

Cape-Atlantic Conservation District Minutes

October 28, 2020

MEETING CALLED TO ORDER AND PUBLIC NOTICE ANNOUNCEMENT

Chairman Allen Carter, Jr., called the meeting to order at 8:35 a.m. at the USDA-NRCS Plant Materials Center in Cape May Court House, 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 and Cormac Morrissey

Staff: Michael Kent, Glenn Ward and Marie Rogowski

Natural Resources Conservation Service (NRCS): Julie Hawkins, Nicholas Saumweber, Michelle Pedano, Chris Miller and Lauren Finnegan

MINUTES

A. Minutes of September 23, 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 Robert Fenton to approve minutes from the September 23, 2020 meeting. The motion passed unanimously.

B. Executive Session Minutes of September 23, 2020 Meeting

Copy of Executive Session minutes were email to Board prior to meeting. After Board review, a motion was made by Robert Fenton and seconded by Joseph Lomax to approve Executive Session minutes from the September 23, 2020 meeting. The motion passed unanimously.

FINANCES

A. Treasurers Reports – September 2020

After review and discussion, a motion was made by Joseph Lomax and seconded by Cormac Morrissey to approve the Districts September 2020 treasurer's report,

balance sheet and expenses in the amount of \$54,293.76. The motion passed unanimously.

After review of the Plant Materials Center (PMC) monthly expense report for September 2020, a motion was made by Joseph Lomax and seconded by Robert Fenton to approve treasurer's report, balance sheet and account balance of \$30,187.15. The motion passed unanimously.

B. Budget Amendment

Michael Kent discussed amendment needed to FY-21 Budget to cover the cost of new computer hardware and software. It was recommended that funds be transferred from salaries to cover costs. After Board discussion, a motion was made by Joseph Lomax and seconded by Robert Fenton to transfer \$10,000.00 from category 6001-Salary Expense to category 5002 Capital Acquisitions for the purchase of new computer hardware and software. The motion passed unanimously.

NEW BUSINESS

A. Soil Erosion and Sediment Control Plans

1. September 2020 Certifications

September 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 September 2020 Application Report except for applications 358-20 and 368-20. The motion passed unanimously.

A motion was made by Cormac Morrissey and seconded by Robert Fenton approving application 358-20 and 368-20. Joseph Lomax recused having a conflict of interest. Joseph Lomax abstained from motion. The motion passed.

B. Farmland Program

1. Conservation Agreements

After board review and discussion, a motion was made by Cormac Morrissey and seconded by Joseph Lomax approving the following Conservation Agreements;

- a. Linda Diane Randazzo, Galloway Twp., 20 acres, New EQIP applicant
- b. Ahmed Hindi, Buena Boro, 30 acres, Establishing New Farm Operation
- c. Ahmed Hindi, Buena Boro, 10 acres, Establishing New Farm Operation
- d. Erin & Rob McKeage, Woodbine Boro, 15 acres, Potential EQIP Application

The motion passed unanimously.

A motion was made by Cormac Morrissey and seconded by Robert Fenton approving the following Conservation Agreement;

- a. Baycove Condo Association., Middle Twp., 0.8 acres, Soils Investigation

Joseph Lomax recused having a conflict of interest. Joseph Lomax abstained from motion. The motion passed.

C. National Association of Conservation District (NACD) Membership

District received NACD's annual membership request. A motion was made by Joseph Lomax and seconded by Robert Fenton to pay annual membership in the amount of \$1,000.00 as budgeted. The motion passed unanimously.

- D. *New Jersey Association of Conservation Districts (NJACD) Annual Meeting***
Annual NJACD meeting is scheduled for November 16, 2020 and will be held virtual. Agenda and information were distributed to the Board for review.
- E. *Coastal Resources Conservancy Inc. (CRCI)***
Michael Kent stated that David Reilly has resigned from CRCI Board of Director. CRCI will be required to submit a formal request to fill vacancy.

CORRESPONDENCE

- A. *Partnership for Delaware Estuary***
District received Save-the-Date notice for the March 1-3, 2021 virtual Delaware Estuary Science and Environmental Summit.

Michael Kent updated the Board on the District's participation with past events.

OLD BUSINESS

- A. *Education***

Glenn Ward report on the following;

NJACD Annual Meeting

-Working on a power point presentation that each District was asked to prepare to be shown during meeting on November 16, 2020.

District Newsletter

-Discussed newsletter options. Suggested creating social media page to reach more viewers. Joseph Lomax recommend preparing hard copy of annual report. After discussion there was board consensus to move forward with creating a social media page and preparing hard copy of annual report.

Envirothon

-Reported that many states held a virtual 2020 Envirothon. Information was shared with other states to help prepare for 2021 event.

Intern Program

-Update on internship program with Stockton University.

- B. *Fee Schedule***

Michael Kent reported that he is working on a narrative with Frank Minch that will be presented to the State Soil Conservation Committee (SSCC). Narrative will be forwarded to the Board for approval before sending to SSCC.

- C. *Grants***

Guiding Principles for Grant Contract Evaluation was distributed to the Board for review and discussion. Document will be updated as needed.

2020 Delaware Watershed Conservation Fund review report was distributed to the Board for review. Comments will assist the District when applying for future grants.

Michael Kent attended a virtual meeting with Larry Ellsworth and Rachel Dawson. Next round of Regional Conservation Planning Partnership (RCPP) grants is expected in February 2021.

Michael Kent provided and updated on current grants and stated all quarterly reimbursables have been submitted for payment to the District.

D. Government Vehicles

Michael Kent reported that a second estimate of \$1,453.27 was obtained for PMC vehicle repair. As per board action during the September 23, 2020, the District will move forward with the lower estimate of \$1,453.27 for repairs to PMC vehicle.

Michael Kent updated the Board on the status of the use of government vehicles. A District vehicle has been taken to the Vineland field office for partner employees to utilize temporarily. The Board discussed other vehicle options for partner employees.

E. Computer Equipment Upgrade

Michael Kent reported that Computer House will install new computers on November 2-3, 2020. For cost savings, intern workstations will utilize existing equipment.

F. Personnel

Michael Kent reported that the District was unable to fill site inspector position in-house and will need to advertise. After Board discussion a motion was made by Joseph Lomax and seconded by Cormac Morrissey to move forward with advertising for site inspector I position. The motion passed unanimously.

COMMENTS

A. Staff

Michael Kent

-Thanked the staff for all their hard work.

Marie Rogowski

-Continuing to remain busy in office scheduling site inspections and processing 251 certifications.

Glenn Ward

-Reported on 251 activity. Commented on 251 quarterly report distributed to the Board for review.

-Update on work detail at the Ocean Soil Conservation District.

B. Supervisors

Cormac Morrissey

-Inquired about possible grants for computer programs for businesses holding virtual meetings.

Joseph Lomax

-Update of the work being completed by NACD's Bylaws Committee.

-NACD Human Resources committee conducting internal review of employee handbook.

-Update of NACD's Coastal Resource Policy Group.

-Reported on NJ Shade Tree Federation's release of Soils for NJ Trees handbook.

-Recommended looking at the format of New Castle Delaware Conservation District newsletter and annual report as a template for the District.

Robert Fenton

- Atlantic County Board of Agricultural has resumed monthly meetings. All meetings will be held virtual until further notice.
- Attended Farm Bureau meeting via telephone October 27, 2020.

Allen Carter, Jr.

- NJ Farm Bureau Annual Conference will be held Tuesday, November 17th at the Westin at Forrestal Village in Princeton. This will be a one-day meeting for delegates only. Meeting will also be live-streamed.
- Annual American Farm Bureau Convention will be held virtual on January 10-13, 2021.
- Attended NJ Farm Bureau meeting via telephone October 27, 2020. Topics of discussion were, bear hunts, deer campaign and livestock processing.
- Update on Farm Bureau County Boards Training Session held for executive members.
- Update on harvest and business of Cape May County farmers.

C. USDA-NRCS

Julie Hawkins

- Introduced herself and is looking forward to working with the District.

Michelle Pedano

- Reported on Vineland Service Center Covid staff operations.
- Distributed monthly activity report for review and comments.

Chris Miller

- Provided daily operations update. Center remained open throughout COVID-19.
- Reported on storm damage to greenhouse.
- Update to third party agreements. Will work with Michael Kent and present to the Board in the new year.

Lauren Finnegan

- Asked the District to forward any news stories and pictures that she may be able to include on USDA's social media page and website.

D. State Soil Conservation Committee (SSCC)

Michael Kent reported that the SSCC is currently in the process of relocating to a new location. Staff continue to work remotely.

E. Public

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

ADJOURNMENT

Chairman Allen Carter, Jr. adjourned the meeting at 10:25 a.m. The next meeting will be Wednesday November 18, 2020 at 8:00 a.m. at the District Office in Mays Landing, NJ.

Marie Rogowski,
Administrative Assistant