

OCEAN COUNTY SOIL CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
714 LACEY ROAD, FORKED RIVER, NJ 08731
January 21, 2021 – FY 21
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. The meeting was held via WebEx. Meeting number (access code): 132 534 7711. Meeting password: nZbPGabw738 (69274229 from phones and video systems). Join by phone +1-408-418-9388 United States Toll.

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

Others present via teleconference: Christine Raabe, District Director, Jean Baluski, Assistant Director and Donna Cramer, Assistant Office Manager from Ocean County Soil Conservation District (OCSCD or District).

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

III. AGENDA – Approval of the agenda moved by Martha Maxwell-Doyle, seconded by Dr. Michael Gross. Roll call vote: unanimous.

IV. MINUTES- Approval of the 11/19/20 minutes moved by Dr. Michael Gross, seconded by Charlene Costaris. Roll call vote: unanimous.

V. REPORTS TO BOARD – Natural Resources Conservation Service (NRCS) - None

VI. CORRESPONDENCE –

- A. Christine reported the subcommittee discussion review of Supervisor Performance Policies, including performance standards, the policy and nomination procedure. Letter received from Burlington Soil Conservation District (BSCD) regarding the process for creating a nominating committee. Policies to be adopted at the March State Committee Meeting.
- B. New Jersey Department of Agriculture (NJDA) has relocated to the Health and Agriculture building at 200 Riverview Plaza (by the stadium). The P.O. Box 300 remains.
- C. The New Jersey Association of Conservation District (NJACD) Annual Meeting was held on 11/16/20. The recorded training session can be found on the NJACD website: <https://www.njacd.org/training.html>
- D. Other – None

VII. TREASURY REPORT – The monthly report for November 2020 showed total holdings \$3,685,622.29. December 2020 showed total holdings of \$3,747,144.07. A motion to accept the report was made by Charlene Costaris, seconded by Dr. Michael Gross. Roll call vote: unanimous.

VIII. BILLS AND CLAIMS – November monthly Chapter 251 disbursements were \$83,133.00. General account disbursements were \$239.00. December monthly Chapter 251 disbursements were \$100,875.79. General account disbursements were \$37.45. October through December 2020 Chapter 251 disbursements were \$275,060.94. General account disbursements were \$571.45. A motion to approve made by Dr. Michael Gross, seconded by Martha Maxwell-Doyle. 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 – None

XI. PUBLIC COMMENT – None

XII. CHAPTER 251 –

- A. The Board moved to approve the Chapter 251 Certified Plans, Re-Certifications, Amendments, Incomplete and Denied Plans. Motion to approve made by Charlene Costaris, seconded by Dr. Michael Gross. Roll call vote: unanimous.
- B. Review of Quarterly Report
- C. Discussion regarding Harbor View Estates, LLC (SCD#13007). Status: ongoing.

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- D. John Showler continues to provide review assistance and technical training to District staff.
- E. Other - None

XIII. OLD BUSINESS –

- A. Inspectors Luis Almeyda and Alexandra Augustino, start date 1/4/21 at an annual salary of \$42,895.85.
- B. 2020 Audit finalized. Motion to approve made by Charlene Costaris, seconded by Dr. Michael Gross. Roll call vote: unanimous.
- C. Shared Services Agreement with Cape Atlantic Soil Conservation District (CASCD) will continue “as needed”.
- D. COVID19 Executive Order 192 Employee Self-Screening and office protocol continues to be followed.
- E. Other - None

XIV. NEW BUSINESS –

- A. Annual Resolutions: 2021-1, Election of Officers/Chairman: Dr. William Pollock, Vice Chairman: Tony DiLodovico, Secretary: Dr. Michael Gross, Treasurer: Charlene Costaris. Motion to approve made by Charlene Costaris, seconded by Martha Maxwell-Doyle. Roll call vote: unanimous; 2021-2, Professional Services. Motion to approve by Martha Maxwell-Doyle, seconded by Dr. William Pollock. Roll call vote: unanimous; 2021-3, District’s Official Publications. Motion to approve made by Martha Maxwell-Doyle, seconded by Charlene Costaris. Roll call vote: unanimous; 2021-4, Standing Committees/ Legislation: Tony DiLodovico, General Operations & Programs: Tony DiLodovico, Dr. William Pollock, Martha Maxwell-Doyle. Fiscal Administration: Charlene Costaris and Dr. Michael Gross. Environmental Education & Public Information: Dr. William Pollock, Building: Dr. Michael Gross. Motion to approve by Charlene Costaris, seconded by Martha Maxwell-Doyle. Roll call vote: unanimous.
- B. 2021 Poster Contest theme: *Healthy Forests = Healthy Communities*. OCSCD Grand Prize at \$50.00. Details can be found on the District website: www.SoilDistrict.org.
- C. NACD Technical Assistance Grant is accepting applications for round two. District staff Kristin Adams and SPARC/Aquaculture program are currently participating. The District will reapply. Applications due date 2/21/21.
- D. Discussion regarding District employees dental insurance premium. Resolution will be presented at the 3/18/21 Board meeting for approval.
- E. The 2021 Roundtable will be held virtually. Becky Laboy is currently working on the program. Various partners in the county will be presenting.
- F. Appointment of 2021 Nominating Committee members (Dr. William Pollock & Tony DiLodovico terms expire 6/30/21). Jean Baluski to contact Frank Minch regarding new rules and paperwork.
- G. Discussion to change the District lights to LED. Board approval not necessary unless the cost goes above what is permissible, as per the minimum bid threshold.
- H. Request to accept Audit Proposal from Nightlinger, Colavita & Volpa for FY21. Motion to approve made by Martha Maxwell-Doyle, seconded by Dr. Michael Gross. Roll call vote: unanimous.
- I. Other –
 - 1. Christine was asked to be SJRC&D Chairman. Some discussion about the involvement. The Board agreed to allow her to accept the position if she agrees.
 - 2. Discussion about record retention for legal documents. Jean Baluski to find out how long the documents need to be kept and will let the Board know at the next meeting.

XV. OTHER ANNOUNCEMENTS – None

XVI. EXECUTIVE SESSION – None

XVII. ANNOUNCEMENT OF NEXT DISTRICT MEETING – 3/18/21

XVIII. ADJOURNMENT – The meeting was adjourned at 8:59 am. Move for adjournment made by Dr. Michael Gross, seconded by Martha Maxwell-Doyle. Roll call vote: unanimous.

Respectfully submitted,

Christine R. Raabe
District Director

CRR: dc