

FREEHOLD SOIL CONSERVATION DISTRICT

Regular Meeting
June 14, 2023

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, Christina F. LaBianca & Tim Thomas

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 May 10, 2023, regular meeting. Roger Gravatt 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. Roger Gravatt made a motion to approve the Treasurer Report as presented. Wayne VanHise seconded the motion. The motion passed unanimously.

VII. Bills for Payment

Resolution 2023-006 was presented for review to move funds at fiscal year-end. The changes proposed are: transfer from Scholarships (08) category \$3,000 to the Vehicle & Equipment Purchase (11) category and from the Professional Development & PR (06) category \$7,000 to the Vehicular and Equipment Operations (04) category. Wayne VanHise made a motion to accept resolution 2023-006. Roger Gravatt seconded the motion and the motion was passed by the following roll call vote: Mr. Patterson – yes, Mr. Gravatt – yes, Mr. VanHise – yes and Mr. Buscaglia – yes.

The Board reviewed the bills for payment for June 2023 (in the amount of \$274,834.92, 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. Patterson - yes, Mr. VanHise – yes and Mr. Buscaglia – yes.

VIII. Correspondence

None to be discussed

IX. Committee Report

A. Education Committee

The Envirothon went well even with the rain. MATES 1 won and will be heading to the Nationals in Canada.

X. District Manager's Report

1. Proposed FY2024 Budget

- The Administrative Committee (Charlie, Bob and Ines) met on 6/9 to discuss.
- The largest category is Salaries, Wages & Benefits. A standard increase was discussed with one exception (even management levels). Courtney Davidson will continue her part-time hours until the end of the calendar year and will return to full-time in January.
- The Professional Services category was higher due to the increase in the auditor services.
- The Office Supplies category went up due to postage and the postage meter.
- The Vehicle Operations category went up due to the increased cost of gasoline.
- The Building and Utilities category remained about the same.
- The Professional Development and Public Outreach category went down due to the reduced Trout in the Classroom and Pollinators in the Classroom projects.
- The Insurance and Scholarship categories are about the same.
- The Vehicle and Equipment Purchases went up slightly due to the increase in automobile prices.

Wayne VanHise made a motion to accept the FY2024 proposed budget as presented. Donald Patterson 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 0 yes.

2. Computer Update

- The server update has been completed.
- Control Point Associates are due to come onsite to make the transfer of data to the revised system soon.

3. Mercer County SCD and Freehold SCD Cooperative Agreement

- Both districts have access to see digital project notes and scanned copies of the projects. Courtney Davidson and Joseph Serio will be performing most of the inspections since they have the bordering towns. Right now there are about eight projects.
- During the Administrative Committee meeting, Mr. Dryer asked that Ines speak to the FSCD lawyer to confirm coverage outside our district's area.
- Enforcement will be done through the Mercer office on their letterhead.
- A revised agreement is ready for signature between the Freehold SCD and the Mercer County SCD for FY2024.
- The revised agreement raises the reimbursable rate to \$90.00/hr. The agreement has been signed by Mercer's chairman, W. Scott Ellis and requires signature from Freehold chairman, Charles Buscaglia.
- Roger Gravatt made a motion to sign the revised agreement. Donald Patterson seconded the motion and the motion was passed by the following roll call vote: Mr. Gravatt – yes, Mr. Patterson – yes, Mr. VanHise – yes, and Mr. Buscaglia – yes.

4. Secretary Fisher

- The State Soil Conservation Committee on 6/12 was Secretary Fisher's last meeting. His last day as Secretary will be 6/30/2023.

XI: Reports from other Agencies

None

XIII: New Business

1. Roger Gravatt made a motion to approve the attached list for May of certified Soil Erosion and Sediment Control plans. Donald Patterson seconded the motion and the motion passed unanimously.
2. There were no denied 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 Donald Patterson seconded the motion, and the motion unanimously carried. The next scheduled meeting is Wednesday, July 12th, at 1:30 pm.

Charles Buscaglia
Chairman

Christina F. LaBianca
Secretary