

**FREEHOLD SOIL CONSERVATION DISTRICT**

Regular Meeting  
July 10, 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

Robert Dreyer

x

Donald Patterson

x

Roger Gravatt

x

Wayne VanHise

x

Staff Present: Timothy Thomas, Paul Califano, Andrea Farparan

Others Present: Douglas Widman, Esq.

*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 June 12, 2024, 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. A discussion regarding utilizing one bank for the district accounts occurred; no action was taken. Roger Gravatt made a motion to approve the Treasurer's Report as presented. Robert Dreyer seconded the motion. The motion passed unanimously.

*VII. Bills for Payment*

The Board reviewed the final bills for payment for June (end of fiscal year 2024) as approved by the Committee of Purchase (in the amount of \$61,558.67, list attached). Robert Dreyer made a motion to pay the bills as presented. Donald Patterson seconded the motion. The motion passed by the following roll call vote: Mr. Patterson - yes, Mr. Gravatt - yes, Mr. Dreyer - yes, and Mr. Buscaglia - yes. The Board reviewed the bills for payment for July (in the amount of \$138,277.52, list attached). Roger Gravatt made a motion to pay the bills as presented. Robert Dreyer seconded the motion. The motion passed by the following roll call vote: Mr. Patterson - yes, Mr. Gravatt - yes, Mr. Dreyer - yes, and Mr. Buscaglia - yes.

*VIII. Correspondence*

The District received correspondence from the New Jersey Association of Conservation Districts (NJACD) requesting payment of the 2024 Annual Dues. Robert Dreyer made a motion to pay the 2024 Annual Dues and Donald Patterson seconded the motion. The motion passed by the following roll call vote: Mr. Patterson – yes, Mr. Gravatt – yes, Mr. Dreyer – yes, and Mr. Buscaglia – yes.

*IX. Committee Report*

None to be discussed

*X. District Manager's Report*

1. Fiscal Year 2025 Reorganization:

**Authorization of Annual Cash Management Plan**

- ❖ Resolution 2025-001 was presented to the Board authorizing an annual cash management plan. Robert Dreyer 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. Gravatt – yes, Mr. Dreyer – yes, and Mr. Buscaglia – yes.

**Authorization of Bank Accounts**

- ❖ Resolution 2025-002 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 Robert Dreyer seconded the motion. The resolution passed by the following roll call vote: Mr. Patterson – yes, Mr. Gravatt – yes, Mr. Dreyer – 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-Robert Dreyer, Treasurer-Donald Patterson, and members of Roger Gravatt and Wayne VanHise remain. Donald Patterson seconded the motion and the motion passed by the following roll call vote: Mr. Patterson – yes, Mr. Gravatt – yes, Mr. Dreyer – yes, and Mr. Buscaglia – yes.

**Section two, pages one, Committees**

- ❖ Robert Dreyer made a motion to have the existing committees remain. Roger Gravatt seconded the motion and the motion passed unanimously.

**Section two, pages two, Nominating Committee**

- ❖ A discussion regarding vacant spots on the Nominating Committee occurred. Attempts will be made to fill the vacancies. Robert Dreyer made a motion to accept the existing committee. Roger Gravatt seconded the motion and the motion passed unanimously.

**Section three, page one, Meeting Dates**

- ❖ Robert Dreyer made a motion to list the regularly scheduled meeting dates through July of 2025 as the second Wednesday of each month (with the exception of August 2024 when there will be no meeting held). All meetings have been scheduled for a 1:30 pm start. 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:* Certification of availability of funds in the appropriation known as “Professional Services” of the fiscal year 2025 budget was confirmed for legal services from Davison, Eastman, Munoz & Paone not to exceed \$7,900.00 (\$5,000.00 for retainer and \$2,900.00 for additional services). Retainer payments of \$1,250.00 will be made at the end of each quarter. Robert Dreyer made a motion to approve Resolution 2025-003 for legal services. Roger Gravatt seconded the motion and motion passed by the following roll call vote: Mr. Patterson – yes, Mr. Gravatt - yes, Mr. Dreyer – yes, and Mr. Buscaglia – yes.
- ❖ *Annual Audit:* Certification of availability of funds in the appropriation known as “Professional Services” of the fiscal year 2025 budget was confirmed for audit services from Suplee, Clooney & Company not to exceed \$11,710.00 (to also include the CIG accounts). Robert Dreyer made a motion to approve Resolution 2025-004 for the District audit. Roger Gravatt seconded the motion and the motion passed by the following roll call vote: Mr. Patterson – yes, Mr. Gravatt - yes, Mr. Dreyer – yes, and Mr. Buscaglia – yes.
- ❖ *Computer and Network Maintenance:* Certification of availability of funds in the appropriation known as “Building and Utilities” of the fiscal year 2025 budget was confirmed for computer and network maintenance services from Freehold Township not to exceed \$18,000.00. Roger Gravatt made a motion to approve Resolution 2025-005 for the District computer and network maintenance. Robert Dreyer seconded the motion and the motion passed by the following roll call vote: Mr. Patterson – yes, Mr. Gravatt - yes, Mr. Dreyer – yes, and Mr. Buscaglia – yes.
- ❖ *Computer Database and GIS Maintenance:* Certification of availability of funds in the appropriation known as “Building and Utilities” of the fiscal year 2025 budget was confirmed for computer database and GIS maintenance services from Control Point Associates at rates not to exceed \$250.00 per hour and not exceed \$7,500.00. Robert Dreyer made a motion to approve Resolution 2025-006 for the District database and GIS maintenance services from Control Point Associates, Inc. Roger Gravatt seconded the motion and the motion passed by the following roll call vote: Mr. Patterson – yes, Mr. Gravatt - yes, Mr. Dreyer – 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\*\*

2. Monmouth County & Middlesex County Fairs

- The District will be participating at the Monmouth County Fair, July 24<sup>th</sup> – 28<sup>th</sup> and Middlesex County Fair, August 5<sup>th</sup> – 11<sup>th</sup>. Information on conservation, pollinator gardens, trout in the classroom and educational activity books for children in grades K – 8<sup>th</sup> will be provided.

3. Computer Update

- Work continues with Control Point Associates to complete the conversion.

4. Staffing

- Notices of employment opportunity will be posted for the forrester and clerical positions.

*XI: Reports from other Agencies*

- None in attendance

*XII: Old Business*

- There was no old business to discuss this month.

*XIII: New Business*

1. Robert Dreyer made a motion to approve the attached list for July of certified Soil Erosion and Sediment Control plans. Roger Gravatt seconded the motion and the motion passed unanimously.
2. Robert Dreyer made a motion to approve the attached list of denied Soil Erosion and Sediment Control plans this month. Roger Gravatt seconded the motion and the motion passed unanimously.
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, September 11<sup>th</sup> at 1:30 pm.

Charles Buscaglia  
Chairman

Andrea Farparan  
Secretary