

# Cape-Atlantic Conservation District Minutes

September 25, 2019

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

Chairman, Allen Carter, Jr. called the meeting to order at 8:00 a.m. at the District office in Mays Landing, 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: David Reilly, Michael Kent and Marie Rogowski

Natural Resources Conservation Service (NRCS): Michelle Pedano

## ***MINUTES***

### ***A. Minutes of July 24, 2019 meeting***

After Board review, a motion was made by Robert Fenton and seconded by Cormac Morrissey to approve minutes from the July 24, 2019 meeting with the correction to comment under Allen Carter, Jr. The motion passed unanimously.

### ***B. Executive Session Minutes of July 24, 2019 meeting***

After Board review, a motion was made by Robert Fenton and seconded by Joseph Lomax to approve executive session minutes from the July 24, 2019 meeting. The motion passed unanimously.

## ***FINANCES***

### ***A. Treasurer's Reports – July 2019***

After review of the District's July 2019 Treasurer's Report, a motion was made by Joseph Lomax and seconded by Robert Fenton to approve treasurer's report and expenses in the amount of \$60,213.42. The motion passed unanimously.

After review of the Plant Materials Center (PMC) monthly expense report for July 2019, a motion was made by Joseph Lomax and seconded by Robert Fenton to

approve report and account balance of \$26,050.75. The motion passed unanimously.

**B. *Treasurer's Reports – August 2019***

After review of the District's August 2019 Treasurer's Report, a motion was made by Cormac Morrissey and seconded by Joseph Lomax to approve treasurer's report and expenses in the amount of \$58,542.03. The motion passed unanimously.

After review of the Plant Materials Center (PMC) monthly expense report for August 2019, a motion was made by Joseph Lomax and seconded by Robert Fenton to approve report and account balance of \$26,170.97. The motion passed unanimously.

**C. *New Jersey Business and Industry Association (NJBIA)***

District received annual membership renewal at the cost of \$275.00. After board discussion, a motion was made by Joseph Lomax and seconded by Robert Fenton to renew NJBIA membership. The motion passed unanimously.

**NEW BUSINESS**

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

**1. *July 2019 Certifications***

A motion was made by Joseph Lomax and seconded by Cormac Morrissey approving all Plan Certifications listed on the July 2019 Application Report except for applications 259-19, 265-19, 266-19, 270-19 and 278-19. The motion passed unanimously.

A motion was made by Cormac Morrissey and seconded by Robert Fenton approving applications 259-19, 265-19, 266-19, 270-19 and 278-19. Joseph Lomax recused having conflicts of interest. Joseph Lomax abstained from motion. The motion passed.

**2. *July 2019 Re-certification***

A motion was made by Joseph Lomax and seconded by Cormac Morrissey approving applications listed on the July 2019 Re-Certification Application Report. The motion passed unanimously.

**3. *August 2019 Certifications***

A motion was made by Cormac Morrissey and seconded by Joseph Lomax approving all Plan Certifications listed on the August 2019 Application Report. The motion passed unanimously.

**B. *Farmland Program***

**1. *Conservation Agreement***

After board review and discussion, a motion was made by Joseph Lomax and seconded by Robert Fenton approving the following Conservation Agreement;

- a. Seth Cooper, 1 acre, Lower Township-Conservation Technical Assistance.

The motion passed unanimously.

**2. *Conservation Plans***

After board review and discussion, a motion was made by Robert Fenton and seconded by Cormac Morrissey approving the following Conservation Plans;

- a. Upper Twp., 6 acres – Drip in blueberries with associated vegetative practices.
- b. Buena Borough, 56 acres – Multi-species cover crop

- c. Mullica Twp., 40.8 acres – Wetland restoration
- d. Borough of Folsom, 7 acres – Cover crop and conservation cover (pollinator)

The motion passed unanimously.

## **CORRESPONDENCE**

NONE

## **OLD BUSINESS**

### **A. Education**

David Reilly

-2020 Envirothon will be coordinated and hosted by the Freehold Soil Conservation District.

-New Jersey Flower Show is scheduled for April 23-26, 2020 at the NJ Convention & Exposition Center in Edison. Discussed the possibilities of the District assisting with flower show. Will reach out to other district managers for support.

### **B. State Agricultural Development Committee (SADC) Preserved Farm Monitoring**

David Reilly reported that the District received the annual monitoring contract from SADC to inspect preserved farms in Atlantic, Cape May and Cumberland Counties. Copy of contract was forwarded to the Board for review. After discussion, a motion was made by Cormac Morrissey and seconded by Joseph Lomax to enter into the agreement to monitor preserved farms. Contract will terminate June 30, 2020. The motion passed unanimously.

### **C. Server Replacement**

David Reilly reported that the new server and firewall has been installed and all District computers have been updated. David Reilly thanked Michael Kent for assisting in the installation. New firewall device installed will have an annual update fee of \$110.00.

Joseph Lomax inquired about cyber security insurance. David Reilly stated that the quote received was \$1,109.12. Copies of quote will be forwarded to supervisors for review. Topic was tabled until next meeting.

### **D. Seasonal Position-Cape May Plant Materials Center (CMPMC)**

David Reilly stated that two Stockton University students were hired to fill seasonal position at the CMPMC formally held by Sean Yeats. Jacqueline Hall and Zachary Nixon are each working 12 hours per week until November 22, 2019. David Reilly thanked Michelle Pedano for assisting with interviewing process.

A motion was made by Joseph Lomax and seconded by Robert Fenton to ratify the hiring of Jacqueline Hall and Zachary Nixon. The motion passed unanimously.

David Reilly stated that seasonal employee, Dana Rafter has found full time employment, leaving a vacancy at the CMPMC. Position is for 16-20 hour per week. Jacqueline Hall and Zachary Nixon may be able to pick up extra hours each week or work past November 22, 2019. David Reilly will speak with acting PMC manager, Dan Mull to inquire about work duties past November 22<sup>nd</sup> date, or to look at finding a candidate to fill requirements of agreement.

- E. *Plant Materials Center (PMC) Bureau of Land Management (BLM)***  
 PMC BLM Agreement has been extended until June 5, 2020. Copy of final signed agreement was distributed to Board.
- F. *Stormwater Basin Inspections***  
 Michael Kent reported that final reviews are complete and reports will be assembled and delivered next week.
- Joseph Lomax suggested copy of final report be shared with other Districts and State Committee.
- G. *National Association of Conservation Districts (NACD) Annual Meeting***  
 NACD Annual Meeting is scheduled for February 8-12, 2020, in Las Vegas. Early registration ends December 2, 2019. After Board discussion a motion was made by Joseph Lomax and seconded by Robert Fenton to authorize expenses for 5 board members and 1 staff to attend meeting. The motion passed unanimously.
- H. *Congressional Tour***  
 Preparations have been made for Congressional Tour scheduled for October 8, 2019. Invitations for tour will be mailed to local Senator and Assemblymen. A motion was made by Joseph Lomax and seconded by Robert Fenton authorizing expenses up to \$1,500.00 for the tour. The motion passed unanimously.

## **COMMENTS**

### **A. *Staff***

#### ***Marie Rogowski***

-Confirmed that October's Board of Supervisor meeting will be held at Rutgers Cooperative Extension office of Cape May County.

#### ***Michael Kent***

-Reported on Stockton University intern, Ashley Hines who started on September 4<sup>th</sup>.

-Reported on 251 activity throughout the District.

#### ***David Reilly***

-Received email from Barbara Ernst stating appointment to the Cape May County Agricultural Development Board expired August 26, 2019. For reappointment the Board is required to send a letter stating David Reilly will serve as the District representative. A motion was made by Cormac Morrissey and seconded by Joseph Lomax to draft letter reappointing David Reilly to a second term on the Cape May County Agricultural Development Board. The motion passed unanimously.

-Spoke with Larry Ellsworth from National Fish and Wildlife Foundation. The District is eligible for a No-cost time extension on current agreement. Funds are available to extend current agreement that ends December 31, 2019 to May 2020. After discussion a motion was made by Joseph Lomax and seconded by Robert Fenton to proceed with the no-cost time extension with National Fish and Wildlife Foundation. The motion passed unanimously.

- New Jersey Association of Conservation Districts (NJACD) annual conference schedule for December 2, 2019 at the Eco Complex in Bordentown, NJ. Volunteered to assist in facilitating a session in the afternoon for District employees along with representatives from the Freehold and Ocean Soil Conservation Districts.
- Update on John Showler.

**B. Supervisors**

**Joseph Lomax**

- Reported on issues discussed at the last State Committee meeting.
- Commented on activity with the NACD Natural Resources Policy Foundation Committees.
- NACD Human Resource Committee has finished reviewing policies and will be updating employee handbook.
- Commented on the decline of Employee Association memberships.

**Robert Fenton**

- Attended Farm Bureau meeting. Discussed issues with drainage ditches on private and public property.

**Cormac Morrissey**

- Inquired about application basin information.
- Inquired about future funding opportunities for the District.

**Allen Carter, Jr.**

- Farm Bureau Convention will be held in Princeton on November 12-13, 2019. Theme will be "Women in Agriculture".
- Attended and commented on meeting with Sen. Van Drew's office as part of the Fishery in Agriculture Committee.

**C. NRCS**

**Michelle Pedano**

- Distributed monthly activity report for review and comments.
- Serving as Acting District Conservationist. District Conservationist position has not yet been advertised.
- Quality Assurance review was conducted on September 16-17<sup>th</sup>. Thanked Robert Fenton for representing the District and speaking with Carrie Lindig.
- Soil and Water Conservation Services Fall meeting is scheduled for October 19, 2019.
- CMCPMC field day will be scheduled for October 13<sup>th</sup> or 14<sup>th</sup>.

**D. Public**

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

**ADJOURNMENT**

Chairman Allen Carter, Jr. adjourned the meeting at 10:48 a.m. The next meeting will be Wednesday October 23, 2019 at 8:30 a.m. at the Rutgers Cooperative Extension of Cape May County, Cape May Court House, NJ.

Marie Rogowski,  
Administrative Assistant