

Cape-Atlantic Conservation District Minutes

June 28, 2023

MEETING CALLED TO ORDER AND PUBLIC NOTICE ANNOUNCEMENT

Chairman, Robert Fenton called the meeting to order at 8:00 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 County 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, Richard Dovey, Allen Carter, Jr., and Cormac Morrissey

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

Natural Resources Conservation Service (NRCS): Michelle Pedano and Arelys Ortiz

MINUTES

A. Minutes of May 24, 2023, Meeting

After Board review, a motion was made by Cormac Morrissey and seconded by Robert Fenton to approve minutes from the May 24, 2023 meeting. Richard Dovey and Allen Carter, Jr. abstained from the motion. The motion passed.

B. Executive Session Minutes of May 24, 2023, Meeting

After Board review, a motion was made by Cormac Morrissey and seconded by Robert Fenton to approve the executive session minutes from the May 24, 2023, meeting. Richard Dovey and Allen Carter, Jr. abstained from the motion. The motion passed.

FINANCES

A. Treasurers Reports

1. District Financials – May 2023

After Board review and discussion, a motion was made by Allen Carter, Jr. and seconded by Richard Dovey to approve the District's May 2023 treasurer's report, balance sheet and expenses in the amount of \$65,450.38. The motion passed unanimously.

2. **PMC Financials – May 2023**

After review of the PMC monthly expense report for May 2023, a motion was made by Richard Dovey and seconded by Allen Carter, Jr. to approve treasurer’s report, balance sheet and account balance of \$23,175.40. The motion passed unanimously.

3. **FY-2023 Budget Adjustments**

Michael Kent reviewed FY-2023 budget. After discussion, a motion was made by Allen Carter, Jr. and seconded by Richard Dovey to approve adjustments to the FY-2023 end of year budget in the following categories:

Funds totaling \$11,500.00 will be transferred out of category 7007-Refund SE&SC Fees, and transferred to categories 5017-NJ Agriculture Society (\$25.00); 5023-GIS Agreement (\$40.00); 5031-Auto Insurance (\$200.00); 5051-Office Supplies (\$200.00); 5055-Professional Development (\$10,400.00); 5056 Supervisor Meetings (\$300.00); 5063 Legal (\$100.00); 6999 Miscellaneous (\$100.00). The motion passed unanimously.

NEW BUSINESS

A. Soil Erosion and Sediment Control Plans

1. May 2023 Certifications

A motion was made by Richard Dovey and seconded by Allen Carter, Jr approving all Plan Certifications listed on the May 2023 Application Report except for applications 195-22 and 245-23. The motion passed unanimously.

A motion was made by Richard Dovey and seconded by Allen Carter, Jr. approving applications 195-22 and 245-23. Cormac Morrissey recused. The motion passed.

2. May 2023 Re-certifications

A motion was made by Allen Carter, Jr. and seconded by Richard Dovey approving all applications listed on the May 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 Allen Carter, Jr. approving the following conservation plans. The motion passed unanimously.

1. Conservation Plans

- a. Galloway Twp., 2 acres (urban), High tunnel system & cover crop
- b. Hammonton, 20.7 acres, Conservation cover between blueberry rows.

C. NRCS Annual Civil Rights Policies Review

Michelle Pedano conducted annual review of NRCS Civil Rights Policies.

D. Coastal Resources Conservancy Inc. (CRCI)

CRCI received annual invoice for hosting website. Cormac Morrissey recommended pausing the website until CRCI continues to advance. After discussion, a motion was made by Richard Dovey and seconded by Allen Carter, Jr. to cancel web hosting contract and pause website until further notice. The motion passed unanimously.

E. Memorandum of Agreement (MOA) with New Jersey Department of Agriculture (NJDA)

Frank Minch contacted the District with an opportunity to enter a two-year MOA to conduct outreach for animal waste plans. After discussion a motion was made by Allen Carter, Jr. and seconded by Richard Dovey to enter into agreement. The motion passed unanimously.

F. NACD Northeast Regional Meeting

NACD Northeast Regional Meeting is scheduled for September 16-20, 2023 in Portland Maine. A motion was made by Allen Carter, Jr. and seconded by Richard Dovey to authorize five supervisors and two staff to attend the meeting. The motion passed unanimously.

CORRESPONDENCE

A. Partnership for Delaware Estuary-Experience the Estuary

Partnership for Delaware Estuary annual gala fundraiser will take place October 12, 2023, in Philadelphia. After Board discussion, a motion was made by Allen Carter, Jr. and seconded by Richard Dovey to contribute \$2,040 as a Non-Profit/Government sponsor. The motion passed unanimously.

B. Cape May County 4H Fair Sponsorship

Cape May County 4-H is seeking support for their 2023 event. A motion was made by Richard Dovey and seconded by Cormac Morrissey to donate \$250.00 as budgeted. Allen Carter, Jr. abstained from motion. The motion passed.

OLD BUSINESS

A. Education

Haley Jackson

-On June 1, 2023 Glenn Ward and Lauren Tigue utilized the soil tunnel at Galloway's Nature Fest at Reeds Road Elementary School.

-On June 1, 2023 attended the Delaware River & Bay Authority World Environment Day at Veterans Memorial Park, New Castle, DE. along with Michael Kent and Riley Blankenship.

-Presented a soil erosion demonstration at the Slabaugh Elementary Schools Green Fest on June 6th.

-Commented on the Districts participation in the Cape May County 4-H Fair being held July 20-22, 2023. District will also be participating in the Atlantic County 4-H fair in August.

-Continuing to create presentations and activities to share with schools.

-Researching options to update District website.

B. Grants/Agreements

Riley Blankenship

-Update on work being conducted under the National Association of Conservation Districts (NACD) Technical Assistance grant.

Michael Kent

-2023 NACD Technical Assistance Grant is out. Commented on options available.

-District is looking to explore Forestry projects with NACD. After discussion there was Board consensus to research opportunities.

-Update on NRCS Conservation Planning Assistant grants.

-District continues to seek out and research additional grant opportunities.

Arelys Ortiz

-Discussed Notice of Funding available to fill 8 positions in the NRCS Woodstown, Columbus, Hackettstown, and Frenchtown field offices. Michael Kent stated the District has applied for funding and should hear something next week.

Haley Jackson

-Reported that the District was awarded the NACD/NRCS-Urban and Community Conservation Grant Initiative. A motion was made by Allen Carter Jr. and seconded by Richard Dovey to accept the grant. The motion passed unanimously.

-Update on the USDA-Urban Agricultural and Innovative Production Competitive Grants Program. Waiting for award recipients to be announced.

C. Meetings

Michael Kent

-July 15-21, 2023, will be attending NACD's summer meeting along with Joseph Lomax.

COMMENTS

A. Staff

Michael Kent

-Update on staff and meeting schedule for this afternoon to outline goals for the upcoming fiscal year.

-Commented on agreement with NRCS goes into effect July 1, 2023.

-Flood hazard rules now in effect. Contacted John Showler to request training for staff.

Glenn Ward

-Commented on 251 program and projects coming into the District.

-Update on David Reilly and his assistance with training new staff.

Haley Jackson

-Looking forward to participating in upcoming events.

Lauren Tighe

-Have been assigned municipalities. Started going out independently to conduct site inspections.

-Update on 251 activity. Busy in the office with plan review.

Riley Blankenship

-Attended training on Working Effectively with Organic Producers.

-Continuing to work toward becoming a certified conservation planner.

-All farm monitoring is complete until next year. The district has received payment for services.

-Working with Michael Kent and Frank Minch on MOA to conduct outreach for animal waste plans.

Daniel Bononcini

-Working alongside staff conducting site inspections and plan review.

Marie Rogowski

-Update on daily office activity.

B. Supervisors

Allen Carter, Jr.

- Commented on several issues Farm Bureau have been working on.
- Douglas Fisher retiring July 1st. Joe Atchison will serve as Acting Secretary of Agriculture.
- Busy month ahead attending American Farm Bureau meetings.

Richard Dovey

- Dates selected for NJACD annual conference. Conference schedule for November 19-20, 2023. Additional information forthcoming.
- Commented on recent retirement dinner.

Cormac Morrissey

- Thanked Michael Kent and staff for their work on several grant applications.
- Congratulated Richard Dovey on his retirement from the ACUA.

Robert Fenton

- Update on meeting attended held by Galloway Township tax assessors' office.
- Busy fishing and farming.

C. USDA-NRCS

Michelle Pedano

- Distributed NRCS monthly activity report.
- Commented on posted job vacancies and pathways intern that was transferred to a permanent position at the Vineland field office.
- New Assistant State Conservation, Management & Strategy, Rick Brown started June 18, 2023.
- Reported on several programs and their sign-ups and cut-off dates.
- NJ NRCS employees meeting schedule for September 13, 2023.

Arelys Ortiz

- Commented on recent State Technical meeting. The turnout was good. Update on topics of discussion.
- Would like to meet with all districts in the upcoming fiscal year to discuss future local working group meetings.
- NRCS is looking to hire an outreach coordinator.
- Katura Wright, Acting State Conservationist last day will be July 15, 2023. She is requesting to have her detail extended.

EXECUTIVE SESSION

A motion was made by Allen Carter, Jr. and seconded by Richard Dovey to go into executive session at 9:30 a.m. The motion passed unanimously.

A motion was made by Richard Dovey and seconded by Cormac Morrissey to end the executive session at 9:52 a.m. and return to the regular meeting. The motion passed unanimously.

ACTION ON ITEMS FROM EXECUTIVE SESSION

A motion was made by Allen Carter, Jr. and seconded by Richard Dovey to accept Notice of Funding Opportunity for NRCS NJ Conservation Planning and Data Processing.

ADJOURNMENT

Chairman Robert Fenton adjourned the meeting at 9:53 a.m. The next meeting will be July 26, 2023, at 8:00 a.m. at the District Office, Mays Landing, NJ.

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

Marie Rogowski,
Administrative Assistant

Executive Session Meeting Minutes
Cape Atlantic Conservation District
June 28, 2023

Motion to go into executive session was made by Allen Carter, Jr. and seconded by Richard Dovey at 9:30 a.m. The motion passed unanimously.

Attendees:

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

District Staff: Michael Kent

NRCS Notice of Funding Opportunity for Conservation Planner and Data Processing:

Michael informed the Board that the District was selected to provide three (3) Certified Conservation Planner positions in the NRCS Woodstown, Hackettstown and Frenchtown field offices. This would be a five-year agreement with no matching funds from the District.

A motion was made by Allen Carter, Jr. and seconded by Richard Dovey to end executive session at 9:53 a.m. and return to the regular meeting. The motion passed unanimously.

Submitted by Michael Kent