

FREEHOLD SOIL CONSERVATION DISTRICT

Regular Meeting
July 9, 2025

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

Roger Gravatt

x

Wayne Van Hise

x via phone

Staff Present: Timothy Thomas, District Manager, Paul Califano, Assistant District Manager and Andrea Farparan, Board Secretary

Others Present: Tairi Melchiorre, Acting District Conservationist, Natural Resources Conservation Service (NRCS),

IV. Compliance Statement

Secretary Farparan confirmed that pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-6, et seq., adequate notice of this meeting was provided at least 48 hours in advance by publishing in the Asbury Park Press and the Home News Tribune, mailing the Monmouth and Middlesex County Clerks and posting at the entrance to the District office, a notice giving the time, date, location and, to the extent known, the agenda of this meeting, and stating whether formal action may or may not be taken.

V. Reports from other Agencies

Tairi Melchiorre, Acting District Conservationist, Natural Resources Conservation Service (NRCS) presented a Conservation Plan for signature. The plan is for thinning, invasive weed control and tree/shrub establishment at Edgemere Park in Sea Girt. Supervisor Dreyer made a motion to sign the plan. Supervisor Van Hise seconded the motion. The motion passed unanimously. Ms. Melchiorre also provided updates on the status of NRCS staffing needs and funding approvals. An invitation was extended to attend the 60th anniversary event of the Cape May Plant Materials Center being held on Thursday, September 25, 2025.

VI. Approval of Minutes

The Board members reviewed the minutes of the June 18, 2025, regular meeting. Supervisor Gravatt made a motion to approve the minutes of the regular meeting as presented. Supervisor Van Hise seconded the motion. The motion passed unanimously.

VII. Treasurer's Report (read by District Manager Thomas)

The Board reviewed the Treasurer's Report. Supervisor Gravatt made a motion to approve the Treasurer's Report as presented. Supervisor Dreyer seconded the motion. The motion passed unanimously.

VIII. Bills for Payment

The Board reviewed the final bills for payment for June (end of fiscal year 2025) as approved by the Committee of Purchase (in the amount of \$62,715.75, list attached). Supervisor Dreyer made a motion to pay the bills as presented. Supervisor Gravatt seconded the motion. The motion passed by the following roll call vote: Supervisor Gravatt – yes, Supervisor Van Hise – yes, Supervisor Dreyer – yes, and Supervisor Buscaglia – yes.

The Board reviewed the bills for payment for July (in the amount of \$ 92,146.33, list attached). Supervisor Dreyer made a motion to pay the bills as presented. Supervisor Gravatt seconded the motion. The motion passed by the following roll call vote: Supervisor Gravatt - yes, Supervisor Van Hise - yes, Supervisor Dreyer – yes, and Supervisor Buscaglia – yes.

IX. Correspondence

The District received correspondence from Ines Zimmerman, retired District Manager, regarding reinstating her daughter as a dependent under her retiree health benefits coverage. Ms. Zimmerman's daughter will be eligible for coverage as a full time college student until the age of 31, in accordance with the provisions of *Chapter 88 P.L. 1974*. Supervisor Dreyer made a motion to approve health benefits coverage for Ms. Zimmerman's daughter. Supervisor Gravatt seconded the motion. The motion passed by the following roll call vote: Supervisor Gravatt - yes, Supervisor Van Hise - yes, Supervisor Dreyer – yes, and Supervisor Buscaglia – yes.

X. Committee Report

None to be discussed

XI. District Manager's Report

1. Fiscal Year 2026 Reorganization:

Authorization of Annual Cash Management Plan

- ❖ Resolution 2026-001 was presented to the Board authorizing an annual cash management plan. Supervisor Dreyer made a motion to approve the resolution and Supervisor Gravatt seconded the motion. The resolution passed by the following roll call vote: Supervisor Gravatt – yes, Supervisor Van Hise – yes, Supervisor Dreyer – yes and Supervisor Buscaglia – yes.

Authorization of Bank Accounts

- ❖ Resolution 2026-002 was presented to the Board designating banks to be used for opening an account during the fiscal year. Supervisor Gravatt made a motion to approve the resolution and Supervisor Dreyer seconded the motion. The resolution passed by the following roll call vote: Supervisor Gravatt – yes, Supervisor Van Hise – yes, Supervisor Dreyer – yes and Supervisor Buscaglia– yes.

Section one, page one, Board Members

- ❖ Supervisor Gravatt made a motion to have Charles Buscaglia remain as Chairman. Supervisor Dreyer seconded the motion. Supervisor Gravatt made a motion to have Robert Dreyer remain as Vice-Chairman. Supervisor Van Hise seconded the motion. Supervisor Van Hise made a motion to appoint Roger Gravatt as Treasurer. Supervisor Dreyer seconded the motion. Supervisor Wayne Van Hise will remain as Supervisor. All motions passed by the following roll call vote: Supervisor Gravatt – yes, Supervisor Van Hise – yes, Supervisor Dreyer – yes and Supervisor Buscaglia – yes.

Section two, page one, Committees

- ❖ Supervisor Dreyer made a motion for Supervisor Buscaglia to be on the Scholarship Committee. Supervisor Gravatt seconded the motion. Supervisor Gravatt made a motion for Supervisor Dreyer be an alternate on the County Agricultural Development Board Committee. Supervisor Van Hise seconded the motion. Supervisor Gravatt made a motion for District Manager Thomas to be on the Middlesex County Board of Agriculture Committee with Supervisor Dreyer as alternate. Supervisor Van Hise seconded the motion. All motions passed unanimously.

Section two, page two, Nominating Committee

- ❖ A discussion transpired regarding the vacant spots on the Nominating Committee. Supervisor Dreyer made a motion for District Manager Thomas to recruit members to serve on the Nominating Committee and to call a meeting of the Committee once the committee has been established. Supervisor Van Hise seconded the motion. The motion passed unanimously.

Section three, page one, Meeting Dates

- ❖ Supervisor Dreyer made a motion to list the regularly scheduled meeting dates through July of 2026 as the second Wednesday of each month with a 1:30 pm start. Supervisor Van Hise seconded the motion and the motion unanimously passed.
- ❖ A copy of these dates and times will be provided to the Monmouth County Clerk and the Middlesex County Clerk, be published in the Asbury Park Press and Home News Tribune and be 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 2026 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. Supervisor Dreyer made a motion to approve Resolution 2026-003 for legal services. Supervisor Gravatt seconded the motion and motion passed by the following roll call vote: Supervisor Gravatt – yes, Supervisor Van Hise – yes, Supervisor Dreyer – yes and Supervisor Buscaglia – yes.

- ❖ *Annual Audit:* Certification of availability of funds in the appropriation known as “Professional Services” of the fiscal year 2026 budget was confirmed for audit services from Suplee, Clooney & Company not to exceed \$12,650.00 (to also include the CIG accounts). Supervisor Dryer made a motion to approve Resolution 2026-004 for the District audit. Supervisor Gravatt seconded the motion and the motion passed by the following roll call vote: Supervisor Gravatt – yes, Supervisor Van Hise – yes, Supervisor Dreyer – yes, and Supervisor Buscaglia – yes.
- ❖ *Computer and Network Maintenance:* Certification of availability of funds in the appropriation known as “Building and Utilities” of the fiscal year 2026 budget was confirmed for computer and network maintenance services from Freehold Township not to exceed \$18,000.00. Supervisor Gravatt made a motion to approve Resolution 2026-005 for the District computer and network maintenance. Supervisor Van Hise seconded the motion and the motion passed by the following roll call vote: Supervisor Gravatt – yes, Supervisor Van Hise – yes, Supervisor Dreyer – yes, and Supervisor Buscaglia – yes.
- ❖ *Computer Database and GIS Maintenance:* Certification of availability of funds in the appropriation known as “Building and Utilities” of the fiscal year 2026 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. Supervisor Dreyer made a motion to approve Resolution 2026-006 for the District database and GIS maintenance services from Control Point Associates, Inc. Supervisor Van Hise seconded the motion and the motion passed by the following roll call vote: Supervisor Gravatt – yes, Supervisor Van Hise – yes, Supervisor Dreyer – yes, and Supervisor Buscaglia – yes.
- ❖ Notice of contracts awarded will be published in the local newspaper and posted on the District website
 - 2. Monmouth County & Middlesex County Fairs
 - The District will be participating at the Monmouth County Fair, July 23rd– 27th and Middlesex County Fair, August 4th–10th. Information on conservation, pollinator gardens, trout in the classroom and educational activity books for children in grades K–8th will be distributed.
 - 3. Nominating Committee
 - District Manager Thomas will recruit members to serve on the Nominating Committee.

XII: Old Business

- None to be discussed

XIII: New Business

1. Supervisor Gravatt made a motion to approve the attached list of certified Soil Erosion and Sediment Control plans. Supervisor Van Hise 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

Supervisor Van Hise made a motion to adjourn the meeting. Supervisor Dreyer seconded the motion. The motion passed unanimously. The next scheduled meeting is Wednesday, August 13th at 1:30 pm.

Charles Buscaglia
Chairman

Andrea Farparan
Secretary