

OCEAN COUNTY SOIL CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
714 LACEY ROAD, FORKED RIVER, NJ 08731
May 16, 2019 – FY 19
MINUTES

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

Others Present: Nicole Ciccaglione, Natural Resources Conservation Service (NRCS), Christine Raabe, District Director, Becky Laboy, Education Outreach Specialist 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 revised agenda for today’s meeting made by Martha Maxwell-Doyle, seconded by Charlene Costaris. Roll call vote: unanimous.

IV. MINUTES- The March 21, 2019 minutes were approved on a motion by Tony DiLodovico, seconded by Charlene Costaris. Roll call vote: unanimous.

V. REPORTS TO BOARD – Natural Resources Conservation Service (NRCS) update – See attached report from Nicole Ciccaglione. Six (6) EQIP Conservation plans ready for certification. Motion to accept made by Martha Maxwell-Doyle, seconded by Dr. Michael Gross. One (1) State Cost Share request for payment. Motion to approve made by Charlene Costaris, seconded by Martha Maxwell-Doyle.

VI. CORRESPONDENCE –

- A. Updated Chapter 251 Application received from Frank Minch, Executive Secretary, State Soil Conservation Committee (SSCC) forwarded to all Districts to use moving forward. Applicants are to indicate on the application the number of acres restored.
- B. OCSCD “Cross Training Days” with Freehold Soil Conservation District (FSCD) has been working out very well. The Freehold Staff has been assisting OCSCD Inspectors in the field to help evaluate sites and OCSCD Reviewers with complicated site plans. Cross Training will continue on a monthly basis as needed.
- C. The District received a copy of a letter from Chairman Charlie Buscaglia of the Freehold Soil Conservation District sent to Frank Minch (SSCC), with comments concerns the Supervisor Performance Standards.

VII. TREASURY REPORT – The monthly report for March 2019 showed total holdings \$3,765,432.07. April 2019 showed total holdings of \$3,679,282.28. A motion to accept the report was made by Martha Maxwell-Doyle, seconded by Charlene Costaris. Roll call vote: unanimous.

VIII. BILLS AND CLAIMS – March monthly Chapter 251 disbursements were \$108,031.07. General account disbursements were \$368.80. April monthly Chapter 251 disbursements were \$225,277.45. General account disbursements were \$1,519.69. A motion to accept the report was made by Dr. Michael Gross, seconded by Martha Maxwell-Doyle. Roll call vote: unanimous.

IX. REPORTS OF STANDING COMMITTEES – Education update –See attached report from Becky Laboy, Education Outreach Specialist.

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

XI. CHAPTER 251 –

- A. The Board moved to approve the Chapter 251 certified and re-certified plans. Motion to approve made by Tony DiLodovico and seconded by Charlene Costaris. Roll call vote: unanimous.
- B. Quarterly Report for information purposes to the Board.

XII. OLD BUSINESS –

- A. The Cape-Atlantic Soil Conservation District shared service is working out very well with field workload. Request to the Board for contract renewal between Cape-Atlantic Soil Conservation District and OCSCD for an additional 6 months beginning June 1 ending December 31, 2019 at the same hourly rate. Motion to approve made by Martha Maxwell-Doyle, seconded by Charlene Costaris. Roll call vote: unanimous.
- B. The new time clock implementation is working out well.
- C. Nine (9) resumes were received in response to the Inspector I position open at the District. Jean Baluski and Christine Raabe to begin interviewing Applicants. New hire start date pending for July.
- D. Christine Raabe updated the Board on the Training Committee meeting she attended in April at the Freehold District. Christine informed the Board that Districts were eligible to be part of eLearning courses under Civil Service, which offers free and paid programs. Plans to look at other States for resource information as well.

XIII. NEW BUSINESS –

1. New Jersey Department of Environmental Protection (NJDEP) – 319h Grant- Lakewood Township Stormwater Basin Retrofits. Grantee: South Jersey Resource Conservation and Development Council successfully received funding in the amount of \$325,000 (OCSCD \$25K/36 months) for Education and Training.
2. NJDEP – 319h Grant- Bay Friendly Stewardship Program. Grantee: Barnegat Bay Partnership received their funding in the amount of \$100,000 (OCSCD \$50K/36 months).
3. Intergovernmental Agreement for Board approval between OCC (BBP) & OCSCD for promoting Stewardship & Volunteer Coordination -\$13,500/12 months. Motion to approve made by Tony DiLodovico, seconded by Dr. Michael Gross. Roll call vote: 4-1, Martha Maxwell-Doyle abstained.
4. Approval of the FY20 Annual Plan of Operations. Motion to accept made by Charlene Costaris, seconded by Tony DiLodovico. Roll call vote: unanimous.
5. Ocean First Bank –Updated Signature Cards - *pending*
6. The District is continuing to offer Staff the extra 1hr/day as needed.
7. 13th Annual South Jersey Tour des Farms sponsor donation approval of \$200. Motion to approve made by Charlene Costaris, seconded by Dr. Michael Gross. Roll call vote: unanimous.
8. Nightlinger, Colavita & Volpa Agreement (Auditor). Motion to approve made by Dr. Michael Gross, seconded by Martha Maxwell-Doyle. Roll call vote: unanimous.
9. Other - None

XV. PUBLIC COMMENT –

Pursuant to the requirements of Open Public Meetings Act, N.J.S. A. 10:4-12, that at a meeting of the Board of Supervisors to be held on May 16, 2019 at 8:00 am at the District office, the Board will have a discussion which could affect the terms and conditions of employment. Specifically, the Board will discuss the request and documentation which Becky Laboy provided in March for review and consideration. The Board will have a discussion which could affect the terms and conditions of Ms. Laboy's employment. Specifically, the Board will discuss potential recommendations for step increases/raises and general job performance and possible title change. Said employee was served a "Rice Letter" pursuant to Rice vs. Union Cty. Reg. High School Bd. of Ed., 155 N.J. Super. 64 (App. Div. 1977), cert. den. 76 N.J. 238 (1978) and subsequently waived her rights for the matter to be discussed in closed session and indicated that she wished such discussion to be held in public session.

Becky Laboy presented a proposal for an increase in salary. Motion was made by the Board to approve the salary increase and range change. Motion for Becky to move to range 20 step 5 immediately. Additional increase to range 20 step 7 to be given Jan 1, 2020. Motion made by Martha Maxwell-Doyle, seconded by Dr. Michael Gross.

XVI. OTHER ANNOUNCEMENTS - None

XVII. EXECUTIVE SESSION – Not required

XVIII. ANNOUNCEMENT OF NEXT DISTRICT MEETING – July 18, 2019

XIX. ADJOURNMENT –

The meeting was adjourned at 9:27 a.m. Move for adjournment made by Tony DiLodovico, seconded by Martha Maxwell-Doyle. Roll call vote: unanimous.

Respectfully submitted,

Christine R. Raabe
District Director

CRR: dc

Dr. Michael Gross, Secretary