

OCEAN COUNTY SOIL CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
714 LACEY ROAD, FORKED RIVER, NJ 08731  
January 18, 2018 – FY 18

**I. CALL TO ORDER** – The meeting was called to order by Dr. William Pollock at 8:02 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, Charlene Costaris, Treasurer, and Martha Maxwell-Doyle. Tony DiLodovico, Vice Chairman called in.

**Absent:** none

**Others:** Nicole Ciccaglione, Natural Resources Conservation Service (NRCS), Christine Raabe, District Director, 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 Charlene Costaris and seconded by Martha Maxwell-Doyle. Roll call vote: unanimous.

**IV. MINUTES** – The November 16, 2017 & December 19, 2018 District Meeting Minutes were approved after the minor changes were made motion by Dr. Michael Gross and seconded by Martha Maxwell-Doyle. Roll call vote: unanimous

**V. REPORTS TO BOARD** –

- A. Nicole Ciccaglione, Natural Resources Conservation Service (NRCS), reported that open sign up for the Conservation Stewardship Program (CSP) deadline is 3/16/18. NRCS has received 10 applications so far for Ocean County: Two (2) Agriculture Management Assistance (AMA) applications one is a seasonal high tunnel (SHT) & irrigation and the second is a pollinator habitat. Unfortunately the Federal government has no AMA funds currently available. There are eight (8) Environmental Quality Incentives Program (EQIP) irrigation, Bob White Quail, Forestry, Organic-SHT- irrigation, Local Work Group (LWG)-SHT, Organic-SHT, Forest Conservation Assistance Plan (CAP), and LWG-SHT- irrigation. NRCS is in the process of ranking the EQIP applicants it should be completed by the end of January. NRCS prioritized the six county regions by soil quality, water quality and pollinator protection and developed a ranking system to distribute funds. There are two application for them State Cost Sharing Plan the two programs under Regional Conservational Partnership program (RCP) targets farms that are permanent preserved the group of EQIP funding from the Federal along with matching State funds. There are two (2) State Cost Share applications which Dave Clapp is evaluating. Helen Haniffy is a new program assistant. Her job is through a partnership agreement with Burlington Soil Conservation District and there a new soil conservationist Luis Maceira. Carrie Lindig, State Conservationist is back from from Washington detail.
- B. No State Soil Conservation Committee report.

**VI. CORRESPONDENCE** –

- A. Frank Minch, Executive Secretary, State Soil Conservation Committee (SSCC) New Jersey Department of Agriculture (NJDA) No official schedule for the SSCC 2018 Meeting. They are normally held quarterly. Next meeting is 3/12/18.
- B. Frank Minch, Executive Secretary, State Soil Conservation Committee (SSCC) New Jersey Department of Agriculture (NJDA) Memo 12/13/17 acceptance of Holiday Gifts.
- C. Mr. Davies email dated 12/14/17 to Director Raabe about his experience with the staff at OCSCD office; he stated that Jessica Blanchard was professional, efficient, nice and helpful and Jean Baluski who was helpful and professional. The email also stated that Christine was doing a good job because the OCSCD staffs are happy hardworking dedicated people.
- D. Daniel Galletta, Chairman of the Cape Atlantic Conservation District Board letter to Douglas Fisher, Secretary of NJDA dated 12/28/17 requesting specific & formal training for district staff & announcing a workshop being held at the Cape Atlantic Conservation district on 1/19/18.

**VII. TREASURY REPORT**- Motion to discuss Treasury Report was made by Dr. Michael Gross and seconded by Martha Maxwell-Doyle. Roll call vote: unanimous. The monthly report for November 2017 showed total holdings of \$4,056,798.46 and December 2017 showed total holdings of \$3,983,153.19. A motion to accept the report was made by Dr. Michael Gross and seconded by Martha Maxwell-Doyle. Roll call vote: 4-1 Tony DiLodovico abstains.

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**VIII. BILLS AND CLAIMS** – November 2017 Chapter 251 disbursements were \$74,213.87. General account disbursements were \$1,112.00. Chapter 251 December 2017 disbursements were \$163,156.36, General account disbursements were \$0. A motion to accept the report was made by Charlene Costaris and seconded by Dr. Michael Gross. Roll call vote: 4-1 Tony DiLodovico abstains.

**IX. REPORTS OF STANDING COMMITTEES** –

- A. Education update – See attached report from Becky Laboy, Education Outreach Specialist, and OCSCD. (See attached).

**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 Martha Maxwell-Doyle. Roll call vote: unanimous except Tony DiLodovico wishes to recuse himself from plan SCD#19322 Jackson Township.
- B. Quarterly report
- C. SCD#11378; Batch Brook Estates; block 688, Lot 41; Toms River Township, issued a Stop Work Order on 1/02/18.
- D. SCD#12850; Caruso - One Lot; block 1901, Lot 10; Lacey Township, issued a Stop Work Order on 1/03/18.
- E. SCD#8120; Jersey Shore Sprinkler; block 13, Lots 11.02 & 11.03; Berkeley Township, rescinded the Stop Work Order on 12/18/17.
- F. Jersey Shore Sprinkler; block 13, Lot 11.01; Berkeley Township, rescinded the Stop Work Order on 12/18/17.

**XIII. OLD BUSINESS** –

- A. Employee Evaluations are still in process.
- B. District Inspector resumes. Will begin the review process.

**XIV. NEW BUSINESS** –

- A. Motion to approve Audit Proposal from NIGHTLINGER, COLAVITA & VOLPA, and P.A. for FY18 Audit. Motion to approve made by Charlene Costaris, and seconded by Martha Maxwell-Doyle. Roll call vote: unanimous.
- B. Motion to approve the 2018 Actuary Report Proposal from Bury & Associates. Motion to approve made by Charlene Costaris and seconded by Dr. Michael Gross. Roll call vote: unanimous.
- C. Motion to approve the Bank Resolution 2018-05 allowing Christine to use any of the nine banks in Forked River. Motion to approve made by Charlene Costaris and seconded by Dr. Michael Gross. Roll call vote: unanimous.
- D. Dr. William Pollock & Tony DiLodovico term to expire on June 30, 2018 they stated that would like to continue for three more years on the Board.
- E. Motion to approve the Resolutions: 2018-1, Election of Officers made by Dr. Michael Gross and seconded by Martha Maxwell-Doyle. Roll call vote unanimous; 2018-2, Professional Services made by Dr. Michael Gross and seconded by Martha Maxwell-Doyle. Roll call vote unanimous; 2018-3, District's official publications made by Charlene Costaris, and seconded by Martha Maxwell-Doyle. Roll call vote unanimous; 2018-4, Standing Committees made by Dr. Michael Gross, and seconded by Martha Maxwell-Doyle. Roll call vote: unanimous.
- F. Motion to approve the 2018 New Jersey Conservation District Employees Association membership for all employees. Motion to approve made by Charlene Costaris and seconded by Dr. Michael Gross. Roll call vote: unanimous.
- G. Motion to approve New Jersey Association of Conservation Districts (NJACD) is contribute of \$500 for the 2018 Envirothon. Motion to approve made by Dr. Michael Gross, and seconded by Martha Maxwell-Doyle. Roll call vote: unanimous.
- H. Motion to explore the Paychex HR Solution program. Motion made by Charlene Costaris and seconded by Dr. Michael Gross. Roll call vote: unanimous.

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**XV. OTHER ANNOUCEMENTS-** None

**XVI. EXECUTIVE SESSION** – Motion to go into executive session at 8:55 AM made by Charlene Costaris and seconded by Martha Maxwell-Doyle. Roll call vote: unanimous.  
Motion to close the executive session at 9:15 AM made by Martha Maxwell-Doyle and seconded by Dr. Michael Gross. Roll call vote: unanimous.

Motion to approve the Resolutions: FY18-7 Granting Christine permission to seek legal advice and assistance in the evaluation and assessment of the current District insurance policy covering board of supervisor and director/employee liability, to ascertain next steps in response to recent filed tort claims against the District and employees. Furthermore, the District Director is authorized to proceed to address this matter to conclusion. Made by Martha Maxwell-Doyle and seconded by Dr. Michael Gross. Roll call vote unanimous

**XVII. ANNOUNCEMENT OF NEXT DISTRICT MEETING** – March 15, 2018. Look into Management Training and morale boosting activities.

**XVIII. ADJOURNMENT** - The meeting was adjourned at 9:20 A.M. Move for adjournment made by Martha Maxwell-Doyle, and seconded by Charlene Costaris. Roll call vote: unanimous

Respectfully submitted,

Christine R. Raabe,  
District Director

CRR: jb

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Michael Gross, Secretary