

OCEAN COUNTY SOIL CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
714 LACEY ROAD, FORKED RIVER, NJ 08731  
December 19, 2017 – FY 18

**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, Chairman, Tony DiLodovico, Vice Chairman, Dr. Michael Gross, Secretary, Charlene Costaris, Treasurer, and Martha Maxwell-Doyle.

**Absent:** none

**Others:** Christine Raabe, 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 Amended Agenda for today’s meeting. Motion made by Dr. Michael Gross and seconded by Charlene Costaris. Roll call vote: unanimous.

**IV. PUBLIC SESSION – BRIEF INITIAL COMMENT BY CHAIRMAN WILLIAM POLLOCK**

Some ground rules to cover: As always, Robert’s Rules will apply and reiterate that the Board has the power to issue any discipline regardless of prior discipline actions including termination. Do all the Board members understand these statements? Re-clarify that any prior discipline during this investigation given by Christine Raabe is voided as stated at the last board meeting. The Board is the one that will decide any disciplinary action.

- Purpose of this meeting is to finalize internal investigation concerning personnel and clarify relevant matters;
- Reminder of Board’s ability to issue any discipline to personnel, up to and including termination, without progressive discipline;
- Reminder of safety as top concern and announcement that third party individual who made threatening remarks to the District is barred from returning to the District. As Chairman of the Board I spoke to the individual’s supervisor about the comment that was made, and that individual is not welcome at the district.

Motion to open public session made by Martha Maxwell-Doyle and seconded by Dr. Michael Gross. Roll call vote: unanimous.

**V. PUBLIC COMMENT – none.**

Motion to close public session made by Martha Maxwell-Doyle and seconded by Dr. Michael Gross. Roll call vote: unanimous.

**VI. FORMAL RESOLUTION TO GO INTO IMMEDIATE EXECUTIVE SESSION**

- The Board will act on a formal resolution to meet in immediate closed/executive session to discuss matters involving the employment of personnel and terms and conditions of employment;
- Specifically, personnel actions will be considered and straw-voted regarding employees in light of prior/additional information obtained by the District concerning its internal investigation;
- The Board will then act on a formal resolution to vote on the aforementioned personnel actions in Public Session.

Motion made by Charlene Costaris and seconded by Dr. Michael Gross. Roll call vote: unanimous.

**VII. CONTINUATION OF PUBLIC SESSION FOR EXPRESS PURPOSE OF VOTING ON PERSONNEL ACTIONS DISCUSSED IN EXECUTIVE SESSION:**

1. Motion for Cynthia Hopkinson to be asked to resign by the end of business day, if she chooses not to resign then she will be terminated by the end of business day. Motion to move made by Charlene Costaris and seconded by Dr. Michael Gross. Roll call vote: unanimous.
2. Motion for Ken Sicknick to receive a strong letter of reprimand indicating termination if this type of activity happens again. Motion to move made by Dr. Michael Gross and seconded by Martha Maxwell-Doyle. Roll call vote: unanimous.

**MINUTES**  
**BOARD OF SUPERVISORS' MEETING**  
**December 19, 2017**  
**PAGE 2**

3. Motion for Alfred Galvan to receive a written warning and sensitivity training. Motion to move made by Dr. Michael Gross and seconded by Martha Maxwell-Doyle. Roll call vote: 4-1 opposed by Charlene Costaris.
4. Motion for Kerry Jennings to receive a strong written warning notice and reminding Kerry that he is second in command and needs to be a leader. In the warning notice the Board will respond to the four points in his letter which the board considers not to be valid. Motion to move made by Dr. Michael Gross and seconded by Tony DiLodovico. Roll call vote: unanimous.
5. Motion for Christine Raabe verbal counseling voted at the last board meeting stand and that no further action to be taken. Motion to made by Martha Maxwell-Doyle and seconded by Dr. Michael Gross. Roll call vote: unanimous.

Next steps for the District will be to conduct sensitivity training (schedule for 12/21/17) and to update the employee personnel handbook.

Charlene Costaris would like there to be more opportunity for training for the management team and ongoing sensitivity training and team building training for all.

Finally the Board will not tolerate unprofessional behavior and in the future if there is a problem the employees can come to the board. The Policy and Procedure in the employee personnel manual must identify all contacts employees can reach out to for assistances.

**XVII. ANNOUNCEMENT OF NEXT DISTRICT MEETING** – January 18, 2018

**XVIII. ADJOURNMENT** - The meeting was adjourned at 9:35 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