

Cape-Atlantic Conservation District Minutes

November 16, 2023

MEETING CALLED TO ORDER AND PUBLIC NOTICE ANNOUNCEMENT

Chairman, Robert Fenton called the meeting to order at 8:02 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, Haley Jackson, Lauren Tigue, Riley Blankenship, Daniel Bononcini, and Marie Rogowski

MINUTES

A. Minutes of September 28, 2023, Meeting

After Board review, a motion was made by Richard Dovey and seconded by Joseph Lomax to approve minutes from the September 28, 2023 meeting. The motion passed unanimously.

B. Executive Session Minutes of September 28, 2023 Meeting

After Board review, a motion was made by Joseph Lomax and seconded by Richard Dovey to approve executive session minutes from the September 28, 2023 meeting. The motion passed unanimously.

FINANCES

A. Treasurers Reports

1. District Financials – September 2023

After Board review and discussion, a motion was made by Richard Dovey and seconded by Cormac Morrissey to approve the District's September 2023 treasurer's report, balance sheet and expenses in the amount of \$64,737.99. The motion passed unanimously.

2. **PMC Financials – September 2023**
After review of the PMC monthly expense report for September 2023, a motion was made by Richard Dovey and seconded by Cormac Morrissey to approve treasurer’s report, balance sheet and account balance of \$23,000.17. The motion passed unanimously.
3. **District Financials – October 2023**
After Board review and discussion, a motion was made by Richard Dovey and seconded by Cormac Morrissey to approve the District’s October 2023 treasurer’s report, balance sheet and expenses in the amount of \$56,953.16. The motion passed unanimously.
4. **PMC Financials – October 2023**
After review of the PMC monthly expense report for October 2023, a motion was made by Richard Dovey and seconded by Cormac Morrissey to approve treasurer’s report, balance sheet and account balance of \$23,000.37. The motion passed unanimously.

B. *Certificates of Deposit*

Michale Kent

-Updated the Board on three (3) separated CD’s purchased through Morgan Stanley as discussed and approved during the September 28, 2023 meeting.
-A CD with Farm Bureau Bank will be expiring December 3, 2023. After discussion, a motion was made by Cormac Morrissey and seconded by Joseph Lomax to research rates and to roll over funds to best option available. The motion passed unanimously.

C. *FY-2023 Audit*

District has received a digital version of the FY-2023 audit. Hard copies will be distributed once received.

D. *Uncashed District Check*

Michale Kent informed the Board that a check that was mailed early this year to NJACD that was never cashed. It was determined that a letter will be sent informing the association that the District’s check is no longer valid.

NEW BUSINESS

A. *Soil Erosion and Sediment Control Plans*

1. September 2023 Certifications

A motion was made by Joseph Lomax and seconded by Richard Dovey approving all Plan Certifications listed on the September 2023 Application Report except for 373-23, 409-23, 449-23 and 454-23. The motion passed unanimously.

A motion was made by Richard Dovey and seconded by Cormac Morrissey approving applications 373-23, 409-23, 449-23 and 454-23. Joseph Lomax recused. The motion passed.

2. September 2023 Re-certifications

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

3. October 2023 Certifications

A motion was made by Joseph Lomax and seconded by Richard Dovey approving all Plan Certifications listed on the October 2023 Application Report except for 404-23, 469-23, 487-23, 490-23, 512-23 and 513-23. The motion passed unanimously.

A motion was made by Richard Dovey and seconded by Cormac Morrissey approving applications 404-23, 487-23, 490-23, 512-23 and 513-23. Joseph Lomax recused. The motion passed.

A motion was made by Richard Dovey and seconded by Joseph Lomax approving applications 469-23. Cormac Morrissey recused. The motion passed.

4. October 2023 Re-certifications

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

5. Quarterly Report

Copy of District's 251 Quarterly Report was distributed for review.

B. Farmland Program

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

1. Conservation Agreement

- a. Jennifer Luff, 5 acres, Egg Harbor Township
- b. McGee's Shellfish, LLC, 10 acres, Egg Harbor Twp.
- c. Matthew Kemner, 4.5 acres, Hammonton
- d. Stoney Creek Blueberries, LLC, 155 acres, Hammonton
- e. Creamer Land Services, LLC, 18 acres, Dennis Twp.
- f. Novasack Turf Farms Inc., 28 acres, Dennis Twp.
- g. Holly Schlender, 18 acres, Middle Twp.
- h. Leslie C. Rea Farms, Inc., 75 acres W. Cape May
- i. James Allay, 6.78 acres, Middle Township

CORRESPONDENCE

A. Northeast Association of Conservation District Employees

NACDE is seeking donations. After discussion a motion was made by Richard Dovey and seconded by Joseph Lomax to donate \$500.00. The motion passed unanimously.

B. National Conservation District Employees Association

District received annual dues invoice. A motion was made by Joseph Lomax and seconded by Richard Dovey to pay dues in the amount of \$200.00. The motion passed unanimously.

C. National Association of Conservation Districts

NACD is seeking donations. After discussion a motion was made by Joseph Lomax and seconded by Richard Dovey to donate \$1,000.00. The motion passed unanimously.

OLD BUSINESS

A. Education

Haley Jackson

- Received a Thank You letter from Cape May County 4-H Foundation.
- October/November newsletter has gone out. Currently working on December/January.
- Continuing to work on updating District website.
- Update on homeschooling group presentations being conducted.
- Assisting Northeast Employees Association update their website.

Michael Kent

- Update on the two interns the District will be bringing on during the spring semester.

B. Grants/Agreements

Michael Kent

- Discussed offer to extend the NACD 2021 Technical Assistance Grant for an additional six months. Current grant ends 12/31/2023. A motion was made by Cormac Morrissey and seconded by Richard Dovey to accept a six-month extension and an additional \$45,600.00. The motion passed unanimously.
- NRCS Conservation Technical Assistance Grant (CTA) went into effect July 1, 2023.
- Update on NJDA grant for Animal Waste Management.
- Update on NACD Urban and Community Grant.
- Update on NRCS grant to hire three (3) Conservation Planners.
- District will be reapplying for the Atlantic and Cape May County grants for 2024. Looking to request additional funds from Cape May County.
- The District applied and was approved for NACD 2022 Technical Assistance (TA) grant funds that were obligated to another entity, but they were unable to continue with contract. A motion was made by Cormac Morrissey and seconded by Joseph Lomax to accept the additional \$57,249.00. The motion passed unanimously.
- Update on NACD Technical Assistance (TA) Grants.
- Signed agreement to conduct 2024 SADC farm inspections.
- District will be conducting 2024 farm inspections for Cape May County

Haley Jackson

- Discussed applying for Friends of NACD Grant. After discussion a motion was made by Joseph Lomax and seconded by Richard Dovey to apply for grant. The motion passed unanimously.
- Update on meeting attended along with Glenn Ward for a Wildwood Convention Center Beautification project. After discussion a motion was made by Richard Dovey and seconded by Cormac Morrissey to have the District research for grants to assist in the project. The motion passed unanimously.

C. Meetings

Michael Kent

- Update on NJACD meeting set for November 20th at the Rutgers Eco-Complex.
- Update on NACD annual meeting in San Diego February 10-14th, 2024.
- Updates on recent meetings and conferences attended.
- Reported on dates, times, and locations for District Local Working Group (LWG) meetings.
- January 10, 2024 the District will be hosting a meeting to discuss the Emergency Watershed Protection Act.

- December 13, 2023 Haley Jackson and Riley Blankenship will hold an urban agriculture focus group from 4-6pm at the District office.
- Virtual State Technical Committee meeting scheduled for December 7, 2023.
- Discussed attending the Delaware River Watershed Ag. Networking Roundtable November 28-29, 2023 in Lahaska, PA. A motion was made by Joseph Lomax and seconded by Richard Dovey to authorize travel and hotel expenses for two staff to attend. The motion passed unanimously.

COMMENTS

A. Staff

Michael Kent

- Thanked the board for allowing him to attend meetings.

Haley Jackson

- Thanked the board for allowing her to attend the Partnership for Delaware Estuary dinner in Philadelphia.

Daniel Bononcini

- Update on 251 work being conducted.
- Thanked the board for allowing him to attend the Partnership for Delaware Estuary dinner in Philadelphia.

Lauren Tighe

- Thanked the board for allowing her to attend the Partnership for Delaware Estuary dinner in Philadelphia.

Riley Blankenship

- Update on work being conducted with the District and NRCS.
- Update on NRCS training workshops attended.

B. Supervisors

Joseph Lomax

- Commented on upcoming NJACD meeting and breakout session he will be holding along with Michael Kent.
- Subaqueous soils update.
- American Literal Society update.

Richard Dovey

- Preparing for upcoming NJACD meeting.

Cormac Morrissey

- Commented on FEMA grants.
- Commented on stormwater reporting for municipalities.
- Commented on outreach being accomplished while staff are attending conferences/meetings.
- Business card for Supervisors.

Robert Fenton

- Reported on Farm Bureau Convention attended.

C. USDA-NRCS

Riley Blankenship

-Distributed and commented on NRCS monthly activity report.

D. Public

Opened meeting to public comment.

No comments from the public.

EXECUTIVE SESSION

A motion was made by Joseph Lomax and seconded by Richard Dovey to go into executive session at 10:11am. The motion passed unanimously.

A motion was made by Cormac Morrissey and seconded by Richard Dovey to end the executive session at 11:04am and return to the regular meeting. The motion passed unanimously.

ACTION ON ITEMS FROM EXECUTIVE SESSION

A motion was made by Richard Dovey and seconded by Joseph Lomax to hire William Brash as Forestry Program Consultant at a maximum rate of \$150.00 per hour, not to exceed \$5,000.00. The motion passed unanimously.

A motion was made by Cormac Morrissey and seconded by Joseph Lomax to advertise for the Forestry position. The motion passed unanimously.

A motion was made by Cormac Morrissey and seconded by Joseph Lomax to hire three conservation planners under the NRCS agreement. The motion passed unanimously.

A motion was made by Richard Dovey and seconded by Joseph Lomax to authorize the District Manager to consult with District Chair and Treasurer on actions that need consideration prior to monthly Board of Supervisors meetings. The motion passed unanimously.

ADJOURNMENT

A motion was made by Cormac Morrissey and seconded by Joseph Lomax to adjourn the meeting at 11:26am. The next meeting will be held Thursday December 14, 2023, 3:30pm at the District office in Mays Landing, NJ. The motion passed unanimously.

Marie Rogowski
Administrative Assistant