

FREEHOLD SOIL CONSERVATION DISTRICT

Regular Meeting
June 12, 2024

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: Timothy Thomas, Christina F. LaBianca, Paul Califano &
Andrea Farparan

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 May 18, 2024, regular meeting. Donald Patterson 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. Roger Gravatt made a motion to approve the Treasurer Report as presented. Donald Patterson seconded the motion. The motion passed unanimously.

VII. Bills for Payment

The Board reviewed the bills for payment for June 2024 (in the amount of \$185,868.10, 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, and Mr. Buscaglia – yes.

VIII. Correspondence

None to be discussed

IX. Committee Reports

None to be discussed

X. District Manager's Report

1. Proposed FY2024 Budget

- The Administrative Committee (Charles Buscaglia, Bob Dryer and Tim Thomas) met on 5/8/24 to discuss the proposed salaries and budget
- Category one, Salaries, Wages and Benefits was edited to reflect the current employees as of July 1st
- The Professional Services category was higher due to the increase in the auditor services
- The Vehicle Operations category went up due to the increased cost of gasoline and repairs
- The Professional Development and Public Outreach category went up due to higher conference expenses and the addition of the Forestry Guide.

Roger Gravatt made a motion to accept the FY2025 proposed budget as presented. Donald Patterson seconded the motion and the motion was passed by the following roll call vote: Mr. Patterson – yes, Mr. Gravatt – yes, and Mr. Buscaglia - yes.

2. Computer Update

- The conversion was scheduled for 6/10, but had to be postponed due to internet issues
- Control Point Associates will be onsite to make the transfer of data to the revised system

3. Supervisor Re-appointments

- At the State Soil Conservation Committee (SSCC) meeting on 6/10, the supervisor appointments were discussed
- Charles Buscaglia was reappointed for another term and Robert Dreyer's term extended for the remaining two years of his term

4. Staffing / Retirement

- Christina LaBianca has applied for retirement effective 6/30/2024. Christina has been with the District for a little over 25 years
- Christina has spent the last few weeks training Andrea Farparan to assume the Administrative Services Manager position upon her retirement
- Over the next 60-90 days, the clerical duties will be evaluated to determine what position will need to be filled
- Everyone thanked Christina for her service and wished her well

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XI: Old Business

Northeast Regional Meeting

- The meeting is taking place August 10-13, in Boston, MA.
- The early bird deadline for a discounted registration is 6/30.

XIII: New Business

1. Roger Gravatt made a motion to approve the attached list for June 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: Reports from other Agencies

None in attendance

XV: Adjournment

Donald Patterson made a motion to adjourn the meeting Roger Gravatt seconded the motion, and the motion unanimously carried. The next scheduled meeting is Wednesday, July 10th, at 1:30 pm.

Charles Buscaglia
Chairman

Andrea Farparan
Secretary