

Cape-Atlantic Conservation District Minutes

September 26, 2018

MEETING CALLED TO ORDER

Chairman, Allen Carter, Jr. called the meeting to order at 8:05am at the District office in Mays Landing, NJ.

ROLL CALL & DETERMINATION OF QUORUM

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

Staff: David Reilly, Glenn Ward, Marie Rogowski and Briana Nagengast

NRCS: Michelle Pedano

SSCC: John Showler

MINUTES

A. Minutes of August 22, 2018 meeting

After Board review, a motion was made by Richard Dovey and seconded by Joseph Lomax to approve minutes from the August 22, 2018 meeting.

FINANCES

A. Treasurer's Reports – August 2018

After review of the District's August 2018 Treasurer's Report a motion was made by Joseph Lomax and seconded by Richard Dovey to approve treasurer's report and expenses in the amount of \$57,201.54.

After review of the Plant Materials Center monthly report for August 2018, a motion was made by Richard Dovey and seconded by Joseph Lomax to approve report and account balance of \$21,200.67.

NEW BUSINESS

A. Soil Erosion and Sediment Control Plans 1. August 2018 Certifications

A motion was made by Joseph Lomax and seconded by Richard Dovey approving all Plan Certifications listed on the August 2018 Application Report except for applications 296-18, 301-18, 305-18, 327-18, 334-18, 336-18 and 339-18.

A motion was made by Richard Dovey and seconded by Robert Fenton approving applications 296-18, 301-18, 305-18, 327-18, 334-18, 336-18 and 339-18. Joseph

Lomax recused since plans were submitted by past or current clients. Joseph Lomax abstained from motion.

2. August 2018 Re-certification

A motion was made by Joseph Lomax and seconded by Robert Fenton approving application 400-17 listed on the August 2018 Re-Certification Application Report.

B. Farmland Program-NONE

C. 2018 Annual Conference

NJ Association of Conservation Districts annual conference will take place November 19, 2018 at the NJ Eco Complex, Bordentown, NJ. David Reilly stated that all staff will be attending and recommends all board members attend if possible. Joseph Lomax discussed topics and activities to take place at conference. A motion was made by Joseph Lomax and seconded by Robert Fenton authorizing room and registration fees for staff and board attending conference.

CORRESPONDENCE

A. Tony DiLodovico, President, NJAC-Achievement Awards

Nominations being accepted for the NJACD Conservation Achievement Awards. All nominations must be submitted by October 22, 2018. Joseph Lomax suggested nominating New Jersey Transportation Authority for Outstanding Developer Award for their work on the Garden State Parkway.

Allen Carter, Jr. asked that David Reilly email board the list of award categories.

OLD BUSINESS

A. Education

Glenn Ward

-Slow season, nothing new to report.

B. RCPP-NFWF

David Reilly

-Received last quarter's payment on September 3, 2018. Work is progressing. Next quarterly payment request will be submitted after September 30, 2018.

C. Nonprofit Organization-Resolution for Allocation of Funds.

-Application still being reviewed by IRS.

D. CET Agreement

-Received 2 year extension on CET agreement. Arianna Efstatos will work on Ag. Conservation at the District office ½ day per week as part of agreement.

COMMENTS

A. Staff

Glenn Ward

-Passed second half of CPESC test. Officially a Certified Professional in Erosion & Sediment Control.

David Reilly

- Thanked Marie Rogowski and Glenn Ward for their extra work while Michael Kent was away at boot camp.
- On September 12, 2018 attended a meeting in Ventnor in regards to shoreline restoration projects being coordinated with Army Corps of Engineers and DEP.
- Attended a meeting at the Ocean Soil Conservation District on August 27, 2018 to discuss shoreline restoration projects. Relayed Board's concerns and issues that were discussed at previous meeting.
- Seasonal position available at the Plant Materials Center. Job will be 24 hours per week at \$14.00 per hour until December 31, 2018, the end of the Districts agreement.
- District sponsoring and attending Plant Materials Field Day Training tomorrow September 27, 2018 at the center.
- Commented on Sussex County Soil Conservation District newspaper article.

B. Supervisors

Joseph Lomax

- NACD Urban and Community Resource Policy Group are holding webinars.
- Linda Bronson of New Hampshire requested New Jersey points of contact for Forestry RPG. Joe Dunn will serve as a contact for New Jersey. Ray Cywinski may be a second contact.
- Commented on Coastal Resiliency meetings that DEP and Army Corps of Engineers scheduled. Two sessions were held to discuss studies that were conducted as part of Super Storm Sandy.
- NACD National Meeting will be held February 2-6, 2019, San Antonio, TX.
- Delaware Estuary Science Summit scheduled for January 27-30, 2019. David Reilly noted that the District is registered and will have a dual display with the PMC.
- New Jersey Coastal Coalition will hold its next meeting October 4, 2018 at the Wildwood Municipal building.

Robert Fenton

- Attended Farm Bureau meeting on September 25, 2018. Farmers discussed crop damage due to the high volume of rain.
- Legislators asking Farm Bureau about the large population of deer. A study with infrared drones will take place to try to get a more accurate count.
- Farm Bureau's 100th anniversary.

Richard Dovey

- Thanked David Reilly for acting quickly to handle issue with Teligent site in Buena Vista Twp.
- City of Vineland approved a five year contract to have the ACUA as their new trash and recycling collector.
- Reported on services currently being provided by the ACUA throughout Cape May and Atlantic counties.

Allen Carter, Jr.

- Another topic discussed at the Farm Bureau meeting was the minimum wage hike.
- Programs for American Farmland Trust has selected 15 people throughout the state to participate in a 2 ½ year training program to do outreach to assist farmers succeed land to next generation.
- Turf farm also dealing with issues due to all the rain.

C. NRCS

Michelle Pedano

-Distributed and commented on NRCS monthly activity.

D. SSCC

John Showler

-Will be providing training to district staff during annual conference.

-Was asked to represent the department at Monmouth University for a two day workgroup meeting on coastal resiliency.

E. Rutgers

Jenny Carleo

-Jenny was unable to attend meeting but did forward a copy of her monthly activity report for review.

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 9:05a.m. to discuss the following;

- Personnel
- Contract
- FY-18 Budget
- Audit

A motion was made by Joseph Lomax and seconded by Richard Dovey to end executive session at 9:55a.m. and return to the regular meeting.

ACTION ON ITEMS FROM EXECUTIVE SESSION

A motion was made by Richard Dovey and seconded by Joseph Lomax to authorize enrollment of Briana Nagengast into Public Employees Retirement System and Health Insurance based on satisfactory performance review conducted by Nicholas Saumweber and David Reilly.

A motion was made by Richard Dovey and seconded by Robert Fenton to enter into shared services agreement with the Ocean County Soil Conservation District (OCSCD) that will allow the Cape Atlantic Conservation District to provide plan review assistance to OCSCD.

A motion was made by Joseph Lomax and seconded by Richard Dovey to authorize an adjustment of up to \$30,000.00 from the Reserve for Land Acquisition and Building Acq. to reserves for 251 based upon recommendation to be generated by the District Auditor.

A motion was made by Joseph Lomax and seconded by Robert Fenton to adopt the revised FY-19 Budget dated 9/26/18, with funds to be increased from Reserves for the increased health insurance costs.

A motion was made by Joseph Lomax and seconded by Robert Fenton to adopt the Alternative Method for Internal Controls for Section 2 of Internal Control Structure of the Financial Accounting Manual for New Jersey Soil Conservation District.

ADJOURNMENT

Motion was made by Richard Dovey and seconded by Joseph Lomax to adjourn meeting at 10:20a.m. The next meeting will be Wednesday November 14, 2018 at 8:30 a.m. at the Rutgers Cooperative Extension Office in Cape May Court House, 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 26, 2018

Motion to go into executive session related to personnel issues was made by Joseph Lomax and seconded by Robert Fenton at 9:05 am

Attendance Supervisors: Allen Carter, Jr., Robert Fenton, Joseph Lomax, Richard Dovey
Staff: David Reilly

David Reilly explained that he and Nick Saumweber had conducted a performance review on Briana Nagengast and that she was eligible to receive health benefits through the NJ Employees Health Benefits program. To do so she must also be enrolled to the Public Employees Retirement System (PERS). David Reilly noted that the review was satisfactory. Joseph Lomax asked when the District would normally review the probationary status of a new employee. David Reilly responded that normally it would be done after 6 months and noted that she was at 4 months at the time of the review, but was now eligible to receive health benefits. Joseph Lomax asked if she could remain under a probationary status and still receive health benefits. David Reilly replied that she could.

David Reilly distributed a proposal from the Ocean County Soil Conservation District (OCSCD) for a shared services agreement for the Cape Atlantic Soil Conservation District (CASCD) to provide 251 plan review assistance. The proposal would be for 6 months, with a 30 day period for either party to end the agreement early. Robert Fenton asked if the CASCD can still deliver our programs if we enter into the agreement. David Reilly responded that he had met with other District staff and based upon those meetings he felt we could still continue to deliver our programs.

David Reilly informed the board that the field portion of the annual district audit had been completed and one issue that was identified was the depositing of checks that were received by the District for plans that were deemed to be administratively incomplete. To address this the District could adopt an alternative method of check handling under the Financial Accounting Manual for New Jersey Soil Conservation Districts. David Reilly presented a draft alternative method. Joseph Lomax stated that the document should be worded so that it does not require District employees to work out of their job description.

David Reilly reported that due to the adoption of the Fee Schedule Manual and the Financial Accounting Manual that districts are required to generate annually the funds that are needed to cover 251 projects. Based on the number generated the district auditor noted that the District would have to shift funds from another reserve category. Allen Carter stated that the most likely funds to reduce would be the land and building acquisition.

David Reilly distributed a revised draft FY19 budget. The budget will have to be revised due to increased health insurance cost. The health coverage cost for Glenn Ward will be increased due to change in status. David Reilly noted that the budget subcommittee had not considered an increase for FY19 for Glenn Ward but had budgeted for health insurance for Briana Nagengast. Richard Dovey asked how the budget would be adjusted to include the additional cost. David Reilly responded that some of the cost would be made up in the employee contribution category, and since the District is in the 1st quarter of the fiscal year that an increase from reserves could be the most appropriate action.

At 9:55 am a motion was made by Joseph Lomax and seconded by Richard Dovey to end the executive session and return to the regular meeting. This motion passed unanimously.

Submitted by David Reilly