

FREEHOLD SOIL CONSERVATION DISTRICT

Regular Meeting
June 9, 2021

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 (via phone)

Don Patterson

x (via phone)

Roger Gravatt

x (via phone)

Wayne VanHise

x (via phone)

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 May 12, 2021, regular meeting. Wayne VanHise made a motion to approve the minutes of the regular meeting as presented. Robert Dreyer seconded the motion. The motion passed unanimously.

VI. Treasurer's Report (read by CF LaBianca)

The Board members reviewed the Treasurer's Report. Wayne VanHise made a motion to approve the Treasurer Report as presented. Robert Dreyer seconded the motion. The motion passed unanimously.

VII. Bills for Payment

Resolution 2021-008 was presented for review to move funds within the budget. Wayne VanHise made a motion to approve the movement of funds that \$32,000.00 would be moved from the Salaries, Wages & Benefits to Vehicle & Equipment Purchase and \$2,000 to Buildings & Utility; as well as from the Professional Development & PR \$1,200 to Materials and Supplies and \$3,700 to Building & Utility. 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. A copy of the resolution is attached.

The Board reviewed the bills for payment for June (in the amount of \$211,901.13, 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. Patterson, Mr. Dreyer – yes, Mr. VanHise – yes and Mr. Buscaglia – yes.

VIII. Correspondence

- Frank Minch forwarded a directive extending the COVID protocols to state offices. The District will review this with Monmouth County and determine an approach.
- There is a State Committee meeting on June 14th and additional guidance will be discussed.

IX. Committee Report

A. Education Committee

No report this month

B. Administrative Committee

- The committee met on June 3rd. Copies of all materials for budget review were forwarded. The average salary proposal is 4%. There are two title changes from Site Inspector to Senior Site Inspector. One proposed new title of Administrative Specialist and an adjustment to the Administrative Services Manager salary.
- Last year's increase was 2%
- The staff has been very accommodating working from vehicles, tables, and remotely. They are all looking forward to be returning to the office full time on July 1st.
- There has been no lull in the workload since the COVID-19 changes began. Ines is very proud of the staff.

X. District Manager's Report

1. Proposed Fiscal Year 2022 Budget

- The overall proposed budget is up 2% over last year.
- Salaries, Wages & Benefits up 1% (salaries are down by 4%, but benefits and pension are up slightly)
- Professional Services remained the same
- Materials and Supplies up 6% (office supplies and postage)
- Vehicular and Equipment remained the same
- Buildings and Utilities up 1% (new building lease increase)

- Professional Development & Public Outreach up 1% (not sure of Northeast Regional meeting at this time, may be virtual. NACD national will be in Orlando, FL)
- Insurance down 10%
- Scholarships remained the same
- Vehicle and Equipment Purchase up 47% (computers and database upgrades)
- Robert Dreyer made a motion to accept the new title of Administrative Specialist. Wayne VanHise seconded the motion and the motion unanimously passed.
- Roger Gravatt made a motion to accept the proposed FY22 budget totaling \$2,383,521.00 with an overall 2.08% over last year. Wayne VanHise seconded the motion and the motion passed by the following roll call vote: Mr. Gravatt – yes, Mr. VanHise – yes, Mr. Dreyer – yes, Mr. Patterson – yes and Mr. Buscaglia – yes.

2. Removal of Sponsorship for Assunpink Project

- The Freehold Soil Conservation District would like to be removed from the Assunpink Project agreement originally signed in 1964. Mercer County SCD and the County of Monmouth have already begun the process to be removed as well.
- Ines spoke to Doug Widman and he agrees the District should remove themselves due to liability possibly being high.
- Robert Dreyer suggested a letter has been written and signed by the chairman to revoke all/any sponsorship with dams in Middlesex County as well.
- Robert Dreyer made a motion to send a letter to NRCS to remove the Freehold Soil Conservation District from the Assunpink Dam projects. Wayne VanHise seconded the motion and the motion passed unanimously.

3. Computer Contract Resolution

- Five (5) bids were received to complete the database migration for the District. After reviewing everything that was received, it was determined that the bid from Control Point Associates for \$49,900 be accepted as they were the most inclusive bid with work to be completed.
- Resolution 2021-009 has been prepared to accept the bid from Control Pont Associates as well a Certificate of Availability of Funds.
- Donald Patterson made a motion to accept the bid from Control Point Associates for \$49,900. 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, Mr. Dreyer – yes, and Mr. Buscaglia – yes.

XI: Reports from other Agencies

- There are none this month

XII: Old Business

- There is none this month

XIII: New Business

1. Robert Dreyer 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 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

Roger Gravatt made a motion to adjourn the meeting. Robert Dreyer seconded the motion, and the motion unanimously carried.

The next meeting is scheduled for Wednesday, July 14, 2021 at 7:30 pm; however, since the building may still be closed in the evenings this time may need to be changed.

Charles Buscaglia
Chairman

Christina F. LaBianca
Secretary