

FREEHOLD SOIL CONSERVATION DISTRICT

Regular Meeting
July 10, 2019

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 VanHise

x

Staff Present: Ines Zimmerman and Christina F. LaBianca

Others Present: Dennis Dougherty, NJACD

IV. Compliance Statement

Christina F. LaBianca confirmed that the Open Public Meetings Act has 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, 2019, regular meeting. Bob Dreyer 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. Robert Dreyer made a motion to approve the Treasurer Report as presented. Roger Gravatt seconded the motion. The motion passed unanimously.

VII. Bills for Payment

The Board reviewed the final bills for payment from June (end of fiscal year 2019) as approved by the Committee of Purchase (in the amount of \$65,187.13, 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. Dreyer – yes, Mr. VanHise – yes, and Mr. Buscaglia – yes. The Board reviewed the bills for payment for July (in the amount of \$69,673.10, list attached). Robert 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. VanHise – yes, and Mr. Buscaglia – yes.

The Open Space Conservation Cooperative (OSCC) has requested from the District, \$6,000.00 from the Public Outreach category of the FY2020 budget. These funds are reflected in the line items 06-34: Demonstrations, and 06-35: Training. These funds will be used for these types of projects, but through the OSCC's guidance. Wayne VanHise made a motion to grant the request from the OSCC. Robert Dreyer seconded the motion and the motion was passed by the following roll call vote: Mr. VanHise – yes, Mr. Dreyer – yes, Mr. Gravatt – yes, and Mr. Buscaglia – yes.

VIII. Correspondence

- Education Report
- Letter to SSCC regarding Sayreville Borough exemption status
- Copy of reimbursement for Manalapan Book Grant

IX. Committee Reports

A. Education Committee

1. Education Outreach:

- *Plants for 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 circulating. 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 will be released into the Manasquan River at Allaire State Park next month. This year over 500 young trout were released and we reached over 7,000 people with the TIC program (including 23 schools and the Manasquan Environmental Center).
- *Scholarships:* The winners have been selected and will be presented with their checks next month.
- *Annual Report:* Will be posted on the website.
- *Photo Contest:* The contest brochure has been distributed to Middlesex and Monmouth County Park Systems, FREC, and will be posted on our website. A release went out to newspapers. The deadline is October 25th.

2. NJ Conservation

- The Envirothon wrap up meeting was held. Discussion of the 2020 event host, location and date was on the agenda.

X. District Manager's Report

1. Fiscal Year 2020 Reorganization:

Authorization of Annual Cash Management Plan

- ❖ Resolution 2020-001 was presented to the Board authorizing an annual cash management plan. Robert Dreyer made a motion to approve the resolution and Wayne VanHise seconded the motion. The resolution passed by the following roll call vote: Mr. Dreyer – yes, Mr. VanHise – yes, Mr. Gravatt – yes, and Mr. Buscaglia – yes.

Authorization of Bank Accounts

- ❖ Resolution 2020-002 was presented to the Board designating banks to be used for opening an account during the fiscal year Wayne VanHise made a motion to approve the resolution and Robert Dreyer seconded the motion. The resolution passed by the following roll call vote: Mr. Dreyer – 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 VanHise remain. Wayne VanHise seconded the motion and the motion passed by the following roll call vote: Mr. Dreyer – yes, Mr. VanHise – yes, Mr. Gravatt – yes, and Mr. Buscaglia – yes.

Section two, page one, Committees

- ❖ Wayne VanHise made a motion to have the existing committees remain. Roger Gravatt seconded the motion and the motion passed unanimously.

Section two, page two, Nominating Committee

- ❖ Wayne VanHise made a motion that this committee's officers are as noted: Ross Clayton – Chairman, members as Ken Stattel, William Potter, and Richard Obal. Will look for a representative from Middlesex County as well Roger Gravatt seconded the motion and the motion passed unanimously.

Section three, page one, Meeting Dates

- ❖ After some discussion among the Board and District Manager regarding availability and holidays, Robert Dreyer made a motion to list the regularly scheduled meeting dates through July of 2020 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. There will be no meetings scheduled for August 2019 and February 2020. Wayne VanHise seconded the motion and the motion passed unanimously. A copy of these dates will be published in the local newspaper as well as posted on the District bulletin board and website.

Section seven, Vendors and Service Contracts

- ❖ *Legal Services:* Robert Dreyer made a motion to approve resolution 2020-003 for legal services from Davison, Eastman, Munoz, Lederman, & Paone not to exceed \$7,900.00. The retainer payments will be made at the end of each quarter. Roger Gravatt seconded the motion and motion passed by the following roll call vote: Mr. Dreyer - yes, Mr. VanHise – yes, Mr. Gravatt - yes, and Mr. Buscaglia – yes
- ❖ *Annual Audit:* Wayne VanHise made a motion to approve resolution 2020-004 for the District audit from Suplee, Clooney & Company not to exceed \$6,325.00 (to also include the Manalapan Brook Grant and CIG Grant). Robert Dreyer seconded the motion and the motion passed by the following roll call vote: Mr. Dreyer - yes, Mr. VanHise – yes, Mr. Gravatt - yes, and Mr. Buscaglia – yes.
- ❖ *Computer Maintenance:* Wayne VanHise made a motion to approve resolution 2020-005 for computer maintenance from Intellec Solutions of New Jersey not to exceed \$14,925.00. 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. Gravatt - yes, Mr. VanHise - yes, and Mr. Buscaglia – yes
- ❖ *Computer Database and Interface Services:* This service will remain open at this time

Notice of the contracts awarded will be published in the local newspaper as well as posted on the District website

- ❖ *Building Lease:* Robert Dreyer made a motion to approve Resolution 2020-006, to authorize the payment of \$6,250.00 per month to the County of Monmouth for building rent since a new lease has not been received yet. Roger Gravatt seconded the motion. The resolution passed by the following roll call vote: Mr. Dreyer – yes, Mr. Gravatt – yes, Mr. VanHise – yes, and Mr. Buscaglia – yes.

2. Northeast Regional Meeting

- ❖ In the correspondence for this meeting, a copy of the proposed agenda for the 2020 Northeast Regional Meeting at the Foxwoods Resort in Connecticut was included. After some discussion, Bob Dreyer made a motion to register any supervisor, Ines, and Timothy Thomas to attend the meeting if they could. Roger Gravatt seconded the motion and the motion passed by the following roll call vote: Mr. Dreyer – yes, Mr. Gravatt – yes, Mr. VanHise – yes, and Mr. Buscaglia – yes.

XI: Reports from other Agencies

Dennis Dougherty, NJACD President

- ✓ Dennis has been the President of the NJACD since 1/1/2019, and has been trying to reach out to each district to introduce himself and talk a little about the plans of the NJACD. He is not new to the Association, he has served as Secretary, Treasurer, Vice-President as well. Dennis is a professional civil engineer.
- ✓ The NJACD Annual meeting will be held on Monday, December 2nd. Per a survey, a one-day meeting was preferred. The Association plans to move the meeting around the state year to year. They hope to have the 2020 meeting location and date in place by the end of this year's meeting.
- ✓ Dennis asked the supervisors to attend the supervisor breakfast before the meeting as well.
- ✓ A representative from the NACD will be attending/presenting at the meeting as well.
- ✓ They are looking for a central location to have an evening regional supervisors' meeting for 1-2 hours for all new and old supervisors. Responsibilities and expectations will be discussed and refreshed.
- ✓ The Association is still looking for someone to fill the Executive Director position. The position requires between 20-30 hours per month and may pay up to \$40/hour depending on experience.
- ✓ During Dennis' tenure as president, he hopes to implement a succession plan for future NJACD board members.

XII: Old Business

- There was no old business to discuss this month.

XIII: New Business

1. Bob Dreyer made a motion to approve the attached list for July of certified Soil Erosion and Sediment Control plans. Roger Gravatt seconded the motion and the motion passed unanimously.
2. There were no denied Soil Erosion and Sediment Control plans this month.
3. The Board has acknowledged the list of Authorizations to Discharge permits granted by the NJ DEP.

XIV: Adjournment

Wayne VanHise made a motion to adjourn the meeting at 8:40 pm. Roger Gravatt seconded the motion, and the motion unanimously carried.

Per the new Fiscal Year 2020 meeting dates approved at this meeting, the next meeting is scheduled for Wednesday, September 11, 2019, at 7:30 pm.

Charles Buscaglia
Chairman

Christina F. LaBianca
Secretary