

OCEAN COUNTY SOIL CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
714 LACEY ROAD, FORKED RIVER, NJ 08731  
May 18, 2023 - FY23

**MINUTES**

**I. CALL TO ORDER** – The meeting was called to order by Dr. William Pollock at 8:00 a.m. 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.

<https://oceancountysoilconservationdistrict.my.webex.com/oceancountysoilconservationdistrict.my/j.php?MTID=m1122703c0e09c0ced56c0843de6161a8> 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, Dr. Michael Gross, Gary Paxton, John Tiedemann, Ray Bukowski. Others present via teleconference: Nicole Ciccaglione, Natural Resources Conservation Services (NRCS), Arelys Ortiz, State Conservationist—Field Operations & State Soil Conservation Committee (SSCC), Christine Raabe, District Director, Jean Baluski, Assistant District Director, and Mary Ellen Banfield, Office Manager, Ocean County Soil Conservation District.

**II. FLAG SALUTE** – Dr. Pollock led the flag salute.

**III. APPROVAL OF AGENDA**

Dr. Pollock called for a motion to approve the agenda. The motion was made by Mr. Tiedeman and seconded by Mr. Paxton. Roll call vote: unanimous.

**IV. APPROVAL OF PREVIOUS MINUTES** – Dr. Pollock called for a motion to approve the minutes of the meeting on March 16, 2023. The motion was moved by Dr. Gross and seconded by Mr. Tiedeman. Roll call vote: unanimous.

**V. REPORTS TO THE BOARD** – Natural Resources Conservation Service (NRCS)

Ms. Ortiz reported on NRCS activities and civil rights posters. Ms. Ciccaglione reported on conservation plans with contracts: 3 for forest plans, 1 for aquaculture plans, and 1 modified aquaculture plan. All to be funded by the Environmental Quality Incentive Program (EQIP). Dr. Pollock called for a motion to accept funding. The motion was made by Mr. Bukowski and seconded by Mr. Tiedemann. Roll call vote: unanimous.

**VI. CORRESPONDENCE**

- A. A retirement letter was received from Douglas Fisher, Secretary of Agriculture; dated 3/14/2023.
- B. A Soil & Water Stewardship Week Proclamation was received from the Office of Governor Philip D. Murphy; dated 4/13/2023.
- C. Internal Staff Directory; dated 5/2/2023 (NOT FOR PUBLICATION).

**VII. MONTHLY STATEMENT OF THE TREASURER (March and April)** – Dr. Pollock called for a motion to accept the Monthly Statement of the Treasurer. The motion was made by Dr. Gross and seconded by Mr. Tiedemann. Roll call vote: unanimous.

**VIII. BILLS AND CLAIMS** – (February through April, March, and April), Chapter 251 and General.

Dr. Pollock called for a motion to approve the Bills and Claims. The motion was made by Dr. Gross and seconded by Mr. Bukowski. Roll call vote: unanimous.

**IX. REPORT OF STANDING COMMITTEES** – Education update – B. Laboy Report. The Roundtable was held on 4/19/2023 with good feedback from the participants. The Envirothon is to be held 5/20/2023.

**X. REPORTS OF SPECIAL (AD HOC) COMMITTEES** – None.

**XI. PUBLIC COMMENT** – None

**XII. CHAPTER 251** – Certified Plans, Re-Certifications, Amendments, Incomplete and Denied Plans  
Dr. Pollock called for a motion to approve the submitted recommendations B through H. Mr. Bukowski recused himself based on the involvement of NJ Natural Gas. Roll call vote: unanimous (except for Mr. Buskowski).

A. Applications:

- Certified Applications as of 5/10/2023
- Recertified, Amended, and Denied Certifications as of 5/10/2023

Dr. Pollock called for a motion to approve the Certified Applications and the Recertified, Amended, and Denied Applications. The motion was made by Mr. Bukowski and seconded by Mr. Paxton. Roll call vote: unanimous.

- Uncertified Applications as of 5/10/2023—no action required.
- B. SCD# 23083; 1364 River Avenue, Lakewood Township; Block 534, Lot 7.17; SCO rescinded on 3/6/2023.
- C. Soil Disturbance: SCD# 20470; 11 Gudz Road, Lakewood Township; Block 11.04, Lots 4 & 18; issued SCO on 3/ 23/23.
- D. SCD# 24138; 675 Cypress Avenue, Lakewood Township; Block 782.05, Lot 1; SCO rescinded on 3/29/23.
- E. Soil Disturbance: Q-Farm/Right to Farm Issue/ 22 Jacobstown Road, Plumsted Township; Block 25, Lot 4; SCO issued SCO on 4/13/2023.
- F. SCD# 24139; 595 Marc Drive, Lakewood Township; Block 778.01, Lot 6; SCO rescinded 4/25/2023.
- G. Soil Disturbance: SCD# 15964; Hope Hill Estates Subdivision; Hope Chapel Road, Lakewood Township; Block 11, Lots 87-89, 91, 93, 95, 96, and 100; SCO Issued on 5/9/2023.
- H. Soil Disturbance: 1539 Newport Dr; Lakewood Township; Block 187.05, Lot 4, 1539 issued SCO 5/4/2023.
- I. Exempt Municipality—Long Beach Township—Memo sent requesting meeting Re: Annual Review & Report—waiting for a reply.

**XIII. OLD BUSINESS** –

- A. New vehicle status update—this will take 5 months from the date the Purchase Order was submitted.
- B. RCPP Resolution Board Approval— (PPA2751-2023-4-27 15-44-21 Signed—NJ Coastal Aquaculture Project--\$961,228.84—over 5 years)
- C. Fence and District Sign Update—The fence will not be constructed, but instead some native plants will be placed along the east side of the property, as well as NO PARKING signs. Zoning approval was received for the sign replacement and will be moving forward with production and installation.
- D. NRCS Memorandum of Agreement—pending.
- E. Other—none

OCEAN COUNTY SOIL CONSERVATION DISTRICT BOARD OF SUPERVISORS MEETING  
714 LACEY ROAD, FORKED RIVER, NJ 08731, MAY 18, 2023

**XIV. NEW BUSINESS –**

- J. District Supervisor Renomination—Michael F. Gross—All in favor of Dr. Gross’s renomination as a District Supervisor (Dr. Gross recused himself).
- K. Approve designating Mary Ellen Banfield District OPRA Officer & Records Custodian  
Dr. Pollock called for a motion to designate Mary Ellen Banfield as the District OPRA Officer & Records Custodian. The motion was made by Mr. Tiedemann and seconded by Mr. Bukowski. Roll call vote: unanimous.
- L. Ocean First Bank Account Signers—Need to Update Signature Cards with the bank—to be scheduled with a bank representative to attend the next board meeting in person.
- M. State Soil Conservation Committee Cost Share Table Adoption – Resolution. Dr. Pollock called for a motion to adopt the use of the SSCC Cost Share Table. The motion was made by Mr. Bukowski and seconded by Dr. Gross. Roll call vote: unanimous.
- N. District applying for continuation of NACD Technical Assistance grant and NRCS Conservation Planning Assistance. Dr. Pollock called for a motion to apply for the continuation of the NACD Technical Assistance grants and NRCS Conservation Planning Assistance. The motion was made by Mr. Bukowski and seconded by Dr. Gross. Roll call vote: unanimous.
- O. Other—none

EXECUTIVE SESSION—Legal and/or confidential personnel matters: Dr. Pollock stated that the Board is moving into Executive session for personnel matters and called for a motion to move into Executive session at 8:50 a.m. The motion was made by Mr. Bukowski and seconded by Dr. Gross. Roll call vote: unanimous.

Dr. Pollock called for a motion to close the Executive Session at 8:57 a.m. The motion was made by Mr. Tiedemann and seconded by Mr. Paxton. Roll call vote: unanimous.

Approval of Rachel Hammack being advanced to Inspector I with salary Range 16, Step 1, which increases her salary to \$46,431.86. Dr. Pollock called for a motion to approve. The motion was made by Mr. Bukowski and seconded by Dr. Gross. Roll call vote: unanimous.


Approval of Kristin Adams being advanced to Conservation Specialist with salary Range 19, Step 2, which increases her salary to \$60,335.46. Dr. Pollock called for a motion to approve. The motion was made by Mr. Bukowski and seconded by Dr. Gross. Roll call vote: unanimous.

**XV. ANNOUNCEMENT OF NEXT MEETING –** July 20, 2023, to be held in person at the district office.

**XVI. ITEMS FOR NEXT MEETING—**make an appointment for the bank representative to attend the next meeting, in person, to change signers on the bank accounts.

**XVII. ADJOURNMENT –**

Dr. Pollock called for a motion to adjourn the meeting at 9:00 a.m. The motion was made by Dr. Gross and seconded by Mr. Bukowski. Roll call vote: unanimous.

X 

Dr. Michael F. Gross, Secretary