

FREEHOLD SOIL CONSERVATION DISTRICT

Regular Meeting
April 10, 2013

4000 Kozloski Road
Freehold, NJ

I. Call to Order

Chairman Charles Buscaglia called the meeting to order at 7:35 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 Grimm, Christina F. LaBianca and Mike Hill

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 March 20, 2013, regular meeting. Wayne Van Hise made a motion to approve the minutes of the regular meeting as presented. Don Patterson seconded the motion. The motion was unanimously passed.

VI. Treasurer's Report

The Board members reviewed the Treasurer's Report. Wayne Van Hise made a motion to approve the Treasurer's Report as presented. Roger Gravatt seconded the motion. The motion was passed by the following roll call vote: Mr. Van Hise – yes, Mr. Gravatt – yes, Mr. Patterson – yes, and Mr. Buscaglia – yes.

VII. Reports from other agencies

Nicole Ciccaglione , NRCS

- A fact sheet from Farm Services Agency (FSA) was handed out regarding the Emergency Forest Restoration Program.
- The sign up for the Emergency Water Program (EWP) has been extended to April 30, 2013.
- There are four new conservation plans ready for District signature:
 1. In Freehold on tract 1950: Roger Gravatt made a motion to sign the plan. Wayne Van Hise seconded the motion and the motion passed unanimously.

2. In Howell: Wayne Van Hise made a motion to sign the plan. Don Patterson seconded the motion and the motion was unanimously passed.
 3. In Upper Freehold on tract 1677: Roger Gravatt made a motion to sign the plan. Don Patterson seconded the motion and the motion passed unanimously.
 4. In Freehold Township: Wayne Van Hise made a motion to sign the plan. Don Patterson seconded the motion and the motion was unanimously passed.
- There are two CNMP-EQIP applications for the same property ready for District signature.
 1. In Upper Freehold: Wayne Van Hise made a motion to sign the application. Roger Gravatt seconded the motion and the motion passed unanimously.
 - There is one updated conservation plan ready for District signature.
 1. In Howell: Don Patterson made a motion to sign the updated plan. Wayne Van Hise seconded the motion and the motion was unanimously passed.
 - Christine Hall is the new State Resource Conservationist. She has taken Tim Dunne's place.
 - Gail Bartok is the new Assistant State Conservationist for Programs. She has taken Janice Reid's place.

VIII. Bills for Payment

The list of bills for payment was reviewed. Don Patterson 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. Van Hise – yes, Mr. Dreyer – yes, Mr. Patterson – yes, and Mr. Buscaglia – yes.

IX. Correspondence

Education Report

February 19, 2013	Copy of letter sent to Ocean County Municipal Construction Officials from the Ocean SCD regarding Letters of Exemption
April 2, 2013	Copy of letter sent to Dept of Ag Secretary, Mr. Fisher, from the Sussex SCD regarding the Hydrologic Stormwater Database
April 2, 2013	Copy of letter sent to NJACD President, Pricilla Hayes, from the Sussex SCD regarding the NJACD funds for the Envirothon and Scholarships

X. Committee Reports

A. Education Committee

1. Education Outreach:

- *County Fairs:* We have applied for space in both Monmouth and Middlesex County fairs
- *Plants for Pollinators:* Kits were delivered to twelve new schools. Seeds and starter soil went to the twelve returning schools. All teachers were excited to have their equipment.
- *Trout in the Classroom:* We started promotion for two new schools to join TIC for the 2013-2014 period. Release permits from NJDEP have been delivered and are now good for three years. Trout Release Day is set for May 22nd at the Forest Resource Education Center (FREC) in Jackson.
- *Annual Report:* Is a work in progress
- *Arbor Day:* We provided materials to Nancy MacNeil of the Shade Tree Commission for Arbor Day to reach about thirty people.

2. NJ Conservation

- *Flower Show:* The bills were submitted to NJACD for reimbursement.
- *Envirothon:* Forty-four teams are registered. Fundraising continues. The Central Jersey Team Training will be held this month at FREC for twenty-five students. The 2013 Envirothon is set for May 4th at Camp Kettle Run, in Medford.
- *NJ Conservation Poster Contest:* District winners were selected and the first place entries were sent to Trenton for the State level competition.

B. Nominating Committee

- Richard Obal and William Potter were welcomed onto the Nominating Committee. The committee will be sending a letter to Warner Thurlow thanking him for his time and dedication while serving on this committee as well. (letter attached)
- The committee met on April 3, 2013 to re-nominate Don Patterson and Roger Gravatt.
- All forms and minutes from last year's meeting were signed and will be forwarded to the SSCC office in Trenton.

XI. District Manager's Report

1. Final Audit received:

- The SSCC has commented on how they would like to have all approved audits to their office within six months of the close of the fiscal year. Since the District just received ours, it was not possible to meet this deadline this year. A copy will be sent once accepted.
- The audit was presented to the board for review and comment. Don Patterson made a motion to accept the audit as presented. Roger Gravatt seconded the motion and the motion was passed unanimously. It will be added to the District website as well.

2. Fee Schedule:

- Ines has a meeting with the review sub-committee on April 16th and she will present her Power Point presentation at that time
- This may be used as a template for all districts to follow
- Ines feels it is an asset to have a committee look at the proposed changes instead of just one or two people as in the past since there is no set criteria at this time to follow
- Another suggestion that may be made, is that all districts change/update/revise their fee schedules at the same time (possibly every five years) so when each district is compared they will have uniform data to compare

3. Fiscal Year 2014 Budget Highlights:

- Proposed major purchases for the 2014 fiscal year include the purchase of two new vehicles (one new Escape and one new pick-up) while trading the two oldest in. Also, based on the five-year warranty on the computer work stations, there are computers that need to be purchased as well. The total expected budget for these items is \$44,186

4. Exempt Municipality Reports:

- The District still reviews two exempt municipalities: Sayreville Borough and Piscataway Township.
- Upon completing the Sayreville review, the Borough is given a conditional satisfactory report; there is a need for better plan review.
- Upon completing the Piscataway review, the Township is given a satisfactory report.
- Don Patterson made a motion to accept the exempt municipality reports as presented and forward them to the SSCC office. Wayne Van Hise seconded the motion and the motion was unanimously passed.

5. Sandy Application Update:

- The approval turn around period has been changed to five days to accommodate the smaller offices that may not have the man power in the office to make an immediate decision.

XII: Old Business

- The Regional Supervisors' meeting for the central locations is set for April 11th at Villa Romanza at 6:00 pm. All five supervisors and Ines plan to attend.
- The financial needs of the District to cover payroll and benefits for the remainder of this fiscal year are very close to the income received. The next certificate of deposit is due to mature on November 23, 2013. There may be a cause to transfer some of the District money market funds to the Chapter 251 money market fund to cover and then be replaced once the CD matures. This action will be addressed if the circumstance arises.

XIII: New Business

1. Wayne Van Hise made a motion to approve the attached list of certified plans. Don Patterson seconded the motion and the motion passed.
2. There were no denied plans this month.
3. Wayne Van Hise made a motion to approve the attached list of authorized stormwater permits. Don Patterson seconded the motion and the motion passed unanimously.

XIV: Adjournment

- Roger Gravatt made a motion to adjourn the meeting. Don Patterson seconded the motion, and the motion was unanimously carried.

The next meeting is Wednesday, May 8, 2013, at 7:30 pm.

Charles Buscaglia
Chairman

Christina F. LaBianca
Secretary