

OCEAN COUNTY SOIL CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
714 LACEY ROAD, FORKED RIVER, NJ 08731
November 18, 2021, FY22

Minutes

The meeting was called to order by Dr. William Pollock at 8:00am. Dr. Pollock confirmed 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 remotely via WebEx. [OCSCD Board Meeting Link](#) Meeting number: 132 307 9912 Password: 38fwJ3QceJ3 (38395372 from phones and video systems). Join by phone +1-415-655-0001 US Toll.

Christine Raabe announced she was recording the meeting.

Supervisors present via teleconference: Dr. William Pollock, Chairman, Dr. Michael Gross, Secretary, Charlene Costaris, Martha Maxwell-Doyle. Others present via teleconference: Christine Raabe, District Director, Jean Baluski, Assistant District Director, and Christina Mooney, Office Manager, Ocean County Soil Conservation District (OCSCD).

- I. **FLAG SALUTE**- Dr. Pollock led the flag salute
- II. **APPROVAL OF AGENDA** – Dr. Pollock called for a motion to approve the agenda. Martha Maxwell-Doyle moved; Dr. Michael Gross seconded. Roll call vote was unanimous.
- III. **APPROVAL OF PREVIOUS MINUTES (September 16, 2021)** – Dr. Pollock called for a motion to approve the minutes of the September 16, 2021, meeting. Motion was so moved by Ms. Maxwell-Doyle and seconded by Charlene Costaris. Roll call vote was unanimous.
- IV. **REPORTS TO BOARD** – There were no reports to the Board from NRCS or SSCC.
- V. **CORRESPONDENCE**
 - A. SJRC&D – Thank you/Tour des Farms –Letter thanking the District for sponsorship of the 2021 Tour des Farm.
 - B. NJACD – Annual Meeting details and other correspondence – Ms. Raabe stated the annual business meeting was changed to a virtual platform. Ms. Raabe received a request for any OCSCD staff that would be willing or able to work on the Envirothon coordination for 2023. Awaiting further details about hours required, time commitment and funding.
 - C. NRCS/SCD MOUs – NRCS is redoing Memorandum of Understanding with all soil districts (since spring 2020). OCSCD is waiting for approval from both NJ and NRCS legal teams. Currently, OCSCD does not have MOU with NRCS.
 - D. Other – Mr. Dan Kuti, NJDEP, announced that the revised 5G3 Stormwater permit is out for 30-day public comment. Ms. Raabe agreed to forward to the board for review. SSCC will submit comments on behalf of NJ SCDs.
- VI. **MONTHLY STATEMENT OF TREASURER (September & October)** – Dr. Pollock asked for a motion to accept the monthly statement of the treasurer. Ms. Costaris motions and Dr. Gross seconded. Roll call vote was unanimous.
- VII. **BILLS AND CLAIMS - (September & October) Chapter 251 & General** - Dr. Pollock asked for a motion to accept the monthly statement of the treasurer. Ms. Costaris motions and Dr. Gross seconded. The roll call vote was unanimous.
- VIII. **REPORTS OF STANDING COMMITTEES** - Education update – Rebecca Laboy, Education Outreach Specialist with OCSCD, submitted the report to the board digitally prior to the meeting. All members confirmed receipt. Brief discussion of contents. Recognition by Board of level of professionalism and diversity of programs.
- 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 and Dr. Gross seconded the motion. The roll call vote was unanimous.
 - B. Quarterly Report (FY22-1st Quarter) – There were no questions regarding the Quarterly Report.
 - C. SCD#21250; Colfax St Townhouses-Site Plan; Block 537, Lots 49, 97, 100, 101; Colfax Street; Toms River Twp, Stop Work Order (SWO) issued 9-30-21. Ms. Baluski discussed and provided a summary of the SWO.
 - D. SCD#20915; Adventure Crossing II-Site Plan; Block 3001, Lots 2, 3, 4; Jackson Twp, SWO issued 9/16/21. Ms. Baluski discussed and provided a summary of the SWO.
 - E. Block: 190, Lot: 63; Ridge Avenue; Lakewood Township. SWO issued 10/4/21. Ms. Baluski discussed and provided a summary of the SWO.
 - F. SCD#22589; Shaindel – Site Plan; Block 396 Lot 1.02 & Block 402 Lot 2; Lakewood Township SWO rescinded 10/14/21
 - G. SCD#22350; Callaco Construction – Subdivision; Block: 2887, Lot: 2.13-2.20; Porter Ct; Lacey Township. Ms. Baluski discussed and explained that the project started working without a certified plan.

Dr. Pollock asked for a motion to approve the stated Stop Work Orders. Ms. Costaris motioned and Ms. Maxwell-Doyle seconded. The roll call approval was unanimous.
- XIII. **OLD BUSINESS**
 - A. Continue to develop SOPs – Procedures for all administrative processes and plan procedures. Ms. Raabe stated this is an ongoing process with all staff involved.
 - B. USDA/NRCS grant application for UAIP with NJACD, OCSCD, CASCD & Morris SCD –Although the group did not receive funding, there is discussion of reapplying for future opportunities. Staff (B. Laboy & J. Pinto) acknowledged for efforts.
 - C. SSCC Strategic Planning Effort – Being presented to SSCC Executive Committee – Ms. Raabe is involved with four other District managers. Recommendations will be presented to Executive Committee in December by Frank Minch.

- D. Full Report of CD Rates for Board decision – Ms. Mooney shared chart of CD rates from local banks. The board reviewed the rates and discussed. Ms. Costaris motioned to move the CD to Provident Bank for one year and Dr. Gross seconded. The roll call vote approval was unanimous. Ms. Baluski stated the CD must be covered under GUDPA (Government Unit Deposit Protection Act).
- E. District Annual Report – Draft – Ms. Raabe stated the report is almost ready to publish. The report will be digital on the OCSCD website as interactive magazine and will be sent via Constant Contact. Ms. Raabe asked if the board would like to see the report before it is sent. Ms. Costaris said yes and suggests not sending until after the holidays and New Year. Ms. Maxwell-Doyle agreed and suggested we may want to print some for distribution to legislative districts, partners, municipalities, commissioners, etc.
- F. OCSCD Board Nominating Committee – Ms. Raabe stated there is a need to fill a board seat and asked the board to come up with possible members of nominating committee. Ms. Raabe suggested reaching out to previous members of members of committee. Ms. Baluski stated we must have five committee members at a meeting. Ms. Raabe stated the process includes solicitating for applicants, receiving resumes and letters of interest and is similar to the hiring process. Ms. Raabe will draft letter inviting people to join nominating committee and will seek board input for suggestions. Ms. Costaris recommended asking Tony for suggestions. Dr. Gross asked if Mr. DiLodovico can be on the nominating committee. Ms. Raabe stated she will run that by Frank Minch for a definite answer.

XIV. NEW BUSINESS

- A. Hiring Inspector I – Ms. Raabe stated there is a need to hire an Inspector I. Ms. Raabe would like to go back to list from January's search. Dr. Pollock asked for motion to approve. Ms. Maxwell-Doyle motioned, and Dr. Gross seconded the motion. The roll call vote was unanimous.
- B. ASPA- (American Society for Public Administration)– Ms. Raabe stated the membership is \$60 per year. Renewal.
- C. Shared Services Agreement with Cape- Atlantic – Extended/Expanded – Ms. Raabe stated OCSCD was reviewing the agreement every 6 months for the past three years but decided to extend it longer and broaden the scope. The agreement was redrafted for 5 years, Cape Atlantic SCD board met yesterday and decided on 3 years. There is an out clause for both parties with 30-day notice. Ms. Maxwell-Doyle said the agreement sounds good and she would like to see a copy of the agreement. Motion to approve. Motion passed.
- D. NACD/TAG SPARC Year 2 – K. Adams & BBP Shellfish Working Group – Ms. Raabe stated Kristin is back from her leave on a one day a week basis to work on grant related projects. OCSCD did receive 2nd year of funding for SPARC. Ms. Adams received her Apprentice Conservation Planner Certification from NRCS. Ms. Adams has been asked to co-chair the BBP Shellfish Working Group. There is a meeting coming up this month and Ms. Adams' role as co-chair will count in TAG Grant.
- E. Holiday Hours for Office – Ms. Raabe suggested that since Christmas Eve and New Year's Eve fall on Friday, the District close on 12/23 and 12/30. Board agreed unanimously.
- F. Other – Ms. Raabe and Ms. Baluski discussed an overload of clerical work and would like to hire part time clerk. The clerk would work 15-20 hours a week at \$15-\$20 an hour. Board approved to advertise and proceed.

- XV. **EXECUTIVE SESSION** – At 9:02am. Ms. Maxwell-Doyle moved to leave regular session and move to Executive Session. Ms. Costaris seconded. All in favor. At 9:10am Ms. Costaris motioned to return to regular session and Dr. Gross seconded. Board returned to regular session.

Dr. Pollock stated there is a need for a motion to hire Inspector 1 and promote Ramon Mejia to Erosion Control Specialist at pay Range 19, Step 1 (\$49,010.92). Ms. Costaris motioned; Dr. Gross seconded. The motion passed with a unanimous roll call vote. Ms. Raabe announced the employment cessation of Luis Almeyda, Inspector I, effective date of 11/16/21. Ms. Maxwell-Doyle moved to memorialize; Dr. Gross seconded. The motion passed with a roll call vote 1 neigh, 3 yay.

At 9:15am, a member of the public joined the WebEx.

XVI. ANNOUNCEMENT OF NEXT DISTRICT MEETING – January 20, 2022

Ms. Raabe asked if the board would prefer to keep meeting remotely or to meet in person. Ms. Costaris prefers in person. Dr. Pollock stated as long as the numbers allow it, he would do it. Dr. Gross prefers remote because of another meeting at 9:30 on Thursdays. Ms. Maxwell-Doyle requested we still offer the hybrid option. Ms. Raabe stated there is always an option to call in but to plan on meeting person for the next meeting.

XVII. ITEMS FOR NEXT MEETING

- XVIII. **ADJOURNMENT** – Dr. Gross motioned to adjourn the meeting and Ms. Maxwell-Doyle seconded. The meeting was adjourned at 9:22am.

Dr Pollock left meeting at 8:17am – Returned 8:22a