

OCEAN COUNTY SOIL CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
714 LACEY ROAD, FORKED RIVER, NJ 08731  
July 20, 2017 – FY 18

**I. CALL TO ORDER** – The meeting was called to order by Dr. William Pollock at 8:01 am. Dr. William Pollock confirmed that announcements for the meeting were made pursuant to the Open Public Meetings Act and forwarded to the Asbury Park Press, The Press of Atlantic City, and the Ocean County Clerk. Present were:

**Supervisors:** Dr. William Pollock, Chairman; Dr. Michael Gross, Secretary; Tony DiLodovico, Vice Chairman; Charlene Costaris, Treasurer; and Martha Maxwell-Doyle

**Others:** Doug Kauffman, Natural Resources Conservation Service (NRCS); Christine R. Raabe, District Director, Kerry Jennings, Assistant District Director, Chuck Collins, Resource Conservationist, and Lynne Tafaro, Bookkeeper from Ocean County Soil Conservation District (OCSCD).

**II. FLAG SALUTE** – Dr. William Pollock led the salute to the flag of the United States of America.

**III. AGENDA** – Christine Raabe mentioned the agenda is amended to include a second stop work order, and SESC Standards Training and employee personnel manual information update. Motion to approve the Agenda for today's meeting. Motion made by Tony DiLodovico and seconded by Martha Maxwell-Doyle. Roll call vote: unanimous.

**IV. MINUTES** – The May 18, 2017 District Meeting Minutes were approved motion by Charlene Costaris and seconded by Tony DiLodovico. Roll call vote: unanimous. The March 16, 2017 District Meeting Minutes and Executive Session were approved motion by William Pollock and seconded by Dr. Michael Gross. Roll call vote: unanimous.

**V. REPORTS TO BOARD** –

- A. Doug Kauffman, Natural Resources Conservation Service (NRCS), No formal report. Two EQUIP applications have been approved in Ocean County, an organic farm in Barnegat and a forestry CAP plan. Thanks was expressed for the district's donation of \$50 towards refreshments for the coming week's meeting.
- B. Tony DiLodovico, State Soil Conservation Committee (SSCC) No report

**VI. CORRESPONDENCE** –

- A. Ethics: Christine R. Raabe will send out an electronic copy of ethics material for Board to review that was provided to her by Robert Vivian, Ethics Officer for Dept of Agriculture. All staff and supervisors need to take ethics training annually, in-person training every 3 years, online training in between. In-person training will be provided at the November conference, however having all staff attend the conference would require closing the office. Preference would be to allow for separate employee training, Tony DiLodovico will look into that option.
- B. NRCS Local Work Groups – Central Region – 7/25 5-7 pm at Burlington County SCD – Nicole has requested an RSVP from those wishing to attend. The purpose of the meeting is for NRCS to gather input from local producers on areas of concern for each region so they know where to steer and prioritize their resources and determine what funding they should pursue.
- C. Supervisor Performance Standards comments – Policies and standards have been approved, packet given to all Supervisors. Tony DiLodovico reported that all concerns were discussed and considered.
- D. Annual NJ Association of Conservation District (NJNACD) meeting will be 11/2/17 at Eco-Complex - Tony DiLodovico said there will be more information by the next meeting
- E. Electronic Signature & Seals – Crest Engineering Associates has adopted a digital, not raised, seal on their paper plans that we initially did not accept. State law allows these digital seals if they are third party verified, Tony DiLodovico questioned if the statute was being misused in this case as he felt this should be restricted to electronic copies of plans. Currently we do not have the technology to use electronic plans, we still accept them but require paper copies to work with for review and in the field.
- F. Soil Health Campaign Networks – NACD is looking to highlight farms and farmers in the northeast and is looking for nominees and suggestions. Suggestions to be submitted at the NRCS Local Work Group.

**VII. TREASURY REPORT**- The monthly report for May 2017 showed total holdings of \$3,402,349.86 and June 2017 showed total holdings of \$3,395,068.80. A motion to accept the report was made by Martha Maxwell-Doyle and seconded by Dr. Michael Gross. Roll call vote: unanimous.

**VIII. BILLS AND CLAIMS** – May 2017 Chapter 251 disbursements were \$104,722.94, General account disbursements were \$70.00. Chapter 251 June 2017 disbursements were \$101,336.29, General account disbursements were \$0.00. A motion to accept the report was made by Dr. Michael Gross and seconded by Martha Maxwell-Doyle. Roll call vote: unanimous.

**IX. REPORTS OF STANDING COMMITTEES –**

- A. Education Update – Experience Jersey Friendly Yards Grant: Becky is planting at Cattus Island, Admiral Point in Toms River, and Island Heights Library. Other upcoming projects include Wild Expo in September, Brick MUA weekend info sessions at the reservoir, Duke Farm Fall Conference, FREC Festival. Becky will be presenting a Jersey Friendly Yards program for the Soil Water Conservation Society on 10/6/17 at Cattus Island. Planning Grow Your Jersey Friendly Yard Conference at Ocean County College with Rutgers and BBP on 10/14 to promote native plants and JFY web site, will be open to the general public
- B. Barnegat Bay Festival 6/4/17 – very well attended, highest turnout yet, soil tunnel remains popular

**X. REPORTS OF SPECIAL (AD HOC) COMMITTEES – None.**

**XI. PUBLIC COMMENTS – None**

**XII. CHAPTER 251 – CERTIFIED PLANS, INCOMPLETE PLANS & RFAs (See Attachment B)**

- A. The Board moved to approve the Chapter 251 certified plans. Motion to approve made by Dr. Michael Gross and seconded by Martha Maxwell-Doyle. Roll call vote: unanimous.
- B. Quarterly Report for the fourth quarter of FY17
- C. Permit Extension Act ended 6/30/17 – Kerry Jennings discussed how we are handling the certification of plans, active sites are getting violation letters, all letters and violation notices will be completed by September/October 2017
- D. SCD# 17160 Tilton Auto Body – Site Plan, Jackson Block 2501, Lot 13 was issued a Stop Work Order on 5/24/17 due to deficient plans and neighbor complaints of run-off due to additional clearing. Owner said there will be new plans submitted but they were never received and improvements were made regardless.
- E. SCD# 11103 Whitesville Business Park, Jackson Block 56.21 & others, Lot 2 & others was issued a Stop Work Order on 7/18/17 – years of issues with District, DEP and Jackson Twp, cannot recertify without revised plans
- F. Kerry Jennings, Assistant District Manager – Chapter 251 Update – Kerry provided the board with multiple graphs to demonstrate income, expense and surplus amounts before economic downturn/Sandy through current year. Current workload is approximately 500/600 plans per inspector, and is recommended to be around 300.

**XIII. OLD BUSINESS –**

- A. Inspector I – Newly hired Brittany Moore & Kristin Adams 6/26/17 met briefly with Board, currently training on standards, H&H Database, going out with senior staff, ect. They will be ready by Labor Day to have their own areas for inspection.
- B. NACD Grant – Urban Agriculture update – \$50,000 has been secured and a press release will be forthcoming. Partners include Georgian Court, Brick MUA, Lakewood DPW, Mercy Gardens, Barnegat Bay Partnership, NJ Agricultural Society, Fulfill (Monmouth/Ocean County Food Bank), NJ Farm Bureau, NRCS. Brian Sargent of Lakewood High School has a horticultural program and the town intends on removing old asphalt from unused tennis courts for a planting area. Eileen Miller is a subcontractor to the district as the soil health specialist.
- C. Grant – Barnegat Bay Partnership Jersey Friendly Yards underway, both educates and provides native plants
- D. [www.ocscd.org](http://www.ocscd.org) update – Christine Raabe talked to attorney who suggested the Ocean County Prosecutors Office. Detective Coles said no crime had been committed at this time as we are not copyrighted or trademark protected and we allowed the domain name to expire. Board wants to pursue copyright/trademark protection of our name and logo, and for Christine to contact new owner to see if he would sell us the old domain.

**XIV. NEW BUSINESS –**

- A. South Jersey Resource Conservation & Development Council is requesting sponsor/donation for Tour Des Farms (9/9/17), Board agreed to repeat last year's level of participating sponsorship of \$200. Motion to approve made by Dr. Michael Gross and seconded by Martha Maxwell-Doyle. Roll call vote: unanimous.
- B. Burlington SCD Donation \$50 for NRCS Local Work Groups – approved by email vote
- C. SESC Standards Training – November 8 and 29, all day at Freehold Soil Conservation District – all new technical staff will be attending – new top soiling and land grading standards to be implemented 12/8/17. August 4 training in Freehold for H&H Database inspections in anticipation of some towns hiring districts to provide basin inspection services.
- D. Updated Employee/Personnel Manual – currently in review process – Board wants it reviewed by labor attorney first before they review it in September.

**XV. OTHER ANNOUNCEMENTS- None**



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**XVI. EXECUTIVE SESSION** – Motion to go into executive session at 9:05 AM made by Charlene Costaris and Seconded by Dr. Michael Gross. Roll call vote: unanimous. Meeting continued at 9:30 AM.

- A. Motion to have OCSCD establish a paper trail/accounting documentation to reimburse the Chapter 251 Account for all expenditures toward the Education Coordinator's salary as per Jean Baluski's accounting Excel chart of salary and interest. Motion by Martha Maxwell-Doyle and seconded by Charlene Costaris.
- B. Discussion to journal voucher back the expenses up to date and reimburse (move funds) the 251 Account in the amount of \$52,181.28. Moving forward, the Board would recommend having the Education Coordinator's salary/payroll processed through the General Account and to annually move the interest earned from Chapter 251 fees into the General Account as per the resolution dated November 2016. Roll call vote: unanimous.
- C. Overall District financial discussion regarding the reasoning/need for such a high balance in the checking account(s). Suggestion to investigate continually moving funds into CDs (even very short term (3 or even 1 month) CDs) and having the interest continually feed the General Account for the District's education program. Board request to investigate all possible venues for earning interest on District funds. Motion by Dr. Michael Gross and seconded by Martha Maxwell-Doyle. Roll call vote: unanimous.

**XVII. ANNOUNCEMENT OF NEXT DISTRICT MEETING** – September 21, 2017 made by Dr. William Pollock

**XVIII. ADJOURNMENT** - The meeting was adjourned at 9:45 A.M. Move for adjournment made by Martha Maxwell-Doyle, and seconded by Dr. Michael Gross. Roll call vote: unanimous

Respectfully submitted,

Christine R. Raabe,  
District Director

CRR: jb

  
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Michael Gross, Secretary

9/21/17