

FREEHOLD SOIL CONSERVATION DISTRICT

Regular Meeting
December 15, 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 Christina F. LaBianca

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 October 13, 2021, regular meeting. Robert 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

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

VII. Bills for Payment

The Board reviewed the bills for payment from November 2021 as approved by the Committee of Purchase (for \$181,244.54, 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, Mr. Patterson -yes and Mr. Buscaglia – yes.

Resolution 2022-006 was presented for review. The resolution involves the existence of computer services to complete/enhance the migration of the database. The resolution proposes the needed work be completed by Control Point Associates in three (3) phases with monies in the FY2022 approved budget appropriated in the Vehicle and Equipment Purchase category for the database migration work. (copy of Resolution attached) Wayne VanHise made a motion to approve resolution 2022-006 not to exceed \$11,245 for phases GS-0015, GS-0080 and GS-0060. Roger Gravatt seconded the motion and the motion was passed by the following roll call vote: Mr. Gravatt – yes, Mr. VanHise – yes. Mr. Dreyer – yes. Mr. Patterson – yes and Mr. Buscaglia – yes.

The Board reviewed the bills for payment from December 2021 (for \$190,203.13, list attached). Donald Patterson 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, Mr. Patterson - yes and Mr. Buscaglia – yes.

VIII. Correspondence

- The New Jersey State Agriculture Convention is February 8-10, 2022 in Atlantic City at Harrah's Resort. Let Ines or Christina know if you plan to attend.
- Confirmation was received that the Freehold Soil Conservation District is no longer connected as a stakeholder in the dam replacement Assunpink project.

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 an in-person and virtual meeting on March 28, 2022 to gather the districts together for training. Registration information will follow as soon as it is available.

2. Staff Status

- Michael Hill has applied for and been approved for retirement effective January 1, 2022. Mike has been with the District since July 28, 1986.

- Ines has proposed the following promotions: Timothy Thomas promoted to Assistant District Manager, and Michael Infanti and Paul Califano promoted to Resource Conservationists. Michael would concentrate on supervisor of the field work and Paul would concentrate on the supervision of plan review duties. Roger Gravatt made a motion to approve the proposed promotions. Wayne VanHise seconded the motion and the motion was passed by the following roll call vote: Mr. Gravatt – yes, Mr. VanHise – yes, Mr. Patterson – yes, Mr. Dreyer – yes, and Mr. Buscaglia – yes.
- Ines also proposed hiring a new site inspector and start the interview process as soon as possible. The starting salary would be \$48,500. Robert Dreyer made a motion to advertise for the position and hire if a good candidate is found. Donald Patterson seconded the motion and the motion was passed by the following roll call vote: Mr. Dreyer – yes, Mr. Patterson – yes, Mr. Gravatt – yes, Mr. VanHise – yes, and Mr. Buscaglia – yes.

3. Truck Bid

- A bid package for a 2022 Ford Ranger or equal went out. One (1) bid was received from Hertrich Fleet Services. The purchase price of the 2022 Ford Ranger is \$25,022.00 and the trade-in value is \$5,300.00 for the 2015 Ford Escape. Robert Dreyer made a motion to accept the bid from Hertrich Fleet Services for the purchase of the 2022 Ford Ranger and accept the trade-in amount for the 2015 Ford Escape. Roger Gravatt seconded the motion and the motion was passed by the following roll call vote: Mr. Dreyer – yes, Mr. Gravatt – yes, Mr. Patterson – yes, Mr. VanHise – yes, and Mr. Buscaglia – yes.

4. Audit Update

- Per the auditor, the issuance of the final report is delayed because they are required to include actuarial information in the report relating to post-employment benefits (Governmental Accounting Standards Board {GASB} Statement #75) that comes from a report issued by the State of New Jersey by its actuary. This report has not yet been issued by the State by its actuary and is delaying the issuance of any reports that are prepared in accordance with Generally Accepted Accounting Principles (GAAP). The District reports on GAAP and therefore the audit report cannot be issued until the GASB 75 numbers are incorporated into the District's audit report. This information is the basis for Note 7 in the report.

5. NACD National Conference

- The 2022 NACD conference will be held in Orlando, FL from February 11 thru February 16. At this time Ines would like to propose that Andrea Farparan attend the conference. She was the recipient of the Outstanding District Administrator a few years ago and has not been able to attend a conference until now. Ines plans to attend and Wayne VanHise is the only board member planning to attend this year. Robert Dreyer made a motion to send Andrea to the conference in Orlando. Donald Patterson seconded the motion and the motion was passed by the following roll call vote: Mr. Dreyer – yes, Mr. Patterson – yes, Mr. Gravatt – yes, Mr. VanHise – yes and Mr. Buscaglia - yes.

XI: Reports from other Agencies

There are no reports this month.

XII: Old Business

There is no old business to discuss this month

XIII: 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 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

Robert Dreyer made a motion to adjourn the meeting. Wayne VanHise seconded the motion, and the motion unanimously carried.

The next meeting is scheduled for Wednesday, January 12, 2022, at 1:30 pm.

Charles Buscaglia
Chairman

Christina F. LaBianca
Secretary