

FREEHOLD SOIL CONSERVATION DISTRICT

Regular Meeting
July 14, 2021

4000 Kozloski Road
Freehold, NJ

I. Call to Order

Chairman Charles Buscaglia called the meeting to order at 8:30 am.

II. Pledge of Allegiance

III. Roll Call

Present

Absent

Charles Buscaglia

x

Bob Dreyer

x

Don Patterson

x

Roger Gravatt

x (via telephone)

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 19, 2021, regular meeting. Wayne VanHise made a motion to approve the minutes of the regular meeting as presented. Donald Patterson seconded the motion. The motion passed unanimously.

VI. Treasurer's Report

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

VII. Bills for Payment

The Board reviewed the final bills for payment from June (end of fiscal year 2021) as approved by the Committee of Purchase (in the amount of \$127,433.26, 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. VanHise – yes, Mr. Patterson - yes, and Mr. Buscaglia – yes.

The Board reviewed the bills for payment for July (in the amount of \$114,762.73, 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. VanHise – yes, Mr. Patterson - yes, and Mr. Buscaglia – yes.

VIII. Correspondence

Education Report

Application Comparison

FSCD revised hourly rate information sent to State Soil Conservation Committee. Ines has been reviewing prior FSCD audits as well as those from other districts. There appears to be a difference in the way the obligation share of the annual pension payment is being reported district to district. An email was also sent to the FSCD auditor for clarification and Frank Minch from SSCC was copied.

IX. Committee Report

A. Education Committee

1. Education Outreach:

- *Plants for Pollinators:* Schools should be back to a full schedule this year. The program will continue in spring 2022.
- *County Fairs:* We are confirmed for both the Monmouth and Middlesex County Fairs. Fair schedule sign-up is circulating. We will provide literature, activity booklets and giveaways. The Monmouth County Fair is July 21-25. The Middlesex County Fair is August 2-8.
- *Trout in the Classroom:* Schools should be back to a full schedule this year. The program will continue in fall 2021.
- *Scholarships:* The scholarship application deadline has been extended to August 31st.
- *Photo Contest:* The contest brochure has been created and will be distributed to the Middlesex and Monmouth County Park Systems, FREC and will be posted on our website. A release will go out to newspapers. The deadline is October 22nd.

2. NJ Conservation Partnership

- The National Envirothon will be held virtually July 25th-28th. Holly will proctor the MATES team for the national Envirothon. Discussion of the 2022 event host, location and date will be determined at the next meeting. FSCD is looking to host the NJ Envirothon at Camp Topanemus, Monmouth County in May 2022.

X. District Manager's Report

1. Assunpink Partnership Status

- The District has sent a letter requesting to be removed from the partnership. Mercer SCD and Monmouth County have also sent similar letters. NRCS is preparing the necessary paperwork to "release" these entities from the agreement.

2. Northeast Regional Conference

- Arrangements are being finalized to have this event be ‘in person’. The location is Portsmouth, New Hampshire from Saturday, October 30th to Tuesday, November 2nd. Hotel and registration information to follow.

3. Office/Staff Status

- The District is following the mask requirements of Monmouth County since we are in a County building. Therefore, we are not required to wear masks in the building at this time.
- Daily temperature checks are still being performed and the staff has returned to the office full time effective July 1st.
- The State Committee plan to be in their new offices by mid-September.

4. Computer/Database Update

- Work continues “behind the scenes” on the database upgrade.
- The projected completion date is still targeted for the end of this calendar year.

5. Fiscal Year 2021 Reorganization:

Authorization of Annual Cash Management Plan

- ❖ Resolution 2022-001 was presented to the Board authorizing an annual cash management plan. Wayne VanHise made a motion to approve the resolution and Roger Gravatt seconded the motion. The resolution passed by the following roll call vote: Mr. Patterson – yes, Mr. VanHise – yes, Mr. Gravatt – yes, and Mr. Buscaglia – yes.

Authorization of Bank Accounts

- ❖ Resolution 2022-002 was presented to the Board designating banks to be used for opening an account during the fiscal year Wayne VanHise made a motion to approve the resolution and Don Patterson seconded the motion. The resolution passed by the following roll call vote: Mr. Patterson – yes, Mr. VanHise – yes, Mr. Gravatt – yes, and Mr. Buscaglia – yes.

Section one, page one, Board Members

- ❖ Donald Patterson 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. Wayne VanHise seconded the motion and the motion passed by the following roll call vote: Mr. Patterson – yes, Mr. VanHise – yes, Mr. Gravatt – yes, and Mr. Buscaglia – yes.

Section two, pages one and two, Committees

- ❖ Roger Gravatt made a motion to have the existing committees remain. Don Patterson seconded the motion and the motion passed unanimously.
- ❖ Due to the passing of Richard Obal, if there is a need for the Nominating Committee, a new member will need to be found. The remaining members are: Ross Clayton, Ken Stattel and William Potter.

Section three, page one, Meeting Dates

- ❖ After some discussion among the Board and District Manager regarding availability and holidays, Wayne VanHise made a motion to list the regularly scheduled meeting dates through July of 2022 as the second Wednesday of each month (with the exception of August 2021, November 2021 and February 2022 when there will be no meeting held). Due to the unknown availability of the building after “normal” hours, all meeting have been scheduled for 1:30 pm starts. Roger Gravatt seconded the motion and the motion unanimously passed.
- ❖ A copy of these dates and times 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:* Roger Gravatt made a motion to approve resolution 2022-003 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. Wayne VanHise seconded the motion and motion passed by the following roll call vote: Mr. Patterson – yes, Mr. VanHise – yes, Mr. Gravatt - yes, and Mr. Buscaglia – yes
- ❖ *Annual Audit:* Wayne VanHise made a motion to approve resolution 2022-004 for the District audit from Suplee, Clooney & Company not to exceed \$6,375.00 (to also include the Manalapan Brook Grant and CIG Grant). Roger Gravatt seconded the motion and the motion passed by the following roll call vote: Mr. Patterson – yes, Mr. VanHise – yes, Mr. Gravatt - yes, and Mr. Buscaglia – yes.
- ❖ *Computer Maintenance:* Donald Patterson made a motion to approve resolution 2022-005 for computer maintenance from Intellec Solutions of New Jersey not to exceed \$15,425.00. Contract payments will be made at the end of each quarter. Wayne VanHise seconded the motion and the motion passed by the following roll call vote: 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

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. Roger Gravatt made a motion to approve the attached list for July of certified Soil Erosion and Sediment Control plans. Wayne VanHise 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

Wayne VanHise made a motion to adjourn the meeting. Roger Gravatt seconded the motion, and the motion unanimously carried. The next scheduled meeting is Wednesday, September 8th at 1:30 pm.

Charles Buscaglia
Chairman

Christina F. LaBianca
Secretary