

FREEHOLD SOIL CONSERVATION DISTRICT

Regular Meeting
July 9, 2014

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 (via telephone)

Don Patterson

x

Roger Gravatt

x

Wayne Van Hise

x

Staff Present: Ines Zimmerman 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 11, 2014, regular meeting. Roger Gravatt 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 VanHise made a motion to approve the Treasurer Report as presented. Roger Gravatt seconded the motion. The motion was passed unanimously. The board discussed how much should money should be keep in the money market account. The decision was to have no more than one budget year in the money market account and if there is excess, it should go into the NJ cash management account.

VII. Bills for Payment

The fiscal year 2014 final list of bills for payment was reviewed. 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. Patterson – yes, Mr. Dreyer – yes, Mr. Gravatt – yes, Mr. VanHise – yes, and Mr. Buscaglia – yes.

The current list of bills for payment was reviewed. Wayne VanHise 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, Mr. Van Hise – yes, and Mr. Buscaglia – yes.

VIII. Correspondence

Education Report

June 19, 2014 Letter from SSCC regarding Robert Dreyer's conditional appointment as supervisor. Mr. Dreyer has made himself available via telephone to meet attendance requirements.

June 19, 2014 Letter from SSCC regarding Sandyston Township
South Jersey RC&D Council Tour des Farms brochure
Summer 2014 FSCD newsletter
Monmouth County Cooperative Extension 2013 Annual Report

The Agricultural Leadership Program is having a golf outing fund raiser and has sent sponsorship information. The fee for a tee sign/hole sponsorship is \$150. Since a District employee is currently in this program (Michael Infanti), Don Patterson made a motion to donate/sponsor a hole for \$150. Wayne VanHise seconded the motion and the motion was passed by the following roll call vote: Mr. Patterson – yes, Mr. VanHise – yes, Mr. Dreyer – yes, Mr. Gravatt – yes, and Mr. Buscaglia – yes.

IX. 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 complete. We will provide literature, activity booklets and giveaways. The Monmouth County Fair is July 23-27 and the Middlesex County Fair is August 4-10.
- *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 700 young trout were released and we reached over 6,000 people with the TIC program (including twenty schools and the Manasquan Environmental Center).
- *Scholarships:* Applications are being reviewed by the committee. The three winners have been selected out of the nine applications received. The checks will be presented in early August.
- *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 11th.

2. NJ Conservation

- The Envirothon wrap up meeting: The 2015 Envirothon will be hosted by the Cape-Atlantic District. We are looking at the date of May 2, 2015.

X. District Manager's Report

1. *Fiscal Year 2014 final summary:*

- Finished under budget. Most of the unused funds were in the professional development category. Overall, finished year about \$62,000 under total.

2. *Fiscal Year 2015 Reorganization:*

Authorization of Annual Cash Management Plan

- ❖ Resolution 2015-0001 was presented to the board authorizing an annual cash management plan. Wayne VanHise made a motion to approve the resolution and Roger Gravatt 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 2015-0002 was presented to the board authorizing 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. 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

- ❖ Wayne VanHise made a motion to have the existing committees remain the same. Don 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

- ❖ Roger Gravatt 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. Wayne VanHise 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, it was decided that there would be no meeting in August and the September meeting would be held on the third Wednesday of the month at 9:00 am. Don Patterson then made a motion to list the rest of regularly scheduled meeting dates through July of 2015 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. Roger Gravatt seconded the motion and the motion passed unanimously.

Section seven, Vendors and Service Contracts

- ❖ *Legal Services:* Wayne VanHise made a motion to approve resolution 2015-003 for legal services from Widman, Cooney & Wilson not to exceed \$ 7,250. 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:* Wayne VanHise made a motion to approve resolution 2015-004 for the District audit from Suplee, Clooney & Company not to exceed \$6,800 (to also include the Manalapan Brook Grant). 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. VanHise - yes, and Mr. Buscaglia - yes.
- ❖ *Computer Maintenance:* Don Patterson made a motion to approve resolution 2015-005 for computer maintenance from Intellec Solutions of New Jersey (former 3B Networks, LLC) not to exceed \$12,575.00. Contract payments will be made at the end of each quarter. Wayne VanHise 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:* Roger Gravatt made a motion to approve resolution 2015-006 for computer database and interface services from Tricom Systems not to exceed \$6,000. 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

3. *Manalapan Brook Grant:*

- The work is moving along and currently preparing the next quarterly report and request for next draw down of funds.

4. *New Vehicle:*

- Would like to prepare the bid package for the new vehicle. Will be requesting bids for a 2015 Ford Escape and trading in a 2007 Ford Ranger. Bid will have three options, with trade, without trade, private sale.

5. *Computer Purchase:*

- Would like to move forward with the new computer purchase in the new budget. Will get three fresh quotes before final purchase is approved. Bob Dreyer made a motion to purchase the new computer equipment not to exceed the \$10,370 in the approved budget. 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 24-27 in Newport, RI. Hotel accommodations have been for Saturday thru Wednesday of those attending (Mr. Buscaglia, Mr. Gravatt, Mr. VanHise, Mrs. Zimmerman, and Mr. Thomas) Mr. Dreyer and Mr. Patterson are unable to attend this conference.

XIII: New Business

1. Don Patterson made a motion to approve the attached list of certified plans. Wayne VanHise seconded the motion and the motion passed.
2. Don Patterson made a motion to approve the attached list of denied plans. Roger Gravatt seconded the motion and the motion passed.
3. Wayne VanHise made a motion to approve the attached list of authorized stormwater permits. Roger Gravatt seconded the motion and the motion passed unanimously.

telephone connection was lost with Mr. Dreyer at this time due to storms

XI. Reports from other agencies represented

Laura Coover, NRCS

- The sign up period for the Soil Health Program has been extended to July 18th.

- There are four plans ready for District signature:
 - Conservation plan in Red Bank: Roger Gravatt made a motion to sign this conservation plan. Wayne VanHise seconded the motion and the motion passed unanimously.
 - Conservation plan in Howell (H): Wayne VanHise made a motion to sign this conservation plan. Roger Gravatt seconded the motion and the motion unanimously passed.
 - Conservation plan in Howell (P): Don Patterson made a motion to sign this conservation plan. Roger Gravatt seconded the motion and the motion passed unanimously.

XIV: Adjournment

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

There will be no meeting in August; therefore, the next meeting is Wednesday, September 17, 2014, at 9:00 am.

Charles Buscaglia
Chairman

Christina F. LaBianca
Secretary