

OCEAN COUNTY SOIL CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
714 LACEY ROAD, FORKED RIVER, NJ 08731
May 17, 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 attendance:

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

Absent:

Others: Nicole Ciccaglione, Natural Resources Conservation Service (NRCS), Kerry Jennings, Assistant District Director, and Jean Baluski, Office Manager, from Ocean County Soil Conservation District (OCSCD). Christine Raabe, District Director arrived at 8:35 am.

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 made by Charlene Costaris and seconded by Martha Maxwell-Doyle. Roll call vote: unanimous.

IV. MINUTES – The March 15, 2018 District meeting minutes were approved, motion by Dr. Michael Gross and seconded by Tony DiLodovico. Roll call vote: 4-1, Martha Maxwell-Doyle abstained.

V. REPORTS TO BOARD –

- A. Nicole Ciccaglione, Natural Resources Conservation Service (NRCS), reported:
NRCS received \$200,000 to fund the AMA programs in New Jersey. Ocean County has three AMA plans. Ocean County has nine 2018 Environmental Quality Incentives Program (EQIP) six of the programs were accepted, one is pending and one other is eligible. The Final EQIP plan is to develop a Forest Stewardship Plan the funds requested will help pay for the plan. The Board motion to accept the Plan was made by Tony DiLodovico and second by Martha Maxwell-Doyle. Roll call vote: unanimous.

VI. CORRESPONDENCE –

- A. Douglas H. Fisher, Secretary of Agriculture, April 28, 2018 letter announced that Governor Murphy’s proclamation of Soil and Water Stewardship Week will be April 29- May 6, 2018.
- B. Frank Minch, Executive Secretary, State Soil Conservation Committee (SSCC) New Jersey Department of Agriculture (NJDA) distributes the Outside Activity and State’s Code of Ethics forms.
- C. Matt Ward, HEPSCD Board of Supervisors Chairman from Passaic County, polling the Supervisors if the locations of the NJACD conference were to be held in Jersey City or The Meadowlands, would they attend? All Board members said they would attend and 4out of 5 would spend the night.

VII. TREASURY REPORT- Motion to discuss The Treasury Report was made by Dr. Michael Gross and seconded by Martha Maxwell-Doyle. Roll call vote: unanimous. The monthly report for March 2018 showed total holdings of \$3,843,399.49 and April 2018 showed total holdings of \$3,833,641.63. A motion to accept the report was made by Dr. Michael Gross and seconded by Martha Maxwell-Doyle. Roll call vote: unanimous.

VIII. BILLS AND CLAIMS – March 2018 Chapter 251 disbursements were \$127,131.86. Two new cars were purchased. General account disbursements were \$12,054.50. Chapter 251 April 2018 disbursements were \$200,541.06. General account disbursements were \$1,020.00. A motion to accept the report was made by Charlene Costaris and seconded by Martha Maxwell-Doyle. Roll call vote: unanimous.

IX. REPORTS OF STANDING COMMITTEES –

- A. Education update – Becky Laboy, Education Outreach Specialist reported that the 2018 Roundtable was a success. For more education update see the attached 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 Tony DiLodovico wished to recuse himself from plan SCD#19354 Lakewood Township & SCD# 18473 Manchester Township.
- B. Technical Bulletins issued to clarify the implementation of the Soil Restoration Law via Land Grading (19-1) & TopSoiling (8-1) Standards: 2018-1.0 Applicability of Soil Restoration Requirements, 2018-2.0 Applicability of Soil Restoration Requirements to Urban Redevelopment Areas and 2018-3.0 Inspection Procedures to Verify Soil Restoration Measures were discussed.

**MINUTES
BOARD OF SUPERVISORS' MEETING
May 17, 2018
PAGE 2**

XII. CHAPTER 251 – Cont.

- C. SCD#13826 Lakewood Courtyard Hotel block 74 Lots 5 & 8 Lakewood Township, issued Stop Work Order on 4/17/18.
- D. SCD#11923 State Liquors Site Plan block 192.05 Lots 1, 61 & 78 Toms River Township, issued Stop Work Order on 5/2/18.

XIII. OLD BUSINESS –

- A. Certified Public Manager Program – Waiting for State approval to start the program in the fall at Freehold location.
- B. Advertise & hire new office staff for Clerical & Inspector positions. Two new Inspectors Ramon Mejia & Jennifer Gardner were hired with a start date of 5/14/18. Currently interviewing for the Clerk position.
- C. Becky is actively working on the Urban Agriculture Grant from NACD in Lakewood.
- D. There are two Jersey Friendly Yards (JFY) Grants. One funded by the Barnegat Bay Partnership for (\$10k) & the second one funded by the Watershed Institute & Natural Resource Education Foundation (for \$3,312).
- E. Ocean First Bank account update: OCSCD opened a payroll checking account with the Ocean First Bank.
- F. Two Ford Focus vehicles were sold. The vehicles will be picked up on Monday 5/21/18. The silver Focus was sold for \$2,200 and the white Focus was sold for \$1,925.

XIV. NEW BUSINESS –

- A. Actuary update: The Actuary was redone to see if the future health cost balance would increase with the new retirees. The results only showed a 10 percent increase.
- B. State salary updates: The current Civil Service Salary Chart might increase by 4 percent in the Fiscal Year 2019. General the OCSCD Board adopts the salary guide as they are updated. The District currently uses the Fiscal Year 2018 Civil Service Salary Chart.
- C. Alfred Galvan will be retiring July 31, 2018.
- D. Motion to advertise & hire a new Resource Conservationist/Plan Reviewer made by Martha Maxwell-Doyle and seconded by Dr. Michael Gross. Roll call vote: unanimous.
- E. Motion to extend the option of one hour a day overtime and no more than 39 hours per week as needed for staff until the end of July. Motion made by Charlene Costaris and seconded by Tony DiLodovico. Roll call vote: unanimous.

XV. OTHER ANNOUNCEMENTS- None

- XVI. EXECUTIVE SESSION –** Motion to go into Executive Session at 8:35 am made by Dr. Michael Gross and seconded by Tony DiLodovico. Roll call vote: unanimous.
Motion to close the Executive Session at 8:50 am made by Martha Maxwell-Doyle and seconded by Dr. Michael Gross. Roll call vote: unanimous.

Recommended Staff Salary Increases: Effective Immediately:

- 1. Brittany Moore - Inspector I- permanent status +1 Step = 17/2 - \$45,053.25 (+ \$1959)
 - 2. Kristin Adams - Inspector I- permanent status +1 Step = 17/2 - \$45,053.25 (+ \$1959)
 - 3. Rebecca Laboy - Education Outreach Coordinator - +2 Steps = 1 8 /05 - \$53,268.53 (+\$4108)
- Suggested Staffing Plan- Hire /promote from within - Soil Erosion Control Specialist – Resource Conservationist/Reviewer
Hire new Clerk I (Immediate)

Hire Administrative Assistant (candidate w/14 years' experience with another SCD), transitional period - 6 months. Motion made by Martha Maxwell-Doyle, seconded by Dr. Michael Gross Roll call vote: unanimous.

XVII. ANNOUNCEMENT OF NEXT DISTRICT MEETING – July 19, 2018.

- XVIII. ADJOURNMENT -** The meeting was adjourned at 9:00 am. Move for adjournment made by Charlene Costaris and seconded by Dr. Michael Gross. Roll call vote: unanimous

Respectfully submitted,

Christine R. Raabe,
District Director

CRR: jb

Michael Gross, Secretary