

FREEHOLD SOIL CONSERVATION DISTRICT

Regular Meeting
July 13, 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

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 8, 2022, regular meeting. Donald Patterson made a motion to approve the minutes of the regular meeting as presented. Wayne VanHise 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 2022) as approved by the Committee of Purchase (in the amount of \$58,832.74, list attached). Roger Gravatt 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. VanHise – yes, Mr. Patterson - yes, and Mr. Buscaglia – yes.

The Board reviewed the bills for payment for July (in the amount of \$142,506.66, 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. VanHise – yes, Mr. Patterson - yes, and Mr. Buscaglia – yes.

VIII. Correspondence

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| June 22, 2022 | FSCD staff meeting minutes |
| June 23, 2022 | Letter and survey of under slab building repair at the Convention Hall in Asbury Park from the engineer |
| June 24, 2022 | Conservation Clips brought to you by NACD |
| June 24, 2022 | Request to borrow the FSCD soil tunnel by Rutgers Cooperative Extension Middlesex |
| June 24, 2022 | Request for coverage at Mercer SCD for Paul Schiarti |
| June 28, 2022 | Spring addition of NACD's the Resource |
| July 5, 2022 | Ocean County Soil Conservation District's July newsletter |
| July 5, 2022 | 2023 NGLI Cohort application launches |
| July 5, 2022 | 2023 Next Generation Leadership Institute Cohort application |

IX. Committee Report

- A. Education Committee
No report this month

X. District Manager's Report

1. Upgrade NACD membership level

- After discussion Donald Patterson made a motion to upgrade the District's NACD membership from Gold to Diamond. This increased the dues to \$1,800 per year. Wayne VanHise seconded the motion and the motion was passed by the following roll call vote: Mr. VanHise – yes, Mr. Patterson – yes, Mr. Gravatt – yes and Mr. Buscaglia – yes. Ines will include a cover letter reflecting the change when the dues are paid.

2. Computer Maintenance

- Intellec Solutions of New Jersey had to let their local New Jersey representative go. Since Bob is now mostly in Florida, he had to retract his proposal for the FY2023 budget.
- Ines spoke to Manalapan Township to inquire whom they use for their computer needs. They use the IT department from Freehold Township.

- The Freehold Twp department has one supervisor (Tom) and four employees. Tom came to the District office to meet with Tim and Steve to discuss and review our equipment and needs.
- A formal quote will be given to the District in the next week or so.

3. NACD – Soil & Water Society Conservation Society Conference

- The SWCS is having their conference in Milwaukee, Wisconsin from September 12-15, 2022. Ines would like to have Holly Reynolds attend from the office.
- Conservation District employees are offered a discount to attend. In all, the total cost should be around \$2,000.
- Wayne VanHise made a motion to have Holly Reynolds attend this conference. 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 and Mr. Buscaglia – yes.

4. Fiscal Year 2023 Reorganization:

Authorization of Annual Cash Management Plan

- ❖ Resolution 2023-001 was presented to the Board authorizing an annual cash management plan. Wayne VanHise made a motion to approve the resolution and Donald 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.

Authorization of Bank Accounts

- ❖ Resolution 2023-002 was presented to the Board designating banks to be used for opening an account during the fiscal year Roger Gravatt made a motion to approve the resolution and Wayne VanHise 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

- ❖ Roger Gravatt made a motion to have the current officers remain as: 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.

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 2023 as the second Wednesday of each month (with the exception of August 2022, November 2022 and February 2023 when there will be no meeting held). All meetings 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 2023-003 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 2023-004 for the District audit from Suplee, Clooney & Company not to exceed \$6,375.00 (to also include the CIG accounts). Donald Patterson 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:* This service will remain open at this time.
- ❖ *Computer Database and Interface Services:* Wayne VanHise made a motion to approve resolution 2023-005 for the District database/interface services from Control Point Associates, Inc. not to exceed \$5,000.00. 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.

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. Donald Patterson 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 14th at 1:30 pm.

Charles Buscaglia
Chairman

Christina F. LaBianca
Secretary