

# Cape-Atlantic Conservation District Minutes

September 23, 2015

## **MEETING CALLED TO ORDER**

Chairman, Richard Dovey called the meeting to order at 8:05 A.M. at the District Office in Mays Landing, NJ.

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

Supervisors: Richard Dovey, Daniel Galletta, Allen Carter, Jr., Joseph Lomax and Robert Fenton

Staff: David Reilly, Michael Kent and Marie Rogowski

NRCS: Nicholas Saumweber

SSCC: John Showler

## **MINUTES**

A motion was made by Allen Carter, Jr. and seconded by Joseph Lomax to approve minutes from the August 26, 2015 meeting.

## **FINANCES**

### **A. Treasurer's Report - August 2015**

After review of the August 2015 Treasurer's Report a motion was made by Allen Carter, Jr. and seconded by Robert Fenton to approve treasurer's report and expenses in the amount of \$43,454.68.

After review of the Plant Material Center monthly report for August 2015, a motion was made by Daniel Galletta and seconded by Joseph Lomax to approve report and expenses in the amount of \$458.00.

## **NEW BUSINESS**

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

#### **1. August 2015 Certifications**

A motion was made by Joseph Lomax and seconded by Daniel Galletta approving all Plan Certifications listed on the August 2015 Application Report except for applications 300-15, 317-15, 340-15 and 345-15.

Joseph Lomax stepped out of meeting so a motion could be made on recused applications.

A motion was made by Allen Carter, Jr. and seconded by Robert Fenton to approve application 300-15, 317-15, 340-15 and 345-15. Joseph Lomax recused since plans were submitted by past or current clients.

**B. *Farmland Program (Board Action Required)***

After board review and discussion a motion was made by Joseph Lomax and seconded by Allen Carter, Jr. to approve the following Conservation Plan;

- a. Upper Township, 6.7 acres – Seasonal High Tunnels, Pollinator Habitat

After board review and discussion a motion was made by Daniel Galletta and seconded by Joseph Lomax to approve the following CREP Payment Request;

- a. Bellview Farms, Hammonton – \$3,852.23, Grassed waterway completion.

**CORRESPONDENCE**

**NONE**

**OLD BUSINESS**

**A. *Education***

David Reilly reported that Glenn Ward has completed and distributed District Fall/Winter Newsletter. He commented on the new format, and articles on Backyard Conservation that will be featured in each issue.

**B. *Update – New Jersey Conservation District Workgroups.***

Joseph Lomax

-Attended Policy and Procedures Committee meeting on September 22, 2015. Policy and Procedures manual is just about complete. Manual will be presented to State Committee at October meeting for approval.

-District Work Group Committee has completed their work and has been suspended temporarily until needed.

-Discussed single family exemptions. Training will be available at annual meeting.

-Title of Administrative Policy and Procedure Manual has been changed to Administrative Guidance Manual. Manual will be available at October's State committee meeting.

Daniel Galletta

-Training Committee met on September 17, 2015. Discussed the following training that was recommended by the committee for the annual meeting October 27, 2015;

- Supervisor Training
- Single family application procedures
- Financial Accounting Manual training

**C. *Update – CIG Project***

David Reilly reported on the following;

-Last week staff was working on monthly site documentation visits and pollinator monitoring.

-Excited to see how things are progressing. Growth is much better than last year.

-Staff is starting to organize and categorize photos.

-Hopeful that the District will be able to hold presentation at NACD Annual Meeting in Reno, NV.

**D. RCPP-NFWF**

David Reilly stated that he continues to work on RCPP initiative.

Nicholas Saumweber discussed job duties of new hire if grant is awarded.

Daniel Galletta asked where the application process stands. David Reilly responded that he continues to work with Rachel Dawson to revise narrative and budget.

After discussion a motion was made by Allen Carter, Jr. and seconded by Robert Fenton authorizing David Reilly to submit revised narrative and budget.

A motion was made by Joseph Lomax and seconded by Robert Fenton to proceed with work to update District's MOA with NRCS.

**E. Financial Accounting Manual**

David Reilly presented to the board a one page document outlining alternative methods for internal controls. After board review and discussion, a motion was made by Allen Carter, Jr. and seconded by Joseph Lomax authorizing David Reilly to contact District's credit card company to have credit limit reduced to \$3,000.00 to meet Guidelines for a Standard Accounting System.

After further discussion, a motion was made by Daniel Galletta and seconded by Allen Carter, Jr. to adopt Alternative Methods for Internal Controls as presented. Motion included change to credit card limit.

**F. PMC 50<sup>th</sup> Anniversary**

David Reilly thanked staff and board for their help and participation with the PMC's 50<sup>th</sup> Anniversary. David Reilly distributed a cost analysis outlining expenses. It was noted that the event came in under budget. Extra perishable food items were donated to the Atlantic City Rescue Mission.

**COMMENTS**

**A. Staff**

**Michael Kent**

-Updated board on 251 activities in the District.

**David Reilly**

-Met with Tom Dark from Nightlinger, Colavita & Volpa, P.A. on September 22, 2015 to review Financial Accounting Manual. Needed to explore and clarify budget reserves before end of fiscal year. Raymond Colavita spoke with David Reilly and stated that he would come out to training events if needed.

-September 8, 2015 met Richard Belcher at Stockton University Seaview Resort in Galloway Twp. to tour facility for NACD 2016 Northeast Regional Meeting.

-Received appointment to Cape May County Agricultural Development Board.

-NJACD annual meeting will be October 27, 2015 at Rutgers Eco-Complex. A motion was made by Joseph Lomax and seconded by Daniel Galletta authorizing expenditures for staff and board to attend meeting.

**B. Supervisors**

**Allen Carter, Jr.**

- New Jersey Agricultural Society was in Cape May County.
- With the upcoming Pope visit, Tuckahoe Turf Farm had visits from NJ State Terrorism and Secret Service Advanced teams to ensure no out of the ordinary purchase had been made.
- Commented on Tuckahoe Turf Farms recent visit from DEP to review pesticide files.

**Robert Fenton**

- Updated board and staff on current activities on farm.

**Joseph Lomax**

- Thanked staff for their work on the PMC's 50<sup>th</sup> Anniversary event. Thought it was an excellent day.
- Registration for 2016 NACD Annual Meeting now available on their website. Registrations are due by December 18, 2016. Meeting schedules are also available online.
- NACD called for resolutions to be acted on at the 2016 annual meeting.

**Richard Dovey**

- Discussed stepping down as District Chairman. Would like to remain on board. Board will hold reorganization meeting during October's monthly meeting.

**C. NRCS**

**Nicholas Saumweber**

- Distributed NRCS Monthly Report for review and comments.
- EQIP and AMA 2016 signup cutoff set for October 16, 2015. Aquaculture Initiative extended until November 20, 2015. RCPP application accepted on a continual basis.
- Farm Services Agency announced Beginning Farmer Education Grant. Proposals due 11/20/15, 1/22/16, 3/18/16 and 5/27/16.
- Brittany Dobrzynski of NJ Audubon will work part-time from the Vineland office starting in October. She will assist with conservation planning and outreach for RCPP.

**D. SSCC**

**John Showler**

- H&H database being updated. Test site will be available shortly.
- Updated staff and board on Land grading and Soil Standards.
- New DEP Flood Hazard rules available. DEP representative will be available at NJACD annual meeting to discuss new rules.

**E. Public**

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

**Executive Session**

- No executive session

## ***ADJOURNMENT***

Motion was made by Joseph Lomax and seconded by Allen Carter, Jr. to adjourn meeting at 10:30A.M. The next meeting will be held October 28, 2015 at 8:30 AM at Rutgers Cooperative Extension Office, Cape May Court House, NJ.

Unless otherwise indicated, all actions were taken by unanimous vote of all members present.

Marie Rogowski,  
Administrative Assistant