

FREEHOLD SOIL CONSERVATION DISTRICT

Regular Meeting
October 13, 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

Don Patterson

x

Roger Gravatt

x

Wayne VanHise

x

Staff Present: Ines Zimmerman and Andrea Farparan

Others Present: none

IV. Compliance Statement

Andrea Farparan 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 July 14, 2021, 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 Wayne VanHise)

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 by the following roll call vote:

Mr. Dreyer – yes, Mr. Gravatt – yes, Mr. VanHise – yes and Mr. Buscaglia – yes.

VII. Bills for Payment

The Board reviewed the bills for payment from August 2021 as approved by the Committee of Purchase (for \$189,268.51, list attached). Robert Dreyer 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 from September 2021 as approved by the Committee of Purchase (for \$164,852.14, list attached). Wayne VanHise 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 Board reviewed the bills for payment from October 2021 (for \$162,726.81, list attached). Wayne VanHise made a motion to pay the bills as presented. Robert Dreyer 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.

VIII. Correspondence

- There was no correspondence to review this month.

IX. Committee Report

- There were no reports to review this month.

X. District Manager's Report

1. NJACD Annual Conference

- The NJACD Annual Conference originally scheduled to be held “in person” at the Monmouth County Agricultural Building in November has been changed to a virtual “Business ONLY” meeting. Registration information will follow as soon as it is available. An in person event will be held on March 28, 2022, to gather the districts together for training.

2. Northeast Regional Conference

- The Northeast Regional Conference will be an “in person” event this year. It is scheduled for October 30th to November 2nd in Portsmouth, New Hampshire. Ines Zimmerman and Timothy Thomas will be attending.

3. Staff Status

- There have been a few breakthrough cases of COVID among the staff since children have returned to school. Therefore, in order to maintain separation, the staff has returned to working remotely one day a week. The staff is continuing to do temperature checks daily and are wearing masks when moving about the office.
- The District has been working with one less staff member since the end of November 2020. As applications for new projects have increased so far this year, a recommendation for calendar year 2022 will be to hire a new field staff employee.

4. Truck Bid

- A bid package for a 2022 Ford Ranger or equal will be going out soon. The package will have two (2) options: a) to purchase a new 2022 Ford Ranger or equal outright, or 2) to purchase a new 2022 Ford Ranger or equal with a trade in of the 2015 Ford Escape. In addition, the Escape may be listed on GovDeals.com as well.

5. Audit Update

- Reports for the Fiscal Year 2021 audit are being completed. Clarification has been requested on the way in which the obligation share of the annual pension payment is being reported in the audit. There seems to be differences between districts as to how this payment is expressed.

6. Miscellaneous

- The Freehold Soil Conservation District's (FSCD) fee schedule revision is being reviewed by the State Soil Conservation Committee (SSCC). It includes an hourly rate change from \$110/hour to \$125/hour, as well as a rate change for single-family residential projects over an acre. Once these revisions have been approved by the SSCC the FSCD database will need to be updated as well to reflect the changes.
- The Manalapan Brook Grant and the Open Space Management Grant have both been completed. There is a possible opportunity of a new grant for Lake Topanemus-Memo of Understanding for a forestry management plan.
- The State Agriculture Development Committee (SADC) has increased the payment for the farm audits from \$10,000 to \$13,000.
- The process for an applicant to file an appeal to a Stop Work Order (SWO) was explained. The aggrieved has ten (10) days from the date of the SWO to make an appeal to the District Board and/or the SSCC.
- Robert Dreyer inquired about the possibility of having the board meeting packets emailed as well as mailed for each meeting. This can be done for upcoming meetings.

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. Wayne VanHise seconded the motion, and the motion unanimously carried.

The next meeting is scheduled for Wednesday, December 8, 2021 at 1:30 pm.

Charles Buscaglia
Chairman

Andrea Farparan for
Christina F. LaBianca
Secretary