

**FREEHOLD SOIL CONSERVATION DISTRICT**

Regular Meeting  
July 8, 2020

4000 Kozloski Road  
Freehold, NJ

Via Conference Call due to COVID-19

*I. Call to Order*

Chairman Charles Buscaglia called the meeting to order at 1:00 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: none

*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 10, 2020, regular meeting. Wayne VanHise made a motion to approve the minutes of the regular meeting as presented. Bob Dreyer seconded the motion. The motion passed unanimously.

*VI. Treasurer's Report (read by Charles Buscaglia)*

The Board members reviewed the Treasurer's Report. Bob Dreyer made a motion to approve the Treasurer Report as presented. Roger Gravatt seconded the motion. The motion passed unanimously.

\*\*For purposes of clarity on this conference call, Mr. Dreyer suggested that all motions and all seconds for actions should be made by the same two members unless there is a conflict. All members agreed. Mr. Dreyer agreed to make the motions and Mr. Patterson agreed to make all the seconds.

VII. Bills for Payment

The Board reviewed the final bills for payment from June (end of fiscal year 2020) as approved by the Committee of Purchase (in the amount of \$65,290.14, list attached). Bob Dreyer made a motion to pay the bills as presented. Don Patterson seconded the motion. The motion passed by the following roll call vote: Mr. Gravatt – yes, Mr. Dreyer – yes, Mr. VanHise – yes, Mr. Patterson, and Mr. Buscaglia – yes.

The Board reviewed the bills for payment for July (in the amount of \$113,348.79, list attached). 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. VanHise – yes, Mr. Patterson, and Mr. Buscaglia – yes.

VIII. Correspondence

July 2, 2020

Letter from State Soil Conservation Committee regarding SSCC Engineering Oversight.

IX. Committee Report

**A. Education Committee**

1. Education Outreach:

- *County Fairs:* Due to COVID-19, both the Monmouth and the Middlesex County Fairs have been cancelled for 2020.
- *Scholarships:* There were no application received this year for the scholarships.
- *Annual Report:* Will be posted on the website.
- *Photo Contest:* The contest brochure is on our website.

X. District Manager's Report

1. State Soil Conservation Committee (SSCC) Furlough

- The SSCC department engineering staff will be on furlough for a period of two weeks (July 13-24, 2020). There will be some restrictions on what plan review can be completed during this time.

2. Permit Extension Act

- The 2020 Permit Extension Act has been approved for another 3.5 years for current certifications. More information is due to follow soon.

3. Staff Update

- The staff continues to work both in the office and from home. There office has begun preparations to have aftermarket “toppers” and shields installed on some of the technical desks and the receptionist station.

- Employees are in the office will continue to wear masks if they are unable to social distance.
- Temperature checks have begun as well for anyone in the office.
- The Agricultural Building remains closed to the public per Monmouth County and the Sheriff's department still has someone posted at each door between 8-4.

4. Fiscal Year 2021 Reorganization:

**Authorization of Annual Cash Management Plan**

- ❖ Resolution 2021-001 was presented to the Board authorizing an annual cash management plan. Bob Dreyer made a motion to approve the resolution and Don Patterson seconded the motion. The resolution passed by the following roll call vote: Mr. Dreyer – yes, Mr. Patterson – yes, Mr. VanHise – yes, Mr. Gravatt – yes, and Mr. Buscaglia – yes.

**Authorization of Bank Accounts**

- ❖ Resolution 2021-002 was presented to the Board designating banks to be used for opening an account during the fiscal year Bob Dreyer made a motion to approve the resolution and Don Patterson seconded the motion. The resolution passed by the following roll call vote: Mr. Dreyer – yes, Mr. Patterson – yes, Mr. VanHise – yes, Mr. Gravatt – yes, and Mr. Buscaglia – yes.

**Section one, page one, Board Members**

- ❖ Bob Dreyer made a motion to have the current officers: Chairman-Charles Buscaglia, Vice-chairman-Bob Dreyer, Treasurer-Don Patterson, and members of Roger Gravatt and Wayne VanHise remain. Don Patterson seconded the motion and the motion passed by the following roll call vote: Mr. Dreyer – yes, Mr. Patterson – yes, Mr. VanHise – yes, Mr. Gravatt – yes, and Mr. Buscaglia – yes.

**Section two, page one, Committees**

- ❖ Bob Dreyer made a motion to have the existing committees remain. Don Patterson 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, Bob Dreyer made a motion to list the regularly scheduled meeting dates through July of 2021 as the second Wednesday of each month (with the exception of November, which will be held on the second Tuesday due to the Veterans Day holiday). 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 meeting scheduled for February 2021.
- ❖ Also, until further notice of the COVID-19 restrictions, meeting will be held via conference call , see District website for details. Don Patterson 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:* Bob Dreyer made a motion to approve resolution 2021-003 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. Don Patterson seconded the motion and motion passed by the following roll call vote: Mr. Dreyer - yes, Mr. Patterson – yes, Mr. VanHise – yes, Mr. Gravatt - yes, and Mr. Buscaglia – yes
- ❖ *Annual Audit:* Bob Dreyer made a motion to approve resolution 2021-004 for the District audit from Suplee, Clooney & Company not to exceed \$6,350.00 (to also include the Manalapan Brook Grant and CIG Grant). Don Patterson seconded the motion and the motion passed by the following roll call vote: Mr. Dreyer - yes, Mr. Patterson – yes, Mr. VanHise – yes, Mr. Gravatt - yes, and Mr. Buscaglia – yes.
- ❖ *Computer Maintenance:* Bob Dreyer made a motion to approve resolution 2021-005 for computer maintenance from Intellec Solutions of New Jersey not to exceed \$14,050.00. Contract payments will be made at the end of each quarter. Don Patterson seconded the motion and the motion passed by the following roll call vote: Mr. Dreyer - yes, Mr. Gravatt - yes, Mr. VanHise - yes, Mr. Patterson – 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:* Bob Dreyer made a motion to approve Resolution 2021-006, to authorize the payment of \$95,000 annually 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.

*XI: Reports from other Agencies*

- There were no reports this month.

*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. Don Patterson 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*

Bob Dreyer made a motion to adjourn the meeting. Don Patterson seconded the motion, and the motion unanimously carried.

Per the new Fiscal Year 2021 meeting dates approved at this meeting, the next meeting is scheduled for Wednesday, August 12, 202 at 7:30 pm (unless COVID-19 restrictions are still in place). Please see District website for more information.

Charles Buscaglia  
Chairman

Christina F. LaBianca  
Secretary