

OCEAN COUNTY SOIL CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
714 LACEY ROAD, FORKED RIVER, NJ 08731
May 20, 2021 FY21

MINUTES

I. CALL TO ORDER – The meeting was called to order by Dr. William Pollock at 8:07am. 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. The meeting was remotely held via WebEx. Meeting number: 132 542 3424. Password: 47UnvP5nQfv (47868756 from phones and video systems). Join by phone +1-415-655-0001 US Toll.

Supervisors present via teleconference: Dr. William Pollock, Chairman, Dr. Michael Gross, Secretary, Charlene Costaris, Treasurer, Martha Maxwell-Doyle. Others present via teleconference: Nicole Ciccaglione, Natural Resources Conservation Services (NRCS), Christine Raabe, District Director, Jean Baluski, Assistant District Director and Becky Laboy, Education Outreach Specialist, Ocean County Soil Conservation District (OCSCD).

II. FLAG SALUTE – Dr. Pollock led the flag salute.

III. AGENDA – Approval of the agenda.

The following items are additions to the agenda-

- VI- Correspondence – “other” NRCS Survey.
- XII – Chapter 251 – Stop Work Order – SCD#19353
- XIII - Old Business – Candidate for Office Manager.
- XIV - New Business - SJRCD membership

Dr. Pollock called for a motion to approve amended agenda. Martha Maxwell Doyle moved: Dr. Michael Gross seconded. Roll call vote: unanimous.

IV. MINUTES – Dr. Pollock called for a motion to approve the minutes of the March 28, 2021 meeting. Motion was moved by Charlene Costaris, seconded by Dr. Michael Gross. Roll call vote: unanimous.

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

Nicole Ciccaglione reported that NRCS has been processing EQUIP applications and all Ocean County applications have been approved. Four have obligated contracts and presented those plans for certification: 1 is for Quail Habitat, 1 is a Forest Plan, and 2 are approved for aquaculture. Dr. Pollock called for a motion to accept and approve the 4 plans. Motion approved by Martha, seconded by Dr. Gross. All in favor – “aye”. Dr. Pollock gave permission to use signature stamp to sign them.

NRCS requires that districts review the USDA Civil Rights Checklist. Nicole screen-shared the document and reviewed the Checklist with the Board. Dr. Pollock confirmed the Board received the information from Christine via email. Regarding the status of the NRCS & District Memorandum of Understanding (MOU), Nicole indicated that the State Soil Conservation Committee /Frank Minch provided comments on it and the document is now being finalized by NRCS Grants and Agreements Committee. Once completed, the Board will review the MOU and vote.

VI. CORRESPONDENCE –

- A. Received a handwritten letter from an applicant complimenting Amanda and Jessica’s professionalism and assistance.
- B. NJACD Regional Supervisors Meetings on May 11– OCSCD Board participated and, different than the usual dinner, a good virtual event.
- C. SADC has DRAFT Soil Restoration Standards for Preserved Farmland and are looking for comments before they are published officially in the register for open public comment. Christine asked Jessica Pinto to review them from a technical SESC/Chapter 251 perspective. It is an effort to protect soil resources in a detailed manner on preserved farms. The Board is welcome to comment Frank Minch requests comments by mid-June. Christine will resend/email them to the Board.
- D. There are several Watershed Management Plans being developed for the Barnegat Bay watershed. Christine initiated District involvement and assigned SESC technical staff to participate in the plans for their territory. Barnegat Bay Partnership has a 319 grant to develop a Toms River Watershed Management Plan, and a similar agreement to do a Cedar Creek, Oyster Creek and Forked River

Watershed Management Plan. Rutgers University, Center for Remote Sensing is developing a plan for Little Egg Harbor and the Southern Bay. All meetings are currently being held virtually, and multiple technical staff are attending and participating. When Watershed Management Plans are approved at the state level for 319 funding, the District will be in a good position to apply for grants.

- E. Frank Minch requested OCSCD/Christine participation in a Strategic Planning effort for the entire NJSESC Program. Sylvia Kovacs (Chairperson for Upper Delaware Soil District (Sussex – Warren counties) and on SSCC) is leading the effort.
- F. NRCS has a national initiative with their partnerships to review and reinvigorate the National Conservation Planning Program – and a NJ committee has formed, Evan Madlinger, Acting State Resource Conservationist with NRCS is organizing the group. OCSCD/Christine is on this committee. Since NRCS cannot hold Local Work Group meetings in person due to COVID-19, a survey has been created and distributed to help identify natural resource priorities. The Board is encouraged to take the survey. It is lengthy, but you can skip items. It should take about 20 minutes to complete. You need to rank a couple different things as high and low priority for resource concerns. Deadline for completing it is in July.

VII. MONTHLY STATEMENT OF THE TREASURER (Jan and Feb) – Dr. Pollock asked if there were any questions or discussion. Hearing none, Dr. Pollock asked for a motion to accept the Monthly Statement of the Treasurer. Dr. Gross motioned, Martha seconded. Roll call vote: unanimous.

VIII. BILLS AND CLAIMS – (Feb, March, April), Chapter 251 and General (attachment A) Dr. Pollock asked for a motion to approve the Bills and Claims. Ms. Costaris moved the motion, Ms. Maxwell-Doyle seconded. Roll call vote: unanimous.

IX. REPORT OF STANDING COMMITTEES – Education update – B. Laboy Report. Dr. Pollock stated the Board received a nice Report from Becky and asked if she would like to add anything. Becky Laboy, Education Outreach Specialist reported that next year will be OCSCD's 25th anniversary of the Barnegat Bay Environmental Educators Roundtable, and that OCSCD will start planning soon for this program. Christine added that Becky is doing a program tonight at the Toms River Library. Becky also stated that OCSCD partnered with BBP to install a Jersey-Friendly garden at Ocean County College.

X. REPORTS OF SPECIAL (AD HOC) COMMITTEES – None.

XI. PUBLIC COMMENT – None

XII. CHAPTER 251 – Certified Plans, Re-Certifications, Amendments, Incomplete and Denied Plans

- A. Dr. Pollock asked for a motion to approve the submitted recommendations. Ms. Maxwell-Doyle moved the motion. Charlene seconded. Roll Call vote: unanimous.
- B. Stop-Work Order – Dr. Pollock noted we have 2 Stop Work Orders. Jean reported for the first Stop Work Order in Barnegat Twp, the District does not have any application or plans for this project. They started without a plan, and no temporary controls. The second Stop Work Order, SCD #19353, (in Stafford Township), the applicant did not recertify their plan. They are working without a certified plan and have temporary controls which need to be repaired. Dr. Pollock called for a motion. Charlene moved the motion, Martha seconded. Roll Call: unanimous
- C. SCD #21656, NJ Outboards, the site plan is (Block 882, Berkeley Township) Site is in compliance. Dr. Pollock asked for a motion to rescind the Stop Work Order. Charlene moved the motion. Martha seconded. Roll call: Unanimous.
- D. Quarterly Report submitted to SSCC – Provided to the Board as informational only.

XIII. OLD BUSINESS –

- A. Renewal of Shared Services Agreement with Cape-Atlantic Soil Conservation District, July 1 – December 31, 2021. Informational. Has already been approved by the Board and was ratified by their Board and is in place. This arrangement is working our well and is mutually beneficial.
- B. Safety Manual – Christine state that it is still under development. Martha offered to review it when it gets close to finalizing.

- C. Christine and Jean spent considerable time reviewing applications for the position of Office Manager. The process included various scoring/ranking mechanisms, a practicum test and conducted interviews this week. Christina Mooney was offered the position. She has accepted and is starting on Monday, at Range 21, Step 4 at a salary of \$61,041.44. Jean asked for Board approval to have her be able to sign checks. Dr. Pollock asked for a motion to approve hiring Christina Mooney at the rate stated and to have her be able to sign checks. Martha moved the motion, as stated. Dr. Gross seconded. Roll Call: unanimous.
- D. Updating the Employee Manual – Christine said we are continuing to update it.
- E. NRCS-RCPP Conservation Opportunities for Advancing Sustainable Technology for Aquaculture Leases (COASTAL) the District did not get approved for funding. Kristin Adams and Christine had a meeting with Nick Saumweber to go over the proposal and suggestions/comments from the national review committee for improvement for the next application. Nick encouraged OCSCD to re-apply for the next Fall RFP and to resubmit. OCSCD will continue to look for additional funding and continue to pursue growing the aquaculture initiative. OCSCD remains involved in BBP’s Shellfish Working Group and will maintain established partnerships.
- F. Ford Focus – Board gave permission to donate the vehicle at the March meeting. Jean will identify an appropriate organization to donate it to.
- G. South Jersey RCD Council – NJDEP 2018 Water Quality Restoration Grant titled: Lakewood Township Stormwater Basin Retrofit (WM20-008). Ocean and Camden Districts are doing the grant project together under the leadership of the SJRC&D Council. With the grant funds, SJRC&D purchased a new seed drill appropriate for going into small areas. Lakewood Public Works is storing the drill when it is not in use. They planted a basin at the Lakewood Blue Claws stadium yesterday with the drill. Another basin on the Avenue of Americas as been identified for retrofit. Christine stated that she is now the Chairperson for the SJRCD Council. Jack Sworaski, previous Chairman, is retiring. Goal is to encourage other Districts and counties to have active representation on SJRC&D and explore opportunities for more grants (SJRC&D is a 501c3 organization.) The NJDEP 319 program indicated that the RFP is coming out soon and will be focused on the Delaware River watershed. Martha stated that the North Jersey RCD just joined the Climate Alliance, and as the co-chair, she asked Christine to consider if SJRC&D would join the Climate Alliance as well. They have about 2 meetings a year.

XIV. NEW BUSINESS –

- A. Review/Approval of FY 22 Annual Plan of Operations – Dr. Pollock asked for a motion and a roll call vote. Martha offered a comment to include aquaculture as a priority area in the APO, otherwise looks good. Charlene concurred. Christine clarified that she would add it. Martha indicated that the document is a “living document” and can be and should be changed anytime when new opportunities and activities are added. Christine added that Becky references the number and letter of each item on the APO in her Education Reports. Dr. Pollock asked for a motion to approve the APO FY22. Motion moved by Dr. Gross and seconded by Charlene. Roll Call: unanimous
- B. NJACD requesting an annual dues of \$850 – Dr. Pollock asked for a motion. Martha moved the motion. Charlene seconded. Roll Call: unanimous.
- C. NACD/TAG total amount of award for TA2021 (SPARC year 2) is \$43,750. Dr. Pollock asked that the Board approve accepting the monetary award from NACD/TAG for the second year of aquaculture grant. Dr. Gross moved the motion, Charlene seconded. Roll Call: unanimous.
- D. Renew subcontract with BBP for Education Outreach and Stewardship assistance. Martha is abstained/recused herself from this discussion and vote. The discussion is to continue Becky’s work with Karen Walzer of the BBP.
- E. SJRCD annual membership is \$300. Dr. Pollock as for a motion to approve the membership fee. Motion moved by Martha. Seconded by Charlene. All in favor, none opposed.

EXECUTIVE SESSION: Dr. Pollock stated that the Board is moving into Executive session for personnel matters. Asked for a motion to move into Executive session. Dr. Gross moved the motion, and Martha Maxwell-Doyle seconded it. Motion to close Executive Session made by Martha Maxwell-Doyle, seconded by Charlene Costaris. Roll call vote: unanimous.

Pursuant to the requirements of Open Public Meetings Act, N.J.S. A. 10:4-12, that at a meeting of the Board of Supervisors to be held on May 20, 2021 at 8:00 am at the District office, the Board will have a discussion which could affect the terms and conditions of employment. Specifically, the Board will discuss Amanda Sullivan promotion to District Clerk II & all full-time employees receiving a merit pay. All employees were served a "Rice Letter" pursuant to Rice vs. Union Cty. Reg. High School Bd. of Ed., 155 N.J. Super. 64 (App. Div. 1977), cert. den. 76 N.J. 238 (1978).

Motion to approve promotion effective May 22, 2021 for Amanda Sullivan to District Clerk II with a range change to 14, Step 1, increasing her salary to \$39,293.57.

Motion to approve by Martha Maxwell-Doyle, seconded by Charlene Costaris. All in favor: unanimous.

Motion to approve one time Merit Pay to all full-time staff for all the extra effort and dedication for the past 15 months due to the COVID19 pandemic and public health emergency. This merit pay suggested to be \$100/ month for every employee that worked the entire 15 months, and pro-rated for Luis Almeyda and Alexandra Augustino who started January 4, 2021.

Motion to approve by Martha Maxwell-Doyle, seconded by Charlene Costaris. All in favor: unanimous.

XV. ANNOUNCEMENT OF NEXT MEETING – July 15, 2021, to be held remotely via WebEx.

XVI. ADJOURNMENT –

Dr. Pollock asked for a motion to adjourn the meeting. Martha Maxwell-Doyle moved a motion for adjournment – seconded by Dr. Gross. All agreed. Dr. Pollock adjourned the meeting.

Respectfully,

Christine R. Raabe
District Director

CRR: rl

Dr. Michael Gross, Secretary