

OCEAN COUNTY SOIL CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
714 LACEY ROAD, FORKED RIVER, NJ 08731
July 18, 2019 – FY 20
MINUTES

I. CALL TO ORDER – The meeting was called to order by Dr. William Pollock at 8:00 am. Dr. Pollock confirmed that announcements for the meeting were made pursuant to the Open Public Meetings Act and forwarded to the Asbury Park Press, The Press of Atlantic City and the Ocean County Clerk.

Present were Supervisors: Dr. William Pollock, Chairman, Tony DiLodovico, Vice Chairman, Dr. Michael Gross, Secretary, Martha Maxwell-Doyle and Charlene Costaris, Treasurer

Others Present: Doug Kauffman, Natural Resources Conservation Service (NRCS), Christine Raabe, District Director, Jean Baluski, Resource Conservationist and Donna Cramer, Assistant Office Manager from Ocean County Soil Conservation District (OCSCD)

II. FLAG SALUTE – Dr. Pollock led the salute to the flag of the United States of America.

III. AGENDA – Motion to approve the amended agenda for today’s meeting made by Charlene Costaris, seconded by Dr. Michael Gross. Roll call vote: unanimous.

IV. MINUTES- The May 16, 2019 minutes were approved on a motion by Charlene Costaris, seconded by Dr. Michael Gross. Roll call vote: unanimous.

V. REPORTS TO BOARD – Natural Resources Conservation Service (NRCS) update –

- A. See attached report from Doug Kauffman. Motion to approve 3 applications eligible for certification made by Tony DiLodovico, seconded by Martha Maxwell-Doyle.
- B. Discussion regarding irrigation pond on Emley Farm without a farm plan, currently in violation. NRCS has been asked to step in and assist. With the approval of DEP and OCSCD, NRCS is willing to provide assistance in developing a farm conservation plan.

VI. CORRESPONDENCE –

- A. Annual Ethics Training – Frank Minch, State Soil Conservation Committee (SSCC) Executive Secretary to forward Christine Raabe the link for training.
- B. Template to update MOA (MOU) partnering with NRCS was sent to all Soil Districts for review. The MOA will be presented at a future meeting.
- C. The Annual Conference for New Jersey Association of Conservation District (NJACD) has been scheduled for Monday, December 2, 2019 at the Eco Complex. Agenda to follow.
- D. Regional Coordination Meeting with NJDEP and the Soil Conservation Districts, Jean Baluski and Christine Raabe in attendance on behalf of the District. The discussion was to reestablish coordination of the role that Districts play in implementing and enforcing the Departments 5G3 General Permits. Email from Rich Paull of NJDEP mentioning critical components that Districts are to follow for basic compliance. DEP asks that Districts use the incident hotline with complaints. Inspection Report checklist to be adopted and used across Districts as part of enforcement.
- E. Letter from Cape Atlantic Soil Conservation District regarding Supervisor Performance Standards. Christine to forward previous OCSCD Board comments for review.
- F. Thank You card addressed to Becky Laboy from Ocean County Sierra Club
- G. Verbal recognition to Ramon Mejia and Amanda Foster
- H. Comprehensive Conservation and Management Plan for Barnagat Bay (CCMP) is now available for public review and comment until August 31, 2019.

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VII. TREASURY REPORT – The monthly report for May 2019 showed total holdings \$3,680,564.08. June 2019 showed total holdings of \$3,690,710.19. A motion to accept the report was made by Charlene Costaris, seconded by Martha Maxwell-Doyle. Roll call vote: unanimous.

VIII. BILLS AND CLAIMS – May monthly Chapter 251 disbursements were \$105,948.54. General account disbursements were \$0.00. June monthly Chapter 251 disbursements were \$78,782.12. General account disbursements were \$0.00. A motion to accept the report was made by Martha Maxwell-Doyle, seconded by Dr. Michael Gross. Roll call vote: unanimous.

IX. REPORTS OF STANDING COMMITTEES – Education update –See attached report from Becky Laboy, Education Outreach Specialist.

X. REPORTS OF SPECIAL (AD HOC) COMMITTEES – Tony DiLodovico reported that the Stormwater Phase 1 Rules will be finalized by the deadline date in December. Currently working on updating the BMP Manual and dealing with infiltration. Tony will keep us updated.

XI. PUBLIC COMMENT – None

XII. CHAPTER 251 –

- A. The Board moved to approve the Chapter 251 certified and re-certified plans.
 - B. Stop Work Order issued on June 11, 2019 for SCD#19056 Jackson Crossing II – Block 3001, Lot 2; Jackson Township for working on an uncertified plan and erosion issues. They are working with District staff to resolve the issue.
 - C. On on-site meeting was held on June 13, 2019 regarding Great Adventure Solar Project to see what needs to be done in order for a temporary CO. Recommendations were given.
 - D. Discussion of rearranging of staff territories. New Staff will be incorporated in with inspections once their training has been completed.
- Motion to approve made by Martha Maxwell-Doyle and seconded by Dr. Michael Gross. Roll call vote: unanimous.

XIII. OLD BUSINESS –

- A. The Cape-Atlantic Soil Conservation District shared service is working out very well with review workload. Agreement renewed until December 31, 2019.
- B. As a member of the Training Sub-Committee, Christine Raabe reported that there is a need for new training. All Soil District staff are eligible for Civil Service Commission training. Christine reached out to Ocean County, who also offers training that applies to District staff for a fee.
- C. Jersey Friendly Yards Conference to be held on October 19, 2019 from 8:30 am to 3:30 pm at Ocean County College in Toms River.

XIV. NEW BUSINESS –

- A. Two (2) new Inspectors to begin employment with the District on Monday, July 22, 2019
- B. Modified budget (reflecting additional grant funds and contracts). Motion to accept made by Dr. Michael Gross and seconded by Charlene Costaris. Roll call vote: unanimous.
- C. Parking lot repair proposal received. If needed, the District has approval to use the business parking lot next-door while the District lot is being repaired.

XV. OTHER ANNOUNCEMENTS - None

XVI. EXECUTIVE SESSION – Motion to go into Executive Session at 9:05 am. made by Martha Maxwell-Doyle, seconded by Tony DiLodovico. Roll call vote: unanimous. Motion to close the Executive Session at 9:10 am. made by Martha Maxwell-Doyle, seconded by Tony DiLodovico. Roll call vote: unanimous.

A. Recommended Staff Salary Increase & Title changes: Effective the first pay period of August 2019 (7/20/19-8/2/19) for the following:

Kristin Adams to Erosion Control Specialist with a range change to 19, Step 1, increasing her salary to \$47,107.07.

Brittany Moore to Erosion Control Specialist with a range change to 19, Step 1, increasing her salary to \$47,107.07.

Jessica Pinto to Erosion Control Specialist with a range change to 19, Step 3, increasing her salary to \$51,419.79.

Jean Baluski pay increase with a range change to 26, Step 8, increasing her salary to \$85,937.43.

Donna Cramer pay increase with a range change to 17, Step 9, increasing her salary to \$58,766.58.

Amanda Foster pay increase with a range change to 10, Step 4, increasing her salary to \$35,949.31.

Jennifer Gardner pay increase with a range change to 17, Step 2, increasing her salary to \$45,053.25.

Georgie Grieb pay increase with a range change to 17, Step 2, increasing her salary to \$45,053.25.

Ramon Mejia pay increase with a range change to 17, Step 2, increasing his salary to \$45,053.25.

Motion to approve made by Charlene Costaris, seconded by Dr. Michael Gross. Roll call vote: unanimous.

XVII. ANNOUNCEMENT OF NEXT DISTRICT MEETING – September 19, 2019

XVIII. ADJOURNMENT –

The meeting was adjourned at 9:15 am. Move for adjournment made by Tony DiLodovico, seconded by Charlene Costaris. Roll call vote: unanimous.

Respectfully submitted,

Christine R. Raabe
District Director

CRR: dc

Dr. Michael Gross, Secretary