

OCEAN COUNTY SOIL CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
714 LACEY ROAD, FORKED RIVER, NJ 08731
November 15, 2018 – FY 19

I. CALL TO ORDER – The meeting was called to order by Dr. William Pollock at 8:00 a.m. Dr. 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.
Others: Doug Kauffman, Soil Conservationist for Natural Resources Conservation Service (NRCS), Christine Raabe, District Director, Jean Baluski, Office Manager and Donna Cramer, Assistant Office Manager from Ocean County Soil Conservation District (OCSCD).

II. FLAG SALUTE – Dr. 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, seconded by Martha Maxwell-Doyle. Roll call vote: unanimous.

IV. MINUTES- The September 20, 2018 minutes were approved on a motion by Charlene Costaris, seconded by Dr. Michael Gross. Roll call vote: unanimous.

V. REPORTS TO BOARD –

Doug Kauffman, Natural Resources Conservation Service (NRCS) reported: There is one (1) Agriculture Management Assistance (AMA) application from 2018 and one (1) for 2019. There are eight (8) Environmental Quality Incentives (EQIP) and two (2) EQIP/RCPP* for 2019. There are six (6) 2018 State Cost Share applications. Other open applications: two (2) 2015 EQIP, one (1) 2016 EQIP, one (1) 2016 EQIP/RCPP, three (3) 2017 EQIP and seven (7) 2018 EQIP. For signature: one (1) conservation agreement, one (1) conservation plan and one (1) State Cost Share certification for drainage.

*RCPP stands for Regional Conservational Partnership Program.

VI. CORRESPONDENCE –

- A. Kerry Jennings letter to the Board announcing his retirement for 12/1/ 2018.
- B. New Jersey Association of Conservation Districts (NJACD) Annual Conference agenda. Conference to be held on November 19, 2018 at the Rutgers Eco-Complex in Columbus, NJ. Supervisor breakfast begins at 7:00 a.m. All Staff will attend the Ethics training session.
- C. Request from the Association of New Jersey Environmental Commissions (ANJEC) for Christine Raabe to give a presentation on Soil, being held on 4/12/19 in New Brunswick on Rutgers Campus. Board approved.
- D. Other Correspondence:
 1. Holiday Gift Memo from Frank Minch, Executive Secretary for the State Soil Conservation Committee (SSCC) reminding District Managers and Staff of the prohibition of accepting gifts, as required by the Uniform Ethics Code.

VII. TREASURY REPORT –

The monthly report for September 2018 showed total holdings of \$3,836,814.39 and October 2018 showed total holdings of \$3,868,271.21. A motion to accept the report was made by Charlene Costaris and seconded by Martha Maxwell-Doyle. Roll call vote: unanimous.

VIII. BILLS AND CLAIMS –

September 2018 Chapter 251 disbursements were \$96,066.06. General account disbursements were \$2100.00. Chapter 251 October 2018 disbursements were \$91,755.77. General account disbursements were \$4,260.00. A motion to accept the report was made by Charlene Costaris and seconded by Tony DiLodovico. Roll call vote: unanimous.

MINUTES
BOARD OF SUPERVISORS' MEETING
NOV. 15, 2018
PAGE 2

IX. REPORTS OF STANDING COMMITTEES –

Education update – See attached report from Becky Laboy, Education Outreach Specialist.

X. REPORTS OF SPECIAL (AD HOC) COMMITTEES –

Tony DiLodovico reported that the Stormwater DEP draft of changed rules will be coming soon.

XI. PUBLIC COMMENTS – None

XII. CHAPTER 251 –

- A. The Board moved to approve the Chapter 251 certified plans. Motion to accept made by Dr. Michael Gross, and seconded by Charlene Costaris. Roll call vote: unanimous.
- B. The Board reviewed the Chapter 251 quarterly report.

XIII. OLD BUSINESS –

- A. Virginia Beach Living Shorelines training and tour was held on 10/29/18 –Christine Raabe and Eileen Miller in attendance.
- B. Shared Services Agreement meeting held on 11/1/18 between Cape Atlantic Soil Conservation District (CASCD), Christine Raabe and Jean Baluski (OCSCD). Support for review and guidance from CASCD will begin on 12/3/18, typically Monday's, for 7 hours per day at the OCSCD office. John Showler has been and will continue helping with in-house training as well.
- C. Association of New Jersey Environmental Commissions (ANJEC) - Environmental Congress presentation was held on 10/12/18.
- D. Certified Public Manager Course, which Christine Raabe has been attending. Christine proposed writing an OCSCD strategic plan for the future with Board approval. Motion to accept the project proposal made by Tony DiLodovico, and seconded by Martha Maxwell-Doyle. Roll call vote: unanimous.

XIV. NEW BUSINESS –

- A. Approval of the OCSCD Board Meeting Schedule for 2019. Motion moved to accept made by Martha Maxwell-Doyle, seconded by Charlene Costaris. Roll call vote: unanimous.
- B. Approval of the National Association of Conservation Districts (NACD) FY19 membership dues, gold category, at the cost of \$775.00. Motion moved to accept by Charlene Costaris, seconded by Dr. Michael Gross. Roll call vote: unanimous.
- C. Approval of the FY18 Audit. Motion to accept moved by Charlene Costaris, seconded by Dr. Michael Gross. Roll call vote: unanimous.
- D. Approval of the Mayor's Association annual dues of \$225. 00. Motion to approve moved by Dr. Michael Gross, seconded by Martha Maxwell-Doyle. Roll call vote: unanimous.
- E. Approval of Open Public Record Act designee-Donna Cramer and substitute- Christine R. Raabe - Motion to approve by Dr. Michael Gross, seconded by Martha Maxwell-Doyle. Roll call vote: unanimous.
- F. Ethics Training - Motion that the office be closed during the time of the Ethics training moved by Charlene Costaris, seconded by Martha Maxwell-Doyle. Roll call vote: unanimous.
- G. Request to the Board that the District office be closed on Monday, 12/24/18 and 12/31/18. Motion to approve moved by Dr. Michael Gross, seconded by Martha Maxwell-Doyle. Roll call vote: unanimous.
- H. Request to continue the use of extra time. Motion to continue moved by Charlene Costaris, seconded by Martha Maxwell-Doyle. Modification to extend through the fiscal year. Motion to accept the modification by Charlene Costaris and seconded by Dr. Michael Gross. Roll call vote: unanimous.

**MINUTES
BOARD OF SUPERVISORS' MEETING
NOV. 15, 2018
PAGE 3**

XV. OTHER ANNOUNCEMENTS- None

XVI. EXECUTIVE SESSION -- Motion to go into Executive Session at 8:43 a.m. made by Tony DiLodovico, seconded by Charlene Costaris. Roll call vote: unanimous. Motion to close the Executive Session at 8:48 a.m. made by Martha Maxwell-Doyle, seconded by Dr. Michael Gross. Roll call vote: unanimous.

- A. Motion to approve a 1% merit increase for all Staff. Motion to approve made by Charlene Costaris, seconded by Dr. Michael Gross. Roll call vote: unanimous.

XVII. ANNOUNCEMENT OF NEXT DISTRICT MEETING – January 17, 2019.

XVIII. ADJOURNMENT –

The meeting was adjourned at 8:56 a.m. Move for adjournment made by Martha Maxwell-Doyle, seconded by Charlene Costaris. Roll call vote: unanimous.

Respectfully submitted,

Christine R. Raabe,
District Director

CRR: dc

Dr. Michael Gross, Secretary