

Cape-Atlantic Conservation District Minutes

January 25, 2024

MEETING CALLED TO ORDER AND PUBLIC NOTICE ANNOUNCEMENT

Chairman, Robert Fenton called the meeting to order at 8:10 a.m. at the District Office in Mays Landing, NJ.

Chairman, Robert Fenton 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 Counties specifying time and place this meeting is to be held.

FLAG SALUTE

Chairman, Robert Fenton led the salute to the flag of the United States of America.

ROLL CALL & DETERMINATION OF QUORUM

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

Staff: Michael Kent, Glenn Ward, Haley Jackson, Lauren Tigue, Riley Blankenship, Daniel Bononcini, and Marie Rogowski

Natural Resources Conservation Service (NRCS): Michelle Pedano

MINUTES

A. Minutes of December 14, 2023, Meeting

After Board review, a motion was made by Richard Dovey and seconded by Joseph Lomax to approve minutes from the December 14, 2023 meeting. Motion passed unanimously.

B. Executive Session Minutes of December 14, 2023 Meeting

After Board review, a motion was made by Richard Dovey and seconded by Joseph Lomax to approve executive session minutes from the December 14, 2023 meeting. The motion passed unanimously.

FINANCES

A. Treasurers Reports

1. District Financials – December 2023

After Board review and discussion, a motion was made by Joseph Lomax and seconded by Richard Dovey to approve the District's December 2023 treasurer's report, balance sheet and expenses in the amount of \$55,877.96. The motion passed unanimously.

2. **PMC Financials – December 2023**

After review of the PMC monthly expense report for December 2023, a motion was made by Cormac Morrissey and seconded by Richard Dovey to approve treasurer's report, balance sheet and account balance of \$23,000.74. The motion passed unanimously.

B. Annual Appropriation Bill

District received annual appropriation bill. After discussion a motion was made by Cormac Morrissey and seconded by Joseph Lomax to pay invoice in the amount of \$74,496.00. The motion passed unanimously.

C. George Botcheos, Esq. 2024 Retainer Fee

A motion was made by Joseph Lomax and seconded by Richard Dovey to pay \$2,000.00 retainer fee invoice as budgeted. The motion passed unanimously.

D. Schwab CD

A motion was made by Cormac Morrissey and seconded by Richard Dovey to close Schwab CD and roll funds into a 12-month CD with Bank of America with an interest rate of 4.8%. The motion passed unanimously.

NEW BUSINESS

A. Soil Erosion and Sediment Control Plans

1. December 2023 Certifications

A motion was made by Joseph Lomax and seconded by Richard Dovey approving all Plan Certifications listed on the December 2023 Application Report. The motion passed unanimously.

2. December 2023 Re-Certifications

A motion was made by Joseph Lomax and seconded by Cormac Morrissey approving all applications listed on the December 2023 Re-Certification Application Report. The motion passed unanimously.

B. Farmland Program

After Board review and discussion, a motion was made by Richard Dovey and seconded by Cormac Morrissey approving the following conservation agreement. The motion passed unanimously.

1. Conservation Agreement

a. Pepper Blankenship, 4.5 acres, Galloway Township

C. NRCS Civil Rights Review

A copy of NRCS Civil Rights Policy was emailed to the Board prior to meeting. Michelle Pedano conducted an annual review of NRCS Civil Rights Policies. After review and discussion, a motion was made by Joseph Lomax and seconded by Richard Dovey to accept policies as presented. The motion passed unanimously.

CORRESPONDENCE

NONE

OLD BUSINESS

A. Education

Haley Jackson

- Update on Poster Contest. Mailings are being sent out to all schools in the District and information will be posted on District website.
- Update on homeschooling group presentations being conducted.
- Update on meeting with Upper Township Green Team and Sustainable New Jersey.
- Commented on Green Coalition of Atlantic City meeting attended along with Riley Blankenship.
- Starting to prepare for Cape May and Atlantic County Earth Day events scheduled for April 20th and April 28th respectively.

B. Grants/Agreements

Michael Kent

- Distributed and commented on spreadsheet listing all District grants and obligations.
- Reported that forestry consultant can be incorporated into Technical Assistance grants.
- Commented on 2024 Technical Assistance grant application.
- Looking into reallocating funds from another District who were not able to move forward forestry agreement.

C. Meetings

Michael Kent

- Distributed and commented on list of all upcoming meetings.
- New York State Conservation District Employees’ Assoc. is hosting a Water Quality Symposium March 12-15, 2024, at the DoubleTree Hilton Hotel, East Syracuse, NY. A motion was made by Richard Dovey and seconded by Joseph Lomax authorizing Michael Kent to attend full conference. The motion passed unanimously.

D. Forestry Update

Tabled until executive session.

E. Agriculture Update

Riley Blakenship

- Reported on work being completed at the District and NRCS field office.
- Update on Cape May and Atlantic Counties Board of Agriculture and County Agriculture Development Board meetings attended.
- Starting annual preserved farm monitoring.

COMMENTS

A. Staff

Michael Kent

-Office remains busy. Thanked the board and staff for their support.

Glenn Ward

- Reported on 251 program. Distributed and commented on quarterly and end of year reports.
- Reported on the two Stockton University interns that have started at the District.

Lauren Tigue

- Update on 251 work being completed.
- Assisting Haley Jackson with education presentations.
- Commented on Local Working group meetings.
- Assisting with new interns.

Daniel Bononcini

- Update on 251 work being performed.

Marie Rogowski

- Commented on Administrative Roundtable being held at the NJCDEA training on February 26th.

B. Supervisors

Joseph Lomax

- Thanked Lauren Tigue on work being performed on subaqueous soils request.

Richard Dovey

- Update on State Committee and State Association meetings attended.
- Attended and commented on Local Working Group meetings hosted by the District.

Cormac Morrissey

- Commented on draft rules for solar installations.
- Inquired about basin summary short form.
- Commented on water levels.

Robert Fenton

- Commented on flooding issues around the District.
- Congratulated the staff on the great job they are doing.

C. USDA-NRCS

Michelle Pedano

- Distributed and commented on NRCS monthly activity report.
- Reported on programs available, their signup and cutoff dates.
- NRCS will have a table at the NJ Agricultural Convention Trade Show February 6-8, 2024.

F. Public

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

EXECUTIVE SESSION

A motion was made by Richard Dovey and seconded by Cormac Morrissey to go into executive session at 9:35 a.m. The motion passed unanimously.

A motion was made by Joseph Lomax and seconded by Richard Dovey to end the executive session at 10:57 a.m. and return to the regular meeting. The motion passed unanimously.

ACTION ON ITEMS FROM EXECUTIVE SESSION

A motion was made by Joseph Lomax and seconded by Cormac Morrissey to change Daniel Bononcini position from 251 Site Inspector to Forester in Training at current salary. The motion passed unanimously.

A motion was made by Cormac Morrissey and seconded by Richard Dovey to hire a 251 Site Inspector. The motion passed unanimously.

A motion was made by Cormac Morrissey and seconded by Richard Dovey to revise FY-2024 budget to include \$20,000.00 for Forester Consultant and to add \$35,000.00 to Capital Acquisitions. The motion passed unanimously.

A motion was made by Richard Dovey and seconded by Joseph Lomax to increase Forester Consultant fees to \$20,000.00. The motion passed unanimously.

A motion was made by Cormac Morrissey and seconded by Joseph Lomax to obtain quotes to purchase two (2) new Subaru Crosstreks. The motion passed unanimously.

A motion was made by Joseph Lomax and seconded by Cormac Morrissey to financially support Ines Zimmerman going to the NACD Annual Meeting up to \$3,000.00 with the possibility of being reimbursed from NJACD. The motion passed unanimously.

ADJOURNMENT

A motion was made by Joseph Lomax and seconded by Cormac Morrissey to adjourn the meeting at 11:00 a.m. The next meeting will be held Thursday February 22, 2024, 8:00am at the District office in Mays Landing, NJ. The motion passed unanimously.

Marie Rogowski
Administrative Assistant

Cape-Atlantic Conservation District Minutes

January 25, 2024

MEETING CALLED TO ORDER AND PUBLIC NOTICE ANNOUNCEMENT

Chairman, Robert Fenton called the meeting to order at 8:10 a.m. at the District Office in Mays Landing, NJ.

Chairman, Robert Fenton 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 Counties specifying time and place this meeting is to be held.

FLAG SALUTE

Chairman, Robert Fenton led the salute to the flag of the United States of America.

ROLL CALL & DETERMINATION OF QUORUM

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

Staff: Michael Kent, Glenn Ward, Haley Jackson, Lauren Tigue, Riley Blankenship, Daniel Bononcini, and Marie Rogowski

Natural Resources Conservation Service (NRCS): Michelle Pedano

MINUTES

A. Minutes of December 14, 2023, Meeting

After Board review, a motion was made by Richard Dovey and seconded by Joseph Lomax to approve minutes from the December 14, 2023 meeting. Motion passed unanimously.

B. Executive Session Minutes of December 14, 2023 Meeting

After Board review, a motion was made by Richard Dovey and seconded by Joseph Lomax to approve executive session minutes from the December 14, 2023 meeting. The motion passed unanimously.

FINANCES

A. Treasurers Reports

1. District Financials – December 2023

After Board review and discussion, a motion was made by Joseph Lomax and seconded by Richard Dovey to approve the District's December 2023 treasurer's report, balance sheet and expenses in the amount of \$55,877.96. The motion passed unanimously.

2. **PMC Financials – December 2023**

After review of the PMC monthly expense report for December 2023, a motion was made by Cormac Morrissey and seconded by Richard Dovey to approve treasurer's report, balance sheet and account balance of \$23,000.74. The motion passed unanimously.

B. Annual Appropriation Bill

District received annual appropriation bill. After discussion a motion was made by Cormac Morrissey and seconded by Joseph Lomax to pay invoice in the amount of \$74,496.00. The motion passed unanimously.

C. George Botcheos, Esq. 2024 Retainer Fee

A motion was made by Joseph Lomax and seconded by Richard Dovey to pay \$2,000.00 retainer fee invoice as budgeted. The motion passed unanimously.

D. Schwab CD

A motion was made by Cormac Morrissey and seconded by Richard Dovey to close Schwab CD and roll funds into a 12-month CD with Bank of America with an interest rate of 4.8%. The motion passed unanimously.

NEW BUSINESS

A. Soil Erosion and Sediment Control Plans

1. December 2023 Certifications

A motion was made by Joseph Lomax and seconded by Richard Dovey approving all Plan Certifications listed on the December 2023 Application Report. The motion passed unanimously.

2. December 2023 Re-Certifications

A motion was made by Joseph Lomax and seconded by Cormac Morrissey approving all applications listed on the December 2023 Re-Certification Application Report. The motion passed unanimously.

B. Farmland Program

After Board review and discussion, a motion was made by Richard Dovey and seconded by Cormac Morrissey approving the following conservation agreement. The motion passed unanimously.

1. Conservation Agreement

a. Pepper Blankenship, 4.5 acres, Galloway Township

C. NRCS Civil Rights Review

A copy of NRCS Civil Rights Policy was emailed to the Board prior to meeting. Michelle Pedano conducted an annual review of NRCS Civil Rights Policies. After review and discussion, a motion was made by Joseph Lomax and seconded by Richard Dovey to accept policies as presented. The motion passed unanimously.

CORRESPONDENCE

NONE

OLD BUSINESS

A. Education

Haley Jackson

- Update on Poster Contest. Mailings are being sent out to all schools in the District and information will be posted on District website.
- Update on homeschooling group presentations being conducted.
- Update on meeting with Upper Township Green Team and Sustainable New Jersey.
- Commented on Green Coalition of Atlantic City meeting attended along with Riley Blankenship.
- Starting to prepare for Cape May and Atlantic County Earth Day events scheduled for April 20th and April 28th respectively.

B. Grants/Agreements

Michael Kent

- Distributed and commented on spreadsheet listing all District grants and obligations.
- Reported that forestry consultant can be incorporated into Technical Assistance grants.
- Commented on 2024 Technical Assistance grant application.
- Looking into reallocating funds from another District who were not able to move forward forestry agreement.

C. Meetings

Michael Kent

- Distributed and commented on list of all upcoming meetings.
- New York State Conservation District Employees’ Assoc. is hosting a Water Quality Symposium March 12-15, 2024, at the DoubleTree Hilton Hotel, East Syracuse, NY. A motion was made by Richard Dovey and seconded by Joseph Lomax authorizing Michael Kent to attend full conference. The motion passed unanimously.

D. Forestry Update

Tabled until executive session.

E. Agriculture Update

Riley Blakenship

- Reported on work being completed at the District and NRCS field office.
- Update on Cape May and Atlantic Counties Board of Agriculture and County Agriculture Development Board meetings attended.
- Starting annual preserved farm monitoring.

COMMENTS

A. Staff

Michael Kent

-Office remains busy. Thanked the board and staff for their support.

Glenn Ward

- Reported on 251 program. Distributed and commented on quarterly and end of year reports.
- Reported on the two Stockton University interns that have started at the District.

Lauren Tigue

- Update on 251 work being completed.
- Assisting Haley Jackson with education presentations.
- Commented on Local Working group meetings.
- Assisting with new interns.

Daniel Bononcini

- Update on 251 work being performed.

Marie Rogowski

- Commented on Administrative Roundtable being held at the NJCDEA training on February 26th.

B. Supervisors

Joseph Lomax

- Thanked Lauren Tigue on work being performed on subaqueous soils request.

Richard Dovey

- Update on State Committee and State Association meetings attended.
- Attended and commented on Local Working Group meetings hosted by the District.

Cormac Morrissey

- Commented on draft rules for solar installations.
- Inquired about basin summary short form.
- Commented on water levels.

Robert Fenton

- Commented on flooding issues around the District.
- Congratulated the staff on the great job they are doing.

C. USDA-NRCS

Michelle Pedano

- Distributed and commented on NRCS monthly activity report.
- Reported on programs available, their signup and cutoff dates.
- NRCS will have a table at the NJ Agricultural Convention Trade Show February 6-8, 2024.

F. Public

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

EXECUTIVE SESSION

A motion was made by Richard Dovey and seconded by Cormac Morrissey to go into executive session at 9:35 a.m. The motion passed unanimously.

A motion was made by Joseph Lomax and seconded by Richard Dovey to end the executive session at 10:57 a.m. and return to the regular meeting. The motion passed unanimously.

ACTION ON ITEMS FROM EXECUTIVE SESSION

A motion was made by Joseph Lomax and seconded by Cormac Morrissey to change Daniel Bononcini position from 251 Site Inspector to Forester in Training at current salary. The motion passed unanimously.

A motion was made by Cormac Morrissey and seconded by Richard Dovey to hire a 251 Site Inspector. The motion passed unanimously.

A motion was made by Cormac Morrissey and seconded by Richard Dovey to revise FY-2024 budget to include \$20,000.00 for Forester Consultant and to add \$35,000.00 to Capital Acquisitions. The motion passed unanimously.

A motion was made by Richard Dovey and seconded by Joseph Lomax to increase Forester Consultant fees to \$20,000.00. The motion passed unanimously.

A motion was made by Cormac Morrissey and seconded by Joseph Lomax to obtain quotes to purchase two (2) new Subaru Crosstreks. The motion passed unanimously.

A motion was made by Joseph Lomax and seconded by Cormac Morrissey to financially support Ines Zimmerman going to the NACD Annual Meeting up to \$3,000.00 with the possibility of being reimbursed from NJACD. The motion passed unanimously.

ADJOURNMENT

A motion was made by Joseph Lomax and seconded by Cormac Morrissey to adjourn the meeting at 11:00 a.m. The next meeting will be held Thursday February 22, 2024, 8:00am at the District office in Mays Landing, NJ. The motion passed unanimously.

Marie Rogowski
Administrative Assistant