

OCEAN COUNTY SOIL CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
714 LACEY ROAD, FORKED RIVER, NJ 08731  
March 17, 2022, FY22

Pursuant to the Open Public Meetings Act, Chapter 231, P.L. 1975, CIO: 4-18, the Board of Supervisors of the Ocean County Soil Conservation District (OCSCD) hereby announces the agenda for the district meeting on March 17, 2022, at 8:00 a.m. This announcement was forwarded to the Asbury Park Press, The Press of Atlantic City, and the Ocean County Clerk. Meeting to be held remotely via WebEx (<http://help.webex.com>). [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, and Charlene Costaris, Treasurer. Others present via teleconference: Christine Raabe, Director and Christina Mooney, Office Manager, Ocean County Soil Conservation District (OCSCD). Also present via teleconference was Nicole Ciccaglione from the Natural Resources Conservation Service (NRCS).

### MINUTES

- I. CALL TO ORDER – Ms. Christine Raabe announced she would be recording the meeting. Dr. William Pollock called the meeting to order at 8:02am.
- II. FLAG SALUTE
- III. APPROVAL OF AGENDA- Roll call vote – Dr. Pollock called for a motion to approve the agenda. Ms. Charlene Costaris moved; Dr. Michael Gross seconded. Roll call vote was unanimous.
- IV. APPROVAL OF PREVIOUS MINUTES (January 20, 2022) - Roll call vote – Dr. Pollock called for a motion to approve the minutes of the January 20, 2022 meeting. Motion was so moved by Ms. Costaris 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 continuing to review 2022 applications. Of the applications, there are four from Ocean County focusing on aquaculture, three are pre-approved. Nine total applications focused on aquaculture and 6 total have been approved for funding. Ms. Ciccaglione said there should be some awards ready for certification at the next meeting.
- VI. CORRESPONDENCE
  - A. Soil & Water Conservation Cost Share Tables – Ms. Raabe presented the cost share tables to the board and asked the board to accept price points for reimbursement. Dr. Gross moved for a motion to approve, and Ms. Costaris seconded. Roll call vote was unanimous.
  - B. NJACD- Partnership Meeting- 3/28/22- To be held in person at Freehold SCD with an option to attend virtually – Ms. Raabe confirmed all Board members are registered to attend but still waiting on the final agenda. Ms. Raabe, Ms. Maxwell-Doyle, and Dr. Gross will be attending virtually. Dr. Pollock, Ms. Jean Baluski and Mr. Tony DiLodovico, Member Emeritus will be attending in person.
  - C. COVID State Update – Ms. Raabe received a memo from Frank Minsch stating all offices open with no mask required.
  - D. Other
- VII. MONTHLY STATEMENT OF TREASURER (January & February) - Roll call vote – Dr. Pollock asked for a motion to accept the monthly statement of the treasurer. Ms. Maxwell-Doyle motioned, and Dr. Gross seconded. Roll call vote was unanimous.
- VIII. BILLS AND CLAIMS - (December, January & February) Chapter 251 & General - Roll call vote – Dr. Pollock asked for a motion to approve the Bills and Claims. Dr. Gross motioned, and Ms. Maxwell-Doyle seconded. Roll call vote was unanimous.

- IX. REPORTS OF STANDING COMMITTEES - Education update – B. Laboy Report & Roundtable – Ms. Becky Laboy submitted the report- All board members confirmed receipt. Ms. Raabe cordially invited everyone to the round table on April 27, 2022, at Jake’s Branch Park and the showing of the film “Kiss the Ground”. Ocean County Parks Department staff will be assisting. Ms. Raabe & Ms. Laboy are meeting with Cape Atlantic board members on Monday, March 21, 2022, to discuss OCSCD education program as they are looking to add the same.
- X. REPORTS OF SPECIAL (AD HOC) COMMITTEES – None
- XI. PUBLIC COMMENT – None
- XII. CHAPTER 251 – Certified Plans, Re-Certifications, Amendments, Incomplete and Denied Plans (attachment B)
- A. Roll Call Vote – 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. Approval of the Enforcement of SESC ordinances by exempt municipalities report for year 2021.- Roll call vote – Dr. Pollock called for a motion to approve the above. Ms. Costaris moved, and Ms. Maxwell-Doyle seconded. The roll call vote was unanimous.
  - C. Issue Stop Construction Order for SCD#23158; 610 East Bay Avenue – Multifamily; Block: 225, 226, 227, 228, Lot: 2-4, 1, 1, 1; Stafford Township.
  - D. Rescind #21049
  - E. Other
- XIII. OLD BUSINESS
- A. Continue to develop SOPs – Procedures for all administrative processes and plan procedures - Ongoing
  - B. Update on CD – Ms. Mooney stated the monies had not yet been transferred to Manasquan Bank. Dr. Pollock inquired if the District could buy a treasury bond because rate is higher? He explained a Treasury Bond rate varies based on inflation. Dr. Gross suggested we find out term, see if we would need to hold until maturity and ask if there are the conditions to get the higher rate? Ms. Mooney said she would investigate the option of moving the monies into a Treasury Bond.
  - C. District Annual Report – Executive Summary – Dr. Pollock stated he got copy in the mail and it looked good. Ms. Costaris commended District on the whole effort of the Annual Report and stated the Executive summary was a good move to make. “Well done.” Ms. Baluski will be bringing copies to the NJACD Partnership meeting. Ms. Raabe state the summary was mailed to commissioners, County departments, partners, all NJ Soil Districts, etc. Approximately 120 summaries were mailed in total. Ms. Raabe noted we used local printer with good turnaround time.
  - D. OCSCD Board Nominating Committee – Ms. Raabe confirmed Mr. DiLodovico is serving as the committee chairperson. The committee will also include William Slack, previous OCSCD Director; Mark Villinger, Supervising Ocean County Planner; Angela Contillo-Anderson, Recycling & Sustainability Director, Long Beach Township; Gritta Forsberg, Executive Director, Save Barnegat Bay; Dr. John Wnek, OCVTS/MATES; Chris Claus, Chief Naturalist, Ocean County Parks and Recreation; and Karen Walzer, Public Outreach Coordinator, Barnegat Bay Partnership. Ms. Raabe confirmed she sent Mr. DiLodovico all necessary information to about nominating process. The committee would like recommendations from current board. Ms. Raabe stated the Board must approve committee. Dr. Pollock called for a motion to approve the named Nominating Committee members. Ms. Costaris motioned, and Dr. Gross seconded. Ms. Maxwell-Doyle recused herself from approving Ms. Walzer due to a conflict. Roll call vote was unanimous.
  - E. Part Time Clerk – update – Ms. Mooney and Ms. Raabe interviewed the top three candidates, all of which were qualified and great. A final candidate has been chosen we are waiting on reference checks. Ms. Raabe stated the candidate is coming from Freehold Soil District with the bonus of 251 experience including inspections and H&H database.
  - F. Underground Storage Tank (Removal verified) – Ms. Mooney verified the tank was removed and the District has the final certificate of approval.
  - G. Other
- XIV. NEW BUSINESS
- A. National Association Conservation Districts- Dues - Roll call vote – Dr. Pollock called for a motion to approve payment of the NACD Dues. Ms. Maxwell-Doyle moved, and Ms. Costaris seconded. Roll call vote was unanimous.

- B. FY23 Draft Budget approval -- Roll call vote – Ms. Maxwell-Doyle as if there are any changes for the Board to be aware of? Ms. Raabe stated we are waiting for funding and approval of three grants and the budget may be modified based on those grants. Dr. Pollock asked for a motion to approve the FY23 Draft Budget. Ms. Costaris moved; Ms. Maxwell-Doyle seconded. The roll call vote was unanimous.
- C. Annual Plan of Operations Review - Roll call vote – Ms. Maxwell-Doyle stated the plan looks good but the first item under Education & Outreach (item 4, #1) talks about grants. She suggested adding diversification to another section. Dr. Pollock called for a motion to approve the Annual Plan of Operations. Ms. Maxwell-Doyle moved, and Dr. Gross seconded. The roll call vote was unanimous.
- D. Envirothon Sponsorship- Roll call vote – Ms. Raabe stated the Envirothon is asking for a \$500 sponsorship from each district. Dr. Pollock called for a motion to approve a \$500 sponsorship. Dr. Gross moved; Ms. Costaris seconded. The roll call vote was unanimous.
- E. Purchasing New Vehicle- Roll call vote – Ms. Mooney stated the District is looking to purchase a new vehicle (2022 Prius) per the specs provided. Dr. Gross shared he has a Prius with 140K and has had no issues. Ms. Maxwell-Doyle asked if Prius will be a hybrid. Ms. Mooney confirmed it is a Hybrid with a fuel tank, not electric. Ms. Ciccaglione stated she is on her fourth Prius. Dr. Pollock called for a motion to approve the purchase of the Prius. Dr. Gross moved, and Ms. Maxwell-Doyle seconded. The roll call vote was unanimous.
- F. Avaya Lease Renewal or Purchase- Roll call vote – Ms. Mooney explained our current lease with Avaya for the office phones was expired. The options are to continue with current lease on month to month, purchase the phones or purchase the phones and upgrade the software which would cost about \$700. Ms. Mooney also confirmed that there are no new options to upgrade the phones since we want to remain analog. The question was asked if we could continue to lease and possibly downgrade the number of lines. Ms. Costaris asked if we can upgrade the software if we do not purchase the phones. Ms. Mooney will check with Avaya and Hunter Technologies. Dr. Pollock called for motion to continue with month-to-month lease with a plan to move to less phones and more reliance on cell phones. Ms. Costaris moved; Dr. Gross seconded. The roll call vote was unanimous.
- G. South Jersey Resource Conservation & Development Council- Dues - Roll call vote – SJRC&D is made up of all Soil Districts in southern part of the state and Ms. Raabe is chairperson. Dr. Pollock called for a motion to approve payment of the SJRC&D dues. Ms. Maxwell-Doyle moved; Ms. Costaris seconded. Roll call vote was unanimous.
- H. Proposals from the Auditors - Roll call vote – Ms. Mooney stated we received four proposals from potential auditors (Jump, Perry, and Company LLP; Nisivoccia; Suplee, Clooney & Company; and Vernoia, Enterline + Brewer LLC). Ms. Raabe stated Suplee, Clooney & Co. were our previous auditors with experience with OCSCD. Jump, Perry, and Company was recommended by Colvita (previous auditor). Ms. Mooney noted that Suplee is our current accountant so we would need to find a new accountant if they become our auditors. Dr. Pollock called for a motion to approve Jump, Perry, and Company LLP as the new auditor for OCSCD. Ms. Costaris moved, and Dr. Gross seconded. The roll call vote was unanimous.
- I. Grants Applied for: NACD Urban Agriculture- Lakewood; RCPP/Aquaculture – Due 4/13; NACD/TAG (year 3) – Ms. Raabe stated the NACD grant is for \$10,000 and Ms. Jessica Pinto, Erosion Control Specialist, found a lot of partners. Ms. Kristin Adams, Erosion Control Specialist, is working on building a partnership and advisory committee for the RCPP Aquaculture grant. The grant proposal is asking for about 1.5 million with 75% of funding going directly to aquaculture producers. The grant includes money for Stockton University, NRCS keeps 10-15% to process the conservation plans, and the District will get money to administer the grant. Ms. Adams is attending UMass Aquaculture business course and working with Ms. Ciccaglione (NRCS). Ms. Raabe is hoping to announce receipt of the grants next meeting. Ms. Maxwell-Doyle said she sat on a call during which Ms. Adams was asked to speak with Cape Atlantic about shell fishery. She said Ms. Adams is doing a great job and represents the district well.
- J. Training/Reimbursement for Tuition/Incentive for certifications/degrees – Ms. Raabe was approached by a staff member to return to school for an engineering degree and asked if there was reimbursement or stipend. Ms. Maxwell-Doyle said it would be worth looking into it and to possibly look for grant opportunities to assist. Dr. Gross suggested we find out what other districts offer to employees. Dr. Gross also, asked if the policy would relate to any degree or degree related to what we do? Ms. Raabe stated there should be promissory agreement staff would remain at District for a certain length of time. Ms.

Maxwell-Doyle asked if there is a model nationally. Dr. Gross suggested checking with the Dept. of Agriculture. The topic was tabled for further discussion.

K. Other

XV. EXECUTIVE SESSION – Approval of Minutes – Dr. Pollock called for a motion to approve the minutes from the Executive Session of the January 20, 2022 session. Ms. Costaris moved; Ms. Maxwell-Doyle seconded. The roll call vote unanimous

XVI. ANNOUNCEMENT OF NEXT DISTRICT MEETING – May 19, 2022

XVII. ITEMS FOR NEXT MEETING

XVIII. ADJOURNMENT – Ms. Maxwell-Doyle motioned to adjourn the meeting and Ms. Costaris seconded. The meeting was adjourned at 9:07am.