

# Cape-Atlantic Conservation District Minutes

October 24, 2024

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

Vice Chairman, Joseph Lomax called the meeting to order at 8:33 a.m. at the USDA-NRCS Plant Materials Center, Cape May Court House, NJ .

Vice Chairman, Joseph Lomax 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 Counties specifying time and place this meeting is to be held.

## **FLAG SALUTE**

Vice Chairman, Joseph Lomax led the salute to the flag of the United States of America.

## **ROLL CALL & DETERMINATION OF QUORUM**

Supervisors: Joseph Lomax, Richard Dovey, Robert Fenton (Phone) and Cormac Morrissey (Phone).

Staff: Michael Kent, Glenn Ward, Lauren Tigue, Connor Smilon, Renee Capetola, John Hooven, Sharon McKenna, and Marie Rogowski

## **MINUTES**

### **A. Minutes of September 26, 2024, Meeting**

After Board review, a motion was made by Richard Dovey and seconded by Cormac Morrissey to approve minutes from the September 26, 2024 meeting. The motion passed unanimously.

### **B. Executive Session Minutes of September 26, 2024 Meeting**

After Board review, a motion was made by Richard Dovey and seconded by Robert Fenton to approve executive session minutes from the September 26, 2024 meeting. The motion passed unanimously.

## **FINANCES**

### **A. Treasurers Reports**

#### 1. District Financials – September 2024

After Board review and discussion, a motion was made by Richard Dovey and seconded by Cormac Morrissey to approve the District's September 2024 treasurer's report, balance sheet and expenses in the amount of \$91,163.73. The motion passed unanimously.

2. **PMC Financials – September 2024**

After review of the PMC monthly expense report for September 2024, a motion was made by Richard Dovey and seconded by Cormac Morrissey to approve treasurer’s report, balance sheet and account balance of \$24,963.40. The motion passed unanimously.

**B. Certificate of Deposit**

Michael Kent stated that a CD with NexBank was up for renewal. Due to a timing issue the CD was rolled over for a term of 2 years with a 3.9% interest rate with Bank Hapoalim.

Michael Kent discussed the ability to make financial investment choices prior to monthly meetings when needed. A motion was made by Cormac Morrissey and seconded by Robert Fenton to authorize Michael Kent to make financial decisions after consulting with District Chair and Treasurer when timing is an issue. The motion passed unanimously.

**C. FY-2024 Audit**

Copy of FY-2024 Audit was previously distributed to board for review. After discussion, a motion was made by Richard Dovey and seconded by Robert Fenton to accept audit as presented. The motion passed unanimously.

**NEW BUSINESS**

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

**1. October 2024 Certifications**

A motion was made by Cormac Morrissey and seconded by Robert Fenton approving all Plan Certifications listed on the October 2024 Application Report except for 246-24 and 400-24. The motion passed unanimously.

A motion was made by Cormac Morrissey and seconded by Robert Fenton to approve application 246-24. Richard Dovey recused. The motion passed.

A motion was made by Cormac Morrissey and seconded by Richard Dovey to approve application 400-24. Joseph Lomax recused. The motion passed.

**2. October 2024 Re-Certification**

A motion was made by Cormac Morrissey and seconded by Richard Dovey approving all applications listed on the October 2024 Re-Certification Application Report. Joseph Lomax abstained from motion. The motion passed.

**3. 251 Updates**

Glenn Ward

-Update on 251 program and projects coming into the District.

-Distributed and commented on 251 Quarterly Report.

-Thanked staff for keeping up with the many applications being submitted to the District.

**B. Farmland Program**

After Board review and discussion, a motion was made by Richard Dovey and seconded by Robert Fenton approving the following conservation agreements. The motion passed unanimously.

1. Conservation Agreements

- a. Richard Bock, Mullica Twp., 4.88 acres
- b. Michael Zsoldos, Mullica Twp., 14.58 acres
- c. Peter & Natalie Coppola, Buena Vista Twp., 4.34 acres,
- d. Peter & Natalie Coppola, Buena Vista Twp., 18.41 acres,

**C. Ocean County Soil Conservation District Shared Service Agreement**

The current agreement with Ocean County SCD will expire on December 31, 2024. After discussion, a motion was made by Robert Fenton and seconded by Richard Dovey to renew the agreement for an additional three (3) years. The motion passed unanimously.

**CORRESPONDENCE**

None

**OLD BUSINESS**

**A. Education**

Sharon McKenna

- Distributed activity report of previous and upcoming events.
- District participated in Somers Point, Jordan Road School field day. Commented on the day's activities.
- Attended virtual Envirothon planning meeting. The district will once again offer five mini grants to the teams that register and participate as previously approved. A site visit is scheduled for November 14, 2024.

**B. Grants/Agreements**

Michael Kent

- Distributed and commented on report outlining status of all District grants.
- Discussed forming a sub-committee to meet with Julie Hawkins to explore additional opportunities for the District. Robert Fenton and Richard Dovey will serve on sub-committee.

**C. Meetings**

Michael Kent

- Distributed and commented on list of previously attended, upcoming meetings, conferences, and events.
- Update from the National Association of State Conservation Agencies (NASCA) conference attended.

Robert Fenton

- Attended and commented on Restore America's Estuary Summit. Sessions ran all day with many topics to choose from.

Joseph Lomax

- Attended and commented on Restore America's Estuary Summit. The conference was well attended with several exhibitors and breakout sessions.

John Hooven

- Thanked the Board for the opportunity to attend NJ Shade Tree Federation annual conference.

Sharon McKenna

-Commented on the outreach opportunities while attending events.

**D. Forestry Update**

John Hooven

-Distributed and commented on summary of forestry activities.

-Discussed opportunity to prepare guidelines for forest management plan writing.

After discussion, a motion was made by Cormac Morrissy and seconded by Robert Fenton consenting John Hooven to write a draft forest management plan. The motion passed unanimously.

**E. Agriculture Update**

Michael Kent

-Stated that NRCS has revamped their ranking system and Riley Blankenship is on track to become a Level 1 Certified Planner.

**F. Coastal Zone Soil Survey**

Joseph Lomax

-Coastal zone soil survey continues to advance. Looking forward to future meetings with key players.

**G. District Employee Handbook**

Michael Kent

-Final edits are being made before being sent to District solicitor for review. Would like the handbook to be finalized and approved by the end of the year.

**COMMENTS**

**A. Staff**

**Glenn Ward**

-Commended the 251 staff for their work with plan review.

-Thanked the Board for the opportunity to attend the Partnership for the Delaware Estuary dinner on October 9, 2024.

**Lauren Tigue**

-Thanked the Board for the opportunity to attend the Partnership for the Delaware Estuary dinner.

-Update on the status of a large project in Egg Harbor Twp. Developer is starting to request signoffs for units.

**Connor Smilon**

-Update on 251 work be conducted.

**Renee Capetola**

-Commented on 251 work be conducted and pre-construction meeting attended.

**Sharon McKenna**

-Thanked the Board for the opportunity to attend the Partnership for the Delaware Estuary dinner.

-Suggested creating a storyboard for the Coastal Zone Soil Survey.

**John Hooven**

-Elected Chair-elect for New Jersey Society of American Foresters (NJSAF).

**B. Supervisors**

**Richard Dovey**

- Commented on Green Drinks event hosted by Sustainable EHC.
- Attended and commented on the Partnership for the Delaware Estuary dinner.
- Attended the first day of the New Jersey Shade Tree Federation annual conference.
- Agenda finalized for NJACD Annual meeting scheduled for November 25, 2024. Awards will be returning to the event.

**Cormac Morrissey**

- Attended the Partnership for the Delaware Estuary dinner. Commented on the outreach opportunities.

**Robert Fenton**

- Commented on the new DEP tree removal rules.

**C. USDA-NRCS**

**Chris Miller**

- Update on training events attended.
- Commented on activity at the center and remodeling projects completed.
- Commented on budget issues and end-of-year paperwork.

**D. Public**

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

**EXECUTIVE SESSION**

A motion was made by Robert Fenton and seconded by Cormac Morrissey to go into executive session at 10:07 a.m. The motion passed unanimously.

A motion was made by Richard Dovey and seconded by Robert Fenton to end the executive session at 10:58 a.m. and return to the regular meeting. The motion passed unanimously.

**ACTION ON ITEMS FROM EXECUTIVE SESSION**

A motion was made by Richard Dovey and seconded by Robert Fenton to authorize four supervisors and one staff member to attend the 2025 NACD Annual Meeting. The motion passed unanimously.

A motion was made by Robert Fenton and seconded by Richard Dovey to advertise and fill the vacant forestry position. The motion passed unanimously.

A motion was made by Richard Dovey and seconded by Robert Fenton to authorize Michael Kent to attend the Northeast Mid-Atlantic Forests & Water Forum on November 18-22, 2024.

***ADJOURNMENT***

A motion was made by Cormac Morrissey and seconded by Robert Fenton to adjourn the meeting at 11:07 a.m. The next meeting will be held Tuesday December 17, 2024, 3:30 p.m. at the District Office, Mays Landing, NJ. The motion passed unanimously.

Marie Rogowski  
Office Administrator