

FREEHOLD SOIL CONSERVATION DISTRICT

Regular Meeting
June 13, 2018

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

Staff Present: Ines Zimmerman and Christina LaBianca

Others Present: Clare Flanagan, Natural Resource Conservation Services

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 11, 2018, regular meeting. Roger Gravatt made a motion to approve the minutes of the regular meeting. Wayne VanHise seconded the motion. The motion passed unanimously.

VI. Treasurer's Report

The board members reviewed the Treasurer's Report. Wayne VanHise made a motion to approve the Treasurer Report as presented. The motion was unanimously passed.

VII. Bills for Payment

Before the bills for payment can be made, a resolution was presented for approval to move funds between categories for the current fiscal year. The overall proposed budget amount remains the same. Robert Dreyer made a motion to pass Resolution 2018-011 authorizing the movement of funds with the budget. Wayne VanHise seconded the motion and the motion was passed by the following roll call vote: Mr. Dreyer – yes, Mr. VanHise – yes, Mr. Patterson – yes, Mr. Gravatt – yes, and Mr. Buscaglia – yes. (see attached) The board reviewed the bills for payment from May as approved by the Committee of Purchase (in the amount of \$162,214.70, list attached).

The board reviewed the bills for payment for June (in the amount of \$243,190.16, list attached). Donald Patterson made a motion to pay the bills as presented. Robert Dreyer 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.

VIII. Correspondence

May Education Report

June Education Report

April 5, 2018 Letter announcing merger of New Jersey Community Bank with 1st Constitution Bank

April 23, 2018 This Week in Farm Bureau

May 7, 2018 This Week in Farm Bureau

May 11, 2018 Copy of letter from FSCD regarding Richmond Plaza in Woodbridge. Township has expressed they appreciate the District's assistance with this project

May 29, 2018 Copy of email correspondence regarding fees for a Fire District application in Plainsboro

Deer Damage Survey request from NJ Farm Bureau
Education Report

IX. Committee Reports

A. Education Committee – May

1. Education Outreach:

- *Trout in the Classroom:* Schools have started releasing their trout into approved locations that were picked at the beginning of the school year.
- *Scholarships:* We received 6 scholarship applications.
- *Annual Report:* Is being reviewed and will be at the printers this month.
- *Enviroscape:* The Holmdel Environmental Commission borrowed the Enviroscape for their Earth Day event.
- *Pollinators in the Classroom:* Equipment for the PIC program has been delivered to each of the schools. Potted plants will go out to the new schools this month to jump start their pollinator gardens.
- *County Fairs:* Applications have been submitted for spaces at both the Monmouth and Middlesex County Fairs. *Monmouth is 7/25 to 7/29 Middlesex 8/6 to 8/12*

2. NJ Conservation Partnership

- *Envirothon*: 31 teams are registered. Holly coordinated the Central Envirothon Team Training held at the FREC for 50 students and advisors. The event is May 5th at Camp Grice in Salem County. Holy, Ines, Christina, and Joe will work the event.
- *NJ Conservation Poster Contest*: District winners were selected and 1st place entries were sent to Trenton for the State level competition. We had winners at the State level. AN awards ceremony will take place this month in Trenton.

B. Education Committee - June

1. Education Outreach:

- *Plants for Pollinators*: We gave each of the 8 new schools 15 potted plants (azalea, buddleia, coreopsis, verbena, butterfly milkweed and parsley) to jumpstart their pollinator gardens.
- *Trout in the Classroom*: The trout will be released by the end of this month. We had a very successful year in raising trout. We are going to select new schools for the TIC 2018-2019 program.
- *Scholarships*: The 6 scholarship applications will be reviewed by the committee this month.
- *Annual Report*: The annual report has been sent to the printers and will be mailed this month.
- *Enviroscape*: Monmouth County Junior Master Gardeners program borrowed the unit. We also provided watershed-themed activity booklets.
- *Photo Contest*: The brochure is being created and promotion of the contest begins this month. The deadline is October 26th.
- *County Fairs*: We have reserved spaces for this year's Monmouth and Middlesex County Fairs. *Monmouth is 7/25 to 7/29 Middlesex 8/6 to 8/12*

2. NJ Conservation Partnership

- *Envirothon*: The event went very well with the West Windsor-Plainsboro High School North from Middlesex County winning the event. 29 teams participated and 150 students and advisors camped on Friday night.
- *NJ Conservation Poster Contest*: Each of our 1st place winning posters were sent to Trenton for the State level contest and placed in the 10-12 grade and 2-3 grade divisions. The NJ Conservation Awards Program was held mid-month and our winners attended. We also had a 1st place winner at the National level for the 2017 attend as well.

X. District Manager's Report

1. Fiscal Year 2019 Proposed Budget:

The administrative committee of Charles Buscaglia, Robert Dreyer, and Ines M. Zimmerman meet on June 7th to discuss the FY19 proposed budget as a whole including salaries and benefits.

- Category 1, there is an addition al employee over last year

- Category 2, the District dropped to a lower level program that better fits our needs
- Category 3, postage meter supplies were reduced due to the new mailing system
- Category 4, the amount for vehicle washes was increased since we are keeping the vehicles longer need to be keep as clean as possible
- Category 5, increase in ESRI maintenance with upgraded program and addition of ARC-GIS online program
- Category 6, the Trout in the Classroom will only be maintaining current set-ups not purchasing any new ones
- Category 7, reduced slightly due to new insurance quotes
- Category 8, remains the same
- Category 11, computer purchases reduced from last year, vehicle purchase slightly higher and purchase of a new copier/fax/ network printer added

The overall Fiscal Year proposed budget is \$2,227,527.00, up 4.69%.

Wayne VanHise made a motion to accept the FY2019 proposed budget as presented. Roger Gravatt seconded the motion and the motion was passed by the following roll call vote: Mr. VanHise – yes, Mr. Gravatt – yes, Mr. Patterson – yes, Mr. Dreyer – yes, and Mr. Buscaglia – yes.

2. Northeast Regional Meeting:

The meeting is July 15th -17th in Lancaster, PA. Ines and Charlie plan to attend. Bob, Don, Roger and Wayne will let Christina know next week. Ines also asked to send Tim Thomas as a past Northeast Employee Association President and he also assists her with the Employee Association tour scheduled for Sunday. Wayne VanHise made a motion to send Tim to the meeting as well. Roger Gravatt seconded the motion and the motion was unanimously passed.

3. Exempt Municipality Update:

The District turned in the Exempt Municipality reports in April as instructed by the State Soil Conservation Committee (SSCC). The Township of Sayreville received an unsatisfactory rating and the District requested to have the exempt status revoked. At the SSCC state meeting on June 11th, it was determined that Sayreville never received any notification from the SSCC regarding their rating and had not received any feedback for the past few years. Secretary Fisher felt it was unfair to revoke the status without the Township being notified of their deficiencies. Ines, Brian Governale and Courtney Davidson prepared a detailed packet to be sent to Frank Minch to be sent to the Township on SSCC letterhead.

In light of none of the exempt municipalities in any district receiving correspondence in years, a letter was prepared by Ines and Charlie to be sent to Secretary Fisher and copied to all the other districts as well.

4. Station #80 Project Bid:

The bidding process is due to begin very soon for the project on Sweetmens Lane.

XI: Old Business

There was no old business to discuss at this time.

XII: New Business

1. Robert Dreyer made a motion to approve the attached list for certified Soil Erosion and Sediment Control plans. Donald Patterson seconded the motion and the motion passed unanimously.
2. There were no denials this month.

3. The Board acknowledged the list of Authorizations to Discharge permits granted by the NJ DEP.

XIII: Reports from other agencies represented

Clare Flanagan, NRCS

There is one cost share payment request ready for District signature for tract 239 in Cranbury. Wayne VanHise made a motion to sign the payment request as presented. Roger Gravatt seconded the motion and the motion was passed by the following roll call vote: Mr. VanHise – yes, Mr. Gravatt – yes, Mr. Dreyer – yes, Mr. Patterson – abstain, and Mr. Buscaglia – yes.

There are 18 conservation plans ready for District signature:

- | | |
|---------------------------------|--|
| 1. Tract 2752 in Cranbury | 10. Tract 313 in Cranbury |
| 2. Tract 152 in Millstone | 11. Tract 1954 in Freehold |
| 3. Tract 404 in Howell | 12. Tracts 1250, 1823, 2952, & 532 in Millstone |
| 4. Tract 2999 in Millstone | 13. Tracts 608, 1019, 1628, & 2995 in Manalapan |
| 5. Tract 2897 in Freehold | 14. Tract 1148 in Monroe |
| 6. Tract 3006 in Manalapan | 15. Tract 2017 in Farmingdale |
| 7. Tract 1711 in Upper Freehold | 16. Tract 1221 in Monroe |
| 8. Tract 295 in Old Bridge | 17. Tracts 49, 55, 57, & 217 in Monroe |
| 9. Tract 1495 in Millstone | 18. Tracts 55-59, 83, 217, 267 & 385 in Cranbury |

Robert Dreyer made a motion to sign the eighteen conservation plans presented. Wayne VanHise seconded the motion. The motion was passed by the following roll call vote: Mr. Dreyer – yes, Mr. VanHise – yes, Mr. Gravatt – yes, Mr. Buscaglia –yes and Mr. Patterson - yes to numbers 1 thru 16, but abstain from numbers 17 and 18.

XIV: Adjournment

Wayne VanHise made a motion to adjourn the meeting at 9:24 pm. Roger Gravatt seconded the motion, and the motion was unanimously carried.

The next meeting is scheduled for Wednesday, July 13th, 2018, at 7:30 pm.

Charles Buscaglia
Chairman

Christina F. LaBianca
Secretary