundation (NFWF) Extension***

District is eligible for a no-cost grant extension that will run through June 30, 2020. After discussion a motion was made by Joseph Lomax and seconded by Robert Fenton to accept no-cost grant extension offered from NFWF. The motion passed unanimously.

**D. *Plant Materials Center-Bureau of Land Management (PMC-BLM) Agreement***

David Reilly discussed terms of PMC-BLM agreement. After discussion a motion made by Richard Dovey and seconded by Joseph Lomax authorizing David Reilly to advertise, interview and fill position. Employee will start January 1, 2020. The motion passed unanimously.

**COMMENTS**

**A. *Staff***

***Michael Kent***

-Reported on 251 activity throughout the District.

-Reported on Glenn Ward's work with Ocean County Soil Conservation District.

***David Reilly***

-State Agricultural Development Committee (SADC) staff held farm monitoring training at the District office on November 12, 2019. David Reilly, Michael Kent, Rebecca Watson and Briana Nagengast attended training.

-Attended farm equipment safety training workshop at the PMC on November 14, 2019 along with Michael Kent, Rebecca Watson and Briana Nagengast.

- Discussed registration and activities planned for New Jersey Association of Conservation Districts (NJACD) annual meeting scheduled for December 2, 2019.
- Discussed presenting Richard Belcher with a retirement gift from the District. A motion was made by Richard Dovey and seconded by Joseph Lomax to purchase Richard Belcher a \$100.00 gift card with funds from the PMC account. The motion passed unanimously.
- Discussed early bird registration for those attended NACD's annual meeting.
- Distributed copy of thank you letter mailed to Congressman Van Drew for his participation in the Conservation Partnership tour held October 8, 2019.

**B. Supervisors**

**Robert Fenton**

- Attended Farm Bureau's annual convention in Princeton on November 12-13, 2019. Theme was "Women in Agriculture".

**Joseph Lomax**

- Attended National Coastal Conference in South Carolina. Coastal resilience was a big part of conference discussion. Noted that grant opportunities may be available.
- Thanked staff for their work organizing tour for Congressman Van Drew.
- Recommended the District draft a letter of acknowledgement for Richard Belcher.
- Raymond Cywinski will be replacing Joseph Lomax on NACD Board of Directors.
- Thanked Alan Carter, Jr. for copy deer report.

**Allen Carter, Jr.**

- Attended Farm Bureau's annual convention in Princeton on November 12-13, 2019. Meeting was well attended. Topics discussed were; resolutions, wind energy, barley crop, aquaculture and women in agriculture.
- Will be reviewing New Jersey and American Farm Bureau policies.
- Hosted DEP, City of Ocean City and CMCPMC at Tuckahoe Turf Farm.
- Commented on Upper Twp./Ocean City dredge project.

**C. Public**

- Opened meeting to public comment.
- No comments from public.

**ADJOURNMENT**

Chairman Allen Carter, Jr. adjourned the meeting at 5:00 p.m. The next meeting will be Wednesday December 18, 2019 at 4:00 p.m. at the District Office in Mays Landing, NJ.

Marie Rogowski  
Administrative Assistant

Executive Session  
of the Cape Atlantic Conservation District  
November 20, 2019

Motion to go into executive session was made by Cormac Morrissey and seconded by Joseph Lomax at 3:05 p.m. to discuss personnel issues. The motion passed unanimously.

Attendees

District Supervisors: Allen Carter, Jr., Joseph Lomax, Robert Fenton and Cormac Morrissey

District Staff: David Reilly and Michael Kent

David Reilly reported to the Board that he is planning to retire sometime around the end of the summer of 2020.

David Reilly cited personal reasons for the decision to retire and expressed great satisfaction and appreciation to the Board for the opportunity that working for the District has given him.

David Reilly expressed his desire to work with the Board and staff to have a smooth transition after his retirement.

Allen Carter, Jr. thanked David Reilly for his service to the District and for his offer to help the transition go smoothly.

Joseph Lomax thanked David Reilly as well and expressed his desire to complete the strategic planning process while he is still with the District.

Richard Dovey thanked David Reilly and wished him well and noted that he appreciated the various programs that the District has been involved with since he came on as manager.

Robert Fenton expressed his gratitude to the work efforts that David Reilly has put into each of the programs that he has been involved with.

Cormac Morrissey thanked David Reilly and noted that his retirement is well deserved.

David Reilly responded to the Board and their feedback and reiterated his desire to work with the Board during the transition period.

A motion was made by Richard Dovey and seconded by Joseph Lomax to end executive session at 3:25 p.m. and return to the regular meeting. The motion passed unanimously.

Submitted by David Reilly