

OCEAN COUNTY SOIL CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
714 LACEY ROAD, FORKED RIVER, NJ 08731  
September 19, 2019 – FY20

**MINUTES**

**I. CALL TO ORDER** – The meeting was called to order by Dr. William Pollock at 7:58 a.m.

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 - Dr. Michael Gross, Secretary - Charlene Costaris, Treasurer - Tony DiLodovico, Vice Chairman

**Others Present:** Christine Raabe, District Director - Donna Cramer, Assistant Office Manager - Brittany Moore, Erosion Control Specialist - Jessica Pinto, Erosion Control Specialist - Kristin Adams, Erosion Control Specialist

**Absent:** Martha Maxwell-Doyle

**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. PUBLIC SESSION – BRIEF INITIAL COMMENT BY CHAIRMAN WILLIAM POLLOCK**

- Purpose of meeting to re-visit prior compensation decisions and review new compensation inquiries/matters;
- Reminder of Board’s ability to reject compensation requests, adjust personnel compensation at any time (increase or decrease), and that ranges and steps are not guaranteed.

**V. FORMAL RESOLUTION TO GO INTO IMMEDIATE EXECUTIVE SESSION**

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

- The Board will act on a formal resolution to meet in immediate closed/executive session to discuss matters involving terms and conditions of employment. Specifically, personnel actions will be considered and straw-voted regarding employees considering documents/information (where applicable) obtained or reviewed from the District and/or personnel.
- The Board will then act on a formal resolution to vote on the aforementioned personnel actions in Public Session.

**VI. EXECUTIVE SESSION** – Motion to go into Executive Session at 8:05 a.m. made by Charlene Costaris, seconded by Dr. Michael Gross. Roll call vote: unanimous. Motion to close the Executive Session at 8:24 a.m. made by Tony DiLodovico, seconded by Dr. Michael Gross. Roll call vote: unanimous

**VII.** Motion to go into Public Session at 8:30 a.m. made by Charlene Costaris, seconded by Dr. Michael Gross. Roll call vote: unanimous

Recommended Merit Bonus and Pay/Step Increase for Christine Raabe: A payroll clerical error was made in January 2019 in the amount of \$1,148.45. Rather than reimburse the District, the Board considered a one-time merit bonus to Christine for successfully completing the Certified Public Manager course. Salary increase effective the first pay period of January 2020 with a range change to 30, Step 8, increasing her salary to \$103,598.77.

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

**VIII. PUBLIC COMMENT** –

Jessica stated that the motivation behind her letter was due to the new level of responsibility and being & feeling valued by the District. By asking for more than one step is about the job of Erosion Control Specialist being significantly more difficult than the previous job. Jessica was not sure if the Board was aware of the increase of responsibility and that there is a significant difference between being an Inspector vs. Erosion Control Specialist. Jessica acknowledged that she was not aware a request for an increase in salary could not be used as a grievance.

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Jessica apologized for handling it the wrong way and thanked the Board for taking the time to discuss the matter. Brittany stated that what they are looking for is a larger separation in salary between an Inspector level to the Erosion Control Specialist level.

Kristin stated that she plans to make a career at the District which is why it was important to express to the Board what the Board may or may not be aware of. Kristin thanked the Board for the Board's time and consideration.

Motion to discuss made by Charlene Costaris, seconded by Dr. Michael Gross. Roll call vote: unanimous  
Board discussion and review of documentation. Recommended Staff Salary Increase: Effective September 28, 2019 for the following:

- Brittany Moore to Erosion Control Specialist with a range change to 19, Step 2, increasing her salary to \$49,263.43. Motion to approve made by Dr. Michael Gross, seconded by Charlene Costaris. Roll call vote: unanimous
- Kristin Adams to Erosion Control Specialist with a range change to 19, Step 2, increasing her salary to \$49,263.43. Motion to approve made by Charlene Costaris, seconded by Dr. Michael Gross. Roll call vote: unanimous
- Jessica Pinto to Erosion Control Specialist with a range change to 19, Step 4, increasing her salary to \$53,576.15. Motion to approve made by Tony DiLodovico, seconded by Dr. Michael Gross. Roll call vote: unanimous

Motion to go out of Public Session at 9:05 a.m. made by Tony DiLodovico, seconded by Dr. Michael Gross. Roll call vote: unanimous. Motion to continue regular Board meeting at 9:05 a.m. made by Charlene Costaris, seconded by Dr. Michael Gross. Roll call vote: unanimous

**IX. MINUTES-** The July 18, 2019 minutes were approved on a motion by Charlene Costaris, seconded by Dr. Michael Gross. Roll call vote: unanimous  
**Tony DiLodovico excused himself from the rest of the meeting at 9:07 a.m.**

**X. REPORTS TO BOARD –**

State Soil Conservation Committee update – State Soil Conservation Committee meeting to be held on Monday, 10/23/19 at their new building on Rt. 29.

**XI. CORRESPONDENCE –**

- A. Thank you note from the National Association of Conservation Districts (NACD) for the Districts 2019 membership.
- B. NJ Association of Conservation Districts (NJACD) 2019 Joint Annual Conference and Achievement Awards Save-The-Date 12/2/19 at the Eco Complex in Bordentown, NJ.
- C. Stormwater Rule compliance memo received on 8/12/19 from Frank Minch, Executive Secretary for State Soil Conservation Committee (SSCC) providing clarification and instruction when agricultural development activities are subject to the NJDEP stormwater rules.
- D. Technical memo from Frank Minch regarding 5G3 Policy for the Stormwater Discharge Permit in coordination with NJDEP.
- E. Mandatory Annual Ethics Training for staff and Board members.
- F. Outside Activity Questionnaire for all staff completed.
- G. Frank Minch, SSCC instructed Districts to forward concerns to him until further notice during NJ State Erosion Control Engineer John Showler's absence.
- H. Notification received from Rich Belcher, NJ Dept. of Agriculture/SSCC announced his retirement, effective January 1, 2020.

**XII. TREASURY REPORT –**

The monthly report for July 2019 showed total holdings of \$3,704,711.43 and August 2019 showed total holdings of \$3,753,226.06. A motion to accept the report was made by Charlene Costaris and seconded by Dr. Michael Gross. Roll call vote: unanimous

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**XIII. BILLS AND CLAIMS –**

July 2019 Chapter 251 disbursements were \$93,320.62. General account disbursements were \$70.00. Chapter 251 August disbursements were \$124,533.50. General account disbursements were \$0.00.

A motion to accept the report was made by Dr. Michael Gross, seconded by Charlene Costaris.

Roll call vote: unanimous

**XIV. REPORTS OF STANDING COMMITTEES –**

Education update –See attached report from Becky Laboy, Education Outreach Specialist

**XV. REPORTS OF SPECIAL (AD HOC) COMMITTEES – None**

**XVI. CHAPTER 251 –**

- A. The Board moved to approve the Chapter 251 certified and re-certified plans. Motion to approve made by Dr. Michael Gross, seconded by Charlene Costaris. Roll call vote: unanimous
- B. Stop Work Order issues on 8/7/19 for Block 4, Lot (s) 211.03, 211.08, 211.09; Eagleswood Township. Needs plan submitted.
- C. SCD#21050; Block 40, Lot 42.04; Ocean Township, rescinded Stop Work Order on 9/18/19.
- D. SCD#18123; Osborn Sea-Bay Condos; Block 25, Lot 4; Brick Township follow up meeting held on 8/15/19.
- E. SCD#16547; Sebbag; Block 13601, Lot 10; Jackson Township, rescinded Stop Work Order on 7/18/19.

A motion to approve above items B-E made by Dr. Michael Gross, seconded by Charlene Costaris. Roll call vote: unanimous

- F. Quarterly Report for reference

**XVII. OLD BUSINESS –**

- A. Parking lot repaired/repainted with 3 additional spaces and a 3year guarantee for the work.
- B. Jersey Friendly Yards Save-The-Date conference to be held on 10/19/19 at the Ocean County College. There are up to 70 registrations so far with a limit of 250 people.
- C. Training and Policies session on Sexual Harassment Prevention and Drug/Alcohol Free Workplace for District staff held on 8/5/19 and 8/22/19 at the County of Ocean Administration Building in Toms River.
- D. Contract with Barnegat Bay Partnership for work on Jersey Friendly Yards.
- E. Update on South Jersey RC&D grant for Lakewood basins. DEP to present a formal agreement.
- F. Other- None

**XVIII. NEW BUSINESS –**

- A. \$300.00 donation to the Lupus Foundation of America in memory of Mary Ellen DiLodovico. Motion to approve moved by Charlene Costaris, seconded by Dr. Michael Gross. Roll call vote: unanimous
- B. District landscaping discussed. Board requested a revised quote with just what is necessary for improvement.
- C. District clothing order placed. District logo wear to be worn by technical staff.
- D. Updated District chain of operations flowchart distributed for review.
- E. District staff Jessica Pinto and Ramon Mejia to attend OSHA Safety training workshop on 10/17/19 at Rutgers School of Public Health, Newark NJ.
- F. District staff Brittany Moore and Kristin Adams to attend Villanova Storm Water Management Symposium conference 10/16/19-10/17/19.
- G. NJ Civil Service Commission Employee Advisory Service Agreement. \$78.00 for all 13 employees annually. Motion to approve moved by Dr. Michael Gross, seconded by Charlene Costaris. Roll call vote: unanimous

**XIX. OTHER ANNOUNCEMENTS- None**

**XX. ANNOUNCEMENT OF NEXT DISTRICT MEETING – November 21, 2019**

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**XXI. ADJOURNMENT –**

The meeting was adjourned at 9:43 a.m. Move for adjournment made by Dr. Michael Gross, seconded by Charlene Costaris. Roll call vote: unanimous

Respectfully submitted,

Christine R. Raabe,  
District Director

CRR: dc

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Dr. Michael Gross, Secretary