

OCEAN COUNTY SOIL CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
714 LACEY ROAD, FORKED RIVER, NJ 08731
January 20, 2022, FY22

Minutes

The meeting was called to order by Dr. William Pollock at 8:01am. Dr. Pollock confirmed announcements for the meeting were made pursuant to the Open Public Meetings Act, Chapter 231, P.L. 1975, CIO: 4-18, 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.

Supervisors present via teleconference: Dr. William Pollock, Chairman, Dr. Michael Gross, Secretary, Marth Maxwell-Doyle, Anthony DiLodovico, Member Emeritus, and Charlene Costaris, Treasurer, who joined at 8:08am. Others present via teleconference: Christine Raabe, Director, Jean Baluski, District Assistant Director, Christina Mooney, Office Manager, Ocean County Soil Conservation District (OCSCD). Also present via teleconference was Nicole Ciccaglione from the Natural Resources Conservation Service (NRCS).

AGENDA

- I. CALL TO ORDER
- II. FLAG SALUTE
- III. APPROVAL OF AGENDA- Roll call vote – Dr. Pollock called for a motion to approve the agenda. Ms. Martha Maxwell-Doyle moved; Dr. Michael Gross seconded. Roll call vote was unanimous.
- IV. APPROVAL OF PREVIOUS MINUTES (November 18, 2021) - Roll call vote – Dr. Pollock called for a motion to approve the minutes of the November 18, 2021 meeting. Motion was so moved by Dr Gross and seconded by Ms. Maxwell-Doyle. Roll call vote was unanimous.
- V. REPORTS TO BOARD – Natural Resources Conservation Service (NRCS) & State Soil Conservation Committee (SSCC)
Nicole Ciccaglione, NRCS, stated they are reviewing 2022 applications. They have received a total of 50 applications in the Columbus office. Five of the applications were from Ocean County, all are for aquaculture purposes, and all have passed eligibility. The deadline for ranking the applications is the end of February. Ms. Ciccaglione reported there is nothing requiring signature or certification from the board.
Ms. Christine Raabe asked if Kristin Adams from OCSCD is assisting with conservation plan review. Ms. Ciccaglione stated that Ms. Adams is in process of getting clearance and a link pass. In addition, Ms. Adams will be working in field with NRCS but waiting for a NRCS computer.
There was no report from SSCC.
- VI. CORRESPONDENCE
 - A. NJACD Annual Meeting – 3/28/22, To be held in person at Freehold SCD – Ms. Raabe stated the meeting is currently planned as in person and will be an all-day meeting beginning at 7am. Registration due by February 1st. Ms. Maxwell-Doyle asked if there will be a virtual option being offered? Ms. Raabe stated she will look into it and confirm with the board.
 - B. Frank Minch Promotion to Director, Division of Agricultural and Natural Resources – Ms. Raabe confirmed that Mr. Minsch Frank will still serve Executive Director of SSCC along with his new roll.
 - C. NJ Dept. of Agriculture remains on hybrid schedule until end of January pending COVID updates – Ms. Raabe will keep the board updated on changes.
- VII. MONTHLY STATEMENT OF TREASURER (November & December) - Roll call vote – Dr. Pollock asked for a motion to accept the monthly statement of the treasurer. Dr. Gross motioned and Ms. Maxwell-Doyle seconded. Roll call vote was unanimous.
- VIII. BILLS AND CLAIMS - (October, November & December) 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. Roll call vote was unanimous.
- IX. REPORTS OF STANDING COMMITTEES - Education update – Ms. Becky Laboy submitted the report. All board members confirmed receipt. Becky continues to write monthly newsletters which are posted on the District website. Ms. Laboy is leading a Jersey Friendly Yards webinar hosted by Great Swamp Watershed Association with 197 participants registered.
- X. REPORTS OF SPECIAL (AD HOC) COMMITTEES - None reporting

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 and reports. Ms. Costaris moved, and Dr. Gross seconded the motion. The roll call vote was unanimous.
- B. Quarterly Report (FY22-2nd Quarter) – As submitted to SSCC. Just shared as FYI to Board.
- C. SCD#20915; Adventure Crossing II – Site Plan; Block 3001, Lots 2, 3, & 4; Jackson Twp, SWO rescinded 12-9-2021 Dr. Pollock asked for a motion to approve the rescinding of the SWO. Ms. Maxwell-Doyle motioned, and Dr. Gross seconded. Passed.

XIII. OLD BUSINESS

- A. Inspector – Benjamin Hayden started 01/03/2022 at an annual salary of \$42,895.85
- B. Update on CD Rates – Ms. Christina Mooney reviewed the local CD rates with the board and explained that the CD was not moved to Provident Bank as discussed at the November 18, 2021, meeting due to the rates being lower than reported. Ms. Raabe reported the funds were withdrawn from the M&T bank CD and placed in the 251 account with Ocean First Bank. Ms. Maxwell-Doyle moved to put the funds in 1yr CD at Manasquan Bank; Ms. Costaris seconded. Roll call vote was unanimous. Ms. Mooney agreed to find out if all board members need to sign for account the new account.
- C. District Annual Report – Ms. Raabe stated the report is close to being completed and she will share the updated version. The report is 24 pages and will cost approximately \$3-\$4 per copy to print. Ms. Costaris suggested we create short executive-summary of the document for distribution. Dr Pollock suggested adding a QR code with a link to full report on the website. Dr P also recommended adding an executive summary stating OCSCD has chosen not to print the entire report “in interest of the environment” and post on website. Ms. Maxwell-Doyle recommended to move ahead with executive summary for printing.
- D. OCSCD Board Nominating Committee – Ms. Raabe stated she has reached out to establish official committee. Several previous committee members are no longer willing or able. Mr. DiLodovico agreed to serve on committee. Ms. Raabe requested suggestions from the board. Ms. Costaris recommended County Ag agent, Doug Zimenski (Marine agent) and possibly someone from Barnegat Bay Partnership. Ms. Maxwell-Doyle suggested Angela Anderson, LBI Sustainability Building Coordinator. Dr. Gross encouraged the board to make sure new committee members know the expertise of current members. Ms. Raabe asked Mr. DiLodovico if he will serve as chairperson. Mr. DiLodovico accepted and stated he will reach out to his contacts is interested. Ms. Raabe stated there will need to be a packet of information regarding the job description of Supervisors for the committee. Ms. Raabe reiterated that the role of District staff is to be minimal in the nominating process.
- E. Hiring Part Time Clerk – Status Update – Ms. Mooney stated there are currently about 50 applicants for the position. Ms. Mooney and Ms. Raabe will do separate scoring to cut down the list and then commence with interviews.

XIV. NEW BUSINESS

- A. Annual Resolutions:
 - 1. 2022-1, Election of Officers/Roll call vote – Chairman: Dr Pollock, Vice Chairman: MMD, Treasurer: CC, Secretary: Dr. Gross. Dr. Pollock asked for a roll call vote to approve. Roll call vote unanimous.
 - 2. 2022-2, Professional Services (CR Read for record) - Roll call vote unanimous
 - 3. 2022-3, District’s official publications - Roll call vote unanimous.
 - 4. 2022-4, Standing Committee-Legislative committee is open. Board chose to leave the role vacate for new members. Other standing committee assignments will remain the same. Roll call vote unanimous.
 - 5. 2022-5, NACD Urban Agriculture Initiative Grant – Application requires Board resolution. They are seeking \$10,000 to have the District more involved in Urban Agriculture including a Food Democracy Collaborative and helping to develop Community Agriculture Plan. Dr. Pollock asked for a motion to approve the Resolution. Ms. Costaris moved, and Dr. Gross seconded the motion. Roll call unanimous. Ms. Raabe will share complete application once completed and submitted.
- B. Appointment of 2022 Nominating Committee -C. Costaris & M. Maxwell-Doyle terms expire 6/30/2022 -Roll call vote – Ms. Costaris confirmed she would like to re-up. Ms. Maxwell-Doyle will be moving to Atlantic County around mid-March/April. Therefore, she will not be able to renew her term even though she would like to continue to serve. Ms. Costaris stated the nominating Committee will need to look for two Supervisors. Ms. Raabe stated she will investigate whether working in Ocean County would be acceptable for a Board member.
- C. Approve FY 2021 District Audit – roll call vote – CC move to approve, Dr Gross 2nd, unanimous
- D. Audit proposal from Nightlinger, Colavita & Volpa for FY22 Audit – Removed from agenda/solicit new proposals for auditor

- E. 25th Annual Roundtable – 4/27/22 – Authorize expenditure to rent equipment for outdoor movie, etc. – OCSCD is partnering with Ocean County Parks and the event will be at Jake’s Branch Park. The roundtable theme is ***Our Roots Run Deep: Celebrating 25 years of Local Connections, Culture & Conservation***. The event will be predominantly outside due to COVID. In lieu of keynote speaker, there will be an outdoor showing of the film “Kiss the Ground” about regenerative agriculture narrated by Woody Harrelson. Ms. Raabe requested approval for \$2500-\$3000 to cover the rental cost of a screen, tent, and projector including delivery, setup, etc. Ms. Raabe stated that there will be a charge for teachers attending but the intention is not to pass the entire cost on to teachers. Dr Gross moved to approve the expense and Ms. Costaris seconded. Roll call vote was unanimous.
- F. Conversion of District office to natural gas – Ms. Mooney reported New Jersey Natural Gas confirmed the service is available along with a \$1000 rebate once conversion is complete. Ms. Mooney requested Board approval to gather quotes for the conversion. Dr Pollock asked if the old underground oil tank was removed and, if so, do we have EPA/DEP letter that no further action is required? Ms. Raabe will review and follow up. Ms. Mooney will have a pricing update for next meeting. Dr Gross recommended looking into a NJNG program to borrow the money interest free. Ms. Costaris moved we investigate the cost to convert the office to natural gas and Dr. Gross seconded. All in favor.
- G. Poster Contest Prizes – Ms. Raabe reported that Ms. Laboy would like the \$50 prize to be awarded for each age category and additional for \$50 grand champ. Dr. Gross moved to approve; Ms. Maxwell-Doyle seconded. All in favor.
- H. Other – Ms. Raabe requested the Board approve distribution of the **2022 updated Employee Manual**. There are no substantial changes to the manual, most changes were legal in nature and done with consultation. Ms. Maxwell-Doyle motioned for approval; Dr. Gross seconded. Roll call vote was unanimous.

XV. EXECUTIVE SESSION – Approval of Minutes & Personnel Matters – Ms. Maxwell-Doyle motioned to leave regular session and move to executive session. Ms. Costaris seconded the motion. The Board moved to Executive session at 9:01am.

Upon regular to public session, Ms. Raabe stated the Board has voted to adopt the updated Civil Service Commission Compensation Compendium from 2019. In addition, the Board promoted Ms. Georgie Grieb to Inspector II, Range 18/2. The Board also voted to increase all staff one step with the exception new staff members Christina Mooney and Benjamin Hayden. All updates to pay rates will begin with the first pay in February.

The newly adopted pay rates (including range and step) are as follows:

Christine Raabe, District Director: Range 30, Step 09, Salary \$113, 855.92

Jean Baluski, Asst District Director: Range 27, Step 09, Salary \$98,932.79

Christina Mooney, Office Manager: Range 21, Step 04, Salary \$62,262.27

Rebecca Laboy, Education Outreach Specialist: Range 20, Step 08, Salary \$69,115.56

Jessica Pinto, Erosion Control Specialist: Range 19, Step 05, Salary \$59,143.79

Kristin Adams, Erosion Control Specialist: Range 19, Step 03, Salary \$54,567.09

Brittany Moore, Erosion Control Specialist: Range 19, Step 03, Salary \$54,567.09

Ramon Mejia, Erosion Control Specialist: Range 19, Step 02, Salary \$52,278.74

Georgie Grieb, Inspector II: Range 18, Step 02, Salary \$49,990.39

Sean Yeats, Inspector I: Range 17, Step 02, Salary \$47,810.88

Alexandra Augustino, Inspector I: Range 16, Step 02, Salary \$45,731.91

Benjamin Hayden, Inspector I: Range 16, Step 01, Salary \$43,753.77

Amanda Sullivan, District Clerk II: Range 14, Step 02, Salary \$41,872.33

Ms. Costaris motioned to approve all personnel matters and Dr. Gross seconded. Roll call vote was unanimous. unanimous.

XVI. ANNOUNCEMENT OF NEXT DISTRICT MEETING – March 17, 2022

XVII. ITEMS FOR NEXT MEETING

XVIII. ADJOURNMENT - Dr. Gross motioned to adjourn the meeting and Ms. Maxwell-Doyle seconded. The meeting was adjourned at 9:12am.