

## FREEHOLD SOIL CONSERVATION DISTRICT

Regular Meeting  
July 8, 2015

4000 Kozloski Road  
Freehold, NJ

*I. Call to Order*

Chairman Charles Buscaglia called the meeting to order at 7:30 pm.

*II. Pledge of Allegiance*

*III. Roll Call*

*Present*

*Absent*

Charles Buscaglia

x

Bob Dreyer

x

Don Patterson

x

Roger Gravatt

x

Wayne Van Hise

x

Staff Present: Ines Zimmerman and Christina F. LaBianca

Others Present: Nicole Ciccaglione, Natural Resources Conservation Service

*IV. Compliance Statement*

Christina F. LaBianca confirmed that the Open Public Meetings Act had been satisfied by notifying the Asbury Park Press, the Home News, and Monmouth and Middlesex County Clerks.

*V. Approval of Minutes*

The Board members reviewed the minutes of the May 13, 2015, regular meeting. Bob Dreyer made a motion to approve the minutes of the regular meeting as presented. Wayne VanHise seconded the motion. The motion was unanimously passed.

*VI. Treasurer's Report*

The Board members reviewed the Treasurer's Report. Wayne VanHise made a motion to approve the Treasurer Report as presented. Roger Gravatt seconded the motion. The motion was passed unanimously.

*VII. Bills for Payment*

The board reviewed the bills for payment from June as approved by the Committee of Purchase (in the amount of \$248,280.34, list attached). Bob Dreyer made a motion to pay the bills as presented. Wayne VanHise seconded the motion. The motion passed by the following roll call vote: Mr. Gravatt – yes, Mr. Dreyer – yes, Mr. VanHise – yes, Mr. Patterson – yes, and Mr. Buscaglia – yes.

The board reviewed the bills for payment for July (in the amount of \$67,896.30, list attached). Bob Dreyer made a motion to pay the bills as presented. Roger Gravatt seconded the motion. The motion passed by the following roll call vote: Mr. Gravatt – yes, Mr. Dreyer – yes, Mr. VanHise – yes, Mr. Patterson – yes, and Mr. Buscaglia – yes.

VIII. Reports from other agencies represented

**Nicole Ciccaglione , NRCS**

- There are seven conservation plans ready for District signature:
  1. In East Brunswick for a Seasonal High Tunnel
  2. In Howell on tract 2066 for grazing
  3. In South Brunswick for forestry and enhanced habitat
  4. In Howell for conservation and wildlife cover
  5. In Howell on tract 1335 for pollinator habitat
  6. In Cream Ridge for a preserved farm
  7. In Farmingdale/Howell for a preserved farm

Bob Dreyer made a motion to sign all seven conservation plans. Don Patterson seconded the motion and the motion was unanimously passed.

IX. Correspondence

Education Report

X. Committee Reports

**A. Education Committee**

1. Education Outreach:

- *Pollinators in the Classroom:* Most PPIC teachers have submitted their Kit Evaluation and Status Reports. The feedback is very positive.
- *County Fairs:* We are confirmed for both the Monmouth and Middlesex fairs. Fair schedule sign-up is circulating. We will provide literature, activity booklets and giveaways. The Monmouth County Fair is July 22-26 and the Middlesex County Fair is August 3-9.
- *Trout in the Classroom:* The trout from our tank will be released into the Manasquan River at Allaire State Park next month. This year over 600 young trout were released and we reached over 5,000 people with the TIC program (including twenty schools and the Manasquan Environmental Center).
- *Scholarships:* Applications are being reviewed by the committee.
- *Annual Report:* Has been printed and mailed out.
- *Photo Contest:* The contest brochure has been distributed to Middlesex and Monmouth County Park Systems, FREC, and will be posted on our website. A release went out to newspapers. The deadline is October 16<sup>th</sup>.

2. NJ Conservation

- The Envirothon wrap up meeting will be this month. Discussion of the 2016 event host, location and date will be on the agenda.

XI. District Manager's Report

1. *Fiscal Year 2015 final summary:*

- Finished under budget. Also, made the auditor aware that monies were set aside from FY2015 to be used in FY2016 for the new website and that the other half of the H & H database monies have been requested, but not yet received.

2. *H & H Database Update:*

- The deadline to have the entries completed was June 30<sup>th</sup>. The project started in October 2014 and we worked throughout the time with the exception of a few weeks when the how system was down at Rutgers. We finished the input of all the data on June 25<sup>th</sup> and have requested the remaining monies.

3. *Website Update:*

- Ines received a draft of the site. It is highly functional and looks good. Hope to have the site up and running sometime in August.

4. *Complaint:*

- A complaint was made directly to the Governor's office regarding our office. Frank contacted Paul about this. Plans were received that we reviewed and certified, but the applicant's engineer added an expensive drainage design, which met the standards. The engineer may revise the plan.

5. *Fee Schedule Addendum:*

- Since the new determination that improvements to an existing lot that are over 5,000 square feet will require a Soil Erosion and Sediment Control plan, Ines is recommending an addendum to the existing fee schedule.
- Since a single family home rate is \$975, it is suggested that a category be added for these types of projects with a flat rate of \$330.00 (three hours at our current hourly rate).
- Once the FSCD Board approves this change, a request will be sent to the SSCC for approval. Wayne VanHise made a motion to approve the added category and send the change to the SSCC and to include/reference #13 on the back of the current fee schedule. Don Patterson seconded the motion and the motion was unanimously passed.

6. *Fiscal Year 2016 Reorganization:*

**Authorization of Annual Cash Management Plan**

- ❖ Resolution 2016-001 was presented to the board authorizing an annual cash management plan. Roger Gravatt made a motion to approve the resolution and Don Patterson seconded the motion. The resolution was passed by the following roll call vote: Mr. Dreyer – yes, Mr. Patterson – yes, Mr. VanHise – yes, Mr. Gravatt – yes, and Mr. Buscaglia – yes.

**Authorization of Bank Accounts**

- ❖ Resolution 2016-002 was presented to the board designating banks to be used for opening an account during the fiscal year. Don Patterson made a motion to approve the resolution and Bob Dreyer seconded the motion. The resolution was passed by the following roll call vote: Mr. Dreyer – yes, Mr. Patterson – yes, Mr. Gravatt – yes, Mr. VanHise – yes, and Mr. Buscaglia – yes.

**Section one, page one, Board Members**

- ❖ Roger Gravatt made a motion to have the current offices of: Chairman-Charles Buscaglia, Vice-chairman-Bob Dreyer, Treasurer-Don Patterson, and members of Roger Gravatt and Wayne Van Hise remain. Bob Dreyer seconded the motion and motion was passed by the following roll call vote: Mr. Dreyer – yes, Mr. Patterson – yes, Mr. Gravatt – yes, Mr. VanHise – yes, and Mr. Buscaglia – yes.

**Section two, page one, Committees**

- ❖ Bob Dreyer made a motion to have the existing committees remain and to list the actual name of the rotating staff member on the Scholarship Committee. Wayne VanHise seconded the motion and the motion and motion was passed by the following roll call vote: Mr. Dreyer – yes, Mr. Patterson – yes, Mr. Gravatt – yes, Mr. VanHise – yes, and Mr. Buscaglia – yes.

**Section two, page two, Nominating Committee**

- ❖ Wayne VanHise made a motion that this committee's officers are as noted: Ross Clayton – Chairman, Monmouth County members as Ken Stattel, William Potter, and Richard Obal and Middlesex County member as George O'Carroll. Roger Gravatt seconded the motion and the motion unanimously passed.

**Section three, page one, Meeting Dates**

- ❖ After some discussion among the Board and District Manager regarding availability and holidays, it was decided that there would be no meeting in November. Don Patterson then made a motion to list the rest of regularly scheduled meeting dates through July of 2016 as the second Wednesday of each month. April through November meetings will be held at 7:30 pm and December through March meetings will be held at 1:30 pm. Bob Dreyer seconded the motion and the motion passed unanimously.

**Section seven, Vendors and Service Contracts**

- ❖ *Legal Services:* Bob Dreyer made a motion to approve resolution 2016-003 for legal services from Widman, Cooney & Wilson not to exceed \$ 7,700. The retainer payments will be made at the end of each quarter. Wayne VanHise seconded the motion and motion was passed by the following roll call vote: Mr. Dreyer - yes, Mr. Patterson - yes, Mr. Gravatt - yes, Mr. VanHise - yes, and Mr. Buscaglia – yes
- ❖ *Annual Audit:* Don Patterson made a motion to approve resolution 2016-004 for the District audit from Suplee, Clooney & Company not to exceed \$6,125 (to also include the Manalapan Brook Grant). Bob Dreyer seconded the motion and the motion was passed by the following roll call vote: Mr. Dreyer - yes, Mr. Patterson - yes, Mr. Gravatt - yes, and Mr. VanHise – yes, and Mr. Buscaglia – yes.

- ❖ *Computer Maintenance:* Wayne VanHise made a motion to approve resolution 2016-005 for computer maintenance from Intellec Solutions of New Jersey not to exceed \$12,975.00. Contract payments will be made at the end of each quarter. Roger Gravatt seconded the motion and the motion passed by the following roll call vote: Mr. Dreyer - yes, Mr. Patterson - yes, Mr. Gravatt - yes, Mr. VanHise - yes, and Mr. Buscaglia - yes
- ❖ *Computer Database and Interface Services:* Bob Dreyer made a motion to approve resolution 2016-006 for computer database and interface services from Tricom Systems not to exceed \$6,000. Don Patterson seconded the motion and the motion was passed by the following roll call vote: Mr. Dreyer - yes, Mr. Patterson - yes, Mr. Gravatt - yes, Mr. VanHise - yes, and Mr. Buscaglia - yes

*XII: Old Business*

- The Northeast Regional Conference is August 1-5 in West Virginia. Hotel accommodations have been for Saturday thru Wednesday of those attending (Mr. Buscaglia, Mr. Dreyer, Mr. Gravatt, Mr. VanHise, Mrs. Zimmerman, and Mr. Thomas) Mr. Patterson is unable to attend this conference.

*XIII: New Business*

1. Bob Dreyer made a motion to approve the attached lists from June and July of certified Soil Erosion and Sediment Control plans. Roger Gravatt seconded the motion and the motion passed unanimously.
2. There were no denied plans.
3. Bob Dreyer made a motion to approve the attached lists from June and July of authorized stormwater permits. Roger Gravatt seconded the motion and the motion passed unanimously.

*XIV: Adjournment*

Wayne VanHise made a motion to adjourn the meeting. Bob Dreyer seconded the motion, and the motion was unanimously carried.

The next meeting is scheduled for Wednesday, August 12, 2015, at 7:30 pm.

Charles Buscaglia  
Chairman

Christina F. LaBianca  
Secretary