

FREEHOLD SOIL CONSERVATION DISTRICT

Regular Meeting
February 14, 2018

4000 Kozloski Road
Freehold, NJ

I. Call to Order

Chairman Charles Buscaglia called the meeting to order at 1:30 pm.

II. Pledge of Allegiance

III. Roll Call

Present

Absent

Charles Buscaglia

x

Bob Dreyer

x

Don Patterson

x (medical)

Roger Gravatt

x

Wayne Van Hise

x

Staff Present: Ines Zimmerman, Michael Hill and Christina LaBianca

Others Present: none

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 December 13, 2017, regular meeting. Wayne VanHise made a motion to approve the minutes of the regular meeting as presented. Roger Gravatt seconded the motion. The motion passed unanimously.

VI. Treasurer's Report (read by Wayne VanHise)

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 unanimously passed.

VII. Bills for Payment

The board reviewed the bills for payment from January as approved by the Committee of Purchase (in the amount of \$164,906.43, list attached).

The board reviewed the bills for payment for February (in the amount of \$161,746.89, list attached). Roger Gravatt 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. VanHise – yes and Mr. Buscaglia – yes.

VIII. Correspondence

Education Report

- December 19, 2017 Description of USDA Standard Operating Procedures for State Technical Committees
- Rutgers Cooperative Extension will be hosting the Central Jersey Vegetable Meeting on Friday, 2/23/18 in the “Ag Building” in Freehold
- January 5, 2018 Letter from Doug Widman announcing that he has joined the law firm of Davison Eastman Munoz Lederman & Paone.
- January 12, 2018 Letter offering the clerical position to Jill DeBlasio of Middletown and her acceptance of the position starting on February 1, 2018.
- January 29, 2018 This Week in Farm Bureau
- January 30, 2018 SSCC Soil Erosion and Sediment Control program statistics for October to December 2017. The Freehold district is still pretty busy compared to most districts, although Ocean SCD is quite busy as well.
- February 1, 2018 Thank you from NJ Agricultural Society for renewing membership.
- February 2, 2018 Invitation the NJ Ag Society Taste of New Jersey Annual Dinner Benefit Gala on March 17, 2018
- February 2, 2018 Directors & Officers renewal questionnaire
- Superstorm Sandy Recovery at Double Trouble State Park update

IX. Committee Reports

JANUARY 2018

A. Education Committee

1. Education Outreach:

- *Plants for Pollinators:* A release has gone out in several newspapers and the application will be available on our website. The application deadline is February 28, 2018

- *Trout in the Classroom*: We had a few reports of significant fish losses over the holiday break. We are planning for the 2018 Trout Release Day at the Forest Resource Education Center in May.
- *Scholarships*: The 2018 Scholarship applications will be available on our website and a release has gone out to the newspapers.
- *Annual Report*: Requests for agency reports will go out early this month with a requested deadline of February 28th.

2. NJ Conservation Partnership

- *NJ Flower Show*: Staff scheduling for the show will be set this month. The plants are at the Mercer County College greenhouse for forcing. The show is February 22-25 at the NJ Convention Center in Edison.
- *Envirothon*: A planning meeting is set for mid-January. Fundraising continues. The 2018 Envirothon is set for May 5th at Camp Grice in Salem County.
- *Poster Contest*: Holly created the NJ brochure for the 2018 Poster Contest – “Watershed: Our Water, Our Home.” The brochure is printed and will be mailed out to schools. It will be posted on our website.

FEBRUARY 2018

1. Education Outreach:

- *Stewardship*: The 2018 Stewardship theme is “Watersheds: Our Water, Our Home” and orders are coming in from teachers for the materials which they will receive in April.
- *Plants for Pollinators*: We have applications and are in the process of selecting the new schools for 2018.
- *Trout in the Classroom*: Mid-project reports are due by the end of February. Trout Release Day at the FREC will take place May 16th.
- *Scholarships*: The 2018 Scholarship applications are available on our website and a release has gone out to the newspapers as well as online on FastWeb and Wintergreen Orchard House (college scholarship websites).
- *Annual Report*: Agency reports are coming in.

2. NJ Conservation Partnership

- *NJ Flower Show*: The NJ Conservation Partnership display of “WALL-E: Changing Trash into an Urban Garden” is February 22-25 at the NJ Convention Center in Edison.
- *Envirothon*: The next planning meeting is set for mid-March. Fundraising continues. The 2018 Envirothon is set for May 5th at Camp Grice in Salem County.
- *Poster Contest*: The Freehold SCD had one of 2017 winners place on the National level.

X. District Manager's Report

1. Supervisor Reappointment:

The term for Charles Buscaglia is due to expire on June 30, 2018. Charlie has voiced that would like to continue to serve on the FSCD board. Since this is a re-appointment, there was no need for the Nominating Committee to convene. The re-nomination form was completed showing that he has attended 100% of the Freehold district meetings, three SSCC/NJACD annual conferences, nine SSCC/NJACD regular meetings, one NJACD business meeting, two SSCC regional supervisor meetings, numerous County Ag Development Board meetings, and three NACD Northeast Regional meetings over the last three years up to January 2018. Roger Gravatt made a motion to accept the re-nomination of Mr. Buscaglia and send the appropriate signed form to the SSCC for approval. Wayne VanHise seconded the motion. Charles Buscaglia recused himself from this motion.

2. Regional Supervisor Meetings:

The meeting is set for Tuesday, March 20th at Villa Mannino in Bordentown. All in attendance plan to attend. Also, staff receiving service awards are invited to attend as well.

3. ESRI Purchase:

This software is a GIS component for our data. It is replacement software for the developed system we have. The ESRI software is more common and it is also compatible to our system. ESRI is used by many municipalities as well. Licensing for this software is renewed on a yearly basis at a cost of about \$4,500. Wayne VanHise made a motion to purchase the ESRI software. Roger Gravatt seconded the motion and the motion was passed by the following roll call vote: Mr. VanHise – yes, Mr. Gravatt – yes, and Mr. Buscaglia – yes.

4. Computer Diagnostic Work Order:

The Microsoft upgrade we recently installed causing better security, has some conflict issues with our templates. A diagnostic review has been recommended at a cost of \$120/hour. It is estimated that about ten hours will be required. Roger Gravatt made a motion to have the diagnostic reviewed done up to \$1,200. Wayne VanHise seconded the motion and the motion was passed by the following roll call vote:

Mr. VanHise – yes, Mr. Gravatt – yes, and Mr. Buscaglia – yes.

5. Grant Update – CIG:

Open Space Conservation Cooperative work has been moving along. EQIP projects are also underway. Work in being performed in Middlesex County, and includes: brush management, invasive plant removal, promoting wildlife habitats and pollinator habitats. Work has been done in Mercer County as well. Some of the site include: Jamesburg Park, Dorbrook Park, Thompson Park and VanDyke Farm.

6. Field Force Demo:

The new software is called Network Fleet and is tracked through the District vehicles.

There are a few vehicle recalls in place that we found thought the system where we did not receive notification in the US mail.

The mapping tool shows the direction of the trip as well as all stops made.

We may be able to incorporate these stops with our database and the actual application numbers of the projects.

A vehicle in motion in the field was shown to the board as an example of the systems capabilities.

7. Rule Change Implementation:

Soil restoration measures went in effect on all plans received after December 7, 2017. Engineers are becoming familiar with the requirements.

We will need to use equipment to test the restoration work that was done.

We have purchased three penetrometers, but will likely need to get more.

The Builders Association has been cooperative with getting the necessary information out to those affected.

XI: Old Business

There was no old business to discuss at this time.

XII: New Business

1. Wayne VanHise made a motion to approve the attached list for certified Soil Erosion and Sediment Control plans. Roger Gravatt seconded the motion and the motion passed unanimously.
2. Roger Gravatt made a motion to approve the attached list for denied Soil Erosion and Sediment Control plans. Wayne VanHise seconded the motion and the motion was unanimously passed.
3. The Board acknowledged the list of Authorizations to Discharge permits granted by the NJ DEP.
4. All plans completed prior to and including December 31, 2010, are eligible for destruction. The request for these files to be destroyed has already been sent to the State Office of Records Retention and the SSCC for approval. This batch includes 850 Chapter 251 applications and 451 exemptions requests. We would like to schedule a "day of destruction" to have the technical staff stay in the office and clean out and keep necessary information for these file. Ines would also like to supply pizza for lunch. Roger Gravatt made a motion to schedule the destruction and purchase pizza for the staff. Wayne VanHise seconded the motion and the motion was unanimously passed.

XIII: Reports from other agencies represented
None

XIV: Adjournment

Wayne VanHise made a motion to adjourn the meeting at 3:12 pm. Roger Gravatt seconded the motion, and the motion was unanimously carried.

The next meeting is scheduled for Wednesday, March 14, 2018, at 1:30 pm.

Charles Buscaglia
Chairman

Christina F. LaBianca
Secretary