

OCEAN COUNTY SOIL CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
714 LACEY ROAD, FORKED RIVER, NJ 08731  
July 16, 2020 – FY 21

**MINUTES**

- I. CALL TO ORDER** – The meeting was called to order by Dr. William Pollock at 8:14 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. The meeting was held via Webex. Meeting number (access code): 132 443 9694. Meeting password: nmMWVGyU727 (66698498 from phones and video systems). Join by phone +1-408-418-9388 United States Toll.
- Supervisors present via Teleconference:** Dr. William Pollock, Chairman, Tony DiLodovico, Vice Chairman, Dr. Michael Gross, Secretary, Charlene Costaris, Treasurer and Martha Maxwell-Doyle.
- Others present via Teleconference:** Christine Raabe, District Director, Jean Baluski, Assistant District Director, Donna Cramer, Assistant Office Manager and Becky Laboy, Education Outreach Specialist 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 Dr. Michael Gross, seconded by Martha Maxwell-Doyle. Roll call vote: unanimous.
- IV. MINUTES** – The May 21, 2020 minutes were approved on a motion by Charlene Costaris, seconded by Dr. Michael Gross. Roll call vote: unanimous.
- V. REPORTS TO BOARD** – Natural Resources Conservation Service (NRCS)  
Dr. Pollock reported two (2) Aquaculture Conservation Plans for 2020 EQIP contracts for approval. Motion to approve made by Dr. Michael Gross, seconded by Charlene Costaris. Roll call vote: unanimous.
- VI. CORRESPONDENCE** –
- A. July 2, 2020 memo received from Frank Minch, Executive Secretary for State Soil Conservation Committee (SSCC) advising Districts of temporary state mandated furloughs for employees covered under the Communications Workers of America (CWA). Department engineering staff will be in unpaid work status for the period of July 13-17 and July 20-24. Licensed staff provide responsible charge/engineering oversight for New Jersey Soil Conservation District (District) staff who are not licensed, pursuant to N.J.S.A. 48:8-28. During that time period, District staff will be limited to non-engineering related duties associate with the Soil Erosion and Sediment Control Program, which may result in delays in the processing of engineering related work (i.e.reviews and issuance of certifications) by the District. Christine reported that public notification has been posted on the OCSCD website.
  - B. July 14, 2020 memo received from Frank Minch. Due to the COVID-19 pandemic, the Permit Extension Act of 2020 has been authorized, automatically extending most government agency approvals which have expired or will expire on or after March 9, 2020, continuing for the duration of the COVID-19 extension period. Christine added that according to the law, all permits that were extended need to be posted and permit holders need to register for the extension on-line. Frank Minch is waiting for clarification from the DEP as to where these postings should be and posted by whom.
  - C. Christine participated in a Webex meeting held on 7/1/20 through NJNRCS Committee to develop a Soil Health Strategic Plan for NJ. A subcommittee is being formed to extend out to suburban and urban lands. This will be an ongoing and is part of a national initiative.
  - D. Christine reported that the in-office staff schedule is gradually changing and staff are being brought back to a more regular in-office schedule while maintaining the regular use of health and safety precautions, as well as social distancing. Christine commended Jean on overseeing the office.
  - E. Other - None

- VII. TREASURY REPORT** – The monthly report for May 2020 showed total holdings of \$3,544,192.92. June 2020 showed total holdings of \$3,596,291.43. A motion to approve made by Charlene Costaris, seconded by Martha Maxwell-Doyle. Roll call vote: unanimous.
- VIII. BILLS AND CLAIMS** – May 2020 Chapter 251 disbursements were \$93,438.55. General account disbursements were \$145.00. June 2020 Chapter 251 disbursements were \$84,231.14. General account disbursements were \$0.00. FY20 April through June 2020 Chapter 251 disbursements were \$387,473.85. General account disbursements were \$315.00 A motion to accept made by Dr. Michael Gross, seconded by Charlene Costaris. Roll call vote: unanimous.
- IX. REPORTS OF STANDING COMMITTEES** –  
Education update provided by Becky Laboy. See attached report.
- X. REPORTS OF SPECIAL (AD HOC) COMMITTEES** – Tony DiLodovico reported that the Stormwater Regulations are not effective until March 2021. The DEP is expected to set up seminars to understand the rules. Christine will follow-up with Frank Minch to see if the seminars will be open to District staff.
- XI. PUBLIC COMMENTS** – None
- XII. CHAPTER 251** –  
The Board moved to approve the Chapter 251 Certified Plans, Re-Certifications, Amendments, Incomplete and Denied Plans. Motion to approve made by Tony DiLodovico, seconded by Charlene Costaris. Roll call vote: unanimous.
- A. Discussion regarding SCD#20666 Exelon Corporation. Lacey Township civil lawsuit against Oyster Creek.
  - B. Complaint received opposing certification of Ayra Homes 24-home development, Brick Twp. block 340, lots 75 and 76. No current project plan.
  - C. Update on how CRC, ROC & FROC are issued.
  - D. Approved certification of road extension for SCD#21371 Vermont Ave. /Applicant Lakewood Township. DOT basin work will be submitted at a later date.
  - E. Other - None
- XIII. OLD BUSINESS** –
- A. NACD Technical Assistance Grant application submitted by Christine Raabe & Kristin Adams. The TAG grant is entitled “SPARC-Sustainable Practices for Aquaculture Resource Conservation”. The grant includes funds to provide training to District staff (Kristin) for NRCS Conservation Planning. The grant is currently under review at a national level and the District expects to hear by the end of July if it has been approved. Concurrently, a regional effort to focus NRCS resources on aquaculture conservation needs will be initiated by the District, allowing us to expand opportunities.
  - B. SJRC&D 319h Grant (2019) is still pending final executed contract with SJRC&D Council. OCSCD subcontract is for \$24,600.00 for technical, education and outreach assistance.
  - C. District staff have been working on SOPs for many District procedures. Saved in the “P” drive for reference.
  - D. SESC Intern Stockton: Ben Hayden working on the HxH database with Ramon Mejia. Independent Study Stockton: Gabriella Marzella working with Becky via Webex incorporating Jersey-Friendly Yards in the Girl Scout Gardening Badge.
  - E. District-issued cell phones are in use. Sean Yeats developed a SOP for Inspectors to taking pictures and downloading them in the “I” drive for record keeping consistency and organization.
  - F. District Safety Manual currently under review by Christine. Christine will then send the Manual to Martha Maxwell-Doyle for review/edits.
  - G. Revised Barnegat Bay Partnership Sub-Contract Agreement for FY21- A motion to approve made by Dr. Michael Gross, seconded by Tony DiLodovico. Roll call vote: unanimous with the exception of Martha Maxwell-Doyle who abstained from voting. Dr. Pollock granted permission to use his signature stamp.
  - H. Other - None

**XIV. NEW BUSINESS –**

- A. Ruggiero Landscaping scheduled to do property cleanup, landscaping and weed control at the District.
- B. New conference room chairs have been purchased.
- C. Christine & Becky are developing a proposal for Restore Americas Estuaries related to further expand JFY in collaboration with Barnegat Bay Partnership and municipalities through Ocean County. A Letters of Intent is due 8/7/20.
- D. Watershed Institute Grant, Letter of Intent due 7/31/20. Becky is drafting a JFY workshop webinar in partnership with the Natural Resources Education Foundation of New Jersey, Inc.
- E. All staff have submitted Individual Professional Development Plans. These are currently under review by Christine and will be discussed with each staff.
- F. Other - None

**XV. OTHER ANNOUCEMENTS - None**

**XVI. EXECUTIVE SESSION –** Motion to go into Executive Session was made by Martha Maxwell-Doyle, seconded by Dr. Michael Gross. Roll call vote: unanimous. Discussion regarding continuation for Becky Laboy to work remotely. Motion to close Executive Session made by Dr. Michael Gross, and seconded by Tony DiLodovico. Roll call vote: unanimous.

**XVII. PUBLIC SESSION –** Motion to approve that all personnel decisions and staff scheduling be at the discretion of the District Director. Motion made by Martha Maxwell-Doyle, seconded by Dr. Michael Gross. Roll call vote: unanimous.

**XVIII. ANNOUNCEMENT OF NEXT DISTRICT MEETING –** September 17, 2020.

**XIX. ADJOURNMENT -** The meeting was adjourned at 9:14 a.m. Move for adjournment made by Charlene Costaris, seconded by Dr. Michael Gross. Roll call vote: unanimous.

Respectfully submitted,

Christine R. Raabe,  
District Director

CRR: dc

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Dr. Michael Gross, Secretary