

OCEAN COUNTY SOIL CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
714 LACEY ROAD, FORKED RIVER, NJ 08731  
September 15, 2016 – FY 17

**I. CALL TO ORDER** – The meeting was called to order by Dr. William Pollock at 8:00 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, Tony DiLodovico, Dr. Michael Gross, and Charlene Costaris

**Absent:** Martha Maxwell-Doyle and Tony DiLodovico arrived at 8:05am after the approval of the minutes.

**Others:** Kerry Jennings, Assistant District Director, and Jean Baluski, Office Manager 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** – Motion to approve the Agenda for today’s meeting. Motion made by Dr. Michael Gross and seconded by Charlene Costaris. Roll call vote: unanimous.

**IV. MINUTES** – The July 21, 2016 District Meeting Minutes were approved on a motion by Charlene Costaris and seconded by Dr. Michael Gross. Roll call vote: unanimous

**V. REPORTS TO BOARD** – None

**VI. CORRESPONDENCE** –

- A. Charlie Buscaglia, Supervisor Freehold SCD, - Freehold Soil Conservation District letter dated 7/18/16 asking Assemblyman Dancer to reinstate per diem appropriations for New Jersey Soil Conservation District Supervisors.
- B. Frank Minch, Executive Secretary, State Soil Conservation Committee (SSCC) New Jersey Department of Agriculture (NJDA), forward email from Robert P. Vivian Jr., Legislative Liaison, NJDA dated 8-26-16 about Open Public Record Act (OPRA) request from newjerseyopenthebooks .com for an electronic format of employee records for calendar year 2015. OCSCD OPRA custodian Jean Baluski has already response to this request and it is considered completed.
- C. Rich Belcher, New Jersey Envirothon Coordinator, (NJDA), Thank you letter dated 9-2-16. Thanking the OCSCD for donating \$500 to the 2016 Envirothon.
- D. American Littoral Society (ALS) is holding a Stormwater Projects in Action workshop on 10-5-16 at the Mancini Hall, Toms River Branch of the Ocean County Library.
- E. Christine Raabe, OCSCD District Director, elected Jersey Friendly Yards/Karen Walzer for the Governor’s Award.

**VII. TREASURY REPORT**- The monthly report for July 2016 showed total holdings of \$3,733,571.39 and August 2016 showed total holdings of \$3,754,596.49. A motion to accept the report was made by Dr. Michael Gross and seconded by Tony DiLodovico. Roll call vote: unanimous.

**VIII. BILLS AND CLAIMS** – July 2016 Chapter 251 disbursements were \$93,269.86, General account disbursements were \$170.76. Chapter 251 August 2016 disbursements were \$91,349.77, General account disbursements were \$106.00. A motion to accept the report was made by Charlene Costaris and seconded by Dr. Michael Gross. Roll call vote: unanimous.

**IX. REPORTS OF STANDING COMMITTEES** –

Education Update - see attached report. Also Karen Walzer, of Barnegat Bay Partnership (BBP), and I will be co-presenting in August of 2017. (This is just a minor, but exciting, update to the E&O Board Report.)

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

**XI. PUBLIC COMMENTS** – None

**XII. CHAPTER 251** –

- A. The Board moved to approve the Chapter 251 certified plans. Motion to approve made by Dr. Michael Gross, and seconded by Charlene Costaris. Roll call vote: unanimous except Tony DiLodovico abstains from SCD#16630 Church Of St. Poi Of Pietrelcina–Site Plan
- B. Fiscal Year Summary- The Fiscal year and Calendar year Chapter 251 income & expenses are looked at every six months, this is done to determine the Reserve & Restricted funds that are needed.
- C. Kerry Jennings, Assistant Director, OCSCD Chapter 251 Update at the State meeting NRCS acid soil map was revised it now includes tidal marshes.
- D. Staff assignments & coverage areas – reassigned areas will start in November. Most of the Work is in the Northeast as shown on the map. See attached Maps & areas.

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**XIII. OLD BUSINESS –**

- A. Building Maintenance – Power wash & Painting- will be starting after the proper paperwork is submitted.
- B. NENACD Conference – Evaluation Summary report by Becky shows overwhelming good evaluations. The only comment was that the N/A should be removed from the bar graphs.
- C. H x H Database – update & clean up – Jean Baluski ongoing process of cleaning up the files that have been enter into the database, more information was required to certify the projects.

**XIV. NEW BUSINESS –**

- A. Motion to roll over M & T Bank #5508(former Hudson City) CD-1YR. (Chap.251-239) Matures 9/06/16 new rate is 1.15%. Motion made by Tony DiLodovico, and seconded by Charlene Costaris Roll call vote: unanimous.
- B. Motion to use Salka Law LLC to review personnel manual & answer other labor & employment questions. Motion made by Charlene Costaris, and seconded by Tony DiLodovico Roll call vote: unanimous except would like a proposal for the review of the personnel manual.
- C. Motion to Approve replacing WEX Inc. Gas Cards with Comdata Universal Fleetcard for the use of fuel only. Motion made by Tony DiLodovico, and seconded by Dr. Michael Gross Roll call vote: unanimous.
- D. Motion to go through with the purchase of Two Jeep Patriot 4wd and One Ford Focus. Motion made by Charlene Costaris, and seconded by Dr. Michael Gross Roll call vote: unanimous.
- E. Motion to sell Subaru. Motion made by Dr. Michael Gross, and seconded by Charlene Costaris Roll call vote: unanimous.
- F. Motion to approve Share staff w/ Burlington Inspector I - 2 days a week (60/40%). Motion made to create a MOU with Burlington and to verify employment responsibilities and have the lawyer look over the MOU then have the board approve it, by Charlene Costaris, and seconded by Dr. Michael Gross Roll call vote: unanimous.
- G. Soil Restoration Law public comment available sometime in September. There will be a 60 day comment period, hope to be approved in the spring.
- H. Motion to approve a new refrigerator for OCSCD kitchen. Motion made by Charlene Costaris, and seconded by Dr. Michael Gross Roll call vote: unanimous.
- I. Motion to approve paying Alexia Filica unpaid taxes due to the payroll company error. Motion made by Charlene Costaris, and seconded by Dr. Michael Gross Roll call vote: unanimous.
- J. Motion to get proposal for an actuary to determine health care cost the district will incur for retired district employees. Motion made by Charlene Costaris, and seconded by Dr. Michael Gross Roll call vote: unanimous.
- K. Motion to approve getting a flag on the property to show our military support. Motion made by Charlene Costaris, and seconded by Dr. Michael Gross Roll call vote: unanimous.

**XV. OTHER ANNOUCEMENTS – None**

**XVI. EXECUTIVE SESSION – None**

**XVII. ANNOUNCEMENT OF NEXT DISTRICT MEETING – November 17, 2016 work on the reserves and diversify the accounts.**

**XVIII. ADJOURNMENT - The meeting was adjourned at 8:55 A.M. Move for adjournment made by Tony DiLodovico 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