

OCEAN COUNTY SOIL CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
714 LACEY ROAD, FORKED RIVER, NJ 08731  
July 15, 2021

- I. **CALL TO ORDER** - The meeting was called to order by Dr. William Pollock at 8:10am. 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: 1329 12 0923. Password: yAWJawsM335 (92952976 from phones and video systems). Join by phone +1-415-655-0001.  
  
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 Christina Mooney, Office Manager, Ocean County Soil Conservation District (OCSCD).
- II. **FLAG SALUTE** – Dr. Pollock led the flag salute.
- III. **APPROVAL OF AGENDA-**  
Dr. Pollock called for a motion to approve the agenda. Martha Maxwell-Doyle moved; Dr. Michael Gross seconded. Roll Call vote: unanimous.
- IV. **APPROVAL OF PREVIOUS MINUTES (May 20, 2021)** – Dr. Pollock called for a motion to approve the minutes of the May 20, 2021, meeting. Motion was so moved by Ms. Costaris and seconded by Dr. Gross. Roll Call was a unanimous vote.
- V. **REPORTS TO BOARD** – Natural Resources Conservation Service (NRCS)  
Nicole Ciccaglione reported that NRCS is almost done 2021 contracting with only three remaining for approval. The three items for District Board certification include two conservation plans tied to EQUIP contracts. One is approved for aquaculture and one approved for quail. In addition, there is a family farm preservation plan for certification. Nicole emphasized that Kristin Adams from OCSCD and Kate from NRCS worked jointly on all the aquaculture projects this year. Dr. Pollock called for a motion to accept and approve three plans. So moved by Ms. Maxwell-Doyle and seconded by Dr. Gross.  
  
State Soil Conservation Committee (SSCC) – No Report
- VI. **CORRESPONDENCE**
  - A. Permit Extension Act (PEA) – Termination:  
Christine Raabe explained the PEA was terminated when the Governor declared the Public Health State of Emergency & State of Emergency over with EO 244. District needs to reach out to anyone who applied for the extension. Jean Baluski stated there is a tolling period from when extension expired and the District will inform all related parties at least 60 days before expiration. See Bulletin from SSCC. Ms. Raabe mentioned some projects did not apply/register, do not get the extension.
  - B. Resignation of Supervisor Anthony DiLodovico & Emeritus status.  
Ms. Raabe sent a letter to SSCC regarding Mr. DiLodovico’s resignation, time of service and request to give him Emeritus status on the board. Ms. Raabe reiterated that Mr. DiLodovico resigned due to change in residency outside of NJ/Ocean County. We are waiting on State committee to approve Emeritus status. Emeritus is non-voting member who is available for his expertise.  
Ms. Maxwell Doyle recommended a plaque and letter to commemorate his service.  
Ms. Costaris moved to approve and Ms. Maxwell-Doyle seconded. It was decided Ms. Mooney, Office Manager at OCSCD, and Ms. Maxwell-Doyle would spearhead the effort.
  - C. SSCC Strategic Planning Effort - Ms. Raabe stated she had joined the SSCC for Strategic Planning. Planning effort is being led by Frank Minch and Sylvia Kovacs (SSCC Member and Upper Delaware SCD). The first meeting was on Monday, in person at Mercer County Soil District, but Ms. Raabe

OCEAN COUNTY SOIL CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
714 LACEY ROAD, FORKED RIVER, NJ 08731  
July 15, 2021

attended virtually. There are four district managers on the committee with Frank and Sylvia focusing on an intense effort to try to eliminate inconsistencies between the Districts.

- D. Other: Dr. Pollock received a card from Becky Laboy, Education Specialist at OCSCD thanking the Board for the COVID related merit pay and flexibility during the pandemic. Dr. Pollock read the card.

**VII. MONTHLY STATEMENT OF TREASURER (May & June)**

Dr. Pollock asked if there were any questions regarding the reports. Since there were none, Dr. Pollock asked for a motion to accept the Monthly Statement of the Treasurer. Ms. Maxwell-Doyle motioned, and Ms. Costaris seconded. Roll call vote was unanimous.

Dr. Pollock suggested the District should look into hiring an electrician to install a couple plugs for hybrid and electric vehicles. He then asked if we purchased anything large. Ms. Mooney confirmed the purchase of Toyota Rav4 Hybrid for \$26,233.00

**VIII. BILLS AND CLAIMS - (April, May & June) Chapter 251 & General - Roll call vote**

Dr. Pollock asked for a motion to approve the Bills and Claims. Ms. Costaris motioned, and Dr. Gross seconded the motion. The roll call vote was unanimous.

**IX. REPORTS OF STANDING COMMITTEES -**

Education update – Becky Laboy sent her report as she was unable to attend the meeting due to a programming conflict. Ms. Maxwell-Doyle stated that BBP has contracted with Ms. Laboy for Jersey - Friendly Yards. She acknowledged Becky's work and involvement.

Ms. Raabe announced the Roundtable in 2022 is 25th Anniversary. She is looking forward to "in person" celebration of all of the great education, outreach and teaching about the Bay. The Roundtable will be the third Wednesday in April as it always has been.

**X. REPORTS OF SPECIAL (AD HOC) COMMITTEES**

None presenting.

**XI. PUBLIC COMMENT**

None

**XII. CHAPTER 251 – Certified Plans, Re-Certifications, Amendments, Incomplete and Denied Plans (attachment B)**

- A. Dr. Pollock asked for a motion to approve the submitted recommendations. Ms. Costaris moved the motion, Dr. Gross seconded. The roll call vote was unanimous.
- B. SCD#22380; 408 Broadway Holdings LLC–Site Plan; Block 8, Lots 29 & 30; Barnegat Light Twp, Stop Work Order issued. Ms. Baluski stated that the project was close to finishing the work the District requested in order to rescind the SWO. Site has been shut down since SWO was issued.
- C. SCD#21451; The Lofts at Barnegat – Site Plan; Block 195, Lot 10.01; Barnegat Township, SWO issued Ms. Baluski reported that the project was almost done correcting the required issues in order to rescind SWO. Dr. Pollock asked for a motion to approve the SWO. Ms. Costaris motioned, and Dr. Gross seconded. The roll call vote was unanimous.
- D. SCD #7800-Seacrest Pines, Barnegat - Issues/Complaints  
Ms. Baluski stated the major issue is flooding/stormwater. The District has received multiple complaints from residents. Two separate companies, DR Horton and 4 Star, are each doing a different phase. Ms. Baluski went to site with John Showler, and there are still ongoing issues. The builders are addressing issues as District staff relay them. The site has some sediment in the street and stockpiles. The site engineer must find a solution for the large amount of water. The District enforces the SESC Act/Chapter 251 and flooding is not part of the Act; however, if it erodes and moves soil, the District can help guide/suggest solutions. The SCD# (7800) indicates how old the project is. Most of the issue is that many of the homes are occupied and it's still a very active construction site. She is in constant contact with Barnegat's Township engineer. Sean

OCEAN COUNTY SOIL CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
714 LACEY ROAD, FORKED RIVER, NJ 08731  
July 15, 2021

Yeats, Inspector, is on site regularly. Ms. Raabe informed NJDEP and Stormwater Enforcement. Barnegat is nearing issuing a SWO. The site contractors are implementing various BMPs, including super sill fence and hay bales but there is too much water as a result of extreme weather events/intense rainfall amounts, and the BMPs keep failing. Ms. Baluski stated that the site may be an ongoing situation.

E. Other:

Ms. Costaris asked if there is anything new on Lower Shore Road in Barnegat. Ms. Baluski stated Mr. Yeats will follow-up. The District has not received an application for this project.

**XIII. OLD BUSINESS**

- A. Continue to develop District Standards Operating Procedures (SOPs) This is an ongoing process.
- B. District Safety Manual – Under final development
- C. Updating Employee Manual in process. Last Approved Manual was January,2019. The District has issued necessary updates through staff memos and addendum.
- D. 2008 Ford Focus. The board previously approved donating the vehicle and it was donated to Vehicles for Veterans. The District received a letter that Vehicles for Veterans received \$2700 for the vehicle at auction.
- E. The New vehicle, Toyota 2020 RAV4 arrived.  
Ms. Baluski confirmed she got title and tags. The DMV said the District should have county plates. Frank Minch told Ms. Baluski to reach out to Sandy Myers, Upper Delaware SCD, regarding vehicle plates.
- F. SJRC&D – Tour de Farms Move to new business.

**XIV. NEW BUSINESS**

- A. M&T Bank CD - The CD is due for renewal in Sept. District Board needs to discuss action. Ms. Raabe said she will reach out to Nina at Ocean First Bank to confirm if we can get a higher rate. Ms. Baluski mentioned that Mr. Minch is looking into GUDPA with the DAG. Ms. Baluski confirmed interest rates on 5yr CDs and stated the 251 Investment account at Ocean First makes .3% interest. Dr. Pollock requested Ms. Baluski send an email with rates at a variety of banks and the Board will straw vote via email then there will be official at the September meeting. Christina Mooney to investigate CD rates with various banks.  
Ms. Baluski stated Ms. Mooney will provide excel file with bank, CD rates, etc.
- B. Transfer Money from 251 checking to 251 investment account.  
Ms. Baluski noted that the investment account makes more interest than the checking account. Last year the District took out money from investment account (\$110,610) to cover pension payments. Ms. Baluski would like to transfer the money back. Ms. Maxwell-Doyle motioned to allow the transfer and Ms. Costaris seconded the motion. The roll call was unanimous.
- C. OPRA Custodian. Previously, Donna Cramer and Christine Raabe were custodians. Since Ms. Cramer left the District, Christina Mooney designated as new OPRA Custodian. Dr. Gross motioned to approve, and Ms. Maxwell-Doyle seconded. The roll call was unanimous.
- D. Postage Machine upgrade to new model. New postage machine as the current one is causing issues and delays. Current lease is \$144 monthly and new lease would be \$163 monthly but more efficient. Ms. Costaris motioned to approve the upgrade and Ms. Maxwell-Doyle seconded. The roll call vote was unanimous to approve the upgrade.
- E. District Landscaping/weed control. Per Ms. Raabe, the District received a verbal warning from Lacey Township that there were complaints of weeds. The District staff weed whacked and cleaned up the grounds that same day. No ticket was issued from the Township. Ms. Raabe suggested we hire a landscaping company for seasonal and regular maintenance. Ms. Mooney reviewing two landscaping quotes. Ms. Maxwell Doyle motioned to allow Ms. Raabe and Ms. Mooney to do what needs to be done to keep the grounds maintained in a cost-effective manner. Dr. Gross seconded. The roll call vote was unanimous.
- F. Center for Learning and Improving Performance (CLIP) Civil Service Commission

OCEAN COUNTY SOIL CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
714 LACEY ROAD, FORKED RIVER, NJ 08731  
July 15, 2021

- G. Ms. Raabe has been investigating the opportunity to join the Civil Service’s online training platform. District staff are officially now members of the Civil Service Commission’s CLIP Training program. There are 1000’s of programs. Many programs are free; other specialized certifications cost money (i.e. Certified Public Manager that C. Raabe achieved in 2019.) . The cost is \$45 a year per staff member. Most staff are current members of Fred Pryor which is \$299/year, so this may replace that. CLIP may assist in streamlining the whole process.
- H. District Annual Report - Ms. Raabe stated she is working on the Annual Report. Ms. Laboy has put out an outline which was shared with the board. The purpose is mostly to update constituents, partners, etc. The plan is to post online and mail to municipalities. This would be a good opportunity to introduce district staff. It will include a summary of 251 activities, current grants and education initiatives.
- I. USDA/NRCS grant application for UAIP with NJACD, CASCD & Morris SCD. Deadline for submission is July 30. Max amount of the grant is \$200K. The main goal is to create a template to write an urban agriculture action plan. The NJACD is the applicant. Ms. Raabe will keep board posted on the progress. Expect determination by end of August.
- J. SJRCD event - Tour des Farms Request for \$200 sponsorship. The Tour des Farms is scheduled for 9/11/21. Ms. Costaris motioned to approve the donation and Ms. Maxwell-Doyle seconded. Upon a roll call, the approval was unanimous.
- K. Other  
Ms. Costaris asked, “What about replacing Tony?” Ms. Raabe explained that there is a Nomination process overseen by a Nominating Committee named by the District Board. Ms. Raabe stated, the Board, at their discretion, can ask the District staff to assist. We must advertise for the position, gather resumes and letters of interest and interview candidates for Board membership. Ms. Costaris said the sooner we get the seat filled the better but knows of no candidates at the moment. Ms. Baluski stated that there used to be a standing nominating committee. Ms. Raabe confirmed the nominating committee is the one that does the solicitation. Ms. Maxwell-Doyle suggested we get the rules than proceed with the matter.

- XV. EXECUTIVE SESSION – Approval of Minutes, District Legal Matter  
At 9:50a, Ms. Maxwell-Doyle moved we leave regular session and move into executive. Ms. Costaris seconded. Ms. Costaris then moved to open executive session and Ms. Maxwell-Doyle seconded. Roll call was unanimous.  
General Session: CR executive session minutes approved from May 20.

**XVI. ANNOUNCEMENT OF NEXT DISTRICT MEETING – September 16, 2021, and November 18, 2021**

**XVII. ITEMS FOR NEXT MEETING**

**XVIII. ADJOURNMENT**

Dr. Gross motioned to adjourn the meeting and Ms. Maxwell-Doyle seconded.  
The meeting was adjourned at 10:09am