

FREEHOLD SOIL CONSERVATION DISTRICT

Regular Meeting
July 10, 2013

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 (arrived at 9:15)

Staff Present: Ines Grimm and Christina F. LaBianca

Others Present: Laura Coover, 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 12, 2013, regular meeting. Bob Dreyer 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. Bob Dreyer made a motion to approve the Treasurer Report as presented. Roger Gravatt seconded the motion. The motion was passed by the following roll call vote: Mr. Dreyer – yes, Mr. Patterson – yes, Mr. Gravatt – yes, and Mr. Buscaglia – yes.

VII. Bills for Payment

The fiscal year 2013 final list of bills for payment was reviewed. 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. Patterson – yes, Mr. Dreyer – yes, Mr. Gravatt – yes, and Mr. Buscaglia – yes.

The list of bills for payment was reviewed. Don Patterson made a motion to pay the bills as presented. Bob Dreyer seconded the motion. The motion passed by the following roll call vote: Mr. Patterson – yes, Mr. Dreyer – yes, Mr. Gravatt – yes, and Mr. Buscaglia – yes.

VIII. Reports from other agencies represented

Laura Coover, NRCS

- There are four plans ready for District signature:
 - Conservation plan in Howell
 - Conservation plan in Howell
 - Technical Assistance/Conservation plan in Sayreville
 - Technical Assistance/Conservation plan in Cranbury
- Bob Dreyer made a motion to sign all four 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 going around. We will provide literature, activity booklets and giveaways. The Monmouth County Fair is July 24-28 and the Middlesex County Fair is August 5-11.
- *Trout in the Classroom:* The trout from our tank have been released into the Manasquan River at Allaire State Park. This year over 650 young trout were released and we reached over 6,200 people with the TIC program (including nineteen 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 posted on our website. A release went out to newspapers. The deadline is October 18th.

2. NJ Conservation

- The Envirothon wrap up meeting: The 2014 Envirothon to be hosted by the Sussex District at the School for Conservation. We are looking at dates of either May 3rd or 17th, 2014.

XI. District Manager's Report

1. *Computer Surplus Sale:*

- There is a surplus of outdated and out of warranty computer equipment that we would like to put out to bid. Bob Dreyer made a motion to list all equipment as one lot and request sealed bids by 7/30/13. Roger Gravatt seconded the motion and the motion was unanimously passed.

2. Fee Schedule Response:

- A list of questions and comments were received from Frank Minch (SSCC) requesting additional information and details. Such as:
 - a. Is the District near the low end of the reserve to be used?
 - b. How is billing conducted?
 - c. How do we determine what is needed to complete a file upon expirations to completion?
 - d. More detail of distribution of clerical/technical and review/inspection time.
 - e. A response was given back to Frank on 7/8/13.

3. New Equipment Purchase:

- Would like to purchase the new computers allotted in the new budget
- Will be purchased through 3B Networks, a licensed Dell dealer and lower than state contract pricing
- Purchasing five new computers for \$3,360, installation is \$2,000 and security software is \$518. Roger Gravatt made a motion to purchase the new computers and software and have all installed. Don Patterson seconded the motion and the motion was passed by the following roll call vote: Mr. Patterson – yes, Mr. Gravatt – yes, Mr. Dreyer – yes, and Mr. Buscaglia – yes.

4. Manalapan Grant:

- An account has been opened at The Provident Bank for purposes of this grant
- The total DEP grant is for \$500,000 of which the District will receive \$50,000 as the Grant Administrator
- Need to execute the grant with all the proper signatures and return to DEP for disbursement of funds
- Ines is requesting a resolution to be passed allowing her to act as Administrator in order to enter into a contract with Princeton Hydro with comments/revisions from Doug Widman (Widman, Cooney & Wilson Esq.)
- Bob Dreyer made a motion to allow Ines to act as Administrator of the Manalapan Grant and perform duties as needed for the grant. The District Manager has certified the availability of funds from the contract/grant from DEP. Roger Gravatt seconded the motion and the motion passed with the following roll call vote: Mr. Dreyer – yes, Mr. Gravatt – yes, Mr. Patterson – yes, and Mr. Buscaglia – yes.
- Bob Dreyer made a motion to select Princeton Hydro as the engineer for the Manalapan Brook Grant pending final approval of the contract by Doug Widman and award the contract without competitive bidding. Roger Gravatt seconded the motion and the motion was passed by the following roll call vote: Mr. Dreyer – yes, Mr. Gravatt – yes, Mr. Patterson – yes, and Mr. Buscaglia – yes.

(Mr. Van Hise is now present at this meeting)

5. *Fiscal Year 2014 Reorganization:*

Authorization of Annual Cash Management Plan

- ❖ Resolution 2014-0001 was presented to the board authorizing an annual cash management plan. The resolution was passed by the following roll call vote: Mr. Dreyer – yes, Mr. Patterson – yes, Mr. Gravatt – yes, Mr. Van Hise – yes, and Mr. Buscaglia – yes.

Authorization of Bank Accounts

- ❖ Resolution 2014-0002 was presented to the board authorizing banks to be used for opening an account during the fiscal year. The resolution was passed by the following roll call vote: Mr. Dreyer – yes, Mr. Patterson – yes, Mr. Gravatt – yes, Mr. Van Hise – 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. Wayne Van Hise seconded the motion and motion was passed by the following roll call vote: Mr. Dreyer – yes, Mr. Patterson – yes, Mr. Gravatt – yes, Mr. Van Hise – yes, and Mr. Buscaglia – yes.

Section two, page one, Committees

- ❖ Bob Dreyer made a motion to have the existing committees remain the same. Wayne Van Hise seconded the motion and the motion was passed by the following roll call vote: Mr. Dreyer – yes, Mr. Patterson – yes, Mr. Gravatt – yes, Mr. Van Hise – yes, and Mr. Buscaglia – yes.

Section two, page two, Nominating Committee

- ❖ Bob Dreyer 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 members as Henry Rupp and George O'Carroll. Roger Gravatt seconded the motion and the motion unanimously passed.

Section three, page one, Meeting Dates

- ❖ Bob Dreyer made a motion to list the regularly scheduled meeting dates through July of 2013 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. Wayne Van Hise seconded the motion and the motion passed unanimously.

Section seven, Vendors and Service Contracts

- ❖ *Legal Services:* Bob Dreyer made a motion to approve resolution 2014-003 for legal services from Widman, Cooney & Wilson not to exceed \$10,000. The retainer payments will be made at the end of each quarter. Wayne Van Hise seconded the motion and motion was passed by the following roll call vote: Mr. Dreyer - yes, Mr. Patterson - yes, Mr. Gravatt - yes, Mr. Van Hise - yes, and Mr. Buscaglia - yes
- ❖ *Annual Audit:* Wayne Van Hise made a motion to approve resolution 2014-004 for the District audit from Suplee, Clooney & Company 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, and Mr. Van Hise - yes. Mr. Buscaglia has abstained from this vote.
- ❖ *Computer Maintenance:* Wayne Van Hise made a motion to approve resolution 2014-005 for computer maintenance from 3B Networks, LLC not to exceed \$12,575.00. 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. Van Hise - yes, and Mr. Buscaglia - yes
- ❖ *Computer Database and Interface Services:* Roger Gravatt made a motion to approve resolution 2014-006 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. Van Hise - yes, and Mr. Buscaglia - yes

XII: Old Business

- There was no old business this month

XIII: New Business

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

XIV: Adjournment

Wayne Van Hise made a motion to adjourn the meeting. Don Patterson seconded the motion, and the motion was unanimously carried.

The next meeting is Wednesday, August 14, 2013, at 7:30 pm.

Charles Buscaglia
Chairman

Christina F. LaBianca
Secretary