

Cape-Atlantic Conservation District Minutes

September 28, 2016

MEETING CALLED TO ORDER

Chairman, Daniel Galletta called the meeting to order at 8:05 A.M. at the District office in Mays Landing, NJ.

ROLL CALL & DETERMINATION OF QUORUM

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

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

NRCS: Michelle Pedano

PMC: Chris Miller

MINUTES

A motion was made by Robert Fenton and seconded by Allen Carter, Jr. to approve minutes from the July 27, 2016 meeting.

FINANCES

A. Treasurer's Report – July 2016

After review of the July 2016 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 \$42,809.96.

After review of the Plant Materials Center monthly report July 2016, a motion was made by Joseph Lomax and seconded by Allen Carter, Jr. to approve report.

B. Treasurer's Report – August 2016

After review of the August 2016 Treasurer's Report a motion was made by Allen Carter, Jr. and seconded by Joseph Lomax to approve treasurer's report and expenses in the amount of \$47,316.48.

After review of the Plant Materials Center monthly report August 2016, a motion was made by Allen Carter, Jr. and seconded by Robert Fenton to approve report.

C. Revised FY-17 Budget

After review and discussion a motion was made by Allen Carter, Jr. and seconded by Joseph Lomax to amend FY-17 budget to reflect NRCS contract agreement for seasonal biological aides at the Cape May Plant Materials Center.

NEW BUSINESS

A. Soil Erosion and Sediment Control Plans

1. July 2016 Certifications

A motion was made by Joseph Lomax and seconded by Robert Fenton approving all Plan Certifications listed on the July 2016 Application Report except for applications 247-16, 255-16, and 257-16.

A motion was made by Joseph Lomax and seconded by Allen Carter, Jr. to approve applications 257-16. Daniel Galletta recused having a conflict of interest.

A motion was made by Allen Carter, Jr. and seconded by Robert Fenton to approve applications 247-16 and 255-16. Joseph Lomax recused since plans were submitted by past clients

2. July 2016 Re-Certifications

A motion was made by Joseph Lomax and seconded by Allen Carter, Jr. approving all Plan Re-Certifications listed on the July 2016 Application Report.

3. August 2016 Certifications

A motion was made by Joseph Lomax and seconded by Robert Fenton approving all Plan Certifications listed on the August 2016 Application Report except for applications 178-16, 280-16, 290-16, 297-16, 298-16, 314-16, 316-16, 318-16 and 321-16.

A motion was made by Allen Carter, Jr. and seconded by Robert Fenton to approve applications 178-16, 280-16, 290-16, 297-16, 298-16, 314-16, 316-16, 318-16 and 321-16. Joseph Lomax recused since plans were submitted by past or current clients.

4. August 2016 Re-Certifications

A motion was made by Joseph Lomax and seconded by Robert Fenton approving the following Plan Re-Certifications listed on the August 2016 Application Report; 211-11, 177-99, 205-02, 131-08, 308-09, 253-88 and 57-08.

Chair passes to Allen Carter, Jr.

A motion was made Joseph Lomax and seconded by Robert Fenton to approve applications 160-84, 303-05 and 133-07. Daniel Galletta recused having conflicts of interest.

A motion was made by Robert Fenton and seconded by Allen Carter, Jr. to approve applications 151-98, 228-81, 173-83, 66-84 and 5-90. Daniel Galletta and Joseph Lomax recused have conflicts of interest.

Chair passes back to Daniel Galletta.

B. Farmland Program (Board Action Required)

1. Conservation Agreements

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

- a. Ed Paone, Upper Township, 56 acres, Forestry

- b. Star Hollow Stables, Upper Township, 7.3 acres, Equine Operation

2. Conservation Plans

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

- a. Hammonton, 17.7 acres, Blueberry Drip Irrigation
- b. Middle Township, 12.5 acres, Aquaculture Operation Rack Replacement
- c. Middle Township, 8 acres, Aquaculture Operation Rack Replacement
- d. Buena Borough, 14 acres, Grassed Waterway
- e. Buena Borough, 5.7 acres, Cover Crops
- f. Galloway Township, 120 acres, Conservation Stewardship Program Plan
- g. Hammonton, 39.4 acres, Blueberry Drip Irrigation
- h. Pleasantville, 1.9 acres, Seasonal High Tunnel
- i. Buena Vista Township, 16.5 acres, Seasonal High Tunnel
- j. Dennis Township, 30 acres, Equine Operation
- k. Hamilton Township, 4 acres, Equine Operation Nutrient Management Plan
- l. Hamilton Township, 9.2 acres, Equine Operation Nutrient Management Plan
- m. Corbin City, 15.7 acres, Equine Operation Nutrient Management Plan
- n. Galloway Township, 25.9 acres, Nutrient Management Plan

C. NACD Annual Meeting, January 28-February 1, 2017

NACD Annual meeting will be held January 28-February 1, 2017 in Denver, Co. A motion was made by Joseph Lomax and seconded by Allen Carter, Jr. to authorize three Supervisors and one staff member to attend meeting.

D. NACD Soil Health Champion Program

David Reilly discussed NACD Soil Health Champion Program. David suggested Jeremy Sahl as a participant. District would assist with coordination of program. There was consensus of the board for the District to move forward with program.

E. Cape May Plant Materials Center-Memorandum of Understanding

Current MOU was reviewed and discussed. Chris Miller stated that he has not received direction on how to move forward with new MOU's. After discussion a motion was made by Allen Carter, Jr. and seconded by Joseph Lomax to amend section C and to extend MOU for an addition five years.

F. 2017 Delaware Estuary Science & Environmental Summit

Summit scheduled for January 22-25, 2017 in Cape May, NJ. David Reilly discussed attending summit and having a joint display along with Cape May Plant Materials Center. After discussion a motion was made by Allen Carter, Jr. and seconded by Robert Fenton to register for event with maximum of \$1,500.00 coming from District PMC account.

G. PMC People's Garden

Chris Miller discussed improving the soil quality on the $\frac{3}{4}$ acre People's Garden at the Plant Materials Center. After discussion a motion was made by Joseph Lomax and seconded by Allen Carter, Jr. to authorize up to \$1,500.00 from the District PMC account to purchase leaf compost to improve soil.

H. New Jersey Agricultural Society

A motion was made by Allen Carter, Jr. and seconded by Joseph Lomax to authorize payment of annual membership in the amount of \$50.00.

I. NJ Business & Industry Association

A motion was made by Joseph Lomax and seconded by Allen Carter, Jr. to authorize payment of annual dues in the amount of \$220.00 as budgeted.

CORRESPONDENCE

NONE

OLD BUSINESS

A. Education

Glenn Ward

-Sitting for the Certified Professional in Erosion and Sediment Control (CPESC) exam on October 13th at the Burlington County Soil Conservation District. Will be attending a study session with other testers on Monday October 3rd.

-Will be presenting a soils-themed topic for the Atlantic County master gardeners on October 14th. Both interns and David Reilly will be attending.

-No news or information on the 2017 Envirothon.

B. RCPP-NFWF

David Reilly

-Program being implemented well.

-Reimbursements are submitted quarterly. District should receive second reimbursement shortly.

C. NACD Northeast Regional Meeting

David Reilly

-Thanked staff and supervisors for help with the event.

-Distributed district expense report for review.

-Discussed survey results.

Daniel Galletta

-Commented on the NJACD budget for the event.

-Next meeting will be held in Vermont.

Allen Carter, Jr.

-Event was very well run.

-Thanked staff and supervisors.

Joseph Lomax

-Events flowed smoothly and feedback has been very positive.

D. Cape May Plant Materials Center Agreement

David Reilly reviewed and discussed current agreement between the District and PMC. A motion was made by Joseph Lomax and seconded by Robert Fenton to ratify agreement and to authorize David Reilly to sign new agreement that will extend for a period of five (5) years.

E. District Overtime Policy

Proposed policy was distributed for review. David Reilly reported that the Districts Solicitor had reviewed and approved the policy. After discussion a motion was made by Allen Carter, Jr. and seconded by Robert Fenton to approve amended policy with minor change to item #6.

COMMENTS

A. Staff

David Reilly

- Attended NRCS training August 2-3, 2016. Spent one day in the classroom and one day in the field. Training was very informative. Thanked board for their support.
- Working with Atlantic County Engineering and Planning Department on drainage issues at a farm in Buena Vista Twp.
- Auditors concluded their field office portion of FY-16 audit.

Michael Kent

- New H&H database is up and running. Much more user friendly than old database.
- Permit extension act should expire June 30, 2017. Staff will contact owners prior to expiration date for recertification.
- The District is now capable of doing Chapter 251 audits as per State financial accounting manual.

Celia Rodrigues

- Led a contract signing for the first time. Looking forward to doing more.

B. Supervisors

Allen Carter, Jr.

- Local breweries pleading with local farmers to grow crops for their products.
- Discussed article "Homegrown by Hero's", a program that assists farmer veterans.
- Farm Bureau called for resolutions to be acted on at annual meeting. Keynote speaker will be Vincent "Zippy" Duvall.
- Cash crops, market value is down.
- Stockton University brought visiting Japanese students over to tour turf farm.

Robert Fenton

- Commented on a potato fungus affecting crops. Fungus originated in Maine and is causing major problems.

Joseph Lomax

- Continuing work on Policy & Procedures Guideline.
- Assisting in drafting business plan for National Conservation Foundation.
- Pineland canoe paddle schedule for Sunday October 2, 2016.

Daniel Galletta

- Commented on letter sent to Assemblyman Andrzejczak seeking reinstatement of per diem for supervisors. Bill has been drafted to seek funding.
- Training committee scheduled to meet October 3, 2016 at the Freehold District.

C. NRCS

Michelle Pedano

- Distributed NRCS Monthly Report for review and comment.
- Distributed flyers for Application Day events scheduled for October 4, 2016 at Lee Rain and October 19, 2016 at Farm Rite in Shiloh.
- NJ Audubon is hosting Hops and Crops outreach event at Cape May Brewery, October 11, 2016.
- Discussed shortage of pollinator seed.

**D. Cape May Plant Materials Center
Chris Miller**

-Discussed proposed new lease agreement for PMC.
-Joseph Lomax and Allen Carter, Jr. will schedule an appointment to meet with Assemblyman Andrzejczak and write letter to Lt. Governor to address issues with lease agreement.

**E. Rutgers Cooperative Extension
Jenny Carleo**

-Jenny was unable to attend meeting but did forward information about new 2 new faculty and upcoming workshops.

F. 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 10:30 a.m.

A motion was made by Allen Carter, Jr. and seconded by Joseph Lomax to end executive session at 11:40 a.m. and return to the regular meeting.

ACTION ON ITEMS FROM EXECUTIVE SESSION

A motion was made by Joseph Lomax and seconded by Robert Fenton to accept the evaluation of Celia Rodrigues and to remove her probationary status, and to enroll her into the State of New Jersey, Public Employees Retirement System (PERS) effective October 1, 2016.

Daniel Galletta reported that the District has reviewed the recently completed Conservation Innovation Grant project and that the District has met the contractual obligations.

ADJOURNMENT

Motion was made by Robert Fenton and seconded by Allen Carter, Jr. to adjourn meeting at 11:45 a.m. The next meeting will be October 26, 2016 at 8:30 a.m. at Rutgers Cooperative Extension of Cape May, CMCH, NJ.

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

Marie Rogowski,
Administrative Assistant

Executive Session
of the Cape Atlantic Conservation District
September 28, 2016

Motion to go into executive session for personnel issues and to review the Conservation Innovation Grant contract was made by Joseph Lomax, and seconded by Robert Fenton to go into executive session at 10:30 a.m.

Attendance

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

Staff: David Reilly

David Reilly reported on the employee evaluation that he and Nick Saumweber conducted with Celia Rodrigues. The purpose of the evaluation was to review her performance as she had completed 6 months as a probationary employee. David Reilly reported that Celia Rodrigues has received a satisfactory review and made a staff recommendation that the probationary status be removed.

David Reilly presented information on the financial accounting of Celia Rodrigues' employment cost as it related to expenses occurred and reimbursement provided to the District. Joseph Lomax noted that there should be established a tracking of the reimbursement of the employment costs.

David Reilly reviewed the District's salary schedule as it pertained to the agreement with the National Fish and Wildlife Foundation. Allen Carter noted that it would be appropriate to review the salary for Celia Rodrigues when the District Budget Subcommittee is preparing for the FY 2018 budget and that another performance evaluation of Celia Rodrigues should be conducted when they are conducted for all District staff. David Reilly noted that this review normally occurs in January so that all performance reviews are completed prior to the Budget Subcommittee convening. A discussion occurred regarding the financial obligations of providing employee benefits.

David Reilly reported that he had corresponded with representatives of the State of New Jersey, Department of Treasury, Pensions and Benefits program regarding the procedure to enroll a probationary employee into the Public Employees Retirement System. David Reilly reported that he was directed that the appropriate date to enroll an employee which would have a probationary status removed on or before September 30, 2016 would be October 1, 2016.

David Reilly provided an analysis of the recently completed national Conservation Innovation Grant contract.

The analysis included information on the cost of implementing the project as it related to employee salaries and benefits, as well as the cost of materials to complete the project. The analysis did not include a financial assessment of the in-kind contributions provided by Board members.

At 11:40 am a motion was made by Allen Carter, Jr and seconded by Joseph Lomax to end the executive session and return to the regular meeting. This motion passed unanimously.

Submitted by David Reilly