

FREEHOLD SOIL CONSERVATION DISTRICT

Regular Meeting
July 13, 2016

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 June 8, 2016, regular meeting. Wayne VanHise made a motion to approve the minutes of the regular meeting as presented. Donald Patterson seconded the motion. The motion was unanimously passed.

VI. Treasurer's Report

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

VII. Bills for Payment

The board reviewed the final bills for payment from June (end of fiscal year 2016) as approved by the Committee of Purchase (in the amount of \$124,805.22, list attached). Donald Patterson 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 \$78,902.79, list attached). Wayne VanHise made a motion to pay the bills as presented. Donald Patterson 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

- The Equine Innovative workshop held in Cream Ridge last month was well attended with 60 people.
- There will be a new permanent District Conservationist named in the Freehold office by the end of July.
- There is one conservation plan ready for District signature in Millstone on tract 1344. Bob Dreyer made a motion to sign the conservation plan. Roger Gravatt seconded the motion and the motion was unanimously passed.

IX. Correspondence

Invitation to Open Space Committees in surrounding towns to attend an informational session in the District office on July 15, 2016

June 20, 2016 Terms of Reappointment letter for Roger Gravatt

June 20, 2016 Terms of Reappointment letter for Donald Patterson

June 20, 2016 Notice of expiring terms for members of the State Soil Conservation Committee

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 27-31 and the Middlesex County Fair is August 1-7.
- *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 650 young trout were released and we reached over 6,000 people with the TIC program (including twenty-one 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 14th.

2. NJ Conservation

- The Envirothon wrap up meeting will be this month. Discussion of the 2017 event host, location and date will be on the agenda.

XI. District Manager's Report

1. Fiscal Year 2017 Reorganization:

Authorization of Annual Cash Management Plan

- ❖ Resolution 2017-001 was presented to the board authorizing an annual cash management plan. Bob Dreyer made a motion to approve the resolution and Wayne VanHise 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 2017-002 was presented to the board designating banks to be used for opening an account during the fiscal year. Wayne VanHise made a motion to approve the resolution. 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

- ❖ Donald Patterson 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. 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.

Section two, page one, Committees

- ❖ Roger Gravatt made a motion to have the existing committees remain. Donald Patterson 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 August due to the combined Northeast Regional and Annual State Conferences. Wayne VanHise then made a motion to list the rest of regularly scheduled meeting dates through July of 2017 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. A copy of these dates will be published in the local newspaper as well as posted on the District bulletin board and website.

Section seven, Vendors and Service Contracts

- ❖ *Legal Services:* Bob Dreyer made a motion to approve resolution 2017-003 for legal services from Widman, Cooney, Wilson, McGann & Fritterer not to exceed \$7,700.00. The retainer payments will be made at the end of each quarter. Roger Gravatt 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:* Bob Dreyer made a motion to approve resolution 2076-004 for the District audit from Suplee, Clooney & Company not to exceed \$6,125.00 (to also include the Manalapan Brook Grant). Wayne VanHise 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 2017-005 for computer maintenance from Intellec Solutions of New Jersey not to exceed \$13,925.00. 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:* Donald Patterson made a motion to approve resolution 2017-006 for computer database and interface services from Tricom Systems not to exceed \$6,000.00. Wayne VanHise 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

Notice of the contracts awarded will be published in the local newspaper as well as posted on the District website

2. Northeast Regional Meeting

- ❖ In the correspondence of the last meeting, a request for donations was received from the NJACD President for the upcoming meeting. At that time the Board decided to table to decision until a response from the other districts could be evaluated. At this time per NJACD, 12 of the 15 district have made donations. Bob Dreyer made a motion to donate \$1,000.00 to the NJACD for the joint conference. Donald Patterson seconded the motion and the motion was passed by the following roll call vote: Mr. Dreyer - yes, Mer. Patterson - yes, Mr. Gravatt - yes, Mr. VanHise - yeas and Mr. Buscaglia - no.

3. District Manager's Report Summary

- ❖ A copy of Ines' monthly report was distributed for review, summary and comment. Bob Dreyer made a motion to accept and file the report as presented. Donald Patterson seconded the motion and the motion was unanimously passed.

XII: Old Business

- Boot Camp review. NRCS review stated that Courtney did well in the training program. Courtney reported that the training was interesting and informative. NRCS will reimburse Courtney directly and then she will reimburse the District for the hotel and airfare.

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. Wayne VanHise seconded the motion and the motion passed unanimously.
2. There were no denied plans.
3. The Board has acknowledged the list of Authorizations to Discharge permits granted by the NJ DEP.

XIV: Adjournment

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

Per the new Fiscal Year 2017 meeting dates approved at this meeting, the next meeting is scheduled for Wednesday, September 14, 2016, at 7:30 pm.

Charles Buscaglia
Chairman

Christina F. LaBianca
Secretary