

## FREEHOLD SOIL CONSERVATION DISTRICT

Regular Meeting  
April 8, 2020

4000 Kozloski Road  
Freehold, NJ

### Conference Call per CoVid-19 Protocol

***I. Call to Order***

Chairman Charles Buscaglia called the meeting to order at 1:00 pm.

***II. Pledge of Allegiance***

***III. Roll Call***

	<i>Present</i>	<i>Absent</i>
Charles Buscaglia	x	
Bob Dreyer		x
Don Patterson	x	
Roger Gravatt	x	
Wayne VanHise	x	

Staff Present: Ines M. Zimmerman and Christina F. LaBianca  
Others Present: Douglas Widman, FSCD attorney

***IV. Compliance Statement***

Christina F. LaBianca confirmed that the Open Public Meeting 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 January 8, 2020, 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 Christina F. LaBianca)***

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 passed unanimously.

***VII. Bills for Payment***

The Board reviewed the bills for payment for April (for \$341,898.02, list attached). Roger Gravatt made a motion to accept the listing as presented. Wayne VanHise seconded the motion. The motion passed by the following roll call vote: Mr. Gravatt – yes, Mr. Patterson – yes, Mr. VanHise – yes, and Mr. Buscaglia – yes.

**VIII. Correspondence**

Education Report

MacGuyver Media is completing the work on the templates and final payment will be made from the current budget

Soil and Water Cost Share Rates were reviewed and discussed. Roger Gravatt made a motion to accept the proposed rates. Wayne VanHise seconded the motion and the motion unanimously passed.

**IX. Committee Reports**

A. Education Committee

1. Outreach:

- *County Fairs*: We have applied for space in both County Fairs.
- *Plants for Pollinators*: Due to the COVID-19, schools are closed and deliveries cannot be made for 2020. We will provide materials in spring 2021.
- *Trout in the Classroom*: We started promotion for new schools to join the TIC for 2020-2021. New release permits from NJDEP have been delivered and are now good for three years. Schools are releasing trout early due to school closures.
- *Scholarships*: The 2020 Scholarship applications will be available on our website and a release will go out to newspapers, college and online scholarship sites. The deadline is May 30<sup>th</sup>.
- *Annual Report*: Is a work in progress.
- *Stewardship*: The 2020 Stewardship “Where would we BEE without Pollinators?” materials will be printed.

2. NJ Association of Conservation Districts

- *Envirothon*: Due to COVID-19, the NJACD has decided toe 2020 NJ Envirothon will be cancelled. Freehold SCD will host the 2021 NJ Envirothon in May 2021 at Camp Topanemus, Monmouth County.
- *Poster Contest*: District winners will be selected via online voting and 1<sup>st</sup> place entries will be sent to Trenton for the State level competition.

B. Nominating Committee

- The terms of Robert Dreyer and Wayne VanHise are due to expire on 6/30/2020. The forms will be mailed to each of them to be signed and then forwarded to the State Soil Conservation Committee for approval.

**X. District Manager's Report**

1. Laptop Purchase

There is a need for the purchase of a few laptops to get the staff through the work at home situation. There is money available in this year's budget to purchase them. After discussion of pricing, Donald Patterson made a motion to purchase the laptops not to exceed \$2,400. Roger Gravatt seconded the motion and the motion was passed by the following roll call vote: Mr. Patterson – yes, Mr. Gravatt – yes, Mr. VanHise – yes and Mr. Buscaglia – yes.

2. Building Lease

The original fifteen year lease with the County of Monmouth was due for renewal. After discussion with the County and Mr. Widman the lease can be renewed for ten years at \$95,000 per year with a possible three year extension upon Board approval. Roger Gravatt made a motion to approve the renewal with the County of Monmouth. Donald Patterson seconded the motion and the motion was passed by the following roll call vote: Mr. Gravatt – yes, Mr. Patterson – yes, Mr. VanHise – yes and Mr. Buscaglia – yes.

3. Virus Protocol Update

- At this time it is recommended that no more than one person at a time is in the office. Inspections can be performed, but strictly from inside the vehicles.

4. Temporary Procedure Memos and k

- It is proposed that during the CoVid-19 working restrictions, that the District Manager, Ines M. Zimmerman, can sign the certifiable plans in place of a supervisor. The accounts payable checks will still require at least one supervisor signature on them. Donald Patterson made a motion to accept the change in plan signature and to keep the check procedure the same during the restrictive work period. Wayne VanHise seconded the motion and the motion was unanimously passed.

**XI. Old Business**

- There was no old business to discuss this month

**XII. New Business**

1. Wayne VanHise made a motion to approve the attached list of certified soil erosion and sediment control plans. Roger Gravatt seconded the motion and the motion passed unanimously.
2. There were no denied plans this month.
3. The Board has acknowledged the list of Authorizations to Discharge permits granted by the NJ DEP.

***XIII. Reports from other Agencies***

NRCS

There is one cost share conservation plan ready for District approval for the Wright Farm in Upper Freehold. Wayne VanHise made a motion to sign the plan. Donald Patterson seconded the motion and the motion was passed by the following roll call vote: Mr. VanHise – yes, Mr. Patterson – yes, Mr. Gravatt – abstained and Mr. Buscaglia – yes.

***XIV. Adjournment***

Donald Patterson made a motion to adjourn the meeting at 1:35 pm. Roger Gravatt seconded the motion, and the motion passed unanimously.

The next meeting is scheduled for Wednesday, May 13, 2020. The time and location to be determined based on the working restriction still in place at that time.

Charles Buscaglia  
Chairman

Christina F. LaBianca  
Secretary