

OCEAN COUNTY SOIL CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
714 LACEY ROAD, FORKED RIVER, NJ 08731  
May 21, 2020 – FY 20

**MINUTES**

**CALL TO ORDER** - The meeting was called to order by Dr. William Pollock at 8:02 a.m. Dr. Pollock confirmed that announcements for this meeting were made pursuant to the Open Public Meeting Act and forwarded to the Asbury Park Press, The Press of Atlantic City and the Ocean County Clerk.

**Supervisors present via Teleconference were:** Dr. William Pollock, Chairman, Tony DiLodovico, Vice Chairman, Dr. Michael Gross, Secretary, Martha Maxwell-Doyle, Charlene Costaris, Treasurer.

**Others present via Teleconference were:** Christine Raabe, District Director, Jean Baluski, Resource Conservationist and Donna Cramer, Assistant Office Manager from Ocean County Soil Conservation District (OCSCD). Frank Minch, Executive Secretary for NJ State Soil Conservation Committee (SSCC) joined the meeting at 8:06 a.m.

**FLAG SALUTE** - Dr. William Pollock led the salute to the flag of the United States of America.

**AGENDA** – Agenda accepted for today’s meeting by unanimous roll call vote.

**MINUTES** - The March 19, 2020 meeting minutes were approved on a motion by Charlene Costaris, seconded by Dr. Michael Gross. Roll call vote: unanimous.

**REPORTS TO BOARD –**

Natural Resources Conservation Service (NRCS)

Update presented by Dr. Pollock from NRCS District Conservationist, Nicole Ciccaglione. Dr. Pollock reported the request for approval of a pond. Motion to approve made by Martha Maxwell-Doyle, seconded by Dr. Michael Gross. Roll call vote: unanimous. Hallock farm final approval for state cost share payment request. Motion to approve made by Charlene Costaris, seconded by Dr. Michael Gross. Roll call vote: unanimous.

State Soil Conservation Committee (SSCC)

Frank Minch reported that the SSCC will be forming a subgroup to evaluate how districts approach inspections and monitoring of project sites and the fees assessed prior to the actual start notification. The SSCC is prepping for next months meeting where they will discuss Supervisory Appointments. The Department of Agriculture office remains closed until further notice.

**CORRESPONDENCE -**

- A. Administrative Bulletin 2020-2.0 issued on April 10, 2020 from Frank Minch providing guidance information related to the Covid-19 crisis, Executive Order 122 by Governor Murphy. Districts will continue to be updated as new information comes in. As of March 21, OCSCD has been operating on an alternate work schedule allowing some staff to work remotely. Christine reported that all protection measures put in place (in and out of the office) have been working out well and the district continues to stay busy.
- B. A Weekly Activity report submitted to Frank Minch from each District.
- C. On April 9, legislation introduced Senate No. 2346 regarding potential changes to the Permit Extension Act due to Covid-19. Tony DiLodovico reported that changes to the bill are pending from Governor Murphy.
- D. Draft Memorandum of Agreement (MOA) received regarding the working partnership between NRCS and Conservation Districts for review and approval. Each District was asked to provide information which will personalize their agreement. The Board was provided a draft copy, any changes or additions should be forwarded to Christine. Also discussed, collaboration between NRCS and Conservation Districts coordinating local working group meetings to discuss mutual goals and natural resource issues. Christine expressed interest in hosting a Coastal Working Group.

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Charlene Costaris exited the meeting at 8:30 a.m.

**TREASURY REPORT** - Monthly report for March showed total holdings of \$3,683,556.55. April showed total holdings of \$3,566,749.87. A motion to accept made by Dr. Michael Gross, seconded by Martha Maxwell-Doyle. Roll call vote: unanimous, with the exception of Charlene Costaris.

**BILLS AND CLAIMS** – March monthly Chapter 251 disbursements were \$94,051.00. General account disbursements were \$70.00. April monthly Chapter 251 disbursements were \$209,966.82. General account disbursements were \$170.00. FY20 January through April Chapter 251 disbursements were \$526,429.44. General account disbursements were \$468.39. A motion to accept made by Dr. Michael Gross, seconded by Martha Maxwell-Doyle. Roll call vote: unanimous with the exception of Charlene Costaris.

**REPORTS OF STANDING COMMITTEES** - Education update (see attached report from Becky Laboy, Education Outreach Specialist).

Christine reported that Becky has created an interactive, virtual website with various recourses which can be found on the OCSCD website in the education section. Christine also added that Becky is assisting NJACD with coordinating the Poster Contest judging.

Charlene Costaris rejoined the meeting at 8:36 a.m.

**REPORTS OF SPECIAL (AD HOC) COMMITTEES** – None

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

Dr. William Pollock announced the opening of public session to discuss the RICE notice presented to Jean Baluski for promotion to Assistant District Director. Motion to discuss made by Martha Maxwell-Doyle, seconded by Charlene Costaris. Christine addressed the Board by explaining that the position is second in command in the event that she is unavailable. The Assistant Director position also oversees' the Chapter 251/SESC program. Christine commended Jean for her hard work, dedication and going above and beyond. Recommended promotion for Jean Baluski to Assistant District Director with a range change to 27 step 8 salary \$90,037.50. Roll call vote : unanimous. Jean was then congratulated on her promotion.

Charlene Costaris questioned if there was a need of concern with financials in the aftermath of Covid-19 and the economic slow-down. Christine reassured the Board that the District continues to seek additional resources and funding outside of Chapter 251 as a long term goal. Frank Minch commented that Districts may notice a drop-off in submissions as a result of the slow-down. Tony DiLodovico reported that engineering firms have continued to remain busy during this time.

**CHAPTER 251 -**

- A. The Board moved to approve the Chapter 251 certified, re-certified, amended, incomplete and denied plans WITH THE EXCEPTION OF SCD#21185. Motion to approve made by Martha Maxwell-Doyle, seconded by Dr. Michael Gross. Roll call vote: unanimous. Motion to approve SCD #21185 in Jackson made by Dr. Michael Gross, seconded by Charlene Costaris. Roll call vote: unanimous with the exception of recusal from Tony DiLodovico.
- B. Quarterly Report (for informational purposes)

**OLD BUSINESS -**

- A. The 2004 Dodge Dakota sold for \$1100.00.
- B. Contract between Cape Atlantic Soil Conservation District (CASCD) and OCSCD for technical assistance will be expiring at the end of June. The shared services agreement will be renewed from July 1 to December 31. Dr. Pollock granted permission to use his signature stamp to process the agreement.

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- C. The South Jersey RC&D 319 Grant is pending final agreement from NJDEP with anticipation to be finalized within a month. Motion to approve that OCSCD develop a subcontract for \$24, 600.00 for technical, education and outreach assistance. Moved by Martha Maxwell-Doyle, seconded by Charlene Costaris. Roll call vote: unanimous.
- D. Barnegat Bay Partnership-Jersey Friendly Yards Certification Program Development awaiting final executed contract from NJDEP. The OCSCD subcontract supports the Districts education and outreach program for \$53,500.00. Motion to accept made by Charlene Costaris, seconded by Dr. Michael Gross. Roll call vote unanimous with the exception of Martha Maxwell-Doyle who abstained from voting.
- E. District cell phones will be distributed to Inspectors on June 1. There will be 2 floater phones remaining in the office to be shared between Reviewers.

**NEW BUSINESS -**

- A. Approval of the 2020 Soil and Water Share Rates. Motion to approve made by Charlene Costaris, seconded by Dr. Michael Gross. Roll call vote: unanimous.
- B. Approval of lease renewal for the Ditto copier. Motion to approve made by Dr. Michael Gross, seconded by Martha Maxwell-Doyle. Roll call vote: unanimous.
- C. Motion to discuss the National Association for Conservation Districts (NACD) technical assistance grant made by Martha Maxwell-Doyle, seconded by Charlene Costaris. Christine and District staff Kristin Adams have been preparing a proposal working toward conservation planning training and providing assistance and resources to the aquaculture/shellfish program. New Jersey Association of Conservation Districts (NJACD) President, Dennis Dougherty is circulating a signatory sheet which granting OCSCD permission to apply for the grant. Application submittal deadline 5/31/20. A partnership MOA agreement was formed between CASCD and OCSCD. Dr. Pollock granted permission to use his stamp as signature on behalf of the District when the application is to be submitted.
- D. Motion to approve the purchase of Microsoft Software for the District Board made by Martha Maxwell-Doyle, seconded by Charlene Costaris. Roll call vote: unanimous.
- E. Announcement of the 26<sup>th</sup> Annual Pine Barrens Jamboree to be held on Saturday, 10/10/20.

**OTHER ANNOUNCEMENTS - None**

**EXECUTIVE SESSION - None**

**ANNOUNCEMENT OF NEXT DISTRICT MEETING – July 16, 2020**

**ADJOURNMENT -** The meeting was adjourned at 9:21 a.m. Move for adjournment made by Dr. Michael Gross, seconded by Charlene Costaris. Roll call vote: unanimous.

Respectfully submitted,

Christine R. Raabe  
District Director

CRR: dc

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Dr. Michael Gross, Secretary