

## FREEHOLD SOIL CONSERVATION DISTRICT

Regular Meeting  
February 2, 2022

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 (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 December 15, 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. Roger Gravatt seconded the motion.

VII. Bills for Payment

The Board reviewed the bills for payment from January 2022 as approved by the Committee of Purchase (for \$185,545.20, list attached). Wayne VanHise made a motion to pay the bills as presented. Donald Patterson 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.

The Board reviewed the bills for payment from February 2022 (for \$120,212.43, 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. Dreyer – yes, Mr. VanHise – yes, Mr. Patterson - yes and Mr. Buscaglia – yes.

*VIII. Correspondence*

- The NJACD Annual Meeting will be held on March 28, 2022, here in the Agricultural Building as well as virtual.
- The NACD ReCap Newsletter discussed the Next Generation Regional Institute, as well as continuing to work with the districts. NACD is working towards more group training, pilot projects and diversity.
- A copy of the recent staff meeting minutes was also distributed for review.

*IX. Committee Report*

There were no reports to review this month.

*X. District Manager's Report*

1. Hiring New Staff

- The District was able to utilize the ZipRecruiter database to ensure more appropriate resume response. We choose eight possible people to interview, but ended up only interviewing four.
- After discussion between Ines, Tim, Michael and Paul, the position was offered to Nicholas Lund. He is a recent Mt. Claire University graduate with a GIS background. His first day will be 2/16/22.

2. COVID Status

- Doug Widman was advised us as to what kind of questions we could ask of the prospective applicants.
- The staff is back in the office full time and per the Monmouth County building; we are no longer required to wear masks in the building.

3. Fee Schedule Response

- The review is ongoing. Frank has asked a few questions and requested more explanation in the calculation of the new fee base.

4. Audit Update

- The auditor is awaiting the final numbers form the State to complete all of their audits. They are hopeful to have them by mid-March.

5. Computer System Update

- The upgrade/revisions are going well. Test runs have begun. The target is to have the complete transition complete by the end of the fiscal year.

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. 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

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, March 9, 2022, at 1:30 pm.

Charles Buscaglia  
Chairman

Christina F. LaBianca  
Secretary