

FREEHOLD SOIL CONSERVATION DISTRICT

Regular Meeting
September 11, 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

	<i>Present</i>	<i>Absent</i>
Charles Buscaglia	x	
Bob Dreyer	x	
Don Patterson		x
Roger Gravatt	x	
Wayne VanHise	x (via phone)	
Staff Present:	Timothy Thomas, Paul Califano, and Andrea Farparan	
Others Present:	Clare Flanagan, District Conservationist, Natural Resources Conservation Services (NRCS)	

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 July 10, 2024, regular meeting. Robert Dreyer 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 (read by Timothy Thomas)

The Board members reviewed the Treasurer's Report. Robert Dreyer made a motion to approve the Treasurer Report as presented. Roger Gravatt seconded the motion. The motion passed unanimously. Robert Dreyer made a motion to withdraw \$500,000 from the Chapter 251 Money Market account and open a Certificate of Deposit, term and rate to be determined. Roger Gravatt seconded the motion. The motion passed unanimously.

VII. Bills for Payment

The Board reviewed the bills for payment as approved by the Committee of Purchase for August in the amount of \$195,340.58, (list attached). Wayne VanHise made a motion to pay the bills as presented for August. Robert Dreyer seconded the motion. The motion passed by the following roll call vote: Mr. Dreyer – yes, Mr. Gravatt – yes, Mr. VanHise – yes, and Mr. Buscaglia – yes.

The Board reviewed the bills for payment for September in the amount of \$183,442.88 (list attached). Wayne VanHise made a motion to pay the bills as presented for September. Robert Dreyer seconded the motion. The motion passed by the following roll call vote: Mr. Dreyer – yes, Mr. Gravatt – yes, Mr. VanHise – yes, and Mr. Buscaglia – yes.

VIII. Correspondence

The District received correspondence from the New Jersey Association of Conservation Districts (NJACD) thanking the Board of Supervisors and the District staff for a second year of hosting the New Jersey Envirothon.

IX. Committee Report

No reports this month

X. District Manager's Report

1. Staff Report

- Tim Thomas and Andrea Farparan have composed the job description for the clerical position. Tim and Bill Brash composed the job description for the Forrester position. After reviewing the different options to post the job openings, it was decided to post the openings with Indeed.com. The District utilized Indeed.com for prior hiring needs with successful results.

2. Truck Bid

- A bid packet will be prepared to be sent out and published for a 2025 Ford Maverick or equal with and without the trade-in of the 2016 Ford Escape.

3. Unclaimed Property

- Mr. Buscaglia informed Tim Thomas that the District was listed in the unclaimed property posting in the newspaper. Tim contacted the State of New Jersey Department of the Treasury Unclaimed Property Administration for more information. According to the Administration, a total amount of \$8,831.56 is due to the District. The District will provide the necessary documentation requested in order to claim the funds.

4. Bill Brash Contract

- As approved under the Professional Development and Public information category of the Fiscal Year 2025 Budget, Mr. Brash will assist in training the Forrester, upon hiring. It is anticipated the Forrester position will provide non-251 income for the District.

5. Signature Cards

- Freehold Bank has provided new signatures cards for the District's accounts. This is needed to remove Christina LaBianca and add Andrea Farparan as a signer for the accounts.

6. Computer Update

- The new database was installed on Thursday, September 5th and is working great. The original database was 35 years old.

XI: Reports from other Agencies

Clare Flanagan, NRCS

- A State Cost Share plan for three (3) irrigation wells for Twin Pond Farms in Howell was presented for District signature. Robert Dreyer made a motion to sign the plan. Roger Gravatt seconded the motion. The motion passed unanimously.
- Clare announced that she will be retiring September 30th, 2024.

XII: Old Business

There was no old business to discuss at this time.

XIII: New Business

1. Robert Dreyer made a motion to approve the attached list of certified Soil Erosion and Sediment Control plans. Wayne VanHise seconded the motion. 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

Robert Dreyer made a motion to adjourn the meeting. Roger Gravatt seconded the motion. The motion passed unanimously. The next scheduled meeting is Wednesday, October 9th, at 1:30 pm.

Charles Buscaglia
Chairman

Andrea Farparan
Secretary