

Cape-Atlantic Conservation District Minutes

September 23, 2020

MEETING CALLED TO ORDER AND PUBLIC NOTICE ANNOUNCEMENT

Chairman Allen Carter, Jr., called the meeting to order at 8:00 a.m. via video conference.

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, Cormac Morrissey and Richard Dovey

Staff: David Reilly, Michael Kent, Glenn Ward and Marie Rogowski

Natural Resources Conservation Service (NRCS): Michelle Pedano

MINUTES

A. Minutes of August 26, 2020 meeting

Copy of minutes were emailed to Board prior to meeting. After Board review, a motion was made by Richard Dovey and seconded by Joseph Lomax to approve minutes from the August 26, 2020 meeting. The motion passed unanimously.

FINANCES

A. Treasurers Reports – August 2020

August 2020 District and Plant Materials Center (PMC) Treasurer's reports were emailed to the Board for review.

After review and discussion a motion was made by Joseph Lomax and seconded by Robert Fenton to approve the Districts August 2020 treasurer's report, balance sheet and expenses in the amount of \$61,529.74. The motion passed unanimously.

After review of the PMC monthly expense report for August 2020, a motion was made by Cormac Morrissey and seconded by Joseph Lomax to approve treasurer's report, balance sheet and account balance of \$29,725.70. The motion passed unanimously.

NEW BUSINESS

A. Soil Erosion and Sediment Control Plans

1. August 2020 Certifications

August 2020, 251 Certification report was emailed to the Board for review.

A motion was made by Joseph Lomax and seconded by Cormac Morrissey approving all Plan Certifications listed on the August 2020 Application Report except for application 306-20. The motion passed unanimously.

A motion was made by Cormac Morrissey and seconded by Robert Fenton approving application 306-20. 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 Joseph Lomax and seconded by Richard Dovey approving the following Conservation Agreements;

a. Juanita Willis, Buena Vista Twp., 2.5 acres, new EQIP Applicant

b. Jennifer Down, Dennis Twp., 12.44 acres, new EQIP Applicant

The motion passed unanimously.

C. CDARS Account

District CDARS account with Farm Bureau Bank is due to expire October 8, 2020. Michael Kent commented on options available. After Board discussion a motion was made by Robert Fenton and seconded by Cormac Morrissey to renew CDARS account with Farm Bureau Bank for a term of one (1) year at .2%. The motion passed unanimously.

D. Regional Conservation Planning Partnership (RCP) 2020-21

Sub-committee of David Reilly, Michael Kent, Robert Fenton and Joseph Lomax met on September 16, 2020 to review RCP grant application. There was consensus of the sub-committee that applying for grant was not feasible at this time. Sub-committee prepared a list of guiding principles for the District to consider when applying for future grants. List will be forwarded to Board for review and comments.

E. Plant Materials Center (PMC) Insurance Claim

Michael Kent updated the Board on status of insurance claim. Estimate from Avalon Auto Body was provided. After discussion, there was Board consensus to have Chris Miller obtain a second estimate.

A motion was made by Cormac Morrissey and seconded by Joseph Lomax authorizing Michael Kent to move forward with auto repairs after additional quote is obtained. The motion passed unanimously.

Michael Kent stated that he has added all partner employees to auto insurance for an additional \$13.00 a year and that a District vehicle will be left at the Vineland field office for partner employees to use temporarily.

CORRESPONDENCE

None

OLD BUSINESS

A. Education

Glenn Ward report on the following;

Envirothon

- National Envirothon being held July 25-31, 2021 at the University of Nebraska. Current issue is "Water Resources Management-Local Control & Local Solutions".
- Rumors of holding New Jersey Envirothon virtual.

Poster Contest

- Theme for this year's contest is, Healthy Forests, Health Communities.

Earth Day Event

- Atlantic County event is scheduled for Sunday April 25, 2021 at the ACUA and Cape May County on Saturday April 24, 2021 at the Cape May County Park/Zoo.

B. Strategic Plan

Final draft will be forwarded to Richard Dovey and Joseph Lomax for review and comments before presenting to the board for review and adoption.

C. Banking

Michael Kent stated that all bank accounts have been updated to reflect staff changes and signature cards completed.

D. Computer Equipment Upgrade

District received two quotes for computer equipment upgrades. After board discussion a motion was made by Joseph Lomax and seconded by Cormac Morrissey to authorize Michael Kent to move forward with Computer House quote for upgrades and to not exceed \$14,000.00 unless further authorization is made. The motion passed unanimously.

E. National Fish and Wildlife Foundation (NFWF) Restore America's Estuaries

District was not awarded grant. Joseph Lomax suggested contacting organization for comments on application and why District was denied to gain insight when applying for future grants.

F. Agricultural Development Boards

Michael Kent stated that he has applied to replace David Reilly on Atlantic and Cape May County Agricultural Development Boards. Waiting to hear back from both counties.

G. Fee Schedule

Cormac Morrissey stated that Michael Kent had provided sub-committee with several fee increase options.

Michael Kent reported on breakdown of various fee increases and suggested sharing with Frank Minch for review and comments prior to having Mr. Minch present fee increase to the State Committee.

A motion was made by Richard Dovey and seconded by Cormac Morrissey to share fee schedule increase with Frank Minch as discussed to get his feedback. The motion passed unanimously.

There was board consensus that future fee schedule increases be reviewed once every 5 years.

H. Coastal Resources Conservancy, Inc. (CRCI)

Joseph Lomax commented on the Shared Services Agreement, Memorandum of Understanding (MOU) that was previously emailed to the Board. Mr. Lomax suggested changing title to Memorandum of Agreement (MOA) along with minor refinements to context. There was also Board discussion on startup costs.

A motion was made by Cormac Morrissey and seconded by Joseph Lomax to adopt MOU with edits as discussed and to transfer \$20,000.00 from the District's unrestricted funds to CRCI account for startup costs. The motion passed unanimously.

COMMENTS

A. Staff

Marie Rogowski

-Busy in office scheduling site inspections and processing 251 certifications.

David Reilly

-Last official meeting. Thanked Board for the opportunities provided over the years.

Glenn Ward

-Reported on Stockton University Intern, Connor Smilon. Connor is doing a great job and is quick to learn.

-Reported on 251 activity throughout the District. Staff has been very busy processing new applications.

Michael Kent

-Asked that all supervisors complete Ethics training and to forward receipt of completion by September 30, 2020.

-District's FY-2020 Audit is complete. Auditor is waiting for new guidelines from the State before releasing to ensure they completed all tasks required.

-Attended virtual State Committee meeting on September 19, 2020.

-Reported on new position.

B. Supervisors

Cormac Morrissey

-Thanked David Reilly for a great job and that he will be missed.

-Looking forward to new partnership with CRCI.

Richard Dovey

-Thanked David Reilly for all he's done for the District. The transition and succession planning was very well done, and is looking forward to working with him in the future.

Robert Fenton

-Thanked David Reilly for his years of service to the District.

-Attended Farm Bureau meeting via telephone September 22, 2020.

Joseph Lomax

- Thanked David Reilly for his years of service and contributions made to the District.
- Thanked staff and supervisors for all their work during David Reilly's transition.
- Update of NACD's Coastal Resource Policy Group.

Allen Carter, Jr.

- Thanked David Reilly for his years of service. Looking forward to working with Mr. Reilly and the non-profit.
- Attended Farm Bureau meeting held September 22, 2020. Reported on topics discussed during meeting.
- Participating in and reported on the National Sod Check-off Program.
- Working on trying to get sod farming to be recognized as a specialty crop.

C. NRCS

Michelle Pedano

- Reported on Vineland Service Center Covid staff operations.
- Commented on monthly activity report that was previously emailed to the Board for review and comments.

D. Rutgers

- Allen Carter Jr. reported on budget proposal. No major cuts, but will know more in the next coming days.

E. Public

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

EXECUTIVE SESSION

A motion was made by Joseph Lomax and seconded by Robert Fenton to go into executive session at 10:00 a.m. to discuss personnel issues. The motion passed unanimously.

A motion was made by Joseph Lomax and seconded by Richard Dovey to end executive session at 10:15 a.m. and return to the regular meeting. The motion passed unanimously.

ACTION ON ITEMS FROM EXECUTIVE SESSION

None

ADJOURNMENT

Chairman Allen Carter, Jr. adjourned the meeting at 10:20 a.m. The next meeting will be Wednesday October 28, 2020 at 8:00 a.m. at the District Office in Mays Landing, NJ.

Marie Rogowski,
Administrative Assistant

Executive Session Meeting Minutes
Cape Atlantic Conservation District
September 23, 2020

Motion to go into executive session was made by Joseph Lomax and seconded by Robert Fenton at 10:00a.m. to discuss hiring of new staff. The motion passed unanimously. The meeting was held via video conferencing.

Attendees:

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

District Staff: Michael Kent and Glenn Ward

Hiring of New Staff:

Michael Kent presented to the Board that it was time to start thinking about filling the staff position that is currently vacant due to the recent staffing changes that have occurred within the District. Mr. Kent suggested that they might want to look at current staff that are fulfilling other roles and responsibilities as possible candidates. No formal action took place but the Board agreed to have Mr. Kent explore this option.

A motion was made by Joseph Lomax and seconded by Richard Dovey to end executive session at 10:15a.m. and return to the regular meeting. The motion passed unanimously.

Submitted by Michael Kent