

FREEHOLD SOIL CONSERVATION DISTRICT

Regular Meeting
June 12, 2013

4000 Kozloski Road
Freehold, NJ

I. Call to Order

Chairman Charles Buscaglia called the meeting to order at 3:35 pm.

II. Pledge of Allegiance

III. Roll Call

Charles Buscaglia

Present

Absent

Bob Dreyer

x

Don Patterson

x (until 5:20)

Roger Gravatt

x

Wayne Van Hise

x

Staff Present: Ines Grimm 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 April 10, 2013, regular meeting. Don Patterson made a motion to approve the minutes of the regular meeting as presented. Roger Gravatt 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's Report as presented. Roger Gravatt seconded the motion. The motion was passed by the following roll call vote: Mr. Dreyer – yes, Mr. Gravatt – yes, Mr. Patterson – yes, and Mr. Buscaglia – yes.

VII. Bills for Payment

Two monetary transfers need to be made between budget categories to cover the final expenses for the fiscal year: \$4,000 from category 4 (Vehicle & Equipment Operation) to category 11 (Vehicle & Equipment Purchase, also \$2,000 from category 6 (Professional Development) to category 8 (Scholarships). Bob Dreyer made a motion to move the necessary funds between budget categories. Don Patterson seconded the motion and the motion was passed by the following roll call: Mr. Dreyer – yes, Mr. Patterson – yes, Mr. Gravatt – yes, and Mr. Buscaglia – yes.

The Committee of Purchase was activated in May and the list of bills for May was presented along with those for June. 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. Patterson – yes, and Mr. Buscaglia – yes.

VIII. Correspondence

Education Report

A Thank You letter was sent to Warner Thurlow last month for his time serving on the Nominating Committee

A quote was received from a potentially new accounting firm

A letter was sent to the attention of Secretary Fisher regarding the database entry and the crash of the system

IX. Committee Reports

A. Education Committee

1. Education Outreach:

- *Plants for Pollinators:* We gave each of the twelve new schools fifteen potted plants (azalea, buddleia, coreopsis, verbena, butterfly milkweed and parsley) to jumpstart their pollinator gardens.
- *Trout in the Classroom:* Trout Release Day was held at the Forest Resource Education Center. 155 students released hundreds of trout into the Toms River and then participated in soil, watershed, wildlife and forestry activities. We are going to select two new schools this month for the 2013-2014 TIC Program.
- *Scholarship:* Twelve applications were received and are being reviewed by the Scholarship Committee.
- *Annual Report:* Has been sent to the printers and will be mailed out later this month.
- *Enviroscape:* Monmouth County Junior Master Gardeners program borrowed the unit. We also provided water-themed activity booklets.
- *Photo Contest:* The brochure is being created and promotion of the contest begins this month. The deadline is October 11, 2013.
- *County Fairs:* We have reserved space this year for both the Monmouth and Middlesex County Fairs. Monmouth County is July 24th to 28th, Middlesex County is August 5th to 9th.

2. NJ Conservation

- *Envirothon*: The event went very well with MATES Team #2 from Ocean County winning for the 4th year in a row. Thirty-four teams participated and 130 students and advisors camped on Friday night. The event received coverage by local news media.
- *NJ Conservation Poster Contest*: Each of our first place winning posters were sent to Trenton for the State level contest and placed in the 2-3 grade, 7-9 grade, and 10-12 grade divisions. The NJ Conservation Awards Program was held mid-month in Trenton.

B. Administrative Committee

- Materials were sent out to Mr. Buscaglia, Mr. Dreyer and Mr. Patterson. Charlie, Don and Ines met in the District office to discuss the proposed fiscal year 2014 budget with Bob's comments and concerns being presented by Charlie. The changes recommended by the committee have been made to the proposed FY2014 budget.

C. Committee of Purchase

- Due to extenuating circumstances the members of the board were unable to meet for the regular May meeting. Vice-chairman Bob Dreyer activated the Committee of Purchase so that the monthly bills could be processed. See the Bills for Payment section for more details.

X. Reports from other agencies

Nicole Ciccaglione , NRCS

- The Farm Service Agency's Conservation Reserve Program (CRP) sign up deadline is September 30th.
- The CSP program sign up deadline is June 14th.
- There are four Conservation Agreements ready for District signature:
 1. Linda Yost in Marlboro, 2. Wind Dance Equestrian Stables in Allentown, 3. Leslie Koppel in Monroe and 4. James Smith in Marlboro. Bob Dreyer made a motion to sign the requests for assistance. Don Patterson seconded the motion and the motion was unanimously passed.

XI. District Manager's Report

1. Sandy Applications:

- The District has attended meetings in Union Beach, Rumson, and Keansburg.
- There are about fifty homes in Union Beach that would qualify for this program.
- The program is being coordinated by the Governor's office and should be presented for use very soon.

2. Fee Schedule:

- The handbook Ines presented to the subcommittee was also given to the SSCC for review and approval. We are awaiting comments from the State office to proceed.

3. Sub-Committees:

- The sub-committees continue to meet and work on their respective issues. Secretary Fisher would like issues presented soon for SSCC action.

4. Corrective Action Plan:

- A corrective action plan was presented to address transactions in the fiscal year 2012 audit. New procedures have been put in place to assure the collection of a Business Registration Certificate (BRC) prior to doing business with a vendor. All vouchers and internal charges are to be signed by vendors. Bob Dreyer made a motion to approve the Corrective Action Plan as presented. Don Patterson seconded the motion and the motion was unanimously passed.

5. National Employees Association:

- The National Employees' Association is having their yearly conference in Michigan at the end of June. Tim Thomas is currently the president of the Northeast Employee Association. Tim would like to attend this conference. His expenses will be covered by the Northeast Association, he is requesting to use District time to attend. Bob Dreyer made a motion to allow Tim Thomas to attend the conference using District time. Roger Gravatt seconded the motion and the motion was unanimously passed.

6. Fiscal Year 2014 Budget:

- The administrative committee met and discussed changes. The original proposed budget listed the two vehicles to be traded-in and replaced. The committee decided to only include one vehicle for the upcoming budget.
- There was also an adjustment made to the proposed budget for the salaries of the District employees.
- Bob Dreyer made a motion to approve the proposed salary schedule as presented. 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.
- Bob Dreyer made a motion to accept the proposed Fiscal Year 2014 budget of \$ 1,855,379.00 as presented. 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

- Bob Dreyer made a motion that beginning July 1, 2013, the longevity for each employee will be divided equally per each pay period and added to their regular paycheck. Roger Gravatt seconded the motion and the motion was passed by the following roll call vote: Mr. Dreyer – yes, Mr. Gravatt – yes, and Mr. Buscaglia – yes.
- Bob Dreyer made a motion to authorize that the distribution of the first half of the year's longevity be paid in one lump sum in a separate check on July 15th so that the total amount will be paid to the employees within the fiscal year. Roger Gravatt seconded the motion and the motion was passed by the following roll call vote: Mr. Dreyer – yes, Mr. Gravatt – yes, and Mr. Buscaglia – yes.

XII: Old Business

- There was none to be discussed.

XIII: New Business

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

XIV: Adjournment

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

The next meeting is Wednesday, July 10, 2013, at 7:30 pm.

Charles Buscaglia
Chairman

Christina F. LaBianca
Secretary